

# 2019 National School Lunch Program Equipment Assistance Grant RFP Frequently Asked Questions

Last updated: 12/7/2018

*The purpose of this document is to address questions regarding the Notice of Funding Opportunity / Request for Proposals pertaining to this grant. Questions received will be added to this document such that the information is made available to all eligible applicants. This document will not be updated after December 31, 2018.*

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**Q I have a school that needs equipment but the school was already awarded an Equipment Assistance Grant in a previous year. Can I still apply for this school?**

**A** Yes – SFAs can still apply in 2019 for schools that have been previously awarded a NSLP Equipment Assistance Grant. However, a school that has previously received one of these grants will not receive the 25 priority points for this category on their score.

**Q If we got a grant in fiscal year 2018 (performance period is still open), can I apply for another grant for equipment in 2019?**

**A** Yes – SFAs can still apply in 2019 for schools that received a 2018 NSLP Equipment Assistance Grant, which is still in its performance period. However, a school that has previously received one of these grants will not receive the 25 priority points for this category on their score.

**Q I am an administrator new to this district. How do I know if schools within my district have previously received an Equipment Assistance Grant?**

**A** ISBE maintains a listing of all schools that have received a NSLP Equipment Assistance Grant since FY 2009. This [Previously Awarded Schools](#) listing is available on ISBE's [NSLP Equipment Assistance Grant webpage](#).

**Q Can I apply for more than one school in my district?**

**A** Yes – SFAs can apply for more than one school under their authority. All schools for which the SFA is applying for funding should be listed on Attachment 2 of the application. The SFA will then need to complete a separate Attachment 3 for each school listed on Attachment 2, as each school will be scored individually.

**Q Are private schools eligible to receive this grant?**

**A** Yes – Any sponsors participating in the National School Lunch Program, including private schools, are eligible to apply for funding.

*Additionally, eligible applicants should ensure that they are up to date on meeting all prequalification requirements under the State of Illinois Grant Accountability and Transparency Act (GATA), as these broader requirements must be met to apply for any grant funding with the State of Illinois. Potential applicants can check their prequalification status on either the GATA Grantee Status Report or the Nutrition Providers GATA Grantee Status Report using the link provided below.*

<https://www.isbe.net/Pages/GATA-Prequalification-and-Registration-Status.aspx>

**Q Our school has less than 50 percent free and reduced-price eligibility. Can we still apply for this grant?**

**A** Yes – Schools with less than 50 percent free and reduced-price eligibility can apply for this grant, they just won't receive priority points for this category on their score.

**Q What types of equipment can I request for grant funding?**

**A** Allowable expenditures for this grant include costs associated with the purchase of new equipment, renovation of existing equipment, and/or replacement of existing equipment. Examples of equipment include, **but are not limited to**, refrigeration (reach-in or walk-in, if efficiently sized), preparation equipment (convection oven, combination oven, steamer, tilt skillet, food processor), serving line (effective flow and components, including merchandising), holding cabinet, dishwasher, shelving, salad bar, food transport carts, carriers, and point-of-sale system. For purposes of this grant, all equipment must have a useful life of more than one year and a per-unit acquisition cost of at least \$1,000 or more to qualify.

**Q I want to apply for several schools in my district. Do I have to complete a separate application for each school?**

**A** The application consists of nine attachments. Attachment 3 is the only portion of the application that must be separately filled out for each school because it requires specific information pertaining to each particular school's meal program operation and needs.

**Q When will applicants be notified whether or not they will receive a grant award?**

**A** It is anticipated that successful applicants will receive a notice of potential award approximately 90 days after the end of the application period. Potential awardees will receive additional information from the grant manager approximately two weeks later which will include steps for completing required risk assessment(s) and a detailed award letter with the award amount. After grant risk assessments are approved as complete, an official Notice of State Award and a Uniform Grant Agreement will be prepared. The grant period will begin no sooner than April 1, 2019.

**Q Of the schools that received a grant in the previous year (fiscal year 2018), what was the distribution of their free and reduced-price eligibility percentages?**


**A** ISBE was able to award 81 schools FY18 NSLP Equipment Assistance Grants. The table below shows how many of those schools were in each free and reduced-price eligibility range.

Free and Reduced-Price Eligibility Percentage	# of awarded schools in FY 2018
90 percent or more up to or equal to 100 percent	48
80 percent or more but less than 90 percent	7
70 percent or more but less than 80 percent	9
60 percent or more but less than 70 percent	13
50 percent or more but less than 60 percent	4
Less than 50 percent	0

**Q** I am applying for our kitchen that serves both our Junior High School and our Senior High School. They are considered two different schools and have two different site numbers in WINS but have the same physical address and are physically located within the same building. How do I complete attachments 2 and 3 of the application?

**A** In a scenario where a kitchen is not located within only one school site – either the kitchen is located offsite or within a building that houses more than one school – list it on Attachment 2 as a District Kitchen. For purposes of this application, a District Kitchen is considered as one school (one physical location). Applicants will be able to list the schools that are served by the District Kitchen on Attachment 3. See examples below. The applicant only needs to complete one copy of Attachment 3 for a District Kitchen.

ATTACHMENT 2



**Illinois**  
State Board of Education

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

National School Lunch Program  
FY 2019 Equipment Assistance Grant


**COVER PAGE**

**NUTRITION DIVISION**

List the cafeteria site(s) for which you are applying for funding. If your district operates a centralized kitchen that serves eligible schools but is not located within a school site, list it as a District Kitchen.

Total # of Schools for which you are applying: <div style="border: 1px solid black; width: 50px; text-align: center; margin: 5px auto;">1</div>	Note that each school/site is scored individually. There is no limit to the number of schools you may apply for, but it is not guaranteed, if an award is made, that all sites will be funded. In addition, total funds awarded to an SFA will not exceed the maximum amount of \$50,000. If site requests total more than \$50,000, sites will be awarded in ranked order based on scores and equipment items in order of prioritization only up to the maximum award amount.
SCHOOL NAME (or District Kitchen)	ADDRESS
District Kitchen	100 Example Drive, Somewhere, IL 00000

ATTACHMENT 3



**Illinois**  
State Board of Education

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

National School Lunch Program  
Equipment Assistance Grant

**FY 2019 EQUIPMENT PROPOSAL  
AND JUSTIFICATION FORM**

**NUTRITION DIVISION**

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

SCHOOL NAME District Kitchen	NSLP SPONSOR AGREEMENT NUMBER (RCDT Code) 0 0 - 0 0 0 0 - 0 0 0 0 - 0 0
DISTRICT NAME Example School District	

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  on-site using vendor-owned or FSMC-owned equipment

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

If yes, list schools:

Junior High School	
Senior High School	

**Q How much was awarded with the grant last year (fiscal year 2018) and was it all disbursed?**

**A** The number of awards will vary from year to year, given the amount of funding available and how much funding is requested for each school. Once all schools are scored and ranked, awards are made down the ranked list until funding is exhausted. Last year, ISBE was able to award \$1,355,486 to 81 school sites. Those grantees are still currently in their project period, and have until June 30, 2019 to purchase their equipment. They receive their funding on a reimbursement basis by submitting a claim after purchases are made, so the FY 2018 funding has not all been disbursed at this point in time. As we receive their final claims throughout the grant period, if grantees have funds they will not use, ISBE will make an award to the next school on that same ranked list from that year's applicant pool.

**Q One of the water heaters in our school is failing. Therefore, we need to replace it. This water heater supplies water to our kitchen/dishwasher etc. To keep our pots, pans, utensils and trays clean/sanitized we need this done. Would this be covered under this grant?**

**A** Any equipment requested under this grant should meet the purpose of improving the school meal programs in one or more of the key focus areas as listed in the program objectives. Therefore, if the equipment improves the quality of school meals, improves the safety of food served in the school meal programs, improves the overall energy efficiency of the school food service operations, and/or expands participation in school meals, it could be considered allowable under this grant. Applicants must demonstrate how the equipment directly benefits the meal programs and how it meets program objective(s). This should be described within the Equipment Proposal and Justification Form (attachment 3) portion of the grant application.

**Q While completing the application, I have been unable to type in a couple of fields. (Total Amount on page 4 of Attachment 1, Subtotal and Total Cost on page 4 of Attachment 3) There would only be 4 numbers I would need to add. Would you prefer that I write the numbers in the box or is there something I could try to be able to type in these boxes?**

**A** The fields that provide subtotal and totals are self-calculating fields. They will populate once amounts are entered in the related fields. If you are having any issue with the self-calculating fields, you may certainly write in any amounts as needed.

**Q Can this equipment grant be used for new flooring in a kitchen where they are consistently getting written up for it by the health department?**

**A** Flooring is considered a part of the building and would NOT be classified as equipment. Expenses to replace flooring are not allowable for this grant.

**Q I read in the grant notice that there's an up to 90 day wait to find out about whether an applicant will receive funding. Is it possible that we will know sooner than that?**

**A** The 90 days allows time for scoring and working through ISBE's internal grant procedures and approvals to make awards. It is possible for the process to go more quickly than the 90 day timeframe, but probably the very earliest the notifications might happen would be mid-February, and that is on a fairly tight and optimistic timeline. Also, keep in mind that initial

