

FY 2016 Equipment Assistance Grant for School Food Authorities (SFAs)
Q&A – DRAFT

Program Questions:

1. Are there any font, spacing or margin requirements for the application?

There are no requirements for margins, spacing or fonts for responses to application questions in Sections 1 through 4 of the application. Applicants are encouraged to ensure that the responses provided are legible, detailed and thorough. If needed, additional sheets may be attached to the application form if the space provided is insufficient.

2. It is less expensive for us to hand-deliver our applications rather than sending them. Is it okay to do this?

Applications may be hand-delivered; however, SED strongly encourages all applicants to mail applications to the address listed in the RFP.

3. If we can hand-deliver applications, in the past, we have been required to have a person's name and phone number for delivery purposes when we arrived. Can you provide a name and phone number that we can use?

Hand-delivered applications may be brought to the security desk of the New York State Education Building Annex, located at 89 Washington Avenue Room 375 EBA, Albany, NY 12234. To confirm delivery, applicants should request that applications are received by Cheryl Nary, who may be contacted at (518) 473-8781.

4. If we can hand-deliver applications, what time will your offices close on the due date?

Hand-delivered applications must be received by 3:00 pm on the date of the application deadline (October 12, 2016). Applications that are received after this time will not be accepted.

5. Since applicants are only permitted to discuss one focus area in applications, should we eliminate the questions related to the remaining focus areas so it doesn't appear as if we didn't respond to application questions?

The applicant may delete the unanswered questions related to other focus areas; however, it is not necessary.

6. Is an application eligible if it applies for equipment to expand participation in the School Breakfast program only, or does it have to affect School Lunch participation as well? For example, we are considering purchasing a food kiosk.

As stated in the Introduction section of the RFP, all equipment purchased through the FY 2016 NSLP Equipment Assistance Grant must be used to support the federally assisted school nutrition programs. Equipment may not be purchased exclusively for programs outside of the NSLP. However, when a RA participates in other school meal programs (such as the School Breakfast Program (SBP), After School Snack Program, Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP)), in addition to the NSLP, those other meals programs may benefit from equipment purchased with FY 2016 NSLP Equipment Assistance Grant funds.

7. Will bonus points for the free/reduced school rates be applied on a sliding scale? That is, will a district with 45% free/reduce rate be able to earn any priority points?

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No—A sliding scale will not be used to determine how many bonus points will be awarded to RAs for eligibility percentage. RAs that meet the criteria for bonus points (50% or more students are eligible for free or reduced price meals) will be awarded the full 10 (ten) points. RAs that do not meet the criteria (less than 50% of students are eligible for free or reduced price meals) will not be awarded any bonus points.

- 8. If a district has a central kitchen that prepares food for multiple school cafeterias within the district and is applying to purchase equipment for that central kitchen, how would the \$20,000 maximum award come into play? For example, if a district applies for five pieces of equipment for the central kitchen costing a total of \$60,000 and that central kitchen serves three individual school cafeterias, would that be acceptable/allowed under this RFP?**

A kitchen that prepares meals for more than one RA is considered a central kitchen. The district should indicate that the site is a central kitchen and should list all of the RAs served by the central kitchen on the application. The maximum award available is \$20,000 for central kitchens that serve multiple RAs.

- 9. If two schools (two different BEDS codes) in the district share one building and one central kitchen but have two separate cafeterias/serving areas, is it possible to submit an application for each RA? What if they share the same central kitchen AND cafeteria area?**

Applicants must submit a separate application for each type of equipment requested. Districts applying for an equipment grant for a central kitchen should indicate that the site is a central kitchen and should list all of the RAs served by the central kitchen on each application. Again, the maximum award available is \$20,000 for central kitchens that serve multiple RAs.

- 10. If the central kitchen (prepares meals for elementary and high school students) is located in the high school, can the elementary school also apply for funds for the elementary school cafeteria (for example a milk cooler in the elementary cafeteria)?**

Please see response to question #9.

- 11. In the Guidance Manual under “Application Instructions”—“price quotes, equipment specification sheets and other supporting documentation to substantiate the equipment request”—could you offer some examples as to what would be acceptable support?**

Applicants should include the supporting documentation necessary to satisfy the criteria in Section 4 – Research and Budget of the Application. Examples of documentation to substantiate the equipment request may include: correspondence or specification sheets to determine the size, model, quality and value of selected equipment, and quotes for equipment, labor, installation and delivery costs.

- 12. What is an adequate number of vendor quotes to obtain? Or is it up to the purchasing guidelines of each district applicant?**

As stated in Section 4 – Research and Budget of the Application, applicants should obtain and include three vendor quotes for each piece of requested equipment.

- 13. Regarding the Capitalization Threshold Policy—we are not required to include it with the application if the equipment we are requesting exceeds \$5,000, correct?**

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Applicants are not required to include a copy of the Capitalization Threshold Policy with the application for any equipment requested that has a unit cost of \$5,000 or more.

Prequalification Questions:

14. On p. 17 Application Checklist, Mandatory Application Requirements it states that" Not-for Profit applicants must be prequalified in the Grants Gateway by the application deadline."—That does not apply to a public school district, correct?

Correct—Applicants that are public school districts or BOCES are not required to prequalify in the Grants Gateway. All applicants that are non-profit organizations are required to register with Grants Gateway and complete the prequalification process by the application deadline in order to be eligible for a grant award.

15. Is the pre-qualification for vendors or for the schools etc... applying for equipment?

The prequalification requirement only applies to non-profit organizations applying for an equipment grant, not equipment vendors. Equipment vendors used by grantees are not required to prequalify.

M/WBE Questions:

16. We see that there are no M/WBE requirements for this application. However, if we choose to use an M/WBE vendor, should we include any of the forms typically used for M/WBE with NYSED grant applications (Form 102/Notice of Intent to Participate, etc.)?

Yes—If an M/WBE firm is selected, please submit the following documentation:

- **M/WBE Goal Calculation Worksheet**
- **M/WBE 100 Utilization Plan**
- **M/WBE 102 Notice of Intent to Participate**

Should you need access to any of the forms listed above, please visit the NYSED M/WBE website at <http://www.oms.nysed.gov/fiscal/MWBE/Forms.html> or contact the M/WBE Coordinator at MWBE@nysed.gov.