



## **Request for Proposals (RFP)**

Maryland State Department of Education

200 West Baltimore Street  
Baltimore, MD 21201

**Deadline**  
**Friday, November 30, 2018**  
**No later than 5:00 p.m.**

This document is available in alternate formats.

# 2018 Equipment Assistance Grants for Local Education Agencies

**Name of Grant and Funding Source:**

2018 Equipment Assistance Grants for Local Educational Agencies (LEAs); Consolidated Appropriations Act, 2018, (Public Law 115-141).

**Purpose:**

To provide funds that will allow LEAs to purchase equipment that are needed to serve healthier school meals, improve food safety, and expand access to school meals.

**Dissemination:** Tuesday, September 18, 2018

**Deadline:** Friday, November 30, 2018, No later than 5:00 p.m.

The completed proposal must be submitted by email to Jill Goldberg at [jill.goldberg@maryland.gov](mailto:jill.goldberg@maryland.gov). Incomplete proposals and those submitted after the deadline will not be considered.

**Eligible Applicants:** LEAs that participate in the National School Lunch Program (NSLP).

**Priorities and Criteria:**

1. High need schools (i.e. schools in underserved areas, schools with limited access to other resources, and age of food service equipment) where 50 percent or more of the enrolled students are eligible for free or reduced-price meals.
2. Other factors including, but not limited to the following:
  - a. Opportunities to realize meaningful impacts on nutrition and quality of meals (such as serving more local foods or replacing fryers with combination steamer-ovens);
  - b. Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population (e.g., highlighting healthier choices, redesigning menus that target healthier entrees/options);
  - c. The availability of existing State and local funding for equipment purchases; and
  - d. Age of food service equipment.
3. Priority is also given to schools that have not received a previous NSLP Equipment Grant.

**Requirements:**

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 FY 2018 Equipment Assistance Grants **only**, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000. All individual items requested under this grant must be valued at \$1,000 or more, unless the LEA has established a lower threshold. Cost(s) incurred prior to the approval of the grant may not be funded through the award.

As with all Federal grant funds, procurement regulations at 7 CFR Part 210.21 and 2 CFR Part 200.317-326 applies, and equipment competitively procured using these grant funds must be necessary, reasonable, and allocable. 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.

**Proposal Review:**

Applications will be pre-screened for submission requirements and inclusion of all required sections. A review committee established by the MSDE will evaluate applications. Reviewers will comment on the proposals and assign numerical scores. Final approval for awards will be determined by the review committee.

**Award Notification:** Notification of awards will be sent no later than Thursday, January 31, 2019.

**Total Funds Available:** \$448,479

**Estimated Number of Awards:** 10 – 15

**Estimated Range of Awards:** \$1,000 to \$90,000

**Period of Performance:** October 1, 2018 –September 30, 2020

**Reporting Requirements:**

Grantees must submit quarterly reports due as follows: March 29, 2019, June 28, 2019, September 30, 2019, December 31, 2019, March 31, 2020, and June 30, 2020. A final report will be due on or before the last day of September 2020. **Quarterly report forms can be found as tabs attached to the C-1-25 form for this grant.** Reports must include the following:

1. Grant activities that occurred during reporting period;
2. Indication that the grant goals and objectives will be achieved by the end of the grant period;
3. Indication of adherence to grant timelines;
4. Grant funds expended to date and percentage of total; and
5. Indication that 100% of grant funds will be expended by the end of the grant period.

**Grant recipients chosen for an award must comply with the attached regulations, principals, assurance, and statements (as applicable).**

**Proposals must contain the following information, all of which are included in this RFP:**

1. Signed Applicant Information page,
2. Project Details,
3. Proposal Narrative,
4. C-1-25 budget form, and
5. Signed Assurances.

**Budget:**

Complete the MSDE grant budget on the attached form C-1-25. This grant will be recorded under 201 Administration – Prog. 21 General Support, column 05 - Equipment. Enter the total at the bottom of column 05.

**Signed Assurances:**

The attached assurances must be signed and dated by the LEA’s Authorized Representative. Please read all assurances carefully.

**Applicant Information**

**LEA Name:**

**LEA Number:**

**Total Funds Requested:**

**Name and Title of Grant Contact Person:**

**Email:**

**Phone:**

**Address:**

**LEA's Authorized Representative Signature**

**Date**

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**PROJECT DETAILS (attach additional pages if necessary)**

A	B	C	D	E	F	G	H
School Name	Free and Reduced Price %*	Facility Type	Total Enrollment Served by Proposed Equipment	Equipment Requested	Cost of Equipment, Installation, etc.	Key Focus Area(s)	Child Nutrition Program(s) Utilizing Equipment
		<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen				<input type="checkbox"/> Meal quality <input type="checkbox"/> Food safety <input type="checkbox"/> Energy efficiency <input type="checkbox"/> Expand participation	<input type="checkbox"/> SBP  <input type="checkbox"/> NSLP
		<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen				<input type="checkbox"/> Meal quality <input type="checkbox"/> Food safety <input type="checkbox"/> Energy efficiency <input type="checkbox"/> Expand participation	<input type="checkbox"/> SBP  <input type="checkbox"/> NSLP
		<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen				<input type="checkbox"/> Meal quality <input type="checkbox"/> Food safety <input type="checkbox"/> Energy efficiency <input type="checkbox"/> Expand participation	<input type="checkbox"/> SBP  <input type="checkbox"/> NSLP
		<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen				<input type="checkbox"/> Meal quality <input type="checkbox"/> Food safety <input type="checkbox"/> Energy efficiency <input type="checkbox"/> Expand participation	<input type="checkbox"/> SBP  <input type="checkbox"/> NSLP

\* Current free and reduced-price meal data is available at: [www.eatsmartmaryland.org](http://www.eatsmartmaryland.org).

## **PROPOSAL NARRATIVE OUTLINE (to be submitted with Proposal)**

### **1. Effective and Efficient Use of Resources**

Describe the equipment requested:

- Will this equipment replace an older model of the same type of equipment or will this be the first of its kind in the kitchen?
- Is there existing local funding for equipment purchases?
- Include the cost of maintenance and repair over the past year for present equipment.
- Include an estimate of cost of repairs vs. purchase of new equipment.
- Are parts available to repair old equipment?
- Will old equipment be moved to another school?
- Include the cost of removal of old piece of equipment, if known.
- Will the equipment improve the overall school meals programs infrastructure and food service?

### **2. Focus Areas**

Discuss how the request fits the key focus area(s) indicated in the Project Details chart and the Priorities on page 2. Additional aspects to consider may be:

- Changes to menus (e.g., increase fresh and/or local fruits/vegetables, new foods) due to time saved because of equipment.
- Health inspection orders to update or replace equipment.
- Does the building's current electrical and plumbing systems support requested equipment
- Does the equipment have computerized alarm systems or temperature control auto recording?
- Estimate participation increases impacted by this equipment.
- How will the equipment highlight healthier menu options or increase access to and appeal of nutritious foods?
- Energy rating on new equipment vs. old equipment being replaced.

### **3. Procurement Process**

Present a proposed timeline for the procurement of the requested equipment.

- Will funds be expended within one year if awarded a grant?
- What steps will be taken to procure this equipment competitively, quickly, and successfully?
- Describe the LEA approval process to purchase the equipment.
- Discuss any additional costs needed to fully install/utilize this equipment.
- Is the requested equipment a stand-alone item or a part of a larger plan. For larger plans, indicate which items must be funded for the plan to be successful and what other funds exist if only partially funded.

### **4. Justification for funding:**

Discuss the reasons why the LEA/school(s) should be selected for an equipment assistance grant. Summarize the impact that new or renovated equipment will have on this site's food service. Summarize how a grant will benefit the students who participate in the school meals programs.

## RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, whichever is greater. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology based instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7 -910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

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Superintendent of Schools/Head of Grantee  
Agency

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Date

## **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 “Nonprocurement 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 PRINCIPLES**

- 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 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)

## **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: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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 the 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).

## **USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration  
Maryland State Department of Education 200 W. Baltimore Street - 6th Floor Baltimore, Maryland 21201-2595 410-767-0426 - voice, 410-767-0431 - fax, 410-333-6442 – TTY/TDD

**Maryland State Department of Education  
Office of School and Community Nutrition Programs  
Capital Equipment List\***

**Items not requiring pre-approval to purchase using Child Nutrition Program funds**

If desired equipment is not listed, complete the attached Equipment and Other Capital Expenditures Approval Request

**Computers/Hardware & Software**

Cash Registers/Point-of-Sale Equipment  
Software/programs for management (i.e. Inventory,  
Meal Counts, Application Approval)

**Dining Room**

Tables  
Chairs

**Dishwashers, Sinks and Supplies**

Under Counter Dishwashers  
Conveyor Dishwashers  
Door Type Dishwashers  
Waste Disposal (i.e. Pulpers, Compactors)  
Sinks  
Water Heater Boosters  
Dish Tables

**Food Preparation Equipment**

Griddles  
Hot Plates  
Microwaves  
Food Slicers  
Toasters  
Induction Cookers  
Food Processors  
Food Blenders  
Food Cutters  
Hot Water Dispensers  
Refrigerated Prep Tables  
Countertop Mixers  
Floor Mixers  
Food Processors  
Vertical Cutter Mixers  
Planetary Mixers  
Dough Dividers/Bun Cutters  
Dough Rollers/Sheeters  
Fryers  
Work Tables  
Holding and Proofing Cabinets  
Conveyor Systems  
Bag/Fill/Seal Systems

**Food Warmers**

Countertop Food Warmers  
Drawer Warmers  
Soup Kettles  
Drop-In Food Warmers

**Ranges and Ovens**

Cooktops and Ranges  
Convection Ovens  
Cook and Hold Ovens  
Deck Ovens  
Conveyor Ovens  
Reel Ovens  
Combi Ovens  
Broilers  
Tilting Skillets  
Tilting Kettles  
Kitchen Exhaust Systems  
Retractable Exhaust Systems  
Fire Suppression Systems

**Refrigeration Equipment**

Drop in Refrigerators  
Reach-in Refrigerators & Freezers  
Walk-In Refrigerators & Freezers  
Under Counter Refrigerators & Freezers  
Worktop Refrigerators & Freezers  
Refrigerated Buffet Tables  
Refrigerated Salad Bars  
Chest Freezers  
Sandwich/Salad Prep Tables  
Milk Coolers  
Blast Chillers  
Ice Machines  
Tumble Coolers

**Service Equipment**

Service Line Tables  
Kiosks  
Sneeze Guards

**Steam Equipment**

Steam Tables  
Steam Table Serving Shelves  
Steamers  
Steam Jacketed Kettles  
Rethermalization Systems

**Storage**

Racks  
Shelving

**Temperature Monitoring**

Data Loggers  
Temperature Alarm Systems

**Transportation**

Cars, trucks, vans  
Forklifts

\*Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year AND an acquisition cost which exceeds the lesser of the capitalization level established by the agency for financial statement purposes, or \$5000.

August 2014

## Equipment and Other Capital Expenditures Approval Request

Capital expenditures are:

- Equipment that has a useful life of a year or longer OR
- Repairs or modifications that materially increase the value or useful life of such equipment AND
- Expected purchase or repair cost equals or exceeds the Federal threshold of \$5000 or a lower threshold set by local agency requirements.

When equipment to be purchased is **NOT** found on the MSDE Capital Equipment List, complete and submit this form prior to making the expenditure.

Agency name: \_\_\_\_\_ Agency number: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_ Date of request: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Agency's local capitalization threshold (if less than \$5000):

N/A

Item to be purchased or repaired	Expected cost	Site(s)	Brief description of intended use in Child Nutrition Program(s)

Reminder: cost estimates and purchases must comply with federal procurement requirements.

### MSDE Approval:

Approved

Not approved; reason:

MSDE Signature: \_\_\_\_\_

August 2014