



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**Division of Health and Wellness
Child Nutrition Programs
National School Lunch Program
FY 2025 Equipment Assistance Grant**

REQUEST FOR APPLICATIONS (RFA)

RFA Release Date: December 13, 2024, 12 p.m.

Application Submission Deadline: January 29, 2025, 3 p.m.

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

Please allow additional time for any issues you may experience, as well as the consistency check to run, prior to submission.

Checklist for Applications FY 2025 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 Unique Entity Identifier (UEI);
- Registered the Unique Entity Identifier (UEI) into the System for Award Management (SAM); and
- Registered in the OSSE Electronic Grants Management System (EGMS).
- The applicant has completed Central Data for FY25 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 January 29, 2025 .

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Request for Applications FY 2025 Equipment Assistance Grant for School Food Authorities

SECTION I: GENERAL INFORMATION

Introduction

The Consolidated Appropriations Act, 2023 (Public Law [117-328](#)), authorizes a funding amount of \$75,584 and the Consolidated Appropriations Act, 2024 (Public Law 118-42) funding amount of \$33,610 in 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 combined amount of \$109,194.

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 grant award notice (GAN) and ends on September 30, 2025. All funds must be expended by this date. Unexpended funds of the approved grant will be refunded to the Federal Awarding Agency for further award to eligible applicants.

Eligibility

Any District of Columbia Public School (i.e. a DCPS 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 2024-25.

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.

- Combi 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: \$109,194.

Minimum award amount: \$1,000

Maximum award amount: \$10,000

Estimated number of awards: 8-12

An applicant may request funds for more than one piece of equipment, but the total funding request for any one application may not exceed \$10,000.

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.

Resources

- The Institute of Child Nutrition: <http://nfsmi.org>
- School Nutrition Association: <https://schoolnutrition.org/>

Pre-Application Question Period

To ensure an equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to Kimberly Thompson at kimberlya.thompson@dc.gov by 12 p.m. on January 10, 2025. To ensure a fair process, questions submitted after January 10, 2025 will not receive responses. Responses to questions will be published by January 17, 2025 .

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: Tuesday, December 17, 2024, at 10 a.m. 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 January 29, 2025.

If there are questions, please contact:

Kimberly Thompson, Grants Management Specialist Office the State Superintendent of Education
1050 First St. NE, 6th Floor
Washington, DC 20002
kimberlya.thompson@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

Grant recipients are required to comply with OSSE’s Grantee Reimbursement Request Submission Policy, available at <https://osse.dc.gov>. Grant recipients must submit at least one reimbursement per quarter in which the grant recipient expended funds.

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.

Appearance of a 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 the appearance of a conflict of interest would be involved. An appearance of 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.

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:

Civil Rights:

Assurance of Civil Rights Compliance for Child Nutrition:

The Grantee hereby agrees that it will comply with i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the Grantee agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records,

books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

Non Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (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”
- [7 CFR Part 16: “Equal Opportunity for Religious Organizations”](#)

- 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 will use the following evaluation criteria to score applications:

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 including the impact it has on students with disabilities.	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)

<p>Project Justification (Max 40 points)</p> <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. 6- Removes an identified barrier to providing meals. 	0	(1-10)	(11-25)	(26-40)
<p>Sustainability (Max 20 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 2025 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, or;
- Are purchasing equipment that supports providing breakfast meals in non-traditional setting to expand accessibility to food service.

Competitive Preference

Based on the rationale above, OSSE will utilize a competitive preference in reviewing FY2025 NSLP Equipment Assistance Grant applications. OSSE intends to award at least 50 percent of FY2025 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 2025 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 Planned Expenditures

Note that all central data, including SAMs and Unique Entity Identifier (UEI) 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.

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.

Evaluation Criteria (Attachment B)

The evaluation criteria 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 Planned Expenditures (Attachment C)

The Detailed Planned 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, 2025 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): _____

Evaluation Criteria (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 2024-25.
3. Photographs, diagrams, manufacturer fact sheets, or other supporting documentation for the vision.

Detailed Planned 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

Program Specific Assurances (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.