



# Alaska Child Nutrition Programs

## School Food Service Equipment Assistance Grant 2019

### I. General Grant Information

The Agriculture Appropriations Act, 2013 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 \$92,086.

These funds will be available through a competitive grant process. The maximum award per grantee will be \$10,000. Priority will be given to high need schools where 50% or more of the student population are eligible to receive free or reduced-price meals. Priority will also be given to schools that did not previously receive funds from either the 2009 ARRA, 2010 USDA, 2014, 2015, 2016, 2017, or 2018 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 2019 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.***) 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. Eligible Applicants should submit a completed and signed application form to:

Alaska Department of Education & Early Development  
Child Nutrition Programs  
Attn: Elizabeth Seitz or Adeline Souza  
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 2019 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 2019 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, 2018 Free and Reduced-Price eligibility counts and percentage, 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 (*note: installation costs cannot be paid for from the grant award*). 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 3, 2019: Announcement and Request for Proposals
- August 16, 2019: Last day for Question/Technical Assistance from CNP
- August 30, 2019 by 4:30 p.m.: Completed Applications Due
- September 3-6, 2019: Applications Reviewed and Scored
- September 13, 2019: Applicants notified of Preliminary Award
- September 29, 2019: Final Announcement of Recipients and Amounts

- **January 15, 2020:** Evaluations of installed components due to CNP (required for reimbursement)
- **April 30, 2020:** Request 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”

### **Cost Principals**

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

### **USDA Regulations**

- 7 CFR Part 15: “Nondiscrimination”
- 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 exempted 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 or 2018 Equipment Grants. “High need” means that 50% or more of enrolled students are eligible for free or reduced meals.

Factors will be scored as follows:

High Need School, only schools with Free and Reduced eligible populations above 50% are eligible, and schools that have not received a prior award of either the ARRA (2009), USDA (2011), 2014, 2015, 2016, 2017 or 2018 Equipment Grants.

### Application Questions (100 points)

1. How will the purchase of this equipment lend itself to improving the quality of school food service meals that meet the dietary guidelines? (e.g., purchasing equipment alternative to a deep fat fryer) (25 points)
2. How will the purchase of this equipment improve the safety of food served in the school meals program? (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, etc.) (25 points)
3. How will the purchase of this equipment improve 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, etc.) (25 points)
4. How will the purchase of this equipment allow LEAs to support expanded participation in a school meal program? (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space, etc.) (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 2019 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 request for reimbursement by **April 30, 2020**:

- 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 30, 2019**. Mailed Applications must be postmarked August 30<sup>th</sup> or earlier. Electronic submissions can be emailed to [Elizabeth.seitz@alaska.gov](mailto: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](mailto: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: [complaint filing](#), 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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

## **2019 Funded Equipment Assistance Grant Application**

### A. Sponsor Information

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

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

Contact Phone: 907-247-2116

Contact Email: Katie.parrott@k21schools.org

### B. School/Site Information

Name: Ketchikan High School

October 1, 2018 Data

Address: 2610 4<sup>th</sup> Avenue Ketchikan, AK 99901

Enrollment: 179

Free Eligible: 85

Reduced Eligible: 17

Free & Reduced %: 57

Grades Served: 9-12

Did this site receive an ARRA/USDA grant, or Equipment Grant Funds in 2009, 2010, 2014, 2015, 2016, 2017, or 2018?

Yes  No

Total Cost of Request: \$9416.28

Equipment Type:  Replacement  In addition to

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

Equipment Description: Insulated heating/cooling food transport carts Quantity: 4

Vendor Name Selected: Katom

Equipment Cost: \$8916.28

Installation Cost: \$0

Cost of improvements necessary for installation: \$0

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. Does this equipment improve the quality of meals served?  Yes  No

Explain: Yes. Existing food carts are aging and in need of replacement. New working food carts will ensure that food is transported and received at the schools at a safe and good temperature, ready to eat. It also ensures that hot lunches remain hot and do not deteriorate in quality due to condensation (if food temps drop while stored/transported), especially in our humid climate. This has been reported by students, parents, and school staff as a source of complaints (i.e. soggy foods). New carts is one way we are hoping to remedy this.

2. Does the equipment improve the food safety of the meals served?  Yes  No

Explain: Yes, the existing food carts are aging and in need of replacement. We would like to replace now and avoid the risk of product failure and inadvertently serving foods that have been outside of the safe zone temperatures. Keeping food properly stored and heated for transport is a major food safety consideration.

3. Does the equipment improve energy efficiency?  Yes  No

Explain:

4. Does this equipment expand NSLP/SBP program participation?  Yes  No

Explain: We believe that improving the quality and availability of the hot foods we provide will help expand program participation, especially at the high school level.

## 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: Katie Jo Parrott, MPA

Date: 08/20/2019

Print Name: Katie Jo Parrott

Title: Business Manager

### **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, 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.

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- (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](mailto:program.intake@usda.gov).

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F. Informal Procurement Solicitation Record

Specification information:

Vendor and Contact Information*	Date of Contact	Product Specifications	Quote Price**	Quote Accepted
Katom Restaurant Supply, Inc. 1888.664.4371	06/17/2019	Cambro UPCHT1600192 Ultra Camcart® Insulated Food Carrier w/ (24) Pan Capacity, Green, 110v x4 with shipping to Alaska (reduced price)	\$9416.28	Yes
Webstaurant Store	6/17/2019	Cambro UPCHT1600HD401 Slate Blue Ultra Camcart Two Compartment Heated Holding Pan Carrier with Heavy-Duty Casters, Top Compartment Heated Only - 110V x4 with shipping to Alaska	\$10,297.99	No
Amazon.com	8/1/2019	Cambro UPCH800192 Ultra Camcart 110V with Casters, Granite Green (UPCH800192) Category: Food Transport x4 with shipping to Alaska	\$9,086.00*	No

\* Orders can only be placed through Amazon.com for these items in quantities of 2. Separating the purchases this way may change shipping costs.

Name and title of individual obtaining quotes: Jim Lindahl, Head Cook Date solicitation prepared: 06/17/2019

Name and title of individual awarding vendor: Katie Jo Parrott, Business Manager Date Awarded: 8/20/2019

\* 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.

**Sales Quote**

**Sales Quote Number: 214045**

Page: 1

**KaTom Restaurant Supply, Inc.  
305 Katom Dr.  
KODAK, TN 37764**

<b>Sales Quote Date:</b> 8/23/2019	<b>Due Date</b> 8/23/2019	<b>Ship Date</b> 8/23/2019
<b>Customer ID</b> 596463	<b>Contact</b> Katie	<b>SalesPerson</b> Carla Bailey
<b>Cust. Phone</b> (907) 247-3824	<b>Cust. Fax</b>	<b>Quote Expires:</b>
accounts.payable@k21schools.org		

**Sell**

To: Ketchikan School District  
Katie  
333 Schoenbar Road  
Ketchikan, AK 99901  
USA

**Ship**

To: Ketchikan School District  
333 Schoenbar Road  
Ketchikan, AK 99901  
USA

<b>Terms</b> CREDIT CARD	<b>Ext Doc No.</b>	<b>Your Reference</b>	<b>Ship Via</b>	<b>Loc Code</b> KODAK	<b>Loc Phone</b>	<b>Loc Fax</b>
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**Blueprint**

<b>No.</b>	<b>Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
	144-UPCHT1600192	ULTRA PAN CAMCART HEAT-TOP FRONT 24-PAN ES GR-GRN Must Ship LTL Sales Quote Good for 15 Business Days **Discounted Shipping Estimated: \$500** Granite Green - Not in Stock - 3 Week Estimated Lead Time	4	EA	2,229.07	8,916.28

**Website:** katom.com

**Phone:** (800) 541-8683

**Fax:** (800) 821-9130

This office will follow up with you within 24 hours to ensure you received this quotation. Quotation must be signed below to be official.

**Submitted by:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_

Subtotal: 8,916.28

S, H, & I: 500.00

Total Sales Tax: 0

Total: 9416.28