|  |  |  |
| --- | --- | --- |
|  |  |  |

**Request for** **Applications**

**National School Lunch Program**

**Fiscal Year 2019 Consolidated Agriculture Appropriations Act**

*A prime opportunity for schools to obtain or replace equipment is provided by the Fiscal Year (FY) 2019 Agriculture Appropriations Act. If you are in need of funding to purchase equipment to serve healthier meals that meet the meal patterns, with emphasis on more fruits and vegetables in school meals, improve food safety, and expand access.* ***Priority must be given to high need schools where 50% or more of the enrolled students are eligible free/reduced price meals. In addition, State Agencies must give priority to schools that did not receive previous NSLP Equipment Assistance Grant awards under the American Recovery and Reinvestment Act of 2009 and the Agriculture Appropriations Acts of FY10-16, and the Consolidated Appropriations Acts of FY17-18.***

**Eligibility Requirements**

$65,134.85 is available in South Dakota.

* Grants will be awarded on a competitive basis
* SFAs must participate in the National School Lunch Program (NSLP)
* Any participating SFA may apply, but the awards will be granted in the following order based on the priority areas:
1. those siteswith 50% or more eligible free/reduced price meals based on October 2018 data and ***have not*** previously received an equipment grant.
2. those sites with 50% or more free/reduced price meals and who have previously been awarded an equipment grant.
3. those sites with less than 50% of students eligible for free/reduced priced meals.
* Only one application per SFA will be accepted; if equipment is being requested at multiple sites, the SFA must fill out pages 4 & 5 for *each* site
* SFAs should be prepared to obligate their grant funds by June 30, 2020; if there are concerns with this time frame please contact the CANS office
* SFAs must use their own documented procedures, which are required to follow all Federal competitive procurement requirements and State and Local procurement laws when they are more restrictive than Federal requirements when purchasing equipment under these grants; all procurement transactions must be conducted in a manner that provides full and open competition with 2 CFR 200.319; it is recommended that you check with your business manager or your local school board for local procedures
* The minimum grant amount must be $5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements, but not less than $1,000 per FNS memo SP15-2019).
* Applicants may request multiple pieces of equipment, but each piece needs to be at least $1,000 or meet the capitalization threshold
* Several small pieces cannot be added together to reach the above-mentioned requirement; if the SFA’s equipment capitalization threshold is under $5,000, the SFA must provide a copy of its capitalization policy; please consult with your business official
* Obligations made *prior* to grant award will not be considered for payment
* Funds must be expended by grantee, and not passed onto a sub-recipient

**Notice: Due to the limited amount of funds available for the 2019 NSLP Equipment Assistance Grant a cap will be set at $15,000 per application. The piece of equipment can cost more than that, but the maximum an SFA can apply for is $15,000. This will increase the potential to distribute the funds and increase the possibility of an SFA receiving at least a portion of the limited funds. An SFA may submit an application for more than one building, but only one piece of equipment per building is allowed.**

**Focus Areas**

Grants will be awarded in a competitive process to SFAs. Priority will be given to high need schools where 50 percent or more of the enrolled students are eligible for free or reduced price meals. Community Eligibility Provision Schools are eligible to apply. Consideration for high needs designation is based on:

* schools in underserved areas (rural areas or remote communities)
* schools with limited access to other resources
* school’s age of food service equipment

In addition, priority must be given to schools that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the Agriculture Appropriations Acts of FY10-16, and the Consolidated Appropriations Acts of FY17-18.

**Equipment purchases must fall into at least one of the focus areas listed below. Focus areas include:**

1. Opportunities to realize a meaningful impact on nutrition and quality of meals (e.g., replacing fryers with combination steamer-ovens)
2. 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.)
3. Availability of existing State and local funding for equipment purchases
4. Age of food service equipment

Additional focus areas may include:

* Equipment that improves the quality of school meals
* Equipment that improves the safety of food served in the school meal programs
* Equipment that improves overall energy efficiency of school food service operation
* Equipment used to improve or expand participation in NSLP or SBP

**Selection Criterion**

Applications will be scored based on the following criterion

* Equipment request meets at least one of the four focus areas by identifying how the equipment will contribute to the enhancement of the quality of meal service and/or foodservice.
* The application must be complete and clearly and concisely explain why the SFA needs the equipment and why the equipment is appropriate for the site.
* The application reflects consideration for all costs associated with the purchase and installation and provides a timeline for the funds to be expended within eight months.
	+ Acquisition Cost including:
		- Cost to put in place: i.e. plumbing, wiring, etc.
		- Net invoice price of equipment including:
			* Cost of any modification, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.
	+ Ancillary Charges including:
		- Taxes, duty, protective in transit insurance, freight, disposal of old equipment, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit’s regular accounting practices.
* The application reflects the effort to get the best possible value for the money including equipment selection criteria, competitive bid research process, and bid reliability.
	+ Rebates must be reported in documentation and will be subtracted from grant award monies.
* Priority must be given to schools with 50% or more F/R lunch price eligibility based on October 2018 data.

**Timeline**

* The equipment assistance grant application is posted on the SD CANS website <http://doe.sd.gov/cans/nslp.aspx> under the Equipment Grants heading
* Applications are due November 8, 2019
	1. ***Application deadline has been extended to December 16, 2019***
* Grants to qualifying SFAs will be announced no later than January 2019
* Grant funds should be obligated by June 30, 2020, if there are concerns with this time frame please contact the CANS office
* Any funds not used must be returned to the State Agency prior to September 30, 2020
* Grant recipients should fully expend their NSLP equipment assistance grants by September 30, 2020
* Contact the CANS office if timelines are a concern

**Access the Application**

The grant application is on the CANS website <http://doe.sd.gov/cans/nslp.aspx> under the **Equipment Grants** heading. Contact the office at 605-773-3413 if you cannot access it and we will mail, fax, or email it to you directly. The South Dakota Department of Education reserves the right to negotiate and/or select specific items for approval within the proposal.

**How to Submit a Grant Application**

Applications will only be accepted by mail. We need original signatures on all required documents.

Mail to:

Fiscal Year 2019 Equipment Grants

Attn: Beth Henrichsen

Child and Adult Nutrition Services – DOE

800 Governors Drive

Pierre, SD 57501-2294

Applications for the Fiscal Year 2019 Agriculture Appropriations Act must be postmarked or time stamped by midnight central time November 8, 2019. ***Application deadline has been extended to December 16, 2019***

Applications postmarked or time stamped after this date will not be accepted. **Faxed submissions will not be accepted.**

**Contact Information**

Please feel free to contact the SD CANS office by email DOE.SchoolLunch@state.sd.us or call 605-773-3413. Please reference the 2019 Equipment Grant.

**Application for Fiscal Year 2019 Consolidated Appropriations Act Equipment Assistance Grant**

***Part A: School Food Authority Data***

 ***Please print neatly in ink or type.***

1. SFA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Site(s) included in this application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name of contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Phone number of contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Email address of contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The award criteria are intended to meet specific requirements of the Fiscal Year 2019 Agriculture Consolidated Appropriations Act. Additional recordkeeping requirements may be required as FY 2019 Consolidated Appropriations Actfunds need to be tracked and reported separately from all other funds.

Data required to be reported by the SFAs for inclusion in the quarterly progress activity reports:

* Progress made in expending funds
* Types of equipment purchased
* Accomplishments and challenges in expenditure activities
* Impact on the school food service operation of purchased equipment
* Reason(s) for any unliquidated funds
* Potential return of equipment
* Report on the total amount and percentage of administrative costs expended as compared to the total amount allowable for administrate costs
* Which SFA’s have received funding (annually)
* How much funding was received (annually)

**CERTIFICATION**

**In applying for this grant, the applicant acknowledges that equipment purchased with funds from this grant will not be sold without prior approval from Child & Adult Nutrition Services-DOE.**

I certify that the information in this application is true and correct to the best of my knowledge; that the document has been duly authorized by the governing body of the above named applicant; that the equipment purchased with these FY2019 Consolidated Appropriations Act funds will be used as part of the National School Lunch Program or School Breakfast Program; and that the applicant will make a reasonable effort to obligate the funds by June 30, 2020 and will notify the State Agency prior to September 30, 2020 of any funds not used.

Authorized Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_

 Print Name Signature

Business Manager/Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_

 Print Name Signature

Food Service Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_

 Print Name Signature

**Part B: Site or Multiple Site Information:**Only one application per SFA will be accepted. If equipment is being requested at multiple sites, the SFA must fill out pages 4 & 5 for each site. If purchasing multiple pieces of equipment the SFA must fill out pages 4 & 5 for each piece of equipment.

**Part B**

**Please print neatly in ink or type.**

1. SFA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Site requesting equipment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Site Physical Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Percent of Free/Reduced Price Eligibility at this site as of October 2018\*\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Number of students at this site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If you are requesting equipment for a **central kitchen** the SFA should identify the schools served by the kitchen and compare these schools’ total enrollment with their total free/reduced price eligibility and determine if the 50% threshold is met.

**Explanation of Equipment Request**

Applicantsare encouraged to thoroughly research the equipment being requested and include details explaining why you are choosing a specific brand and model.

**Equipment Specifications:**

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make and Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size or Other Specifications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check One: New \_\_\_\_\_ Replacement \_\_\_\_\_ Renovated \_\_\_\_\_

 **Federal**  **Local**

 (can only apply for up to **$15,000**) (please indicate if you are supplementing

 the federal funds with other local funds)

Cost\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Installation Costs\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Purchased Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost (less rebate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: Please attach the equipment bid or quote that you have chosen with the application.

\* Cost: Make sure the bid contains the acquisition cost, ancillary costs, company installation

 costs, and labor costs in detail. Examples of ancillary costs include: shelving, cords, hoses,

 etc.

\*\* Installation Costs: Make sure to include your installation costs for labor, alteration,

 rearrangement, modification to install new equipment such as plumbing/electrical expenses.

 Refer to USDA Memo SP23-2009 - Clarification on Q18 and Q19 from SP20-2009

***Part B continued. Please respond to these questions on a separate page***. Please type or write legibly. Please put the agency/site name on each additional page.

* If request is for a **new piece of equipment**, answer questions 1, 2, 3, 6
* If request is for **replacement of old equipment**, answer questions 1, 2, 4, 6
* If request is to **renovate an existing piece of equipment**, answer questions 1, 2, 5, 6
1. Briefly describe the equipment being requested.
	1. Equipment use, site location, and type of facility (on site kitchen, satellite facility, both).
	2. Describe the estimated life of the equipment and how frequently it will be used.
	3. Why is this equipment appropriate for the site?
	4. Which of the four focus area(s) will the equipment enhance? (See page 2 of application for list of focus areas.)
2. Describe efforts to research competitive prices.
	1. How were bids solicited?
	2. Where were bids received from?
	3. Indicate how you are getting the best possible value for the money (the lowest price is not always indicative of the best value).
	4. How reliable is the cost listed on the application?
	5. What criteria were used to determine the best product?
3. If this is a new piece of equipment.
	1. Explain the research conducted to decide on item, model, and correct size.
	2. Explain why this piece of equipment is appropriate for your SFA.
	3. Are there accessories that should be included in the application?
4. If this is a replacement of an existing piece of equipment.
	1. Describe the condition of the current piece of equipment.
	2. Describe what research was done to determine whether another model, type, or size would improve efficiency of the kitchen more than just replacing the old item with another of the same type.
	3. Were any new types of products evaluated? What criteria were used to determine the best product?
	4. Are there accessories that should be included in the application?
5. If this is a request to renovate existing equipment.
	1. Describe why it is more efficient or necessary to renovate the equipment versus replace or buy new and what conditions exist that support renovating the equipment.
	2. What contracted labor costs for renovating the equipment.
6. Briefly describe an estimated timeline for the purchase and installation of the proposed equipment.

1. Describe installation costs and how these costs will be covered; for example, itemized in application, the SFA will cover those costs, etc.

**SD Department of Education**

**General Assurances & State Attestation**

Assurance is hereby given that, to the extent applicable:

* The STATE shall hold the GRANTEE to the provisions within the application Code of Federal Regulations (CFR) that govern the funds passed through the STATE to the GRANTEE. The CFRs include, but are not limited to: Title 7 – Agriculture (7 CFR), Title 34 – Education (34 CFR) and Title 36 – Parks, Forests, & Public Property (36 CFR). The GRANTEE assures it will adhere to the applicable CFR based on the source of the funds received from the STATE.
* That the GRANTEE will accept funds in accordance with applicable Federal and State statutes, regulations, executive orders, program plans, applications, and awards, and administer the programs in compliance with all provisions of such statutes, executive orders, regulations, applications, policies, agreements, and amendments hereto.
* That the control of funds provided to the GRANTEE under each program and title to property acquired with those funds will be in a designated eligible recipient and that a designated eligible recipient will administer those funds and property.
* That the GRANTEE has the necessary legal authority to apply for and receive the proposed grant or sub-grant and enter into the agreement.
* The GRANTEE will comply with all state and federal requirements, as applicable, for internal controls to ensure compliance with federal and state statutes, regulations, and terms and conditions of the award.
* The GRANTEE shall establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
* That the GRANTEE will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid under each program. A clear audit trail must be maintained for each source of funding. Receipts, expenditures and disbursements must be separately accounted for from each source of funds.
* That the GRANTEE will maintain Time and Effort documentation for all employees whose salaries are:
	+ Paid in whole or in part with federal funds 2 CFR 200.430(i)(1) or
	+ Used to meet a match/cost share requirement 2 CFR 200.430(i)(4).
* The GRANTEE will comply with Federal, State, and local procurement policies. In addition, equipment and supplies purchased for use in a Federal or State program will comply with the provisions of 2 CFR 200.318.
* The GRANTEE shall maintain a specific inventory of any item purchased with federal grants funds until transfer, replacement, or disposition takes place. The GRANTEE that cannot produce a piece of equipment purchased with federal funds during an audit review risks an audit finding, even if the purchase was allowable under the relevant federal grant program. This inventory must, at a minimum, include the following information, as set forth in 2 CFR 200.313(d):
	+ Description of the item/property;
	+ Serial number, model number, or other identification number (bar code or local identifying number);
	+ Funding source of the item/property;
	+ Titleholder;
	+ Acquisition date;
	+ Acquisition cost of the item/property;
	+ Records showing the maintenance procedures to keep item/property in good condition;
	+ Percentage of federal participation in the cost of the item/property;
	+ Location, use, and condition of the item/property, and date information was reported; and;
	+ All pertinent information on the ultimate transfer, replacement, or disposition (including date of disposal and the sale of the item/property, if applicable) when the item/property is retired from service.

A physical inventory of equipment item/property must be taken and the results reconciled with the inventory property records at least once every two (2) years to:

* Confirm the equipment item/property was found at the location indicated;
* Assess condition of the equipment item/property; and
* Verify equipment item/property is located in a secure environment that can be locked when not in use.

An inventory control system and records showing maintenance procedures must be developed and implemented to ensure adequate safeguards to prevent loss, damage or theft of the item/property. Any loss, damage, or theft must be investigated and fully documented by local law enforcement officials. This specific inventory information must be updated as equipment item/property is purged or new purchases are made.

Disposition of equipment acquired with federal grant funds, but that is no longer needed for the original project or program or for other activities currently or previously supported by federal funds, must be in accordance with grant requirements. In the absence of the specific instructions of the federal grant, equipment valued at $5,000 or less may be retained, sold or otherwise disposed of with no further federal obligation. Please refer to 2 CFR 200.313(e), and the guidance for the specific grant program for additional detailed information as it applies to the grant.

* That the GRANTEE will make reports to the STATE as may be reasonably by necessary to enable the STATE to perform their duties (e.g. completion report, other required reports by a program).
* That the GRANTEE will maintain records, including the records required under Section 443(a) of the General Education Provisions Act (GEPA), 20 U.S.C. § 21F, and provide access to those records as the STATE, SD Department of Legislative Audit, Federal Program Personnel, and the Comptroller General or any of their authorized representatives in the conduct of audits authorized by Federal Law or State Statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information.
* That the GRANTEE will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations and individuals in the planning for and operation of each program.
* That in the case of any project involving construction, the project is not inconsistent with overall State plans for the construction of school facilities, if applicable; and in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and applicable provisions of Chapter 4 of Title 34, A.R.S., in order to ensure that facilities constructed with Federal (which become subsequently State) funds are accessible to and usable by handicapped individuals.
* That the GRANTEE has adopted effective procedures for: Acquiring and disseminating to teachers and administrators participating in each program, significant information resulting from educational research, demonstration and similar projects; and Adopting, if appropriate, promising educational practices development through those projects.
* That no person shall, on the ground of race, color, national origin, handicap, or sex be excluded from participation, be denied benefits, or otherwise be subjected to discrimination under any program or activity for which the GRANTEE receives federal financial assistance. Admissions policies for private schools are understood and agreed to be part of such programs. The GRANTEE agrees to assure compliance with but limited to: 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 (U.S.C. § 1681-1683 and 1685-1686) 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 §794); the 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 inconsideration of and for the purpose of obtaining the funds provided under this agreement.; the American with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.) which 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); the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended; §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 22-3 and 290 ee 3), as amended; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 *et seq.*), as amended; 7 CFR Part 15: “Nondiscrimination”; any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award.
* 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>, 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:

1. mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

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

This institution is an equal opportunity provider.

* GRANTEE will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
* GRANTEE will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
* GRANTEE will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.
* GRANTEE will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
* GRANTEE will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
* GRANTEE will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
* GRANTEE will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
* GRANTEE will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
* GRANTEE will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
* GRANTEE will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
* The GRANTEE shall provide a drug-free workplace as required by 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)” and the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610. The GRANTEE certifies that it will or will continue to provide a drug-free workplace by:
	+ Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the GRANTEE’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
	+ Establishing an on-going drug-free awareness program to inform employees about:
		- The dangers of drug abuse in the workplace;
		- The grantee’s policy of maintaining a drug-free workplace;
		- Any available drug counseling, rehabilitation, and employee assistance program; and
		- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
	+ Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement.
	+ Notifying the employee in the statement that, as a condition of employment under the grant, the employee will:
		- Abide by the terms of the statement; and
		- Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
	+ Notifying the agency, in writing, within 10 calendar days after receiving from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
	+ Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:
		- Taking appropriate personnel action against such an employee, up to and including termination, consistent with requirements of the Rehabilitation Act of 1973, as amended; or
		- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
	+ Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
* GRANTEE will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
* That the GRANTEE may not uses its Federal or State funding to pay for any of the following: A. Religious worship, instruction, or proselytization. B. Equipment or supplies to be used for activities specified, herein. C. Construction, remodeling, repair, operation, or maintenance of any facility or part of any facility to be used for any of the activities specified in paragraph 13A, herein. D. An activity or school or department of divinity. A school or department of divinity is defined in 34 C.F.R. § 76.532(b).
* That no Federal funding may be used for the acquisition of real property unless specifically permitted by the authorizing statute or implementing regulations for the program.
* That the GRANTEE may not count tuition and fees collected from students toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
* That the GRANTEE shall, to the extent possible, coordinate each of its projects with other activities that are in the same geographic area served by the project and that serves similar purposes and target groups.
* That the GRANTEE shall, to the extent possible, if its project includes activities to improve the basic skills of children, youth, or adults, coordinate its project with other basic skills activities that are in the same geographic area served by the project. Basic skills mean reading, mathematics, and effective communication, both written and oral.
* That the GRANTEE shall continue its coordination with the STATE during the length of the project period.
* The GRANTEE shall initiate and complete the work within the applicable time frame after receipt of award from the STATE.
* The GRANTEE shall cooperate in any evaluation by the STATE.
* That if a program so requires, the GRANTEE shall make provisions for the participation of children enrolled in private schools in the area to be served. Such provision shall: A. Provide private school students with a genuine opportunity for equitable participation. B. Provide an opportunity to participate in a manner that is consistent with the number of eligible private school students and their needs. C. Maintain continuing administrative direction and control over funds and property that benefit students enrolled in private schools. D. Comply with the requirements of 34 C.F.R. §76.652 through 76.662.
* Funds will be used to supplement and not supplant State and local funds expended for educational purposes and, to the extent practicable, increase the fiscal effort that would, in the absence of such funds, be made by the GRANTEE for education purposes.
* The GRANTEE shall be in compliance with all maintenance of effort requirements.
* That the GRANTEE will comply with all relevant laws relating to privacy and protection of the individual rights including 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act of 1974).
* That the GRANTEE will comply with any applicable federal, state, and local health or safety requirements that apply to the facilities used for a project.
* The GRANTEE shall maintain records for 5 years following completion of the activities for which the GRANTEE uses the federal or state funding and which show: A. The amount of funds under the award. B. How the GRANTEE uses the funds. C. The total cost of the project. D. The share of total cost provided from other sources.
* If real property or structures are provided or improved with the aid of Federal financial assistance, the GRANTEE will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer or sale of such property or structure. If personal property is so provided, the GRANTEE will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer, disposal, and sale of such property.
* That in the event of an audit exception, and upon demand of the STATE, the GRANTEE shall immediately reimburse the STATE for that portion of the audit exception attributable under the audit to the GRANTEE, but shall also immediately reimburse the STATE expenses in defending the audit exception, including and not limited to travel and attorney’s fees, in an amount proportional to the amount of the audit exception attributable to the GRANTEE. The GRANTEE agrees to hold the STATE harmless for any audit exception arising from the GRANTEE’s failure to comply with application regulations.
* That the GRANTEE is aware of Federal funds granted to it are conditioned upon the availability and appropriation of such funds by the Unites State Congress and are subject to reduction or elimination by the United State Congress at any time, even following award and disbursement of funds. The GRANTEE shall hold the STATE harmless for any reduction or elimination of Federal funds granted to it. In the event of non-appropriation and notice, the GRANTEE shall immediately cease further expenditures under any project.
* Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. GRANTEE must comply with these conditions under Executive Order 13513, “Federal Leadership On Reducing Text Messaging While Driving,” October 1, 2009.
* GRANTEE shall adopt the provision of the Pro-Children Act of 1994. The act requires that smoking not be permitted in any indoor facility used routinely or regularly for the provision of “children’s services” to persons under age 18, if the services are funded by specified federal programs either directly or through state or local governments.
* GRANTEE shall adopt a Gun Free Policy, which is in compliance with Gun Free Schools Act SDCL 13-32-4.

By completing this form, you, the recipient or subrecipient, attest to meeting the following requirements per SDCL 1-56-10:

* A conflict of interest policy is enforced within the recipient’s or sub-recipient’s organization;

AND,

* The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient’s or sub-recipient’s website;

AND,

* An effective internal control system is employed by the recipient’s or sub-recipient’s organization;

AND,

* If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient’s or sub-recipient’s website.

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles (Subpart E), and Audit Requirements for Federal Awards

Consistent with 2 CFR Subtitle A – Office of Management and Budget Guidance for Grants and Agreements and 2 CFR Subtitle B – Federal Agency Regulations for Grant and Agreements, the STATE, shall hold the GRANTEE to the provisions established by the STATE which govern the funds and program.

* The GRANTEE assures it will adhere to the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as dictated by the STATE and 2 CFR Part 400 as required by USDA: .
* The GRANTEE assures it has a valid Data Universal Numbering System (DUNS) number before applying for funds and that it will maintain the correct DUNS number on file with the STATE (2 CFR 200.300 and 2 CFR Part 25: “Universal Identifier and System for Award Management).
* The GRANTEE assures it has a valid and current Central Contractor Registration (CCR) in the System for Award Management (SAM.gov) system (2 CFR 200.300) and that it will maintain the correct CCR expiration date on file with the STATE.
* The GRANTEE assures it will adhere to the Single Audit requirements as state by the 2 CFR and assures it recognizes that all Federal expenditures are utilized to determine if a Single Audit is required according to that language.
* The GRANTEE assures it will adhere to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements (2 CFR 200.300) dated September 26, 2006.
* The GRANTEE assures it will adhere to the Certifications and representations (2 CFR 200.208) requirements as dictated by the terms and conditions of the Federal/State award.
* The GRANTEE assures it will adhere to the 2 CFR Part 417: USDA “Nonprocurement Debarment and Suspension” 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non- Procurement)” and the Suspension and Debarment as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 and defined in 2 CFR 200.212 regulations that prohibit the award of funds to individuals and parties that are ineligible or excluded from participating in Federal assistance programs or activities. The GRANTEE certifies that it, its principals, and subcontractors:
	+ Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
		- Have not within a three year period preceding this award been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
		- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses; and
		- Have not within a three year period preceding this grant had one or more public transaction (Federal, State, or local) terminated for cause or default; and
	+ The GRANTEE shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.
	+ Where the GRANTEE is unable to certify to any of the statements in this certification, GRANTEE shall immediately notify the STATE.
* The GRANTEE assures it will adhere to 2 CFR Part 418 USDA “New Restrictions on Lobbying” and the Lobbying provisions as required by Section 1352, Title 41 Section 22 of the U.S. Code, and implemented as 34 CFR Part 82, for persons entering into a grant or cooperative agreement, as defined at 34 CFR Part 82, Sections 82.105 and 82.110 and established by 2 CFR 200.450. The GRANTEE certifies that:
	+ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
	+ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
	+ The GRANTEE shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub recipients shall certify and disclose accordingly.
* The GRANTEE assures it will adhere to provisions as required by 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
* The GRANTEE assures it will adhere to provisions as required by 2 CFR Part 175: “Award Term for Trafficking in Persons”.
* The GRANTEE assures it will adhere to provisions as required by 2 CFR Part 415: USDA “General Program Administrative Regulations”.
* The GRANTEE assures it will adhere to provisions as required by Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417.
* The GRANTEE assures it will adhere to provisions as required by Sec. 745 and 746 of the Consolidated Appropriations Act, 2017 (Public law 115-31)
* The GRANTEE assures it will adhere to provisions as required by Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55)
* The GRANTEE assures it will adhere to provisions as required by 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).
* The GRANTEE assures it will adhere to provisions as required by 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
* The GRANTEE assures it will adhere to provisions as required by 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”

Statement of Assurance

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative)

 PRINTED NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |
| --- |
| SAM.gov (CCR) Information |
| (Please read carefully) |
| FAILURE to submit proof of current SAM.gov information will result in the award and GSA being rejected. This will hold up the award and funds associated with said award.  |
| Legal Name of Registration Holder |  |
| DUNS Number |  | DUNS Expiration Date |  |
| PHYSICAL Address |  |
| PHYSICAL City |  |
| PHYSICAL State |  | PHYSICAL ZIP +4 |  |
| By signing, I am certifying that the entity listed above has a DUNS number and will meet the annual requirement as stated above. I also certify that I have included a copy of the SAM.gov information certifying that the DUNS number is up to date and it is the GRANTEE information provided above. |
| Signature of Authorized Representative |  | Date Signed |  |

|  |
| --- |
| By signing this document, I am attesting that I have read and understand the obligations of all of the assurance and attestation statements. I will mail the original copy of the document with signed award and keep a copy on file in with the Grant award. |
| Name of Authorized Representative |  |
| Title of Authorized Representative |  |
| Signature of Authorized Representative |  |
| Date |  |
| Email |  |
| Phone: |  | Fax: |  |

|  |
| --- |
| Applicant Risk Assessment Questionnaire |
| 1. What percentage of your organization’s funding would this award be in comparison to your organization’s total funding?

[ ]  Less than 30%[ ]  30%-60%[ ]  More than 60% |
| 1. What type of accounting system will be used to manage the financial records?

[ ]  Manual[ ]  Automated [ ]  Combination of manual and automated (please explain below)[ ]  Our organization does not have an accounting system in place at this time (please explain below) |
| Explanation: |
| 1. Has the State awarded your organization previously?

[ ]  Yes[ ]  No[ ]  Unsure |
| Explanation: |

|  |
| --- |
| 1. Does a conflict of interest exist between your organization and the granting organization?

A conflict of interest would entail key personnel of your organization, such as the Executive Director, Finance Officer, Business Manager, Board Members, etc. and/or the granting organization, such as a state officer and/or employee having an interest in, or deriving a direct benefit from, a contract. Please see SDCL 5-18A-17.1 through 5-18A-17.6 for more information about conflict of interest. [ ]  Yes\* (please explain below)[ ]  No[ ]  Unsure (please explain below)\*Disclosing a potential conflict of interest does not automatically render the applicant disqualified from receiving the award. |
| Explanation: |
| 1. If your organization answered “yes” to the previous question, has the conflict been disclosed in writing? If so, please attach a copy of the disclosure to this questionnaire. If your organization answered “no” to the previous question, please skip to question number 6 of this questionnaire.

[ ]  Yes [ ]  No (please explain below) |
| Explanation: |
| 1. Does anyone within your organization currently work for the State of South or worked for the State of South Dakota within the last year?

[ ]  Yes (please explain below)[ ]  No |
| Explanation: |

|  |
| --- |
| 1. Please list key personnel (i.e. Executive Director, Finance Officer, Business Manager, Chief Information Officer, Board Members, etc.) who will be involved with the award and the number of years they have worked for your organization. Please attach a separate document if your organization has more than seven (7) key personnel who will be involved with the award.

 Name # of Years Worked  |
| 1. Has there been any turnover in key personnel within your organization in the last year?

[ ]  Yes (please explain below)[ ]  No |
| Explanation: |
| 1. Does the program leader have more than three (3) years of experience in managing the scope of service required under this program?

[ ]  Yes (please explain below)[ ]  No |
| Explanation: |

|  |
| --- |
| 1. Does your organization’s financial and programmatic staff who will oversee this award have more than one (1) year prior experience with a federal grant award?

[ ]  Yes (please explain below)[ ]  No |
| Explanation: |
| 1. How long has your organization been in operation?

[ ]  0-2 years[ ]  3-5 years[ ]  6-9 years[ ]  10+ years |
| 1. Does your organization anticipate passing the award onto other entities?

[ ]  Yes (please explain below)[ ]  No |
| Explanation: |
| 1. If your organization answered “yes” to the previous question, is there any indication that the subrecipient may have difficulty meeting the required match? If your organization answered “no” to the previous question, please skip to question number 14 of this questionnaire.

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below)[ ]  Not applicable  |
| Explanation: |

|  |
| --- |
| 1. If your organization answered “yes” to question number 12, does a conflict of interest exist between your organization and the entity in which your organization will pass the award onto? If you answered “no” to question number 12, please skip to question number 15 of this questionnaire.

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation |
| 1. If your organization answered “yes” to the previous question, has the conflict of interest been disclosed in writing? If so, please attach a copy of the disclosure to this questionnaire. If your organization answered “no” to the previous question, please skip to question number 16 of this questionnaire.

[ ]  Yes[ ]  No (please explain below) |
| Explanation:  |
| 1. Does your organization have experience with a similar award?

[ ]  Yes (please explain below)[ ]  No |
| Explanation:  |
| 1. Does your organization maintain policies which include procedures for assuring compliance with the terms of this award?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation: |

|  |
| --- |
| 1. Does your organization have an accounting system that will allow your organization to completely and accurately track the receipt and disbursements of funds related to this award?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation: |
| 1. Does your organization have a system in place which can track employee time spent on multiple programs?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation: |
| 1. Does your organization have a procurement system or procedures in place that meet the minimum federal requirements for procurement as stated in 2 CFR §200.317 – §200.326?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation: |
| 1. Does your organization have a property management system in place that meets the minimum federal requirements for equipment management as found in 2 CFR §200.310 – §200.316?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure(please explain below) |
| Explanation: |
| 1. Does your organization have an adequate system or procedures in place for tracking and evaluating in-kind match?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below)[ ]  Not applicable |
| Explanation: |
| 1. Has your organization been audited within the last 3 years?

[ ]  Yes[ ]  No (please explain below)[ ]  Our organization has been in operation for less than 3 years |
| Explanation: |
| 1. If your organization received over $750,000 total in federal funds from all sources last year, was a single audit conducted on the entity per 2 CFR §200.501?

[ ]  Yes[ ]  No (please explain below)[ ]  Our organization did not receive over $750,000 total in federal funds from all sources last year  |
| Explanation: |
| 1. If your organization answered “yes” to the previous question, did your organization have one or more audit finding in your last single audit regarding significant internal control deficiency? If your organization answered “no” to the previous question please skip to question 26.

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation: |
| 1. Does your organization currently have any unresolved audit issues?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below)[ ]  My organization has not been audited |
| Explanation:  |
| 1. Does your organization intend to claim use of personal property (i.e. a vehicle, cell phone, etc.) as an expense?

[ ]  Yes (please explain below)[ ]  No[ ]  Unsure (please explain below) |
| Explanation: |
| 1. Please check all of the following circumstances that apply to your organization (explain below as necessary):

[ ]  A new or substantially changed system or software packages (i.e. accounting, payroll, reporting, technology, administration, etc.)[ ]  External risks including: economic conditions, political conditions, regulatory changes, unreliable information, etc.[ ]  Loss of license or accreditation to operate program[ ]  New activities, products, or services[ ]  Organization restructuring[ ]  Inadequate system to segregate indirect from direct costs |
| Explanation: |

**Fiscal Year 2019 Consolidated Appropriations Act Checklist**

The following checklist is intended as a resource to help schools submit the best application possible. It is for your use only. **Do not include this in the application that is submitted.**

*HAVE YOU:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| 1. Completed the Part A: School Food Authority Data?
 |  |  |  |
| 1. Obtained the Authorized Representative, Business Manager/Official and Food Service Director signatures in the Certification Box?
 |  |  |  |
| 1. Filled out Part B: Site/Multiple Site Information?
 |  |  |  |
| 1. Filled out Equipment Specifications section for each piece of equipment requested?
 |  |  |  |
| 1. Attached the equipment bid along with detailed information on installation and labor costs for each piece of equipment requested? We suggest requesting at least a 45-day price guarantee.
 |  |  |  |
| 1. Filled out and completely answered questions appropriate to the equipment you are requesting?
 |  |  |  |
| 1. Filled out and completely answered questions for each site that you are requesting information for?

\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_1. Completed and enclosed the South Dakota General Assurances & State Attestation with the application?
2. Filled out and completely answered the Applicant Risk Assessment Questionnaire?
 |  |  |  |
| 1. Followed all Federal, State and Local procurement laws?
 |  |  |  |
| 1. Made a copy of the application for your records?
 |  |  |  |
| 1. Application is postmarked no later than November 8, 2019? ***Application deadline has been extended to December 16, 2019.***
 |  |  |  |
| 1. Included a copy of your capitalization policy if your equipment capitalization threshold is under $5,000? This only applies if the request is under $5,000.
 |  |  |  |

**REMINDER**

Applications for the Fiscal Year 2019 Consolidated Appropriations Act Equipment Assistance Grants must be postmarked or time stamped by midnight central time November 8, 2019. ***Application deadline has been extended to December 16, 2019***

Applications postmarked or time stamped after this date will not be accepted. **Emailed or Faxed submissions will not be accepted.**

**Send completed applications *with original signatures* to:**

**Fiscal Year 2019 Equipment Grants**

**Attn: Beth Henrichsen**

**Child & Adult Nutrition Services-DOE**

**800 Governors Drive**

**Pierre, SD 57501-2294**