

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 11 a

MEETING OF October 13, 2021

REVIEWED BY:

ITEM TITLE:

NEW BUSINESS

Motion to approve application for the 2021 Alaska School
Food Service Equipment Assistance Grant

Superintendent
 Finance
 Food Service

SUBMITTED BY: Katie Jo Parrott, Business Manager

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Katie Parrott 907-247-2116

Name

Phone

Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve application to the 2021 School Food Service Equipment Assistance Grant.

ISSUE:

Per Board Policy 3291, School Board approval is required for grant applications exceeding \$5,000.

BACKGROUND:

The School Food Service Equipment Assistance Grant is made available to Alaska school food authorities operating a National School Lunch Program. These funds provide a maximum of \$10,000 toward the purchase of "equipment helpful to serve healthier meals, meet the new nutritional standards with emphasis on more fresh fruits and vegetables in school meals, improve food safety and expand accessibility to food services." This grant is available to KGBSD through the Department of Education and Early Development's Child Nutrition Program. The Holy Name annex that houses the Ketchikan Charter School's primary grades and preschool are in need of a freezer, refrigerator, and milk cooler. These items will improve the school lunch program at this location.

RECOMMENDATION:

Approval of the 2021 School Food Service Equipment Assistance Grant.

ATTACHMENTS:

- Alaska Child Nutrition Programs School Food Service Equipment Assistance Grant 2021

FISCAL NOTE:

EXPENDITURE REQUIRED:

\$ 13,769.92*

AMOUNT BUDGETED:

\$ 10,000

*Shipping costs may vary.

RECOMMENDED ACTION: "I move that the Board of Education approve the 2021 School Food Service Equipment Assistance Grant application for up to \$10,000."

Alaska Child Nutrition Programs

School Food Service Equipment Assistance Grant 2021

I. General Grant Information

The Consolidated Appropriations Act, 2021 (Public Law 116-260) authorized grants to State agencies (SA) for providing equipment assistance to school food authorities (SFA) participating in the National School Lunch Program (NSLP). Alaska has been selected to receive funding in the amount of \$85,952. The grant period for this grant ends September 30, 2023, All requests for reimbursement must be submitted to the state agency by April 30, 2022 to allow time for any funds remaining be reallocated.

Priority will also be given to schools that did not previously receive funds from either the 2009 ARRA, 2010 USDA, 2014, 2015, 2016, 2017, 2018, 2019, or 2020 Equipment Grant.

These funds will make a significant investment in meeting the unmet need allowing the purchase of capital less than \$5,000 (****For the FY 2021 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.***) Selection criteria factors that will be considered include, but are not limited to the following:

- Age of food service equipment or lack of appropriate items
- The availability of existing State and local funds for equipment purchases
- Strategies for adopting lunchroom changes that provide more convenience and appeal to the student
- Opportunities to realize meaningful impacts on nutrition and quality of meals

Eligible Applicants should submit a completed and signed application form to:

Alaska Department of Education & Early Development
Child Nutrition Programs
Attn: Elizabeth Seitz or Carole Baker
P.O. Box 110500
Juneau, AK 99811-0500

One individual should be designated as primary contact and authorized representative of the application(s) submitted.

II. Equipment

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR Part 200.33 define equipment as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (****For the FY 2021 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.***)

Equipment records must be maintained that include the description of the equipment, the serial number or other identification number, the source of equipment, the title holder, the acquisition date, the cost of the equipment, the location, use, and condition of the equipment, and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years. The grantee will share the results of this inventory.

All procurement records related to the purchase of the equipment must also be maintained.

A Tangible Personal Property Report, SF-428, must be submitted at award close-out to report the status of the equipment, if requested. The grantee will follow the Agency's equipment disposition guidance and procedures. Equipment disposition procedures are found at 2 CFR Part 200.313.

In expending FNS award funds for equipment and products, Grantees and sub-grantees will comply with the Buy American Act, 41 U.S.C. 10a-c.

- a. **Equipment** may include new equipment, renovation of equipment, or replacement of equipment.
- b. **Equipment** is define as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (**Note for the FY 2021 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.*)
- c. **Equipment** will be purchased this fall and will be used in the NSLP next school year.
- d. Construction costs (new or remodel) will not be covered under the grant.

III. Application Components

1. **Project Plan** – Outline your project(s) implementation plan. Include:
 - a. SFA name, address, contact information
 - b. Fiscal Agent for this grant (who will be responsible for the proper execution of this project)
 - c. Site/Location name, address, October 1, 2019 Free and Reduced-Price eligibility counts and percentage, and current contact information
 - d. Assurances
 - e. Evaluation – Does the request warrant an evaluation of effectiveness? If so, how will you measure and evaluate the effects of this project aside from the required reporting
 - f. 2 or more vendor documented quotes, and Informal Procurement Solicitation Record
 - g. Indicated which vendor the SFA anticipates selecting
2. **Equipment Questions** – Describe the costs associated with this project and include an itemized accounting of your requested amount, including any preparation and installation costs associated with the item. Include rationale of how you arrived at costs that are not self-evident. Can your project be broken into smaller pieces in the case you do not receive the full amount requested?
3. **Appendix of supporting documents** – Include items that are beneficial to the explanation provided in your request. Diagrams, images of equipment, definitions, specifications, or citations supporting the rationale of the project.

IV. Important Dates

- June 15, 2021: Announcement and Request for Proposals
- August 15, 2021: Last day for Question/Technical Assistance from CNP
- August 31, 2021 by 4:30 p.m.: Completed Applications Due
- **Extension: October 1st by 4:30 p.m.:** Completed Applications Due
- September 8-10, 2021: Applications Reviewed and Scored
- September 15, 2021: Applicants notified of Preliminary Award
- **October 4-8, 2021: Second, Application Review and Scoring**
- **October 15, 2021: Second, Applicant notification of Preliminary Award**
- **October 30, 2021: Final Announcement of Recipients and Amounts**
- **January 15, 2022:** Evaluations of installed components due to CNP (required for reimbursement)
- **April 30, 2022:** Final requests for reimbursement must be submitted by this date.
- Sponsors that receive a grant must submit quarterly progress activity reports to State Agency.

These quarterly reports must address the following:

- The sponsor's progress towards expending the funds;
- The types and cost of each equipment purchased by the sponsor;
- Any accomplishments or challenges in the sponsor's expenditure activities
- Any impacts the purchased equipment has had on the sponsor's food service program;
- Reasons why the sponsor has not yet liquidated its grant dollars; and
- If applicable, whether the sponsor has or is considering returning equipment purchased with grant dollars.

V. Resources

- ICN – The Institute of Child Nutrition has developed a resource entitled Equipment Purchasing and Facility Design for School Nutrition Programs. This tool can help inform the decision making process for procurement of food service equipment. ([Institute of Child Nutrition](#))
- Smarter Lunchrooms Movement - Creating sustainable, research-based lunchrooms that guide smarter choices. [Smarter Lunchroom Movement](#)
- State of Alaska – Procurement for Child Nutrition Programs. [Child Nutrition Programs Procurement Web Page](#)
- USDA Policy memo [SP 02-2010](#)
- USDA Policy memo [SP 01-2010](#)

If grantee receives a grant award, they will be required to follow the following regulations and requirements.

Government-wide Regulations

- 2 CFR Part 25: “Universal Identifier and System for Award Management”
- 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 “Non-procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying”
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 41 USC Section 22 “Interest of Member of Congress”
- Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55).
- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”
- Privacy Act. The Cooperator/Recipient shall follow the rules and procedures of disclosures 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.
- In accordance with Section 5 of the Executive Order on Combating Race and Sex Stereotyping (issued on September 22, 2020), the Recipient, as a condition of receiving a grant, shall certify that it will not use Federal funds to promote the concepts that (a) one race or sex is inherently superior to another race or sex; (b) an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously; (c) an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex; (d) members of one race or sex cannot and should not attempt to treat others without respect to race or sex; (e) an individual’s moral character is necessarily determined by his or her race or sex; (f) an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex; (g) any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or (h) meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race. Although training and education for employee development may otherwise be an allowable cost under 2 CFR 200.472, training or education on the divisive concepts specified in the Executive Order is not an allowable cost unless otherwise provided by law.

Cost Principles

- 2 CFR, Part 200: Subpart E, Cost Principles

USDA Regulations

- 7 CFR Part 15: “Nondiscrimination”
- 7 CFR Part 3: “Debt Management”
- 7 CFR Part 16: “Equal Opportunity for Religious Organizations”
- 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).

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies And Procedures
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.
- The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

VI. Scoring Rubric

Priority will be given to high need schools that have not received a prior award of either the ARRA (2009), USDA (2011), 2014, 2015, 2016, 2017, 2018, 2019, or 2020 Equipment Grants.

Application Questions (100 points)

1. How old is the current piece of equipment you wish to replace? (25 points)
2. Are there other available State or local funding sources you may use to purchase this equipment? (25 points)
3. Are there strategies you may adopt for lunchroom changes that provide more convenience and appeal to the student? (25 points)
4. How will the purchase of this equipment allow opportunities to realize meaningful impacts on nutrition and quality of meals? (25 points)

VII. Award Details

Equipment generally means items tasked for the preparation, cooking, holding (temperature controlled or not), displaying, transporting, disposing of, etc. The cost per-unit acquisition which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (**Note for the FY 2021 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.*) Small-ware items such as trays and plates, utensils, pans, containers and the like will not be considered. The procurement of equipment and components related to this competitive grant shall be reasonable and an appropriate use of food service funds in order to be permissible. For example, while using these grant funds to purchase a walk-in freezer for school food service, or a salad bar, may be an allowable cost, building an extension to a cafeteria would not meet the intended purposes of this grant.

Adding: Construction costs must be paid using the school district's general fund.

The procurement in relation to this award must comply with local, state and Federal procurement guidelines, whichever is more prescriptive. Ensure that all procurement for new 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 or our office, 907-465-8709, Elizabeth.seitz@alaska.gov.

Recipients are encouraged to take advantage of cooperative or volume purchase agreements.

Unexpended funds of the approved grant will be returned to the Agency for further award to eligible applicants.

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.

Sponsors selected to receive proceeds of this grant will be required to provide the following documentation upon expenditure and completed final requests for reimbursement by **April 30, 2022**:

- Signed confirmation of adherence to procurement rules document
- Invoices detailing item(s) purchased (shall include shipping & handling and any installation charges, including date of delivery/install)
- Date equipment was installed and used toward meeting grant initiatives
- Evaluation Questionnaire (submit with reimbursement request)
- Sponsors shall retain grant files and supporting documentation for a term of three (3) years after final payment.

VIII. Evaluation Process

The review committee will score all eligible applications based on the information provided and included in the submitted application. Applications that best address this program's priorities will score higher than those that less meet the goals of this Request for Applications (RFA). The committee will use your narrative and answers to evaluate and determine ranking.

When reviewing your application, the committee will evaluate the clarity of your submission and demonstrated need for the requested equipment. During the process you may be contacted for clarification or

additional information. Processing of your submission may be delayed until the requested information is received.

After review and final scoring, award recipients will be notified and asked to confirm award. General announcement of award will be made after acceptance of awards are received.

Applicants whose grant requests are denied by the committee or by disqualification will be notified in writing.

If your grant request is denied, you may apply again during the next solicitation for applications. The agency is currently awaiting dates from the USDA and is yet to be determined.

IX. Checklist

Please note that your application and supporting materials must be received by **4:30 p.m. August 31, 2021. Extended to October 1, 2021 by 4:30 p.m.** Mailed Applications must be postmarked August 31st or earlier. Electronic submissions can be emailed to Elizabeth.seitz@alaska.gov **Faxed copies will not be accepted.**

Applications received after the established time will not be eligible for consideration.

All Applications must provide:

- Completed Application Form with 2 or more vendor written quotes, submit completed attached Informal Procurement Solicitation Record
- Signed Assurances Page
- Detailed Cost Breakdown (equipment price, installation cost detail, intrinsic component cost, etc.)
- Supplemental Information that may explain and support the equipment costs or proposal goals. (Optional)

Failure to provide adequate and necessary information may delay or disregard the submitted application from consideration.

Return applications to:

Alaska Department of Education & Early Development
Child Nutrition Programs
Attn: Elizabeth Seitz
P.O. Box 110500
Juneau, AK 99811-0500
Elizabeth.seitz@alaska.gov

Scanned and signed copies are acceptable via email

NONDISCRIMINATION STATEMENT

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [Filing a Program Discrimination Complaint as a USDA Customer](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Please complete one grant application for each school/site equipment request.

2021 Funded Equipment Assistance Grant Application

A. Sponsor Information

Name: Ketchikan Gateway Borough School District Contact Person: Katie Parrott

Address: 333 Schoenbar Rd. Ketchikan, AK 99901 Contact Title: Business Manager

Contact Phone: 907-247-2116

Contact Email: katie.parrott@k21schools.org

B. School/Site Information

Name: Ketchikan Charter School, Holy Name Annex October 1, 2019 Data

Address: 433 Jackson Street Ketchikan, AK 99901 Enrollment: 157

Free Eligible: 71

Reduced Eligible: 12

Free & Reduced %: 52.87

Grades Served: K-8

Did this site receive an ARRA/USDA grant, or Equipment Grant Funds in 2009, 2010, 2014, 2015, 2016, 2017, 2018, 2019, or 2020? Yes No

Total Cost of Request: \$13,769.92 Equipment Type: Replacement In addition to

C. Equipment Description and Cost: (Attach supporting documentation-quotes)

Equipment Description: Refrigerator, freezer, & milk cooler Quantity: 1 each

Vendor Name Selected: Restaurant Supply

Equipment Cost: \$10,269.92 Installation Cost: \$3,500

Cost of improvements necessary for installation: Hire an electrical contractor to install two (2) dedicated circuits into the room where equipment will be placed, routed from the mid hallway sub-panel above the false ceiling and down the hall and into the room.

D. If grant funds do not cover whole cost of the requested equipment does the district/facility have other funds to pay the balance? Yes No

1. How old is the current piece of equipment you wish to replace?

Explain: N/A The Ketchikan Charter School has expanded into an annex location as enrollment in the school has outgrown their current facility, and the school has added a preschool that required additional classroom space as well. No existing equipment is in this facility for use by the breakfast and lunch program. (The property owners have a small refrigerator that does not provide enough capacity to service the school.) This limits the quality of the offerings to these students, which have to be pre-packaged and transported across town from the district's main kitchen location. Currently the preschool and grades K-2 are located at the Holy Name annex location. Having this equipment on site will allow the school to store more food options, including fresh fruit and produce, to be offered to students at meal times.

2. Are there other available State or local funding sources you may use to purchase this equipment?

Yes No

Explain: Local funds are available in the District's Food Service Fund fund balance. However, these funds should be utilized to stabilize the cost of meals to students and families and is not recommended for use unless absolutely necessary, particularly because the program has operated in a deficit in recent years.

3. Are there strategies you may adopt for lunchroom changes that provide more convenience and appeal to the student?

Yes No

Explain: Having refrigerator, freezer, and cooler space on-site at this location will enable the school to provide better breakfast and lunch offerings, with fresh components readily accessible that do not have to be pre-packaged and transported across town from the main kitchen. This would allow the school to offer more varied and generous options to students for breakfast, lunch, and snacks.

4. How will the purchase of this equipment allow opportunities to realize meaningful impacts on nutrition and quality of meals?

Explain: The purchase of this equipment will allow the school to properly store more meal components on-site and provide more fresh options, such as for fresh fruits and vegetables, as well as ensuring quantities of milk and other items offered as meal components meet the needs of students for the day rather than having to transport in these items in a prepackaged form based on estimates of daily meal counts from the main kitchen across town.

E. Assurances

I confirm and attest that this grant submission is true and correct according to the information available to me at the time of completion. By applying for these grant funds I am indicating I have sufficient authority and approval to proceed with the activities described in this application. In the case this grant is funded, appropriate procurement methods will be followed as described in the Application information and according to Federal, State and Local procurement policies.

Signature:

Date: 09/30/2021

Print Name: Katie Parrott

Title: Business Manager, Acting Superintendent

Non Discrimination Statement:

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

F. Informal Procurement Solicitation Record

Specification information:

Vendor and Contact Information*	Date of Contact	Product Specifications	Quote Price**	Quote Accepted
Restaurant Supply restaurantsupply.com	08/25/2021	True T-23F-HC (One door freezer), True T-23-HC (One door Refrigerator), True TMC-34-HC (Single sided Milk cooler)	\$10,269.92**	Yes
Johnstone Supply johnstonesupply.com	08/25/2021	True T-23F-HC (One door freezer), True T-23-HC (One door Refrigerator), True TMC-34-HC (Single sided Milk cooler) – NOT AVAILABLE	\$8,809.76	No
Katom www.katom.com	08/25/2021	True T-23F-HC (One door freezer), True T-23-HC (One door Refrigerator), True TMC-34-HC (Single sided Milk cooler)	\$9,990**	No

Name and title of individual obtaining quotes: Al Jacobson

Date solicitation prepared: August 25, 2021

Name and title of individual awarding vendor: Kayla Livingston

Date Awarded: September 3, 2021

* Must indicate which vendor you plan to use. Attach written confirmation of each verbal quotation (e-mail, signed quote, etc.)

** Document reasoning behind successful quotation. If the vendor is not the least expensive, please submit reason for choosing a higher bid.

**Please see attached email from Maintenance Director for recommendations on vendors/products. Selection of the vendor and product included evaluation of product quality, extent of useful life of equipment, and parts availability. -KP