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July 2014

TO: Superintendents of Schools and Business Administrators

FROM: Dr. Judith D. Filion   
Director  
Division of Program Support

RE: FY 2014 National School Lunch Program (NSLP) Equipment Assistance  
Grants for School Food Authorities (SFA)

In accordance with Fiscal Year 2014 Agriculture Appropriations Act, on April 18, 2014, the Secretary of the US Department of Agriculture (USDA) received a one-time appropriation for equipment assistance. This one-time appropriation will be used for the purchase of equipment for schools under the jurisdiction of eligible School Food Authorities participating in the NSLP.

These funds will be awarded through a competitive grant process and are available to schools with the following priorities: 1) a Free and Reduced Price percentage of over 50% and, 2) those schools that did not benefit from funds received from either the American Recovery and Reinvestment Act of 2009 or the 2010 NSLP Equipment grants.

Equipment purchased with the NSLP Equipment Assistance Grant must be accounted for, and tracked, separate from equipment purchased via other funds.

Enclosed is an application packet for NSLP Equipment Assistance Grant funds for the purchase of equipment to be used in the USDA National Child Nutrition Program.

Carefully read the entire document. If further assistance is required, contact Cheri White, [cheri.white@doe.nh.gov](mailto:cheri.white@doe.nh.gov) or 271-3860, or Kathryn Hodges, [kathryn.hodges@doe.nh.gov](mailto:kathryn.hodges@doe.nh.gov) or 271-3861.

JDF/EVD/kgmh  
enc.

## NSLP Equipment Assistance Grants

### **Application Approval Process**

NSLP Equipment Assistance Grant funds are available for the purchase of equipment to be used in the delivery of USDA National School Lunch programs, with the focus on equipment that improves the quality of school meals. Grant funds may be used for the purchase of new equipment, renovation to existing equipment or replacement of existing equipment. (USDA regulations at 7 CFR 3016.3 and Office of Management and Budget Circular A-87 define equipment as articles of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000.).

The actual percentage of the cost that will be paid by these grant funds is dependent on availability of federal funds and consideration of all factors influencing the need for equipment. The NSLP Equipment Assistance Grant Application, along with other documentation, must establish the school's need for the equipment.

#### **Criteria:**

1. Since NSLP Equipment Assistance Grant funds are limited, the following criteria will be used to determine the allocation of funds for kitchen equipment.

Percentage of Students Eligible  
for Free & Reduced Price Meals  
for current year, as determined by  
the January 2014 claim

Maximum Percentage of Cost  
of Equipment/Materials which  
will be paid by NSLP Equipment  
Assistance Grant funds

75% or more  
60% - 74%  
50% - 59%

100%  
75%  
50%

2. A school site application must be submitted. Priority funding will be given to those schools with 50% or higher populations who receive Free and Reduced-Price meals that did not receive funding from the 2009 ARRA grants or the 2010 NSLP Equipment grants.
3. The focus of SFAs grants should be:
  - Equipment that improves the quality of school meals,
  - Equipment that improves the safety of food served in the school meal programs;
  - Equipment that improves the overall energy efficiency of the school food service operations; or
  - Equipment used to improve or expand participation in the NSLP and/or School Breakfast program.
4. Further criteria the State Agency will consider in allocating NSLP Equipment Assistance Grant funds will be:
  - Ability of SFA to fully expend grant funds within one year of the award;
  - SFA's ability to justify their degree of need for the equipment based on such issues as, but not limited to:
    - Opportunities to realize a meaningful impact on nutrition and quality of meals,
    - Strategies for adopting Smarter Lunchrooms,
    - Availability of existing State and local funding for the expense of equipment purchases not covered by these grant funds, or
    - Age of existing food service equipment.
5. SFAs must follow all Federal, State and Local procurement laws when purchasing equipment under this grant.

**Fund Requests:**

- Delivery and Installation costs may be included in the request. Costs to dispose of old equipment that will be replaced with NSLP Equipment Assistant Grant-funded equipment are an allowable cost, but must be included in the request.
- Grant allocation will be based on the lowest quote received by the SFA.
- The Application must be submitted with quotes for equipment. Standard procurement rules requires at least 2, preferably 3, quotes, depending on the geographic location of the school and the uniqueness of the type of equipment.
- Equipment costs will be reimbursed at the identified approved percentages.
- Certificate of Delivery (Attachment B) must be submitted after installation has been completed. The vendor's invoice must be attached to the completed Certificate of Delivery form (Attachment B).
- The Application must be approved by the Department **prior** to purchase. No reimbursement will be made for non-approved purchases.
- SFAs with a cash balance exceeding three (3) months operating expenses must first use that cash balance in the purchase of the NSLP Equipment Assistance Grant purchases.
- To determine the cash balance for this grant application, use data from the SFA's audited or un-audited SFY13 closed financials to determine the cash balance.
- If equipment is purchased using additional funding sources, National Equipment Assistance Grant funding may be used to pay the balance.

**Payment Procedures:**

50% of funds will be paid upon approval of grant application.

50% reimbursement, or balance of invoice, whichever is lower, will be made after purchase, delivery and installation is complete.

- Proof of payment must be submitted to the NH Department of Education, Division of Program Support, Bureau of Nutrition Programs and Services.
- Submit the Certification of Delivery (Attachment B) for payment of the approved amount with copies of the applicable invoices.
- Payments will be processed as approved and concluded by September 30, 2015.

**Timelines:****December 1, 2014:**

- Proposals must be submitted for approval prior to purchase to be considered for current federal year funding.

**March 30, 2015:**

- All equipment must be purchased, delivered and installed. The claim (with documentation of payment) submitted to the NH Department of Education for payment.

**September 30, 2015:**

- Grant Activity Closed

**Submitting Procedure:**

Application and Agreement forms may be submitted in the following ways:

- electronically to the attention of Kathryn Hodges [kathryn.hodges@doe.nh.gov](mailto:kathryn.hodges@doe.nh.gov);
- faxed to the attention of Kathryn Hodges at 271-1953 (please follow-up with a call or email to confirm fax arrival); or
- mailed to:

Department of Education  
Bureau of Nutrition Programs and Services  
Attn: Kathryn Hodges  
101 Pleasant Street  
Concord NH 03301

Reminder: Be sure to request an electronic return receipt or postal return receipt--overnight or express.

**Definitions:**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. 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.) However, USDA has allowed the equipment purchaser to use the State of New Hampshire's definition of equipment, which is an item with a purchase price greater than \$100 and has a useful life of more than one year.

Unallowable Equipment:

- Equipment that will be used only in an a-la-carte serving line.
- Equipment that will be used by a Food Service Management Company off-site from the SFA.

On-site Kitchen – prepares meals for service within the facility in which the kitchen is located.

Satellite Facility – receives meals delivered from a base of central kitchen or off-premise food preparation facility for service. Meals may be delivered to the receiving school ready-to-serve, or in a form requiring some heating, thawing or other final food preparation.

**Resources:**

If you have any questions regarding NSLP Equipment Assistance Grant funds, please contact:

Cheri White	<a href="mailto:cheri.white@doe.nh.gov">cheri.white@doe.nh.gov</a>	271-3860
Kathryn Hodges	<a href="mailto:kathryn.hodges@doe.nh.gov">kathryn.hodges@doe.nh.gov</a>	271-3861

National Food Service Management Institute Equipment Purchasing Manual  
<http://nfsmi-web01.nfsmi.olemiss.edu/documentlibraryfiles/pdf/20090312115009.pdf>

New Hampshire Department of Education--Percent Ranking List for NH Schools  
[http://www.education.nh.gov/program/nutrition/documents/nslp\\_attach\\_q.pdf](http://www.education.nh.gov/program/nutrition/documents/nslp_attach_q.pdf)