



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**Division of Health and Wellness
Child Nutrition Programs
National School Lunch Program
FY 2022 Equipment Assistance Grant**

REQUEST FOR APPLICATIONS

RFA Release Date: June 3, 2022

Application Submission Deadline: July 22, 2022, 3 p.m.

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

Checklist for Applications FY 2022 Equipment Assistance Grants for School Food Authorities

This application checklist provides a list of required documents, however OSSE expects that applicants will read the entire RFA prior to submission of their application.

At least four weeks prior to submission, you have:

- Obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number;
- Registered the DUNS number into the System for Award Management (SAM); and
- Registered in the OSSE Electronic Grants Management System (EGMS).
- The applicant has completed Central Data for FY22 in EGMS and accepted all program assurances.

When submitting your application, ensure:

- The application was submitted through the OSSE Grants Management System (EGMS).
- Three formal quotes are submitted for each requested equipment
- The applicant organization/entity has responded to all sections of the Request for Application and has provided all the information in EGMS.
- The application was submitted to the OSSE no later than 3 p.m. on the deadline date of July 22, 2022.

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**Request for Applications RFA #
FY 2022 Equipment Assistance Grant for School Food Authorities**

SECTION I: GENERAL INFORMATION

Introduction

The Consolidated Appropriations Act, 2021, ([Public Law 116-260](#)), authorized grants to the Office of the State Superintendent of Education (OSSE), Division of Health and Wellness, for providing equipment assistance to School Food Authorities participating in the National School Lunch Program (NSLP). The District of Columbia has been selected to receive funding in the amount of \$64,944.

The Healthy Schools Act (HSA) of 2010 (D.C. Law 18-209, as amended; D.C. Official Code § 38- 821.01 et seq.) allows OSSE to issue grants through a competitive process or a formula grants process to public schools, public charter schools, or other organizations for the acquisition of school kitchen equipment. OSSE is adding an additional \$35,000 of HSA funds to the FY 2022 NSLP Equipment Assistance Grant, for a total funding amount of \$99,944.

These funds will be available through a competitive grant process to public schools (i.e., schools within the District of Columbia Public Schools), and public charter schools and participating non-profit private/non-public schools.

These funds will make a significant investment by allowing the purchase of capital equipment used to serve healthier meals, meet the nutritional standards with emphasis on more fresh fruits and vegetables in school meals, improve food safety and expand accessibility to food services.

Grant Period

The grant period begins on the award date listed on the GAN, and ends on September 30, 2023. All funds must be expended by this date. Unexpended funds of the approved grant will be refunded to the Agency for further award to eligible applicants.

Eligibility

Any District of Columbia Public School, Non-Profit Private/Non-Public School or a Public Charter School campus chartered by the District of Columbia Public Charter School Board that currently participates in the NSLP (including Seamless Summer Option or SSO), may apply. Awards are determined based on the school campus, not the School Food Authority (SFA) as an entirety. SFAs cannot submit applications for school campuses that are not part of their SFA in school year 2021-22.

Focus of School Food Authority Grants

In order to make the most effective use of these grant funds, equipment requests must address at least one of the following focus areas:

- Equipment that lends itself to improving the quality of school food service meals that meet the dietary guidelines (e.g., purchasing an equipment alternative to a deep fryer, or steam ovens that improve quality of prepared fresh or fresh-frozen vegetables).
- Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding bags/equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
- Equipment that improves the overall energy efficiency of the school food service operations (e.g., purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).
- Equipment that allows sponsors to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).
- Equipment that aides in strategies for adopting smarter lunchrooms (e.g., lunchroom changes that appeals to student population; highlighting convenience, healthy choices, and supporting menu changes to healthier options).

Equipment Examples

The following are examples of allowable equipment that meet the focus areas of this grant. This list is not exhaustive.

- Combine ovens
- Tilt skillets
- Hot and/or cold food service lines
- Salad Bars
- Packing machines
- Water bottle refill stations

The following are examples of allowable equipment that support providing breakfast meals in an alternative setting.

This list is not exhaustive.

- Breakfast carts
- Portable kiosks for remote point-of-sale or Grab 'n Go
- Rolling milk cooler
- Rolling hot and/or cold storage units
- Refrigerators
- Freezers

Funding

Total funding available: \$99,944
 Minimum award amount: \$1,000
 Maximum award amount: \$15,000
 Estimated number of awards: Six to eight

An applicant may request funds for more than one piece of equipment, but the total funding request for any one application may not exceed \$15,000.

If multiple pieces of equipment are requested, an applicant should rank the requested equipment according to need. This ranking will assist OSSE in determining which equipment request to support if an application is partially funded.

Continuation Funding

All awards are made for a period of up to two years, as defined by the grant period. However, if all funds are not expended by September 30, 2022, applicants awarded funds will be required to complete and submit an annual continuation application prior to being awarded continuation funds in year two. The continuation application will be online in OSSE's EGMS. Information regarding the application will be communicated to recipients prior to the end of each program period. Continuation of awards in year two is contingent upon:

- The availability of funds;
- The sub-recipient completing closeout for year one by Jan. 15, 2023;
- Compliance with District and Federal laws, regulations, and guidance;
- Operation of the grant program as submitted in the application; and
- The appropriate expenditure of funds throughout the grant award period.
- The completion of a continuation grant application.

Resources

- The Institute of Child Nutrition: <http://nfsmi.org>

- School Nutrition Association: <https://schoolnutrition.org/>
- Smarter Lunchrooms Movement: www.smarterlunchrooms.org

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Elysia DiCamillo by 12 p.m. on June 17, 2022. To ensure a fair process, questions submitted after June 17, 2022 will not receive responses. Responses to questions will be published by June 22, 2022.

- Applicants are strongly encouraged to participate in the following webinar information session. A recording of the information session will be available on the OSSE website.
- Pre-application webinar: June 6, 2022 2:00-3:00 pm. Register [here](#).

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

Applications must be submitted online through the OSSE Grants Management System (EGMS). No paper applications will be accepted. This RFA serves as guidance when completing the application in EGMS. EGMS is located at grants.osse.dc.gov.

SFAs applying for multiple campuses must submit a separate application for each campus. Awards will be made at the campus level, not the SFA level.

Application Submission Date and Time

One individual should be designated as primary contact and authorized representative of the application(s) submitted. Applications are due by 3 p.m. on July 22, 2022.

If there are questions, please contact:
Elysia DiCamillo, Community Programs Specialist
Office the State Superintendent of Education
1050 First St. NE, 6th Floor
Washington, DC 20002
Elysia.DiCamillo@dc.gov

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use funds for equipment that benefits the school (not a caterer or food service management company, if vended). Equipment assistance grant funds are to be used solely to purchase needed school food service equipment.

Equipment

For the purpose of this grant, equipment means nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$1,000 or greater. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.

Equipment with a per unit acquisition cost of less than \$1,000 will not be considered for this grant. Small-ware items such as trays and plates, utensils, pans, containers and the like will not be considered. Multiple units of equipment totaling \$1,000 will not be considered for this grant. Equipment must have a per unit acquisition cost of \$1,000 or greater.

Per unit acquisition cost, as defined by the federal government, includes the “net price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges such as taxes, duty, and protective in transit insurance, freight and installation may be included or excluded from the acquisition cost in accordance with the non-Federal entity’s regular accounting practice.” All costs included within the acquisition cost must be necessary and reasonable in accordance with federal cost principles.

Equipment purchased under this program will not be given to, granted to, transferred to, leased to, or sold to any person or entity that is not eligible to participate in the grant program as applicant.

Procurement

Procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 apply to any equipment procured with these grant funds. Equipment competitively procured using these grant funds must be reasonable, necessary, and allocable in order to be permissible costs. For example, using these funds to purchase a walk-in freezer for school food service would be allowable; however renovation of the food service area would fall under the category of construction and would not be an allowable cost.

A grantee must follow all Federal and District procurement laws when purchasing equipment with these grant funds, whichever is more proscriptive. All procurement transactions for equipment is conducted in a manner that provides, to the maximum extent possible, open and free competition. If you have questions about procurement procedures please contact your procurement office.

Recipients are encouraged to take advantage of volume purchase agreements.

Reimbursement

Schools selected to receive proceeds of this grant will be required to provide the following documentation upon expenditure and request for reimbursement:

- i. Signed confirmation of adherence to procurement rules documents
- ii. Invoices detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
- iii. Date equipment was installed and used toward meeting grant initiatives
- iv. Evaluation Questionnaire (submit with reimbursement request)
- v. Any reporting requirements for USDA

SECTION IV: GENERAL PROVISIONS

Decision and Notifications of Awards

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's electronic grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS.

Audits

At any time or times before final payment and during the required retention period, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

Monitoring and Reporting

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. The OSSE Grant Program

Managers will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Grantees shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

Funds received for this grant may not be combined with other school nutrition program funds and must be tracked and reported separately. You may be required to report on the number of jobs created or retained because of this grant.

Grantees will be required to complete quarterly reports. Quarterly reports will need to include the type of equipment purchased, accomplishments and challenges in expenditure activities, impact on the school food service operation of purchased equipment, reason(s) for any un-liquidated funds and potential return of equipment. A template for providing quarterly reports will be provided.

OSSE will consider failure to comply with the reporting requirements to be a material failure to comply and a basis for termination.

Grantees are required to complete an NSLP Equipment Grant report within 30 days of the award date, and again at the end of the grant period. The report will collect the following information:

- Alternative serving models being used for each meal served
- Number of meals served (timeframe will be specified in the report)

Grantees are required to submit the following information to OSSE at the end of the grant period:

- Type of equipment purchased
- Accomplishments and challenges in expenditure activities
- Impact on the school food service operation of purchased equipment
- Reason(s) for any un-liquidated funds
- Potential return of equipment

Confidentiality

Except as otherwise provided by local or federal law, no recipient shall use or reveal any research, statistical, or personally identifiable information for any purpose other than that for which such information was obtained in accordance with this grant program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Conflict of Interest

The grant recipient shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an activity supported by award funds, if a conflict of interest, or the appearance of a conflict, would be involved. A conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

Vaccination Requirements

The grant recipient must comply with all District laws and regulations and Mayor's Orders regarding District COVID vaccination requirements.

Terms and Conditions

- Funding for this award is contingent on available funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if the agency determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Nondiscrimination in the Delivery of Services

Assurance of Civil Rights Compliance:

The recipient will comply with the following nondiscrimination statutes and regulations, other related regulations and any USDA nondiscrimination:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies and Procedures;

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs;

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement; and

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

The District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 *et seq.*) prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense, place of residence or business, or credit information.

Non Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Regulatory Requirements

Government-Wide Regulations

This award is made subject to the following government-wide regulations:

- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA Implementing regulations “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 2 CFR Part 418: USDA “New Restrictions on Lobbying”
- 2 CFR Part 421: “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3: “Debt Management”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552).

SECTION V: EVALUATION OF APPLICATION

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique related experiences. The review panel will review and rank each applicant’s application, and when the review panel has completed its review, the

panel shall make recommendations for awards based on the scoring process. The Office of the State Superintendent of Education shall make the final funding determinations.

Evaluation Criteria

The Office of the State Superintendent of Education has established the following priorities for funding under the grant:

Criteria	Missing	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Project Vision and Implementation (Max 30 points)				
Applicant provides a clear vision for use of the equipment in the National School Lunch Program and/or National School Breakfast Program.	0	(1-3)	(4-6)	(7-10)
Applicant clearly describes how the equipment will have a measurable impact on the school food service program.	0	(1-3)	(4-6)	(7-10)
Applicant includes a timeline of major milestones.	0	(1-3)	(4-6)	(7-10)
Project Justification (Max 40 points)				

<p>Applicant describes how the equipment meets one or more of the focus areas including:</p> <ol style="list-style-type: none"> 1- Improve the quality of school meals. 2- Improve the safety of food served in the NSLP. 3- Improve the energy efficiency of the school food service operation. 4- Improve or expand the level of participation in the NSLP and/or Breakfast Program. 5- Contribute to the Smarter Lunchroom strategy. 	0	(1-10)	(11-25)	(26-40)
<p>Sustainability (Max 10 points)</p>				
<p>Applicant provides a clear sustainability plan, including a maintenance and upkeep plan for requested equipment.</p>	0	(1-5)	(6-10)	(11-20)
<p>Budget Justification (Max 10 points)</p>				

Applicant clearly describes how the proposed costs were determined, and describes steps taken to ensure requested equipment is cost effective.	0	(1-2)	(3-5)	(6-10)

Description of Scoring

The criteria above will be scored using the following indicators:

- **Missing:** The category is not addressed.
- **Does Not Meet Expectations:** The applicant is missing a very large portion of the category, fails to provide information, or provides inaccurate information.
- **Working Towards Expectations:** The applicant provides unclear and non-specific information, partially addresses the category, but provides limited information about approach and strategies. The answers lack focus and detail.
- **Meets Expectations:** The applicant provides general but sufficient detail, adequately addresses the category; however, some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- **Exceeds Expectations:** The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the category. The description is well-conceived and the ideas are fully developed and original.

OSSE's Division of Health and Wellness has a competitive preference for the 2022 NSLP Equipment Assistance Grant which is intended to narrow the achievement and opportunity gap.

The Division of Health and Wellness will provide a competitive preference to DC public schools and DC public charter schools who:

- Have not received an NSLP Equipment Assistance Grant in the previous three years, and;
- Earned a 1 or 2 star rating on the [DC School Transparency and Reporting \(STAR\) Framework](#)¹ or;

¹ This is DC's school accountability system. Each year, all schools receive a score of 1 to 5 stars, with 5 being the highest based on performance across multiple metrics, including Academic Achievement, Academic

- Are purchasing equipment that supports providing breakfast meals in non-traditional setting² to expand accessibility to food service.

Competitive Preference

Based on the rationale above, OSSE will utilize a competitive preference in reviewing FY2022 NSLP Equipment Assistance Grant applications. OSSE intends to award at least 50 percent of FY2022 funds to applications from competitive preference schools.

More information about the competitive preference, including a list of schools that will receive competitive preference can be found under the 2022 NSLP Equipment Grant Documents [here](#).

SECTION VI: APPLICATION FORMAT

Application Format

Applicants are required to follow the format below and each application must contain the following information, entered through EGMS:

- Contact Information
- Project Summary
- Project Justification
- Supporting Documents
- Detailed Planning Expenditures

Note that all central data, including SAMs and DUNS numbers must be submitted before this grant can be entered into EGMS.

Description of Application Sections

The purpose and content of each section is described below. Schools should include all information needed to adequately describe their objectives and plans for the equipment. It is important that applications reflect how the funds will be used to purchase equipment that will improve or supplement the school's participation in the National School Lunch Program. In addition, the budget and budget narrative should clearly demonstrate how and when the funds will be used in order to determine if the equipment purchase may provide a timely impact on the economy.

Growth, School Environment, English Language Proficiency, Graduation Rate (high schools and Alternative Schools), and Educational Progress (Alternative Schools).

² A non-traditional setting is defined as meals served outside of the cafeteria.

Contact Information (Attachment A)

The Contact Information section is included in Attachment A. Each application must include contact information for the authorized representative, grants manager and fiscal manager.

Program Specific Information (Attachment B)

The Program Specific Information section is included in Attachment B. This section of the application should be brief and provide an overview of the application. The application summary should highlight the major aspects of the objectives that are discussed in the project description.

Detailed Planning Expenditures (Attachment C)

The Detailed Planning Expenditures for this application shall contain detailed, itemized cost information that shows equipment purchases, personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures and your ability to spend or obligate the funds prior to the September 30, 2022 deadline.

Contact Information (Attachment A)

Authorized Representative: _____
Address 1: _____
Address 2: _____
City: _____ State: _____
Phone: _____ Fax: _____
Email: _____

Grants Contact: _____
Phone: _____ Fax: _____
Email: _____

Fiscal Contact: _____
Phone: _____ Fax: _____
Email: _____

Additional Email Address (up to five): _____
Additional Email Address (up to five): _____
Additional Email Address (up to five): _____
Additional Email Address (up to five): _____
Additional Email Address (up to five): _____

Program Specific Information (Attachment B)

Project Summary

1. Please provide a brief overview of the application in the space provided below. The application summary should highlight the major aspects of the objectives that are discussed in the project description.

Project Vision and Implementation

1. Please provide a clear vision for use of the equipment in the National School Lunch (or Breakfast) Program. Clearly describe how the equipment will have a measurable impact on the school food service program. Include photographs, diagrams, manufacturer fact sheets, or other supporting documentation. Include a timeline of major milestones for the project.

Project Justification

1. Please explain how the equipment meets one or more of the focus areas including:
 - Improve the quality of school meals.
 - Improve the safety of food served in the NSLP.
 - Improve the energy efficiency of the school food service operation.
 - Improve or expand the level of participation in the NSLP and/or Breakfast Program.
 - Contribute to the Smarter Lunchroom strategy.
2. Please describe the need for the requested equipment.
3. Please describe the current condition of your kitchen equipment, including the following:
 - Age and condition of the equipment being replaced
 - Kitchen renovations and/or modernization that occurred in the last five years
 - Current equipment being rented
4. If more than one piece of equipment is requested, please rank the requested equipment below in order of greatest need, with the highest needed equipment at the top of the list.

Sustainability

1. Please describe a sustainability plan for the requested equipment, including a maintenance and upkeep plan.

Students with Disabilities

1. Please describe how the proposed equipment would serve students with disabilities.

Budget Justification Narrative

1. How were proposed costs determined?
2. What steps were taken to ensure the equipment is cost-effective?

Supporting Documents

1. Three quotes for each equipment requested.
2. Letter of Acceptance into the National School Lunch Program for school year 2021-22.
3. Photographs, diagrams, manufacturer fact sheets, or other supporting documentation for the vision.

Detailed Planning Expenditures (Attachment C)

This section allows the applicant to list in the appropriate sections (tabs) the budget information, whether it is in professional services, equipment and/or supplies and materials. Once completed, a budget summary will calculate and the applicant can choose to take indirect costs for this application.

Overview Pages	Eligibility Check	Contact Information	Program Specific Information	Detailed Planning Expenditures	Assurances	Submit	Application History	Application Print
Budget Overview	Budget Data Import	Professional Services	Equipment	Supplies and Materials	Other Objects	Budget Summary		

The application has been submitted. No more updates will be saved for the application.

Budget Summary (Read Only)

Site:

Remove blank rows from display: Yes No

Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
80	Other Expenses				8,400.00				8,400.00 100.00 %
	Subtotal				8,400.00 100.00 %				8,400.00 100.00 %
	Total Budget								8,400.00

Assurances and Certifications (Attachment D)

Program Specific Assurances

1. We will ensure that the facilities under our school or organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;
2. If required by The Healthy School Act of 2010 (HSA) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;
3. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.