

## Overview of Coronavirus Relief Fund (CRF) Child Nutrition Programs Equipment Grant Application

### Purpose

The [Coronavirus Relief Fund \(CRF\) Child Nutrition and/or Farm to School Equipment Grant Application](#) webform will guide you through the process of determining eligibility and completion of the appropriate application(s). As an applicant, you may be eligible for one or both of the grants on the webform. The purpose of this document is to provide an overview of the CRF Child Nutrition Programs Equipment Grant.

### Coronavirus Relief Fund (CRF) Child Nutrition Programs Equipment Grant Application

#### Overview

The Governor signed Act 154 into law on October 2, 2020. This legislation allows for distribution of up to \$4 million of the Coronavirus Relief Funds (CRF) appropriated to the Agency of Education (AOE) to Child Nutrition Program Sponsors for the purchase of CARES Act eligible supplies and equipment, including vehicles, freezers, and other capital assets necessary to provide meals to children using the federal child nutrition programs during the COVID-19 state of emergency. The AOE will be making these funds available to schools and other sponsors participating in any of the following programs: the School Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk Program), Child and Adult Care Food Program, and Summer Food Service Program. These funds are restricted to costs that exceed the federal per-meal reimbursement received for meals provided through these programs.

Once the grant agreement has been executed, sponsors will be asked to submit documentation of the costs to initiate reimbursement payments. Please see the list below of allowable costs for reimbursement from these funds. Equipment and other durable items purchased with these funds must remain the property of the child nutrition program but may continue to be used for meal service beyond December 30, 2020. The AOE will review total requests for all applications received by November 2, 2020 and, if funds are available 100% of costs in these applications will be funded. If additional funds are available then additional applications will be funded on a rolling first come, first served basis. If requests exceed funds available, then requests will be met on a prorated basis first and applications submitted after November 2, 2020 will not be funded.

#### Allowable Costs

Allowable costs for the purchase of CARES Act eligible supplies and equipment, including vehicles, freezers, and other capital assets, necessary to provide meals to children using the federal child nutrition programs during the COVID-19 state of emergency. Please note: the list below is not exhaustive.

1. Equipment from [Approved List for School Food Authority Equipment Purchases Using the Non-Profit School Food Service Account](#)
2. Packaging equipment, including tray sealers, shrink wrap machines, and other packaging machines
3. Equipment and small-wares for storing and moving unitized meals (carts, rolling racks, dollies, crates, bins, hotel pans, trays for carrying multiple meals)
4. Hot holders for keeping meals warm
5. Coolers for transporting meals
6. Refrigeration and freezer units for storing meals
7. Milk coolers
8. Blast chiller/freezers for quickly cooling meals to refrigerator/freezer temperature
9. Ice packs
10. Meal packaging supplies, including disposable trays, bags, boxes, clam shells, cartons, cups, bowls and lids, tape, cling film, paper wrapping
11. Sanitizing supplies
12. Nonmedical personal protective equipment, including gloves, masks, aprons
13. Meal counting equipment/software for counting meals distributed, including: point of sale equipment, tablets or laptops used for POS software, point of sale software, clicker counters, clipboards

### **Unallowable Costs**

1. Food costs
2. Staff hours
3. Costs covered already by the per-meal reimbursement received from AOE/USDA for each meal served.

*Food costs and staff hours should be covered by USDA per-meal reimbursement.*

### **Program Requirements**

These funds must be used for COVID-19 related expenses incurred between March 1 and December 30, 2020. The subrecipient cannot use another CRF fund (e.g. CRF Summer Food

Service Program grant, CRF LEA grant, etc.) to cover the exact same costs. Please note that costs incurred differs from obligation: in order for a cost to be considered incurred the goods must be received or the services provided by December 30, 2020. You may apply for both costs already incurred and those you plan to incur by December 30, 2020.

If these costs have already been allocated to another federal fund in your prior fiscal year (i.e. back into a closed period), they cannot be requested for reimbursement in this CRF Child Nutrition Equipment grant.

These funds are restricted to costs that exceed the federal per-meal reimbursement received for meals provided through these programs.

### **Timeline**

March 1, 2020 - Period of Performance begins

October 16, 2020 - Application Opens

November 2, 2020 - Applications Due

December 30, 2020 - Close of the Period of Performance

February 28, 2021 - Final Invoices Due to AOE

### **Documentation and Procurement**

As always, sponsors are required to follow their own internal procurement and contracting procedures for any purchases made. Sponsors may have used micro-purchases or emergency purchase procedures for some purchases as a result of the COVID-19 public health emergency. That is acceptable, as long as these purchases followed the sponsor's internal procurement procedures. The AOE may include procurements using these funds under future Child Nutrition Procurement Reviews or Federal Fiscal Monitoring Reviews.

### **Payment Provisions**

Reimbursement requests must be submitted using an AOE 3.0, detailed accounting records and a narrative describing allowable costs. AOE will be providing this template through a webform.

### **Reporting Requirements**

Subrecipients should be aware that specific requirements around reporting are still forthcoming from US Treasury and that subrecipients will be required to comply with any reporting requests and deadlines that result from additional federal requirements. In addition, AOE would like subrecipients to be aware that they may be subject to strict reporting deadlines, particularly around the end of the performance period, to meet federal reporting requirements. AOE will communicate any additional information as it is received.

## **Application Process**

Applications should be submitted by November 2, 2020. All questions regarding the Child Nutrition Equipment Grant application should be directed to Michael Carr, Child Nutrition Programs, at [michael.carr@vermont.gov](mailto:michael.carr@vermont.gov) or 802-828-2093.

### **Components of the application:**

- Narrative Response Question
- Assurances
- Budget

AOE staff will review applications to ensure allowable use of the funds in the narrative and budget sections.