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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

SNB (2008 – 2009) #20

MEMORANDUM

To: Superintendents, Administrators, and Food Service Directors of Public, Charter, Private, Bureau of Indian Affairs, and Residential Child Care Institutions (RCCIs) School Food Authorities

Subj: Equipment Assistance Program Funding under Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA)

Date: April 06, 2009

The New Mexico Department of Education is pleased to announce the United States Department of Agriculture's 2009 Economic Stimulus Funding for the NSLP Equipment Assistance grants.

Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA), was signed into law by President Obama on February 17, 2009. The ARRA provides a one-time appropriation of \$100,000,000 out of which New Mexico will receive \$ 924,743.00 for equipment assistance to school food authorities (SFAs) participating in the National School Lunch Program (NSLP). Local SFAs may competitively apply for NSLP Equipment assistance grants. As stipulated in the ARRA, priority will be given to schools in which as least 50percent of the students are eligible for free and reduced-price meals.

The primary effect of the NSLP equipment assistance grants authorized by the ARRA will be to improve the infrastructure in the NSLP. It is important to note that the authority for the grants was provided in the context of the overall effort to stimulate activity within the American economy. Therefore, to provide timely impact on the economy, the Student Nutrition Bureau (SNB) is required to make NSLP equipment assistance grants to qualifying SFAs. The SNB encourages grant recipients to fully expend their NSLP equipment assistance grants within three (3) months of the grant award.

USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment for the purpose of NSLP equipment assistance grants as articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements). As with all Federal grant funds, equipment procured using NSLP equipment assistance grant funds must be reasonable and allocable in order to be reasonable and permissible costs. Generally using NSLP equipment assistance grant funds to purchase a walk in freezer for school food service use would be an allowable cost; whereas renovation of the food service area would fall under the category of construction

costs which must be borne by the school district's general fund. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.

SFA Applications

Each SFA participating in the NSLP is eligible to submit an application to receive a NSLP equipment assistance grant.

Application Due Date: May 06, 2009

Award Timelines

As required by the ARRA, these grants must be distributed to local SFAs via a competitive grant process that is fair and equitable. The timelines for the award process follows:

- ▶ April 06, 2009 – Application available at <http://www.ped.state.nm.us/> under Student Nutrition
- ▶ May 06, 2009 – Application Due to SNB
- ▶ June 08, 2009 – Notification of Awards
- ▶ September 30, 2009 – Deadline for SFAs to procure equipment

Submission of Application

Applicants must organize the information in their application in the following order. All pages should be numbered consecutively. Late applications will not be considered in this process.

1. Cover Page. This is the title page of your application. See Attachment A
2. Proposal summary justification need. Provide a summary that describes the activities and justification. See Attachment B
3. Equipment Assistance Program Grant application. See Attachment C

All questions regarding the grant application process should be referred to Leonard Mirabal at (505) 827-1814 or Henry Abeyta at (505) 827-1816.

Sincerely,

Leonard Mirabal

Leonard Mirabal, Director
Student Nutrition Bureau

Enclosures

File: ARRA-Equipment Assistance Program 2009

Program Contact

New Mexico Public Education Department
Student Nutrition Bureau
(505) 827-1821

Funding Purpose / Priorities

Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA), was signed into law by President Obama on February 17, 2009. The ARRA provides a one-time appropriation of \$100,000,000 out of which New Mexico will receive \$ 924,743.00 for equipment assistance to school food authorities (SFAs) participating in the National School Lunch Program (NSLP). Local SFAs may competitively apply for NSLP Equipment assistance grants. As stipulated in the ARRA, priority will be given to schools in which as least 50percent of the students are eligible for free and reduced-price meals.

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Schools Selected for the Program

- Must participate in the National school Lunch Program (NSLP), schools must comply with the federal and state guidelines for operating the program.
- Must assure the equipment procured must be necessary, reasonable and allocable.
- Must fully expend their NSLP equipment assistance within three (3) months of the award.
- Must comply with nay reporting requirements specified by the Public Law 111-5, the ARRA.
- Must submit a grant application for each school applying. The school may apply for one or more of the four following focus areas. Please note that the grant proposal will be evaluated on different criteria for each of the four focus areas.

Focus Areas:

1. Equipment that lends itself to Improving the quality of school foodservice meals that meet the dietary guidelines. (e.g., purchasing on equipment alternative to a deep fryer such titling braising pan, steam jacket kettle, pressure-less steamer, pressure steam, convection microwave oven, convection oven, steamers, grills),
2. Equipment that improves the safety of food served in the school meal programs. (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.),
3. Equipment hat improves the overall energy efficiency of the school foodservice operations (e.g. purchase of an energy-efficient walk in freezer replacing an outdated, energy-demanding freezer. Additional examples: refrigeration, combined convection and microwave ovens.)

4. Equipment that allows the SFA to support expanded participation in the school meals program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space such as mobile carts, kiosks, self-service coolers, hot and cold lines, serving line with built in refrigeration, warming units.).

Eligibility Requirements

Any school that participates in the NSLP is eligible to apply.

Must purchase the equipment according to district and state procurement guidelines, including Buy American Provision.

Priority will be given to schools where at least 50% of the students are eligible for free and reduced price meals.

Record Retention: ALL DOCUMENTS RELATING TO THE GRANT MUST BE MAINTAINED UNTIL JUNE 30, 2013

Total Funding

New Mexico will receive \$ 924,743.00.

Matching Requirement

No matching funds requirement.

Budget Period / Program Performance Period

June 06 – September 30, 2009

Resources

The National Food Service Management Institute (NFSMI) has recently developed a resource for SFAs entitled "Equipment Purchasing and Facility Design for School Nutrition Programs," which includes information on decision making for purchase of school foodservice equipment. This resource is available on NFSMI's website at <http://nfsmi.org/>.

Criteria for Award of NSLP Equipment Assistance Grants to SFAs:

When developing the NSLP equipment assistance grant criteria, The SNB will consider the SFA's ability to justify their degree of need for the equipment based on a number of factors, including but not limited to: number of students who would benefit; contribution to the enhancement of the quality of meal service; the availability of existing State and local funding for equipment purchases; expected increase in participation or number of sites in which school meals are served; the SFA's current budget and operating balance; and/or geographic location as it relates to frequency of food deliveries.

The NSLP equipment assistance program will be required to follow all Federal, State and Local procurement laws when purchasing equipment under these grants.

Reporting Requirements

ARRA also contains various reporting requirements. The Food and Nutrition Services (FNS) are in the process of determining exactly how these requirements impact the equipment grant activity, and will issue guidance in the near future. In the interim, The SNB will be aware that ARRA requires that administrative expenditures made with ARRA funds be distinguishable from all other funds. SFAs will be expected to track ARRA expenditures separately.

SFAs will be required to provide information on grants awarded as well as narrative on the purpose and use of the NSLP equipment assistance grants which will be submitted to the SNB office. FNS will be providing additional information on reporting requirements.

Approval Notification

If a grant is approved and awarded to your SFA, you will be notified by June 08, 2009. The notification will include the amount of the grant and the approximate date the award to be deposited.

It will require the coordinated efforts of the state agency and local school food authorities to obligate a large amount of money in such a short time period. Please consider this opportunity carefully and act promptly to ensure that your SFA is considered.

Attachment A



The American Recovery and Reinvestment Act of 2009 (ARRA)
Public Law 111-5
Equipment Assistance Program

SFA Child Nutrition Director: _____
E-mail address _____
Phone: _____ Fax: _____

Grant Contact Person/Project Director: _____
E-mail address _____
Phone: _____ Fax: _____

Grant Applicants must be received to Student Nutrition Bureau on or before May 06,
2009 to:

Leonard Mirabal, State Director
Student Nutrition Bureau
120. S. Federal Place, Room 105
Santa Fe, NM 87501

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer

Instructions for Submitting the Application

1. Complete application for one (1) (or more) of the four (4) focus areas. Indicate which focus area(s) the application pertains to by filling in the appropriate check box. If all the questions are not answered, the application will be considered incomplete.
2. The signature page must be signed by the Food Service director, the school principal and the district superintendent (or equivalent positions as determined by the SFA).
3. The required attached* must be attached.

*Focus Area 1 – No attachment required

*Focus Area 2 – Health Inspection Report

*Focus Area 3 – Equipment Replace plan; List of Vendors, if applicable

*Focus Area 4 – No attachment required

Applicants must organize the information in their application in the following order. All pages should be numbered consecutively. Late applications will not be considered in this process.

1. Cover Page. This is the title page of your application. **See Attachment A**
2. Proposal SFA and school summary justification need. Provide a summary that describes activities and justification. **See Attachment B**
3. Equipment Assistance Program Grant Focus Areas. **See Attachment C**

Application will be scored using the following criteria:

1. School Percentages of Eligible Free/Reduced-Price Students	300 points
2. School Lunch Data	150 points
3. Individual Focus Overview	200 points
4. Individual Focus Area Purchase Plan	<u>200 points</u>
TOTAL	850 points

2009 NSLP EQUIPMENT ASSISTANCE PROGRAM GRANT APPLICATION

SCHOOL INFORMATION

School District Name:
School District Address:
School Name:
School Address: if different than SFA address

CONTACT INFORMATION

(Person designated to receive information regarding the Economic Stimulus Funding for the 2009 NSLP Equipment Assistance Program)

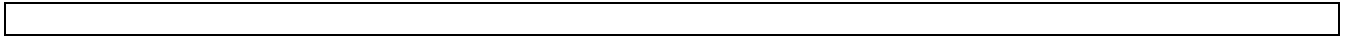
Name:
Title:
Address:
Phone:
Email:

SCHOOL ELIGIBLE FREE/REDUCED STUDENTS – 300 POINTS

School Percentage of eligible Free/Reduced students as of October 2008	
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Does the school serve as a central kitchen preparation site?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
If multiple sites are served from the central site, list each site's eligible free/reduced percentages.	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

Did the school food authority (SFA) exceed its three months operating balance in 2008?	<input type="checkbox"/> Yes or <input type="checkbox"/> No
If No Why?	



SCHOOL DATA

1. Programs offered at school: (Check all that apply)	<input type="checkbox"/> NSLP <input type="checkbox"/> SBP <input type="checkbox"/> Seamless Summer <input type="checkbox"/> After School Snack
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2. Meal Pattern (required but not scored)	<input type="checkbox"/> Traditional <input type="checkbox"/> Enhanced <input type="checkbox"/> Nutrient Standard <input type="checkbox"/> Assisted Nutrient Standard
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3. Food Preparation Method: (required but not scored)	<input type="checkbox"/> On-site <input type="checkbox"/> Central Kitchen <input type="checkbox"/> Caterer: Name of Caterer: _____ <input type="checkbox"/> Food Management Company Name of FSMC: _____
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4. Grades served by school: (required but not scored)	<input type="checkbox"/> K-5 or 6 <input type="checkbox"/> 7-8 <input type="checkbox"/> 9-12th <input type="checkbox"/> Other: (specific) _____
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LUNCH DATA

	For October 2008
1. School Enrollment:	
2. Serving Days	
3. Number of Free lunches claimed	
4. Number of Reduced lunches claimed	
5. Number of Paid lunches claimed	

5. Calculate School's October 2008 monthly Participation Percentage by categories in the chart							
	# claimed	÷	# eligible	÷	# serving days	=	% Participation
FREE		÷		÷		=	
REDUCED		÷		÷		=	
PAID		÷		÷		=	
ALL(F+R+P)		÷		÷		=	

6. Anticipated percentage of increase, if any, due to the new purchase / renovation / replacement of the equipment?	<input type="checkbox"/> 1-10% <input type="checkbox"/> 11-20% <input type="checkbox"/> 21-30% <input type="checkbox"/> 31-40% <input type="checkbox"/> 41-50% <input type="checkbox"/> 51-60% <input type="checkbox"/> 61-70% <input type="checkbox"/> 71-80% <input type="checkbox"/> 81-90% <input type="checkbox"/> 91-100%
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7. Equipment is to be for:	<input type="checkbox"/> New Purchase <input type="checkbox"/> Renovated (Refurbished) <input type="checkbox"/> Replacement Purchase – How old is the piece of equipment being replaced? <input type="checkbox"/> 1-10 yrs <input type="checkbox"/> 11-20 yrs <input type="checkbox"/> 21-30 yrs
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8. Is the SFA a member of a Purchasing Co-op:	<input type="checkbox"/> Yes	or	<input type="checkbox"/> No
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Attachment C

<input type="checkbox"/> Focus Area 1: Equipment that lends itself to improving the quality of school foodservice meals that meet dietary guidelines	
What was your last SMI score?	<input type="checkbox"/> Meets Standard <input type="checkbox"/> Meets Standards with Exceptions <input type="checkbox"/> Does not Meet Standards <input type="checkbox"/> Does not Meet Standards, Needs Follow-up

Please respond to the following questions. Answers will be used to score the application. The material should be well presented, well organized, complete, clear and concise. Incomplete applications will not be considered.

Overview
Describe your school nutrition environment, including the goals from your wellness policies, nutrition standards, and vending.

Please include how the purchase of this equipment will:

1. Increase the School meals Initiative compliance and improve upon your most recent SMI evaluation.
2. Improve the nutritional quality of reimbursable meals to ensure compliance with the dietary guidelines and indicate any potential increases in frequency of deliveries.

Purchase Plan
Describe in detail the type of equipment being purchased/renovated (refurbished, replaced) Item (i.e. steam convection oven, walk-in freezer, etc.) _____

Manufacturer: _____
Model _____
Number: _____
Other: (i.e. size, capacity): _____

Rank the necessity of equipment: Use 1-10, and select the priority of purchased renovations/refurbished/replacement) this type of equipment (1 = Very Necessary; 10 – would like to have)

1 2 3 4 5 6 7 8 9 10

Equipment: New Purchase Replacement Purchase

The SFA must obtain three price quotes for each type to be purchased/renovated (refurbished) /replaced for

this site. The quote could include delivery fees, installation costs, service agreements, 90 day quote etc.

NOTE: Maintain all documentation that adequate price quotes were obtained.

Lowest and best price for the type of equipment be purchased: \$ _____

$$\begin{array}{c} \text{Price Quote} \\ \cdot \end{array} \times \begin{array}{c} \text{(Number of Pieces} \\ \text{to be purchased)} \end{array} = \$ \begin{array}{c} \text{Amount of Grant requested for this site} \end{array}$$

Total Requested Funds: \$ _____

Equipment Installation Plan (Timeframes included)

Explain the availability of existing State and local funding for equipment purchase.

SFA's current food service budget and operating balance: \$ _____

Focus Area 2: Equipment that improves the safety of school foodservice meals programs

What was the date and score of the last Health Department Inspection? Please submit a copy of your last Health Department Inspection.

Date: _____
Score: _____

Do you have a Food Safety / HACCP plan in place?

Yes or No

Please respond to the following questions. Answers will be used to score the application. The material should be well presented, well organized, complete, clear and concise. Incomplete applications will not be considered.

Overview

Describe your school's current food safety status, including any corrective action from your health department inspection report.

Please include how the purchase of this equipment will:

1. Increase Food Safety plan / HACCP plan compliance.

2. Improve the safety of food served in the school meals program.

Purchase Plan

Describe in detail the type of equipment being purchased/renovated (refurbished, replaced) Item (i.e. steam convection oven, walk-in freezer, etc.) _____

Manufacturer: _____

Model Number: _____
 Other: (i.e. size, capacity): _____

Rank the necessity of equipment: Use 1-10, and select the priority of purchased renovations/refurbished/replacement) this type of equipment (1 = Very Necessary; 10 – would like to have)

1 2 3 4 5 6 7 8 9 10

Equipment: New Purchase Replacement Purchase

The SFA must obtain three price quotes for each type to be purchased/renovated (refurbished) /replaced for this site. The quote could include delivery fees, installation costs, service agreements, 90 day quote etc.
 NOTE: Maintain all documentation that adequate price quotes were obtained.

Lowest and best price for the type of equipment be purchased: \$ _____

_____ X _____ = \$ _____
 Price Quote (Number of Pieces to be purchased) Amount of Grant requested for this site

Equipment Installation Plan (Timeframes included)

Explain the availability of existing State and local funding for equipment purchase.

SFA's current food service budget and operating balance: \$ _____

Focus Area 3: Equipment that improves the overall energy efficiency of the school foodservice operations

What is the equipment and the age of the equipment that would be replaced? _____

(If multiple pieces are to be replaced, please list each piece and age) _____

Prior to the 2009 Equipment Assistance Grant, was equipment replacement plan in place for the school? If yes, please submit a copy of the replacement plan. Provide the list of equipment vendors who the SFA has worked with in the past.	<input type="checkbox"/> Yes or <input type="checkbox"/> No
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Please respond to the following questions. Answers will be used to score the application. The material should be well presented, well organized, complete, clear and concise. Incomplete applications will not be considered.

Overview
 Describe your school's equipment inventory status, including any new purchase within the last five years..

Please include:

1. The estimated annual energy savings (dollars) from the purchase of the new equipment.
2. Prior to the 2009 Equipment Assistance Grant, when was the equipment the SFA is requesting scheduled to be replaced (normal replace timeframe)

Purchase Plan

Describe in detail the type of equipment being purchased/renovated (refurbished, replaced) Item (i.e. steam convection oven, walk-in freezer, etc.) _____

Manufacturer: _____

Model

Number: _____

Other: (i.e. size, capacity): _____

Rank the necessity of equipment: Use 1-10, and select the priority of purchased renovations/refurbished/replacement) this type of equipment (1 = Very Necessary; 10 – would like to have)

- 1 2 3 4 5 6 7 8 9 10

Equipment: New Purchase Replacement Purchase

The SFA must obtain three price quotes for each type to be purchased/renovated (refurbished) /replaced for this site. The quote could include delivery fees, installation costs, service agreements, 90 day quote etc.

NOTE: Maintain all documentation that adequate price quotes were obtained.

Lowest and best price for the type of equipment be purchased: \$ _____

$$\begin{array}{c} \cdot \\ \text{Price Quote} \end{array} \times \begin{array}{c} \text{(Number of Pieces} \\ \text{to be purchased)} \end{array} = \$ \begin{array}{c} \text{Amount of Grant requested for this site} \end{array}$$

Equipment Installation Plan (Timeframes included)

Explain the availability of existing State and local funding for equipment purchase.

SFA's current food service budget and operating balance: \$ _____

Focus Area 4: Equipment that allows SFAs to support expanded participation in a school meal program

To demonstrate SFAs margin for a potential increase in participation, use the Meal Equivalents, as calculated under the "Lunch data" section to complete chart

Meal Equivalents	-	October 2008 serving days	-	October 2008 Enrollment	=	Participation
	-		-		=	

The American Recovery and Reinvestment Act of 2009 (ARRA)
Public Law 111-5
Equipment Assistance Program

SIGNATURES

(All original signatures in blue ink are required)

We have reviewed this application and attest to the information provided. If selected, we agree to implement the ARRA Equipment Assistance Program in accordance with the plan outlined above and to implement the program in a timely manner. Further, we agree to participate in the USDA/Food Nutrition Service sponsored evaluation and to provide the information required by the specified deadlines.

School Level:

Principal Signature: _____
Date: _____

(Please Print Name): _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

School Food Service Program Level:

Food Service Director Signature: _____
Date: _____

(Please Print Name): _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Superintendent Office Level:

Superintendent Signature: _____ Date: _____

(Please Print Name): _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

State Agency Level:

State Child Nutrition Directors Signature: _____
Date: _____

(Please Print Name): ___Leonard Mirabal_____

Phone Number: __ (505) 827-1821 or 1814 _____ Fax Number: _ (505) 827-1815 _____

E-mail Address: leonard.mirabal@state.nm.us _____

File: School application grant proposal for ARRA Equipment Assistance Program SY 2009-2010

