

ARRA Equipment Grant Questions

April 24, 2009

1) If we are requesting the same piece of equipment for more than one school, is it best to repeat all the information or to refer to the 1st site that the project need, project justification and equipment justification is addressed?

Each request for a piece of equipment must be accompanied with a justification for that piece of equipment or you may refer to a previous narrative.

2) On page 9, Technical/Formatting and other Application Submission Requirements----Limit of 250 words per piece of equipment. Does the 250 word limit apply individually or absolutely to the narration for the project components related to the following scoring areas; project need, project justification and budget/equipment justification?

The brief narrative should include all three areas.

3) On the certification form, I certify that the capitalization threshold for this school food authority is _____. Is this the bid threshold for sealed bids or the value of the equipment?

A capitalization threshold is the monetary part of the criteria by which an organization determines whether an asset should be reported on the balance sheet. The criteria also include the item's estimated useful life. Capitalization thresholds may differ from one organization to another depending on materiality; typically, the larger the organization, the higher its capitalization threshold.

Ask your purchasing department or business manager for the capitalization threshold for your organization.

4) How soon after that date are you notified that you were awarded the grant?
Once approved, are the districts to submit a P.O. with their funds and then DOE sends a check to reimburse the districts?? We are about to go into budget meetings and I need to project FUND balance less expenses for this school year.

The grant will be awarded and notification sent to each sponsor by the June 8, 2009 deadline. Supporting documentation for expenditure is required. Examples of such documentation may differ depending on whether the sponsor is public or a private non-profit. It may include but may not be limited to purchase orders, contracts, and invoices with check numbers verifying payment, cancelled checks, and/or bank statements, all or any of which must be available upon request.

5) On page 5 under Project Need, one of the factors is "geographic location as it relates to frequency of food deliveries." Please clarify what you are asking for, i.e. distance from one kitchen to another, from a food delivery vendor, etc.

This refers to requests for transport equipment and/or Central Kitchen equipment requests. It may not be a factor in every request for a piece of equipment.

6) Page 5, on DOE document 905, states that an explanation of need for each site should be included on the Funding Request Summary Chart. There is no corresponding column for this narrative on the Chart. Do you want us to expand each cell, to answer all the criteria (#1, Project Need)?

You do not need to use the Funding Request Summary chart for your explanation of need.

7) Also, the Budget Narrative Form, according to the instructions, was designed more for work positions. Do we include all the criteria from Number 3, Budget/Equipment Justification (page 6 of DOE 905) on the Budget Narrative Form?

Yes, you do include all the criteria from number three, budget/equipment justification in column three (Account Title Narrative) of DOE 101 budget narrative form.

8) Do we do a third narrative including all three components: 1) Project Need, 2) Project Justification and 3) Budget/Equipment Justification to be formatted in the 250 words or less using the font, margins and spacing specified?

You do not need a third narrative. Each piece of equipment should be addressed in a 250 word or less narrative using the font, margins, and spacing specified.