



Illinois State Board of Education

100 North First Street, W-270
Springfield, Illinois 62777-0001

National School Lunch Program FY 2021 Equipment Assistance Grant

EQUIPMENT PROPOSAL AND JUSTIFICATION FORM

NUTRITION DEPARTMENT

SFAs must complete a separate Equipment Proposal & Justification Form for each school/site

SCHOOL NAME	
DISTRICT NAME	NSLP SPONSOR AGREEMENT NUMBER (RCDT Code)

HOW ARE MEALS FOR THIS SITE/SCHOOL PREPARED? (select only one)

- off-site and delivered to this site
- off-site and delivered to this site, but the addition of this requested equipment will allow this site to end their school-to-school agreement or vended/FSMC contract and begin preparing its own meals on-site
- on-site using district-owned equipment OR on-site using vendor-owned or FSMC-owned equipment

For on-site only:

If yes, list schools:

Does this site prepare and provide meals for any other NSLP schools under the same School Nutrition Programs sponsor?

SECTION 1:

Applicant demonstrates high need for equipment requests.

<p>Describe in detail the state of the current equipment needs for this site.</p> <p>Specifically, how does the age of the current equipment, lack of appropriate equipment, and/or limited access to resources/funding for equipment needs hinder the school food service operation for this site?</p> <p><i>Do not type beyond space allowed. Attach additional sheet if needed.</i></p>	
--	--

SECTION 2:

Applicant demonstrates consideration of how the grant award will provide meaningful impacts on nutrition and quality of school meals.

Describe how the equipment request will improve the school meal program.

Elaborate on specifically how the equipment will improve the quality of school meals, improve the safety of food served, and/or improve or expand participation in school meals.

Do not type beyond space allowed. Attach additional sheet if needed.

SECTION 3:

Applicant demonstrates commitment to lunchroom strategies that provide convenience and appeal to the student population.

Describe ways in which your lunchroom environment provides convenience and appeal to the student population with a focus on less waste, higher participation, more satisfied students, and increased consumption of important nutrient-rich foods. Elaborate on strategies you are already using in your lunchroom, as well as strategies you are committed to implementing in the future. Provide an explanation of how the requested equipment supports those strategies.

Do not type beyond space allowed. Attach additional sheet if needed.

SECTION 4:

Applicant demonstrates capacity to execute the grant project in accordance with grant requirements.

For preliminary planning purposes, applicants should be aware the grant project period will begin no earlier than May 1, 2021 and will extend through September 30, 2022.

Describe preliminary plans for the process and responsibilities of carrying out the requirements of the grant award.

Include a description of the intended timeline for purchase and installation of the requested equipment. Consider the need for formal or informal bidding procedures, best timeframe for delivery and installation of the equipment, and who is responsible for coordinating these processes.

***Do not type beyond space allowed.
Attach additional sheet if needed.***

EQUIPMENT REQUEST & BUDGET SECTION

In this section, list the specific equipment items you are requesting to purchase new, replace, or renovate (for this site only). Fill in the equipment items on the first row of the chart that follows and complete the columns for each item requested. Remember that **each unit must meet the federal definition of equipment as provided in 2 CFR 200.33:**

Equipment means 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. However, for this funding year only, Congress has approved a lower threshold for the purchase of equipment; therefore, for this grant specifically, requested equipment must have a useful life of more than one year and a per-unit acquisition cost of at least \$1,000. **REQUESTED ITEMS THAT DO NOT MEET THESE CRITERIA WILL NOT BE APPROVED FOR FUNDING.**

If requesting more than four equipment items for this site, attach additional pages.

EQUIPMENT INFORMATION	Equipment #1	Equipment #2	Equipment #3	Equipment #4
TYPE OF EQUIPMENT <i>(e.g., refrigerator, stove, holding cabinet, steamer, etc.)</i>				
MAKE & MODEL <i>(if available)</i>				
Is this a new piece of equipment, replacement of existing equipment, or renovation (repair) of existing equipment?	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation
If replacement or renovation of old existing equipment, what is the age of current equipment?	_____ years	_____ years	_____ years	_____ years
If more than one item is requested, rank in numeric order of priority:				
	PROPOSED BUDGET <i>(see notes below for additional information)</i>			
BUDGET INFORMATION				
a. Unit Price:				
b. How many of this item do you plan to purchase?				
c. Subtotal:				
d. Additional related costs:				
e. TOTAL COST:				

Notes for PROPOSED BUDGET:

Per-unit acquisition cost for equipment purchases (new or replacement) must equal at least \$1,000. Verify the per-unit acquisition cost by dividing the total cost by the quantity of items (line e ÷ line b).

- Line a: Unit price is the price per item.
- Line b: Indicate how many of this equipment item you intend to purchase for this site.
- Line c: Subtotal is equal to unit price (line a) multiplied by the number of items (line b).
- Line d: Additional costs related to acquisition include the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Charges such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.
If you are renovating rather than purchasing equipment, include costs for parts, materials, labor, etc. on this line. Renovations of existing equipment must extend the useful life of the repaired equipment by at least one year.
- Line e: Total cost equals subtotal (line c) plus additional related costs (line d).

ADDITIONAL PAGE FOR EQUIPMENT REQUEST AND BUDGET SECTION

Use as many copies of this page as needed if you are requesting more than four equipment items from the previous page.

EQUIPMENT INFORMATION	Equipment # ____	Equipment # ____	Equipment # ____	Equipment # ____
TYPE OF EQUIPMENT (e.g., refrigerator, stove, holding cabinet, steamer, etc.)				
MAKE & MODEL (if available)				
Is this a new piece of equipment, replacement of existing equipment, or renovation (repair) of existing equipment?	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation	<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Renovation
If replacement or renovation of old existing equipment, what is the age of current equipment?	_____ years	_____ years	_____ years	_____ years
If more than one item is requested, rank in numeric order of priority:				
BUDGET INFORMATION	PROPOSED BUDGET (see notes below for additional information)			
a. Unit Price:				
b. How many of this item do you plan to purchase?				
c. Subtotal:				
d. Additional related costs:				
e. TOTAL COST:				

Notes for PROPOSED BUDGET:

Per-unit acquisition cost for equipment purchases (new or replacement) must equal at least \$1,000. Verify the per-unit acquisition cost by dividing the total cost by the quantity of items (line e ÷ line b).

- Line a: Unit price is the price per item.
- Line b: Indicate how many of this equipment item you intend to purchase for this site.
- Line c: Subtotal is equal to Unit Price (line a) multiplied by the number of items (line b).
- Line d: Additional costs related to acquisition include the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Charges such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.
If you are renovating rather than purchasing equipment, include costs for parts, materials, labor, etc. on this line. Renovations of existing equipment must extend the useful life of the repaired equipment by at least one year.
- Line e: Total Cost equals subtotal (line c) plus additional related costs (line d).