



Oregon

Kate Brown, Governor



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EDUCATION

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Colt Gill

Director of the Oregon Department of Education

Child Nutrition Programs

FY 2019 National School Lunch Program Equipment Assistance Grants

Request for Applications

I) General Grant Information

The U.S. Department of Agriculture (USDA) has allocated \$30 million to State agencies for the purpose of competitively awarding equipment assistance grants to eligible program sponsors participating in the National School Lunch Program (NSLP). Of that \$30 million, \$282,318 was allocated to Oregon. The grants awarded by the Oregon Department of Education (ODE) will allow recipients to purchase equipment needed to serve healthier school meals, improve food safety, and expand access to school meals.

The USDA has instructed State agencies, such as the ODE, they must give priority to “high need schools” where 50 percent or more of the enrolled students are eligible for free or reduced price meals. For purposes of the grant, “high need schools” means schools in underserved areas, schools with limited access to other resources, and schools with very old food service equipment. Additionally, eligible program sponsors must give priority to those schools that did not receive a previous NSLP Equipment Assistance Grant under the American Recovery and Reinvestment Act of 2009 (ARRA); the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, and FY 2017 Agriculture Appropriations Acts; and the Consolidated Appropriations Act, 2018.

The USDA requires that States focus on equipment that improves the quality of school meals. States may include additional funding goals. In Oregon, equipment purchased with grant dollars should also help program sponsors:

- Improve the nutrition of meals served in school meal programs;
- Improve the safety of food served in school meal programs;
- Improve the overall energy or water efficiency, or both, of the program sponsor’s food service;
- Improve and expand participation in school meals; and
- Contribute towards the program sponsor’s Smarter Lunchroom strategy.

Recipients may use grant dollars when purchasing new equipment, renovating or repairing equipment, or replacing equipment. For purposes of the grant, “‘equipment’ means tangible personal property (including information technology systems) 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.” [2 CFR 200.33](#). **Although the federal definition of “equipment” includes property that is both tangible, such as dishwashers and beverage coolers, and intangible, such as meal management software, the USDA has expressed its preference that grant funds be used for the purchase of only tangible property.**

Recipients may also use grant dollars to pay ancillary costs associated with the purchase of equipment, such as taxes or installation costs, and those ancillary costs may be included with the price of equipment in order to reach the \$5,000 minimum. However, “[f]or the FY 2019 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.” USDA FNS memo SP 15-2019, [Fiscal Year 2019 National School Lunch Program Equipment Assistance Grants for School Food Authorities](#), pg. 2 (March 18, 2019).

Rules and requirements for Federal awards can be found in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, more commonly referred to as the Super Circular or the Omni Circular, at [2 CFR Part 200](#). The applicable federal procurement regulations can be found at [7 CFR 210.21](#) and [2 CFR 200.317 to 200.326](#). [The Chief Financial Officers \(CFO\) Council’s website](#) offers Federal grant training and related information, including [Grants Training 101](#) modules that can help applicants and grant recipients ensure their compliance with applicable federal procurement regulations.

“[E]quipment 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.” [USDA FNS memo SP 15-2019](#), pg. 2.

The ODE will host trainings about the FY 2019 Equipment Grant application and grant management process on October 22 and 24, 2019. Those trainings will be

conducted online via the GoToTraining platform. Interested individuals can register for either [the October 22nd training](#) or [the October 24th training](#) by clicking the hyperlinks provided in this RFA. On [the registration webpage](#), select the date of the training you'd like to attend from the pulldown menu, enter your name and email address, and then click the "Register" button. A recording of the training will be posted to [our SNP Training webpage](#).

II) Scoring Rubric

Eligibility requirements

The ODE will only consider applications submitted on behalf of:

- i. A "high need school" where 50% or more of the enrolled students are eligible for free or reduced price meals.
 - a. "High need schools" means schools in underserved areas, schools with limited access to other resources, and schools with aged food service equipment.
 - b. "School" is defined at [7 CFR 210.2](#) and includes, but is not limited to, elementary, middle, and high schools, and residential child care institutions (RCCIs), such as juvenile detention facilities or long-term care facilities.
 - c. Notwithstanding paragraph (a) of this subsection, a district may submit an application on behalf of a central kitchen which provides the meals served at two or more of the district's schools if:
 - i. The schools served by the district's central kitchen satisfy the definition of a "high need school;" and
 - ii. 50% or more of the enrolled students served by the central district kitchen are eligible for free or reduced price meals.
- ii. A school or central district kitchen which did not receive a previous NSLP Equipment Assistance Grant under ARRA in 2009; the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, and FY 2017 Agriculture Appropriations Acts; and the Consolidated Appropriations Act, 2018.

Application

The FY 2019 NSLP Equipment Assistance Grant application consists of two parts applicants must complete:

- i. An application form; and
- ii. The two-part Smarter Lunchrooms Scorecard which consists of:
 - a. [The Smarter Lunchrooms Scorecard](#); and
 - b. [Smarter Lunchrooms Scorecard Summary](#).

Applicants will find a detailed outline of the application components in section [VII](#), Application Components, and an application checklist in section [IX](#), Submission Instructions and Checklist. For assistance completing the two-part Smarter Lunchrooms Scorecard, [review the Scorecard's FAQ](#). **The ODE will not consider incomplete applications.**

As part of the application form, applicants must answer questions concerning the grant's six funding goals. The ODE will grade applicants' written answers on a 100-point scale. The maximum number of points available for addressing each focus area is provided below, as is a non-exhaustive listing of examples.

- i. Equipment that helps program sponsors improve both the nutrition and quality of meals served.**
 - a. Example: purchasing steamer-ovens to replace deep fryers, or repairing refrigerated buffet tables.
 - b. Describe how the equipment that the sponsor intends to purchase with their grant dollars will improve the nutrition and quality of meals served in the sponsor's meal program.
 - c. Up to 25 points are available in this section.

- ii. Equipment that helps program sponsors improve the safety of food served.**
 - a. Example: purchasing new milk chillers, or renovating walk-in freezers.
 - b. Describe how the equipment that the sponsor intends to purchase with their grant dollars will improve the safety of food served in the sponsor's meal programs.
 - c. Up to 20 points are available in this section.

- iii. Equipment that improves the overall energy or water efficiency, or both, of the program sponsor's food service program.**
 - a. Example: purchasing and installing a new water and energy efficient dishwasher, or replacing an old hot food holding cabinet with a new Energy Star certified hot food holding cabinet.
 - b. Describe how the equipment that the sponsor intends to purchase with their grant dollars will contribute towards improving the overall energy or water efficiency, or both, of the sponsor's food service program. Include documentation disclosing the product's efficiency, such as its Energy Star or WaterSense certification or EnergyGuide label.
 - c. Up to 15 points are available in this section.

- iv. **Equipment that improves or expands participation in either the NSLP or School Breakfast Program (SBP), or both.**
 - a. Example: repairing an outdoor cooktop, or purchasing new insulated bags or carts for serving breakfast in the classroom.
 - b. Describe how the equipment that the program sponsor intends to purchase with their grant dollars will contribute, either directly or indirectly, towards improving or expanding participation in either the NSLP or the SBP, or both.
 - c. Up to 20 points are available in this section.

- v. **Equipment that contributes to the program sponsor's Smarter Lunchroom strategy.**
 - a. Example: purchasing additional mobile tables for adding more fruit and vegetable stations along the lunch line.
 - b. Describe how the equipment that the sponsor intends to purchase with their grant dollars will contribute towards the development and furtherance of its Smarter Lunchroom strategy. Include a copy of the sponsor's strategy for implementing or operating a Smarter Lunchroom, and a completed Smarter Lunchrooms Scorecard.
 - c. Up to 10 points are available in this section.

- vi. **Opportunities to leverage other Federal, State, or local financial incentives or funding towards purchasing equipment.**
 - a. Example: incentives from the Energy Trust of Oregon for purchasing an electric hot food cabinet that meets Energy Star standards.
 - b. Address the availability of State or local funding for equipment purchases, as well as the availability of Federal, State, or local financial incentives for purchasing energy or water efficient equipment. Explain how, if State and local funding, or Federal, State, or local financial incentives, is available, the applicant will maximize opportunities to take advantage of those funds and incentives for its equipment purchase.
 - c. Up to 10 points are available in this section.

If applicants are requesting a grant to repair, renovate, or replace a piece of equipment they currently own, then they must describe the age and condition of the equipment they intend to repair, renovate, or replace. Applicants are strongly encouraged to include photographs, diagrams, manufacturer fact sheets, and other documents in support of their applications.

The USDA and ODE encourage applicants to work collaboratively with parents, teachers, students, and stakeholders to identify and implement strategies for meeting their equipment, infrastructure, and training needs.

III) Important Dates

October 1, 2019: FY 2019 Request for Equipment Grant Applications available for download from [the Grant Opportunities webpage](#).

October 22, 2019: Application & grant management training webinar at 10:00 a.m. [Click here to register for the training](#).

October 24, 2019: Application & grant management training webinar at 2:00 p.m. [Click here to register for the training](#).

January 10, 2020: Last day to request assistance from ODE staff with your FY 2019 Equipment Grant application. We will refer applicants to the RFA, the trainings, and other informative materials after this date.

February 21, 2020: Completed applications due by 4:00 p.m.

February 24 – March 6, 2020: Applications reviewed and scored by the ODE.

March 9, 2020: ODE will notify applicants selected for a proposed award.

March 13, 2020: Applicants must notify the ODE whether they will accept the proposed awards by no later than 4:00 p.m.

March 16, 2020: General announcement of grant recipients and awards.

September 18, 2020: Grant recipients submit evaluations of equipment purchased with grant dollars to the ODE.

December 18, 2020: Grant recipients return unliquidated funds to the ODE.

September 30, 2021: Grant recipients must complete their procurement and expenditure activities.

October 1, 2021: The ODE must return any unliquidated funds to the USDA.

IV) Award Details

- A. As defined at [7 CFR 200.33](#), “‘equipment’ means tangible personal property (including information technology systems) 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.” Ancillary costs associated with the purchase of equipment, such as taxes or installation costs, can be included with the price of equipment in order to reach the \$5,000 minimum. However, “[f]or the FY 2019 Equipment Assistance Grant, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.” USDA FNS memo SP 15-2019, [Fiscal Year 2019 National School Lunch Program Equipment Assistance Grants for School Food Authorities](#), pg. 2 (March 18, 2019). **The USDA has expressed its preference that grant funds be used on only tangible property.**

- a. For the purposes of a program sponsor’s food service program, acceptable types of equipment include, but are not limited to, products used to prepare, cook, display, transport, or dispose of food. This would include products such as beverage chillers, ovens, or salad bars, but not cafeteria furniture, utensils, containers, or cleaning fluids.
 - b. Equipment competitively procured with grant dollars must be necessary, reasonable, and allocable to the sponsor’s food service program. While funding the purchase of a new walk-in freezer with grant dollars may be an allowable cost, building an extension onto the sponsor’s cafeteria to house the new freezer and a new pantry would be a “capital expenditure.” [7 CFR 200.13](#). Recipients may not use grant dollars or dollars from the nonprofit food service account to pay for capital expenditures.
- B. Grant recipients must comply with all applicable Federal, State, and local procurement laws and procedures when purchasing equipment with grant dollars. Recipients must also ensure that they conduct their procurement activities in a manner that provides, to the maximum extent possible, open and free competition. If you have questions about procurement procedures please contact your organization’s procurement office, or Richard Williams, the ODE’s nutrition programs procurement specialist, at either (503) 947-0868 or richard.williams@state.or.us.
- C. Grant recipients should take advantage of cooperative or volume purchase agreements, as well as other grants or incentives available through public and private entities such as the Oregon Department of Administrative Services, the Oregon Department of Energy, or the Energy Trust of Oregon. Grant recipients should also look for nonprofit and for-profit organizations, such as Fuel Up to Play 60, that have an interest in improving children’s health, education, school infrastructure, and community wellness and can provide assistance in acquiring necessary equipment.

- D. Any unliquidated grant dollars must be returned to the ODE by no later than Friday, December 18, 2020. The ODE may reallocate returned funds and, if applicable, any funds not previously awarded to eligible applicants. Upon exhausting the list of eligible applicants, and submitting a justification to the regional Food and Nutrition Service (FNS) office, the ODE will provide additional funds to eligible grant recipients that were partially funded during the initial application beginning with higher scoring applicants.
- E. Any grant dollars returned to the ODE after September 30, 2021, must be returned to the FNS and will no longer be available to Oregon's schools and districts.
- F. Grant recipients must complete all procurement and expenditure activities by no later than September 30, 2021.
- G. Equipment purchased under this program may not be gifted, given, granted, leased, sold, or transferred to any individual not eligible to apply for grant dollars.
- H. Grant recipients must submit quarterly progress activity reports to the ODE. These quarterly reports must address the following:
 - a. The recipient's progress towards expending its grant funds;
 - b. Any accomplishments or challenges the recipient encountered in its expenditure activities;
 - c. If applicable, reasons why the recipient has not yet spent all or part of its grant funds;
 - d. The amount and percentage of the grant award that was spent on administrative costs;
 - e. The types of equipment purchased by the recipient, the cost of each piece of equipment purchased with grant funds, and, if applicable, any ancillary costs covered with grant funds;
 - f. The impact of equipment purchased with grant funds on the recipient's nonprofit food service program; and
 - g. If applicable, whether the recipient has returned, or is considering returning, equipment purchased with grant dollars.
- I. The ODE must make quarterly and annual progress reports to the USDA. Those reports will collect the information recipients provide in their quarterly reports, as well as:
 - a. The number of applicants;
 - b. The number of grants awarded;
 - c. The total amount awarded; and
 - d. The name and free and reduced price percentage of each grant recipient.
- J. Grant recipients must provide the ODE with the following documentation upon expenditure:

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- a. Signed confirmation of the recipient's adherence to applicable Federal, State, and local procurement laws and procedures;
 - b. Invoices, receipts, and other documents detailing:
 - i. Costs of equipment purchased or services paid for with grant funds;
 - ii. Ancillary costs, including but not limited to charges for shipping, handling, and installation; and
 - iii. Dates when equipment was delivered and installed, or services were provided;
 - c. The date when equipment was first used toward meeting grant objectives; and
 - d. A description of how the equipment purchased with grant dollars will benefit, or has benefitted, the recipient's participation in the NSLP or SBP, or both.
- K. Grant recipients must retain their grant files and supporting documentation for a term of three years after final payment.

V) Regulatory Requirements

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 for the "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 6306](#): “Prohibition on Members of Congress making contracts with Federal Government,” *formerly* [41 USC 22](#): “Interest of Member of Congress”

The Duncan Hunter National Defense Authorization Act for Fiscal Year 2009, [Pub. L. No. 110-417](#), [122 Stat. 4356](#)

Sections 738 and 739 of the “Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012” (Title VII of Division A of the Consolidated and Further Continuing Appropriations Act, 2012, [Pub. L. 112-55, §§ 738 and 739](#))

The Federal Funding Accountability and Transparency Act of 2006, [Pub. L. 109-282](#), [120 Stat. 1186](#) (2006) (codified at [31 USC 6101 note](#))

Cost Principles

[2 CFR Part 200, Subpart E](#): “Cost Principles”

USDA Regulations

[7 CFR Part 15](#): “Nondiscrimination”

The Freedom of Information Act (FOIA), [5 USC 552](#). “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).” [The USDA’s FOIA Service Center](#) provides information on requesting information from the USDA and links to [the USDA’s FOIA regulations](#).

Assurance of Civil Rights Compliance

Title VI of the Civil Rights Act of 1964, [42 USC 2000d et seq.](#)

[7 CFR Part 15](#): USDA “Nondiscrimination”

[28 CFR Part 42](#): U.S. Department of Justice “Nondiscrimination; Equal Employment Opportunity; Policies and Procedures”

Title IX of the Education Amendments of 1972, [20 USC 1681 et seq.](#)

Section 504 of the Rehabilitation Act of 1973, [29 USC 701 et seq.](#) (codified at [29 USC 794](#))

[7 CFR Part 15a](#): USDA “Education Programs or Activities Receiving or Benefitting from Federal Financial Assistance”

[28 CFR Part 41](#): USDOJ “Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs”

The Age Discrimination Act of 1975, [42 USC 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), [42 USC 12101 et seq.](#) The ADA “prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), and places of public accommodation and commercial facilities (Title III).”

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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf or 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, 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 your completed form or letter to USDA by:

- a. Mail: U.S. Department of Agriculture

Oregon Department of Education

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, D.C. 20250-9410;

- b. fax: (202) 690-7442; or
- c. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Do not submit your application to the USDA's civil rights office. The ODE will not consider applications submitted to the USDA's civil rights office, even if the ODE subsequently receives those applications by or before 4:00 p.m. on Thursday, February 21, 2020.

VI) Resources

- A. The [Institute of Child Nutrition \(ICN\)](#) (formerly the [National Food Service Management Institute \(NFSMI\)](#)) has resources available on its website to help program sponsors with purchasing foodservice equipment.
- B. The Oregon Department of Energy (ODOE) has [resources available to help schools identify equipment or improvements supporting energy efficiency](#). For more information, contact ODOE's Schools Team at (503) 378-4040 or sb1149.sch@state.or.us.
- C. The Energy Trust of Oregon has [resources for Oregon's schools](#). The Trust offers incentives and guidance on selecting energy and water efficient equipment. Visit the Energy Trust online to find out if your equipment is eligible for rebates or incentives, or to gather more information about your equipment selection and preferences.
- D. [The Smarter Lunchrooms Movement](#) has information about lunchroom design, equipment purchasing and placement, and other topics designed to help schools improve students' eating behaviors and health. Resources are available through the organization's website. The Smarter Lunchroom Movement was started with the goal of creating sustainable, research-based lunchrooms that guide smarter choices.

- E. The [Oregon Procurement Information Network](#) (ORPIN) provides access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions. It also features a current pricing contract with Curtis Restaurant Equipment available to aid in cost assessment of equipment. Contact Lori Doke, Department of Administrative Services, at (503) 373-1566 or lori.doke@oregon.gov.

VII) Application Components

An applicant's FY 2019 NSLP Equipment Assistance Grant Application must include the following elements to be considered complete:

1. The applicant's name and address;
2. The name of and contact information for the staff member who will be responsible for the proper execution of this project;
3. Assurance that the program sponsor is eligible to apply for the grant;
4. The name and address of the school or site that will receive equipment through this grant;
5. Assurance that the designated school or site is eligible to receive the grant;
6. The October 2018 free and reduced-price eligibility counts and percentages from the school or site that will receive equipment through this grant;
7. A description of the equipment that will be purchased, repaired, or renovated, and any ancillary costs associated with this project;
 - a. Include an itemized accounting of your requested amount, including any preparation and installation costs associated with the item;
 - b. Provide an explanation of how you arrived at any costs that are not self-evident; and
 - c. If submitting requests for more than one piece of equipment at an eligible site, indicate funding priority with "1" as the highest priority
8. If other funding sources, such as grants or incentives, are available, indicate the source and amount;
9. A written response addressing each of the six funding goals;

10. The applicant's confirmation and assurance that it will comply with all applicable Federal, state, and local procurement laws, and with all other regulatory requirements identified in this RFA;
11. The applicant's completed two-part Smarter Lunchrooms Scorecard, which can be downloaded directly from [the ODE's SNP Grant Opportunities webpage](#); and
12. An appendix containing documents that support and provide additional information or detail about the applicant's request, such as diagrams, manufacturer fact sheets, pictures, or energy use labels.

The ODE has provided an application checklist for applicant's use in section [IX](#), Submission Checklist and Instructions, along with instructions for submitting their completed applications to the ODE for review and consideration.

VIII) Evaluation Process

The review committee will score all applications submitted by eligible program sponsors. The committee will only consider information included in a submitted application when scoring that application. Applications that clearly and directly address the six funding goals will score higher than those that do not. The committee will use applicants' answers on the application form and supporting documents to evaluate each applicant's application and determine each applicant's score.

When reviewing an application, the committee will evaluate the clarity of the submission and the demonstrated need for the requested equipment and ancillary costs. After the committee completes its work, it will turn over the scored applications and its award recommendations to the manager of the ODE's School Nutrition Program team. The manager will review the committee's work and recommendations before making a final decision regarding any awards.

After reviewing and scoring the applications, the ODE will notify the proposed award recipients and ask them to confirm their acceptance of the proposed awards. And after the proposed award recipients have notified the ODE whether they will accept their proposed awards, the ODE will make a general announcement concerning the recipients and their awards to all applicants.

IX) Submission Checklist and Instructions

Checklist

Your application and supporting materials must be received by the ODE by no later than 4:00 p.m. on **Friday, February 21, 2020**. Applications that arrive after the deadline will not be accepted or considered, even if they were postmarked on or before that date. Failure to provide adequate and necessary information may delay or disqualify the submitted application from consideration.

To be considered complete, an applicant's application must include the 12 components identified above in section [VII](#), Application Components:

- A completed application form, which includes:
 - The applicant's name and address;
 - The name and contact information of the staff member who will be responsible for the proper execution of this project;
 - Assurance that the program sponsor is eligible to apply for the grant;
 - The name and address of the school or site that will receive equipment or services through this grant;
 - Confirmation that the applicant will, if awarded an equipment grant, comply with applicable Federal, state, and local procurement laws and procedures;
 - The October 2018 free and reduced-price eligibility counts and percentages from the school or site that will receive equipment through this grant;
 - A description of the equipment that will be purchased, repaired, or renovated, and the costs associated with this project, as described above in section [VII](#), Application Components; and
 - Written responses which address all six funding goals.
- Supplemental information that helps explain and support the proposed equipment or ancillary costs; and
- A completed Smarter Lunchrooms Scorecard.

Applicants can submit their applications by email or mail, or via the ODE's [Secure File Transfer site](#). **The ODE will not accept applications submitted by fax.** Because the ODE will not consider applications which arrive after 4:00 p.m. on **Friday, February 21, 2020**, applicants are encouraged to submit their applications electronically by using the ODE's [Secure File Transfer site](#). **The ODE will not consider applications submitted by applicants who do not comply with the application submission instructions.**

Instructions for Secure File Transfer Site Submissions

Select matt.barber@state.or.us from the left-hand column, click the arrow pointing towards the right, enter your email address in the "Who is Sending the File?" section, upload your organization's completed application and supporting materials, include the following note in the message field: "FY 2019 Equipment Grant application for [*Your organization's name*]", complete the captcha, and click "Send File."

Instructions for Email Submissions

Email applications to ODE.SchoolNutrition@state.or.us. Include "Equipment Grant 2019 App – [*Your organization's name*]" in the subject line of your email.

Because the ODE's email system blocks email attachments which exceed 10 MB, use the ODE's [Secure File Transfer site](#) to ensure your application arrives.

Instructions for Ground Mail Submission

Address completed applications to Matthew Barber at:

Oregon Department of Education
Attn: Matthew Barber, "EGA 2019"
255 Capitol St. NE
Salem, OR 97310

Applications must be received by the ODE by no later than 4:00 p.m. on Friday, February 21, 2020. The ODE will not consider applications that are received after the February 21st deadline, even if those applications were postmarked on or before the deadline. To ensure your application arrives by 4:00 p.m. on February 21, 2020, use the ODE's [Secure File Transfer site](#).