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Enactment Number	17-0349
Enactment Date	3/22/17
By	OS



**OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education**

To: Board of Education

From: Devin Dillon, Interim Superintendent  
Vernon Hall, Chief Operating Officer  
Jennifer LeBarre, Executive Director Nutrition Services, Warehouse & Distribution

Subject: **Grant Award Notifications– National School Lunch Program Equipment Assistance**

**ACTION REQUESTED:**

Acceptance by the Board of Education of the California Department of Education funding effective January 1, 2017 – September 1, 2017.

**BACKGROUND:**

Grant proposal for OUSD was submitted for 2016-17 fiscal year for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	X	Grant	OUSD Nutrition Services	Kitchen equipment for Walk-in Refrigerator at Lincoln Elementary, Combi/Steam Oven for Elmhurst Middle and Serving Line for Martin Luther King, Jr. Elementary	01/01/17 – 09/01/17	California Department of Education	\$49,100.00

**DISCUSSION**

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

**FISCAL IMPACT:**

The total amount of grants will be provided to OUSD schools from the funder.

- Grants valued at: \$49,100.00

**RECOMMENDATION:**

Acceptance by the Board of Education of California Department of Education National School Lunch Program Equipment Assistant to School Implementation Grant funding. Notifications according to the terms and conditions set forth in the attached Grant Award Notification letters.



OAKLAND UNIFIED  
SCHOOL DISTRICT

*Community Schools, Thriving Students*

**Attachments:**

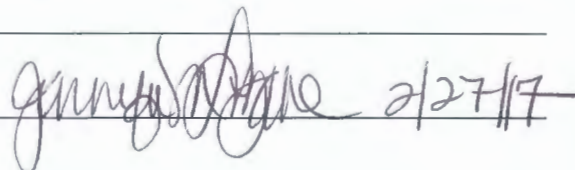
Grant Face Sheet; Grant Award Notifications

OUSD Grants Management Face Sheet

<b>Title of Grant: National School Lunch Program Equipment Assistance</b>	<b>Funding Cycle Dates: January 1, 2017 – September 1, 2017</b>
<b>Grant's Fiscal Agent:</b>	<b>Grant Amount for Full Funding Cycle: \$49,100.00</b>
<b>Funding Agency: California Department of Education</b>	<b>Grant Focus: National School Lunch Program Equipment Assistant</b>
<b>List all School(s) or Department(s) to be Served: Nutrition Food Service</b>	

<b>Information Needed</b>	<b>School or Department Response</b>
How will this grant contribute to sustained student achievement or academic standards?	Grant provides funding for kitchen equipment for Walk-in Refrigerators at Lincoln Elementary, Combi/Steam Oven for Elmhurst Middle and Serving Line for Martin Luther King, Jr. Elementary.
How will this grant be evaluated for impact upon student achievement?  (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.17% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	N/A
Does the grant require any resources from the school(s) or district? If so, describe.	Yes, Nutrition Services will pay for installation costs using existing funding.
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?  (If yes, include the district's indirect rate of 5.17% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	No
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Robert Law 900 High St. Oakland, CA 94601 510-434-3334 <a href="mailto:Robert.Law@ousd.org">Robert.Law@ousd.org</a>

**Applicant Obtained Approval Signatures:**

<b>Entity</b>	<b>Name/s</b>	<b>Signature/s</b>	<b>Date</b>
Principal			
Department Head (e.g. for school day programs or for extended day and student support activities)	Jennifer LeBarre		2/27/17

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer			
Interim Superintendent	Devin Dillon		

3/23/17

**James Harris**  
 President, Board of Education

3/23/17

**Devin Dillon, Ph.D.**  
 Interim Secretary, Board of Education

Grant Award Notification

GRANTEE NAME AND ADDRESS Antwan Wilson, Superintendent Oakland Unified School District 900 High Street Oakland, CA 94601	CDE GRANT NUMBER			
	FY	PCA	Vendor Number	Suffix
Attention District Superintendent or School Administrator	16	14906	6125	00
Program Office Nutrition Services Division	STANDARDIZED ACCOUNT CODE STRUCTURE		COUNTY	
Telephone (510) 879-8200	Resource Code	Revenue Object Code	01	
Name of Grant Program National School Lunch Program Equipment Assistance Grant	5314	8290	INDEX	
			0190	

GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$49,100.00		\$49,100.00		1-1-17	9-1-17
CFDA Number	Federal Grant Number	Federal Grant Name		Federal Agency		
10.579	NSLP-16-CA-01	2016 National School Lunch Program Equipment Assistance		USDA		

I am pleased to inform you that you have been funded for the 2016 National School Lunch Program Equipment Assistance Grant.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

Please return the original, signed Grant Award Notification (AO-400) within 15 days of receipt to:

Equipment Grant (FMU)  
 Nutrition Services Division  
 California Department of Education  
 1430 N Street, Suite 4503  
 Sacramento, CA 95814-5901

California Department of Education Contact Danielle Rice	Job Title School Nutrition Programs Specialist
E-mail Address equipmentgrant@cde.ca.gov	Telephone 916-323-2538
Signature of the State Superintendent of Public Instruction or Designee <i>Tom Torlakson</i>	Date December 27, 2016

CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.

Printed Name of Authorized Agent <i>Antwan Wilson</i>	Title <i>Superintendent</i>
E-mail Address <i>superintendent@oosd.org</i>	Telephone <i>510 879.8200</i>
Signature <i>[Signature]</i>	Date <i>1-25-16</i>

## NATIONAL SCHOOL LUNCH PROGRAM 2016 EQUIPMENT ASSISTANCE GRANT REQUIREMENTS FOR FINAL PAYMENT

Dear School Food Service Director:

The California Department of Education (CDE) Nutrition Services Division (NSD) is providing important information to 2016 Equipment Assistance Grant (EAG) awardees to ensure that your school food authority (SFA) follows proper procurement processes and receives the full grant payment for the 2016 National School Lunch Program (NSLP) EAG.

### Grant Awards

Your SFA should receive 90 percent of the grant award in March 2017. If your SFA does not receive payment, please follow up with your county treasurer's office. Once the NSD receives all supporting documents for your approved equipment purchases, the CDE will release the final payment of the grant award.

### Unexpended Award Funds

During previous grant awards, the U.S. Department of Agriculture (USDA) determined that NSLP EAG award funds are specific to each piece of equipment and site. For example, if a site was awarded funds to purchase an oven, the SFA cannot purchase a dishwasher instead. However, it is allowable to reallocate unexpended funds from one approved equipment purchase to help cover costs of another approved equipment purchase.

If your SFA's approved equipment purchase costs total less than the 2016 NSLP EAG award amount, the CDE will issue an invoice to recover any excess grant award funds. In addition, no final grant award payment will be released.

The CDE cannot reimburse any costs in excess of the amount that was approved for each piece of equipment. If your approved equipment purchase amount exceeds your 2016 NSLP EAG award amount and you intend to use other funding to complete the equipment purchase, the CDE recommends obtaining prior written appropriation approval from the funding source program(s).

### Procurement Requirements

Federal procurement regulations located in Title 2, *Code of Federal Regulations*, Part 200, and Title 7, *Code of Federal Regulations*, Part 210, apply to this grant. The SFA is responsible for ensuring that their procurement and contracts comply with all applicable laws, regulations, program instructions, and guidance materials, which SFA officials should review carefully and understand. The SFA should consult with their own legal counsel regarding any proposed procurement methods or contract language.

The CDE developed a mandatory NSLP EAG Procurement Webinar as a resource to assist SFAs with the EAG procurement requirements and invoice documentation. The Procurement Webinar is available on the YouTube NSLP EAG Procurement Webinar Web page at <https://youtu.be/BU90vuU7o0>. Please be aware that by signing the Grant Award Notification the SFA's authorized representative certifies that they will watch the procurement Webinar and comply with the applicable regulations and EAG guidance and instructions.

**National School Lunch Program 2016 Equipment Assistance Grant  
 Equipment Purchase Invoice Instructions**

School Food Authority (SFA)

Site Name (please complete one form for each site or central kitchen).

Contact Name and Title

E-mail:

Phone:

Equipment Purchased  
 (include additional sheets if necessary)

Total Amount Spent on Equipment Purchased

\$

\$

\$

\$

**Document  
 Number/Name**  
 (check off each  
 document below)

**Instructions:**

Label each document in reference to the document number on the left side of this form.  
 For example: write #1 on each Quote, #2 on the Purchase Order, etc.

Quote

1

Purchase Order

2

1. Three Price  
 Quotes

SFAs must submit three quotes if a formal bidding process was used to purchase equipment. Otherwise, two quotes are required. Generally SFAs should have purchased from the lowest bidder. For information on the National School Lunch Program (NSLP) Equipment Assistance Grant (EAG) procurement requirements please visit the YouTube NSLP EAG Procurement Webinar Web page at <https://youtu.be/BU90vuU7o0>.

2. Purchase  
 Order

The Authorized Representative should sign and date the purchase order no later than September 1, 2017.

3. Final Invoice

The Authorized Representative should sign and date the invoice(s). Please write "final invoice" on all documents if you spend less than the total grant award.

4. Expenditure  
 Payment

Include a copy of the check issued to the vendor or a copy of the fiscal report showing that payment was made.

5. Delivery  
 Receipt

Documentation must indicate where the equipment was delivered. If the delivery address on the invoice is the awarded school site or central kitchen, such documentation is sufficient. Otherwise, the authorized representative must submit written confirmation that the equipment was delivered for use at the awarded site.

**Upon submission of this form and listed documents, I certify that all of the documents submitted are correct and final. Furthermore, I certify that the equipment purchased with 2016 NSLP EAG funds was installed at the awarded site(s) prior to submission of this documentation.**

Authorized Representative Signature:

Please number each document and mail the package as soon as possible, but postmarked no later than September 1, 2017, to:

Printed Name and Title:

Date:

If you wish to submit your document package electronically, please send it to the Equipment Grant team, no later than 5 p.m. Pacific time on September 1, 2017, by e-mail at [equipmentgrant@cde.ca.gov](mailto:equipmentgrant@cde.ca.gov).

**EAG Invoice Processing  
 Nutrition Services Division  
 California Department of Education  
 1430 N Street, Suite 4503  
 Sacramento, CA 95814-5901**

**National School Lunch Program 2016 Equipment Assistance Grant  
Equipment Purchase Invoice Instructions**

School Food Authority (SFA)

Site Name (please complete one form for each site or central kitchen)

Contact Name and Title:

E-mail:

Phone:

Equipment Purchased  
(include additional sheets if necessary)

Total Amount Spent on Equipment Purchased

\$

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California Department of Education  
1430 N Street, Suite 4503  
Sacramento, CA 95814-5901



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