



Local Education Agency Name \_\_\_\_\_

**ARKANSAS  
2009 FOOD SERVICE EQUIPMENT ASSISTANCE  
GRANT APPLICATION**

Authorized by the  
American Recovery and Reinvestment Act (ARRA) of 2009  
(Public Law 111-5)

Funded through the United States Department of Agriculture  
(USDA)

For Any Local Education Agency (LEA) Participating in the  
National School Lunch Program (NSLP)

**ORIGINAL APPLICATION  
MUST BE RECEIVED AT THE  
ARKANSAS DEPARTMENT OF EDUCATION (ADE),  
CHILD NUTRITION UNIT (CNU) BY  
WEDNESDAY, JUNE 3, 2009 4:30 PM**

**NO FAXED COPIES WILL BE ACCEPTED**



Local Education Agency Name \_\_\_\_\_

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**(Submit ONE original plus two (2) copies per LEA)**

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**(Submit ONE original plus two (2) copies per Kitchen/School Serving Site)**

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**Part I**  
**Section I**

**Grant Description:** Public Law 111-5, the American Recovery and Reinvestment Act of 2009 (ARRA) was signed into law by President Obama on February 17, 2009. The ARRA provides a one-time appropriation of \$1,249,361 to Arkansas schools for equipment assistance grants to Local Education Agencies (LEAs) participating in the National School Lunch Program (NSLP).

The equipment purchased with the ARRA equipment assistance grant must be used to support the NSLP of the LEA. Equipment may not be purchased exclusively for programs outside of the NSLP. If a school participates in other programs such as, the School Breakfast Program (SBP), Afterschool Snack, Summer Feeding Programs, in addition to the NSLP, those other meal services may benefit from the ARRA grant purchased equipment. Equipment for which funds have already been obligated is not eligible for this grant, e.g. bond money or equipment purchased prior to grant award.

The primary goal of the equipment assistance grants authorized by the ARRA will be to improve the infrastructure in the NSLP and provide economic stimulus. Priority (more weight) will be given to LEAs for equipment for individual schools in which at least 50 percent of the students are eligible for free or reduced price meals. District-wide percentages will not be used.

**Focus Areas of the Grant:** In order to make the most effective use of the grant funds, the grant application must address at least one or more of the four focus areas:

- Equipment that improves the quality of school nutrition meals in ways that support the dietary guidelines (e.g. purchasing an equipment alternative to a deep fryer).
- Equipment that improves the safety of food served in the school nutrition programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).
- Equipment that improves the overall energy efficiency of the school nutrition operations (e.g., purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).
- Equipment that supports expanded participation in a school nutrition program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

**Eligibility:** LEAs who participate in the National School Lunch Program are eligible to apply for the grant. An application for the LEA including the site application(s) for each school to be considered for funding is required.

**Funding and Reporting:** Funds will be distributed through a competitive process that is fair and equitable. Grants will only be awarded to an LEA if the total request for the expenditure is \$1000 or greater. Funds received through this grant cannot be combined with other school nutrition funds and must be tracked and reported separately. LEAs must submit obligation (purchase order), expenditure (invoice) and documentation (copy of payment/warrant) before funds will be released by ADE CNU for reimbursement of equipment purchase.



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**Part I**  
**Section I**

**Equipment Definition:** The Arkansas Department of Education (ADE) defines equipment for the purpose of the ARRA equipment assistance grant as “articles of nonexpendable, tangible property with a useful life of more than one year and a per unit acquisition cost of \$1000 or more”.

**Allowable Expense** – as with all Federal funds, the equipment purchased must be allowable, e.g. using these funds to purchase a walk-in freezer for school nutrition programs would be an allowable cost. However, renovation of the school nutrition area would fall under the category of construction costs that must be charged to the LEA’s general fund. LEAs are required to follow all Federal, State, and Local procurement regulations which require open and free competition.

**Non-allowable Expense** – Reimbursement will not be provided for purchases of deep fat fryers or transport vehicles.

**Grant Application Instructions:** Complete **ONE** District/LEA Application, Part II, Section I and Complete **ONE** Application, Part II, Section II for **EACH** Kitchen or Serving site For Which Equipment Funds Are Requested (MAKE COPIES OF THIS FORM TO USE FOR EACH KITCHEN/SCHOOL SITE). Submit the signed originals plus two (2) copies.

**Award and Report Timeline:** (Subject to change based on USDA requirements and data requests)

- |     |  |                                |
|-----|--|--------------------------------|
| 1.  | Grant Application Deadline   | <b>Wednesday, June 3, 2009</b> |
| 2.  | Grant First Round Awards Announced On or Before  | Wednesday, June 17, 2009       |
| 3.  | Notification by fax, with original letter mailed to LEA  | Wednesday, June 17, 2009       |
| 4.  | LEA Deadline for Submission of First Round<br>OBLIGATION (commit to purchase) Documentation* and Progress Report** | Wednesday, August 12, 2009     |
| 5.  | Grant Second Round Awards Announced On or Before   | Thursday, September 10, 2009   |
| 6.  | Notification by fax, with original letter mailed to LEA  | Thursday, September 10, 2009   |
| 7.  | LEA Deadline for Submission of First Round<br>Quarterly Progress Report**  | Wednesday, September 30, 2009  |
| 8.  | LEA Deadline for Submission of Second Round<br>OBLIGATION Documentation* and Progress Report**                     | Friday, October 30, 2009       |
| 9.  | LEA Final Deadline for Submission of Equipment<br>Invoices for payment by ADE CNU                                  | Monday, May 31, 2010           |
| 10. | All Grant Funds EXPENDED (reimbursement received from ADE CNU)   | Wednesday, June 30, 2010       |
| 11. | ADE CNU On-Site Verification of Equipment Installation and Operation at Randomly Selected Sites                    | July 1 – September 30, 2010    |

\*Purchase Order \*\*To be supplied by Grant Recipient at a later date



Local Education Agency Name \_\_\_\_\_

## **Part I** **Section I**

### **GRANT SUBMISSION DEADLINE AND REQUIREMENTS**

APPLICATIONS ARE DUE IN THE ADE CNU OFFICE  
BY **4:30 PM ON WEDNESDAY JUNE 3, 2009**  
**NO FAXED COPIES ACCEPTED**

**Section II, Part I** - Submit **ONE** complete application packet per District/LEA, original plus two (2) copies.

**Section II, Part II** – Submit **ONE** complete Kitchen/School Serving Site application for ***EACH*** Kitchen/School Serving Site to be considered for funding, original plus two (2) copies.

ORIGINAL SIGNATURES of the District/LEA Superintendent, Child Nutrition Director, and General Business Manager **must** be included with original application packet (Part II, Section I, Page 5).

**First Round** grant awards will be issued by Wednesday, June 17, 2009 by fax, with original letter mailed to LEA. First Round awarded funds must be obligated by the District/LEA by Wednesday, August 12, 2009. District/LEA obligation will require a copy of equipment purchase order to be submitted to ADE, CNU by 4:30pm on Wednesday, August 12, 2009. No faxed copies will be accepted.

**Second Round** grant awards made from initial applications submitted by Wednesday June 3, 2009 will be issued by Thursday, September 10, 2009 through a State Agency redistribution of unobligated grant funds from First Round. Second Round grant funds must be obligated by the LEA by Friday, October 30, 2009. LEA obligation will require a copy of equipment purchase order to be submitted to ADE, CNU by 4:30pm on Friday, October 30, 2009. No faxed copies will be accepted.

ARKANSAS 2009 FOOD SERVICE EQUIPMENT ASSISTANCE GRANT APPLICATION



Local Education Agency Name \_\_\_\_\_

**Part II  
Section I**

**2009 Arkansas Food Service Equipment Assistance Grant Scoring Criteria Form**

Criterion	Maximum Points
<b>Focus Areas</b> <ul style="list-style-type: none"> <li>• Healthy Meals (150 points)</li> <li>• Food Safety (100 points)</li> <li>• Energy Efficiency (50 points)</li> <li>• Expanded Participation (25 points)</li> </ul>	150
<b>Percentage of Students Eligible for Free and Reduced Price Meals at School Site</b> <ul style="list-style-type: none"> <li>• 0-49.9% (0 points)</li> <li>• 50-50.9% (30 points)</li> <li>• 60-69.9% (60 points)</li> <li>• 70-79.9% (90 points)</li> <li>• 80-89.9% (120 points)</li> <li>• 90-99.9% (150 points)</li> </ul>	150
<b>School Site Average Daily Participation (ADP) Percentage for March 2009 (from kitchen/serving site application)</b> <ul style="list-style-type: none"> <li>• 1 Point for each percentage point</li> </ul>	100
<b>Ability to Meet Deadlines</b> <ul style="list-style-type: none"> <li>• Timeliness and Accuracy of NSLP Claims for Reimbursement and Financial Reports (30 pts) (The district must commit to expend all funds prior to May 31, 2010)</li> </ul>	30
<b>Geographic unemployment economic data</b> (based on United States Bureau of Labor Statistics most available current month for the county where the district is located) <ul style="list-style-type: none"> <li>• 0 - 2.9% (10 points)                      6 – 6.9% (50 points)</li> <li>• 3 – 3.9% (20 points)                      7 – 9.9% (80 points)</li> <li>• 4 – 4.9% (30 points)                      Over 10% (100 points)</li> <li>• 5 – 5.9% (40 points)</li> </ul>	100
<b>Programs Administered by ADE, CNU in Which School District Participates, School Year 2008-2009</b> <ul style="list-style-type: none"> <li>• National School Lunch Program (30 points)</li> <li>• School Breakfast Program (20 points)</li> <li>• Afterschool Snack Program (10 points)</li> <li>• Summer Feeding Program (Regular or Seamless Summer) (5 points)</li> </ul>	65
<b>Kitchen/School Site Use of Three Steps to Healthy School Meals Menu Management System</b>	15
<b>Frequency of Food Deliveries</b> (Frequency of delivery could determine storage/space requirements for kitchen/serving site) <ul style="list-style-type: none"> <li>• Grocery               <ul style="list-style-type: none"> <li>◦ Frozen (20 points)</li> <li>◦ Staples, Canned, Dry (25 points)</li> </ul> </li> <li>• Milk (20 points)</li> <li>• Produce (20 points)</li> <li>• Bread (20 points)</li> <li>• Commodities (25 points)</li> </ul>	130
<b>TOTAL POINTS AVAILABLE</b>	740
**In the case of a tie, written justification for priority ranking of equipment will be considered.	50

Comment [ADE1]: