



**FLORIDA DEPARTMENT OF EDUCATION**  
**Request for Proposal (RFP) for Discretionary, Competitive Projects**

**Bureau/Office**

Bureau of School Business Services/Food and Nutrition Management (FNM) Section

**Program Name**

2009 Equipment Assistance Grants for School Food Authorities

**Specific Funding Authority(ies)**

Federal Funds: CFDA#10.579 – The American Recovery and Reinvestment Act of 2009 (ARRA) – Public Law 111-5

**Funding Purpose/Priorities**

To provide a one-time appropriation of funds for equipment assistance to School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). Funding purposes include, but are not limited to: increasing the number of students who benefit from the improvement of NSLPs, enhancing the quality of meal service, addressing gaps in existing State and local funding for equipment purchases, increasing the number of sites in which school meals are served, supplementing current operating budgets of School Food Authorities, and addressing issues related to geographic locations as related to frequency of food deliveries.

Preference points can be earned by SFAs in which 50 percent or more of students are eligible for free or reduced price meals.

**Target Population(s)**

National School Lunch Program Meal Providers

**Eligible Applicant(s)**

To be eligible, School Food Authorities (SFAs) must have participated in the National School Lunch Program (NSLP) for a minimum of two consecutive years, beginning with the school year 2007 – 2008.

**Application Due Date**

**May 8, 2009**

The due date refers to the date of receipt in Grants Management. Facsimile and email submissions are not acceptable.

**Total Funding Amount/Approximate Number of Awards**

Total Funding: \$5,403,280 / 198 Possible Awards

**Budget/Program Performance Period**

**June 1, 2009 – September 30, 2009**

## **Allowable Expenses**

Project funds must be used for equipment assistance that directly supports the accomplishment of the American Recovery and Reinvestment Act of 2009, the project purpose, priorities, and expected outcomes.

- All procurements and expenditures must be consistent with applicable Federal and State laws, regulations, and guidance.
- Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.
- The equipment must be nonexpendable, tangible personal property with a useful life of more than one year.
- The equipment must be procured in the most cost effective way.
- The procured equipment must be reasonable and allocable in order to be considered cost-effective and permissible.
- The equipment per unit acquisition cost must exceed \$5,000 or the SFA's capitalization threshold whichever is less.
- **The funds for the procured equipment must be obligated by August 31, 2009 and expended by September 30, 2009.**

## **Equipment Requirements**

**The equipment must fall into one of these four focus areas:**

1. Equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines. Example: purchasing an equipment alternative to a deep fryer.
2. Equipment that improves the safety of food served in the school meal programs. Examples: cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.
3. Equipment that improves the overall efficiency of the school foodservice operations. Example: purchase of an energy-efficient walk in freezer replacing an outdated, energy-demanding freezer.
4. Equipment that allows SFAs to support expanded participation in a school meal program. Examples: equipment for serving meals in a non-traditional setting or to better utilize cafeteria space.

**Administrative Costs including Indirect Costs may not be charged to this program.**

## **Unallowable Expenses**

Project funds may not be used to supplant existing programs and/or funding.

## **Contact Persons**

### **Program Office Contact**

Cathy Reed  
Food and Nutrition Administrator  
(850) 245-5044  
Cathy.Reed@fldoe.org

### **Grants Management Contact**

Gloria Smith  
Office of Grants Management  
(850) 245-0496  
Gloria.Smith@fldoe.org

## **GENERAL ASSURANCES**

The original signature of the Superintendent, Agency Head, or Designee on the *DOE 100A (Florida Department of Education Project Application Certification)*, includes certification of compliance with General Assurances on pages three – four of this document and those included in the General Assurances for Participation in State or Federal Programs (Green Book) found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>

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### **DEFINITIONS**

**Capital Outlay** - Equipment, fixtures, and other tangible personal property of a non-consumable and nonexpendable nature, the value or cost of which exceeds \$5,000 or the SFAs capitalization threshold, whichever is less, and the normal expected life of which is one year or more.

**Equipment** - A material item of a nonexpendable nature, such as a built-in facility, a movable or fixed unit of furniture or furnishings, an instrument or apparatus, a machine (including attachments), instructional skill-training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic for items of its class.

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**No Direct Financial Benefit** -None of the funds expended under the applicable program will be used to acquire equipment in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

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### **Property**

Property purchased, in whole or in part, with federal funds shall be used for the purpose of that federal program and accounted for in accordance with applicable federal and state statutes, rules, and regulations, as follows.

### **Disposition of Equipment**

When original or replacement equipment acquired under a grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

- Items of equipment with an acquisition cost in excess of \$5,000 or the SFAs capitalization threshold whichever is less and a useful life of one year or more may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
- In cases where a grantee or sub-grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions.

The Florida Department of Education's policy concerning proceeds received from the sale of property with a current per unit fair market value over \$5,000 or the SFAs capitalization threshold is that the net amount received from such sales will remain at the sub-grantee level to be used in the same ongoing program.

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### **Other Related Areas**

#### **Purchasing**

Recipients may use their own procurement policies provided that they meet the minimum requirements of federal and state statutes, rules, and regulations.

## **Record retention**

All financial and programmatic records, supporting documents, and other records pertinent to program regulations or the project agreement shall be retained for five years from the day the sub-grantee submits to DOE its final expenditure report for each budget period funded. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the 5-year period, the records must be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular 5-year period, whichever is later.

- The control of funds provided to the recipient under this program and title to property acquired with those funds will be in a public agency and a public agency will administer those funds and property.
- None of the funds expended under the applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

## **Equipment**

Title of equipment acquired under this project will be vested with the sub-grantee, used, managed and disposed of in accordance with State laws and procedures, as well as sub-recipients procedures.

Equipment shall be used in the program or project for which it was acquired as long as needed, whether or not the project continues to be supported by Federal funds. When no longer needed for the original project or program, the equipment may be used in other activities currently or previously supported by a Federal agency.

Sub-grantee shall make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the project or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate. The sub-grantee must not use equipment acquired with project funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted in writing by the awarding agency.

When acquiring replacement equipment, the sub-grantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or part with project funds, until disposition takes place will, as a minimum, meet the following requirements:

- Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and the cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
  - A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
  - A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
  - Adequate maintenance procedures must be developed to keep the property in good condition.
  - If the sub-grantee is authorized to sell the property, proper sales procedures must be established to ensure the highest possible return.
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### **Project Components and Scoring Criteria**

- The **Instructions** describe what the applicant is to include in each Project Component.
- Following the **Instructions**, within each Component, are ***Criteria***. *These are the bulleted, italicized statements used by proposal reviewers to assess and score each Component.*
- **The standard scoring *Criteria* are based on a 20 point scale, with a minimum score of 14 points required for an application to be considered eligible for funding.**
- **Preference / Priority Points may be applied only after a minimum base score of 14 points is achieved.**

#### **1. Project Need**

**6 Points**

##### **Instructions**

Provide a brief narrative for each site needing equipment assistance. Explain how the need(s) for equipment aligns with the one-time Funding Purpose/Priority for equipment assistance in the American Recovery and Reinvestment Act of 2009 (ARRA). Show how funding from ARRA will benefit the School Food Authority (SFA) participating in the National School Lunch Program.

Complete the ***Funding Request Summary Chart for 2009 Equipment Assistance*** found on page 10 of this RFP.

SFAs may consider a number of factors in assessing the need for the equipment assistance 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 age of current equipment;
- the SFA's current budget and operating balance; and/or
- geographic location as it relates to frequency of food deliveries.

##### **Criteria**

- *There is an explanation of need for each site included on the Funding Request Summary Chart found on page 10 of this RFP.*
- *It is clear that the needs align with the intended Funding Purpose/Priorities for equipment assistance in the American Recovery and Reinvestment Act of 2009.*
- ***The Funding Request Summary Chart for 2009 Equipment Assistance found on page 10 is detailed and complete.***

## **2. Project Justification**

**4 Points**

### **Instructions**

Justify the need(s) for the proposed equipment by site, as listed on the **Funding Request Summary Chart for 2009 Equipment Assistance** found on page 10 of this RFP. Show how the equipment assistance reasonably addresses one, some, or all of the four (4) focus areas listed below. Explain the rationale for prioritizing the **Funding Request Summary Chart for 2009 Equipment Assistance**. Show how each piece of equipment will improve the NSLP and improve outcomes in the school nutrition program.

### **The equipment must fall into one of these four focus areas:**

1. Equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines. Example: purchasing an equipment alternative to a deep fryer.
2. Equipment that improves the safety of food served in the school meal programs. Examples: cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.
3. Equipment that improves the overall efficiency of the school foodservice operations. Example: purchase of an energy-efficient walk in freezer replacing an outdated, energy-demanding freezer.
4. Equipment that allows SFAs to support expanded participation in a school meal program. Examples: equipment for serving meals in a non-traditional setting or to better utilize cafeteria space.

### **Criteria**

- *The rationale for selecting and addressing one, some, or all of the four (4) focus areas is reasonable and clearly explained.*
- *The rationale for prioritizing the FUNDING REQUEST SUMMARY is realistic and clearly supports the stated needs.*
- *The justification emphasizes how each piece of equipment improves the NSLP and outcomes in the school nutrition program.*
- *It is clear the equipment assistance will improve the site's NSLP and improve outcomes in the school nutrition program.*

## **3. Budget / Equipment Justification**

**10 Points**

### **Instructions**

Justify that the equipment listed on the **Funding Request Summary Chart for 2009 Equipment Assistance** found on page 10 of this RFP is allowable, realistic, cost-effective, and accurately priced. Explain how the funds will be obligated by August 31, 2009 and expended by September 30, 2009. Explain how the funds will be tracked separately from other School Nutrition Program funds. If applicable, provide delivery and installation costs, per item, on the DOE 101.

### **Criteria**

- *The proposed Equipment Assistance budget presents expenses that are allowable, realistic, cost-effective, accurate, and clearly relate to and reflect ARRA Equipment Assistance objectives.*
- *The needs for the types and quantity of equipment are justified.*
- *There is a clear indication of how funds will be obligated by August 31, 2009 and expended no later than September 30, 2009.*
- *The costs are reasonable in relation to the number of students to be served and the need of the students that will be served by the equipment.*
- *The equipment justification explains how the ARRA funds will be tracked separately from other School Nutrition Program funds.*
- *All costs related to equipment ordering, delivery, and installation are itemized and well-justified in the DOE 101.*

### **4. Priority / Preference Points**

**0 - 2 Points**

SFAs may earn priority points based on their percentage of Economically Needy (EN) students. (Economically Needy percent is the eligible percent of free and reduced priced students.)

SFAs earn preference points for free and reduced price percentages as follows:

- **SFA: 76-100% Eligible for Free and Reduced Price Meals: **2 Points****
- **SFA: 50-75% Eligible for Free and Reduced Price Meals: **1 Point****

### **Funding Methods**

#### **Federal Cash Advance (Public Entities Only) (C)**

On-line reporting is required monthly to record expenditures. Federal cash advances will be made by state warrant or Electronic Funds Transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.

#### **Non-Public Agencies**

The Department will issue a working capital advance upon receipt of a vendor's invoice from the Non-Public Agency for the purchase of qualifying equipment.

#### **Fiscal Requirements**

**Funds must be obligated by August 31, 2009 and expended no later than September 30, 2009. Any funds that are not obligated by August 31, 2009, must be returned and will be reallocated.**

Supporting documentation for expenditures is required. Examples of such documentation include but are not limited to: purchase orders, contracts, invoices with check numbers verifying payment, cancelled checks, and/or bank statements; all or any of which must be available upon request.

Funded projects and any amendments are subject to the procedures outlined in the [Project Application and Amendment Procedures for Federal and State Programs \(Green Book\)](#).

URL: <http://www.fldoe.org/comptroller/gbook.asp>

**The project award notification (DOE 200) will indicate:**

- Project budget
- Program period
- Timelines:
  - Last date for receipt of proposed budget
  - Program amendments
  - Incurring expenditures and issuing purchase orders
  - Liquidating all obligations
  - Submitting final disbursement reports.

**Notice of Intent-to-Apply**

The due date to notify the Program contact person, Cathy Reed, [FoodandNutrition@fldoe.org](mailto:FoodandNutrition@fldoe.org) or fax 850-245-7855, of Intent-to-Apply is **April 22, 2009**. This notification should include a return e-mail address. Providing the Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to Frequently Asked Questions and competition updates.

**Method of Answering Frequently Asked Questions (FAQs) or Providing Changes**

All Frequently Asked Questions and their answers will be posted on the Program Office website at [www.fldoe.org/fnm/](http://www.fldoe.org/fnm/). Questions must be emailed to [FoodandNutrition@fldoe.org](mailto:FoodandNutrition@fldoe.org) as soon as possible but no later than April 22, 2009 at 5:00 p.m. E.S.T. Questions will be answered as they are received with all questions answered no later than April 27, 2009.

**Method of Review**

A peer review process will be used to evaluate the 2009 Equipment Assistance Grants for School Food Authorities competitive proposals. Reviewers are selected to reflect a balance of backgrounds, experience, race, ethnicities, and geographic locations within Florida.

Project proposals are screened by DOE program staff to ensure that federal regulations and state requirements (as conditions for acceptance) in the RFP are addressed (see next section for conditions).

Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the conditions for acceptance is reviewed and scored by five qualified reviewers representing experienced professionals and stakeholders.
- The program office ranks the proposals in order from highest to lowest score.
- DOE staff will review recommended proposals for compliance with the programmatic and fiscal policies of the project.
- Awards are subject to the availability of funds.
- The Department reserves the right to fund a portion of any application based on demonstrated need and the availability of funds. Additionally, it is the Department's

intent to distribute available funds in such as manner as to ensure equitable allocations across varying sizes of applicants and geographic location.

- Proposals with a final score of less than 14 points (not including preference points) are not eligible for funding consideration.

### **Conditions for Acceptance/Substantially Approvable Form**

The requirements listed below **must** be met for applications to be considered in substantially approvable form and thus eligible for review:

- Application is received within DOE **no later than the close of business on Friday, May 8, 2009.**
- Application includes required forms:
  - DOE 100A Application Form bearing the original signature of the Superintendent for the school district or the designee for other agencies.  
NOTE: Applications signed by officials other than the appropriate agency head **must** have a letter signed by the designee or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
  - DOE 101- Budget Narrative.
- Applicants **must** complete the **Certification for School Food Authorities** and include as an attachment. The original signatures of the Food Service (F.S.) Director and Superintendent/Designee **must** be in an ink color other than black.
- The **Funding Request Summary Chart for 2009 Equipment Assistance, on page 10**, must be complete and submitted along with the application.

### **Reporting Requirements**

These funds must be reported separately. Reporting on the number of jobs created or retained because of this grant may be required. USDA will provide updates of reporting requirements as they are determined.

### **Technical/Formatting and Other Application Submission Requirements**

- Limit of 250 words (or less) per piece of equipment requested
- One unbound original, plus six (6) copies of entire grant application
- Font Type/Size - Arial/12 pt
- Margin size - 1" – both side and top/bottom margins
- Double Spacing
- Single-sided pages
- No Bound Copies

#### **Application must be submitted to:**

**Office of Grants Management  
Florida Department of Education  
325 W. Gaines Street, Room 325  
Tallahassee, Florida 32399-0400**



## Funding Request Summary Chart for 2009 Equipment Assistance Grant Deadline May 8, 2009



Name of SFA \_\_\_\_\_

Sponsor Agreement Number \_\_\_\_\_

Prioritized List of Needs for this SFA (enter the SFAs request for equipment by school/site in order of importance)

Priority	School/Site	School/Site Number	EN%	Focus (1-4)*	Equipment	Cost	Est. Date of Delivery mm/dd/yy
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Add more rows if needed							

\*Focus:

1. Improve the quality of school food service meals
2. Improve the safety of foods served
3. Improve the energy efficiency of school food service
4. Support expanded participation in the school meal program

*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, SW, Washington, D. C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*