# Instructions for Completing the

#  Commercial Dishwasher Grant Application

Eligible school food authorities (SFAs), defined in statute as school districts, county offices of education, and direct-funded charter schools that administer the School Breakfast Program (SBP) or National School Lunch Program (NSLP), can submit an application for the Commercial Dishwasher Grant (CDG), which was established by Assembly Bill 102: Budget Act of 2023. The CDG will award up to $15 million to promote reduction in waste associated with single use service ware in school meal operations and transition schools to safe, reusable food service ware.

The California Department of Education (CDE) will award up to $200,000 in competitive grants to eligible SFAs. SFAs may apply for funding for no more than five school sites; sites awarded may receive up to $40,000 to support the one-time purchase of an energy-efficient commercial dishwasher and/or costs directly related to installation. Recipients will receive 90 percent of the funding at the time of award with the remaining 10 percent awarded upon satisfaction of the grant’s terms and conditions.

Applications must be completed by an authorized representative of the SFA and must be submitted by the deadline stated in CDE‘s Management Bulletin (MB) SNP-04-2024: Commercial Dishwasher Grant web page at <https://www.cde.ca.gov/ls/nu/sn/mbsnp042024.asp>. The CDE will not: consider any applications received after the posted grant application deadline, process incomplete applications, accept placeholder applications, or accept faxed, mailed, or emailed submissions.

More information about this grant opportunity and a link to the online application may be found on the CDE‘s MB SNP-04-2024: Commercial Dishwasher Grant web page at <https://www.cde.ca.gov/ls/nu/sn/mbsnp042024.asp>.

For questions, contact the CDG email at cdg@cde.ca.gov.

Steps to apply for the CDG:

1. Carefully review the Application Scoring Rubric on the CDG MB web page at <https://www.cde.ca.gov/ls/nu/sn/mbsnp042024.asp>.
2. Read the Instructions for Completing the CDG Application (this document).
3. Complete and submit the online Grant Application by the posted deadline.

## Request for Applications

**You may save your responses at any time by selecting the Save Responses button.**

**Note:** If you wish to complete the application in multiple sittings, you will need to select the **Save Responses** button to save the application; a Save Responses button is located on each page of the Request for Applications (RFA). Once you select the **Save Responses** button, you will receive an email with a unique URL (web address) for entrance back into the application. It is recommended that you copy the URL on the application page and save it in case you do not receive the confirmation email. This address will allow you to return to your place in the survey at any time if the **Save** **Responses** button was selected prior to exiting.

### **School Food Authority Information**

| **Application Field** | **Explanation** |
| --- | --- |
| Select your agency's Child Nutrition Information and Payment System (CNIPS) business name below. | Enter the name of your school district, county office of education, or direct-funded charter school associated with your agreement with the CDE to participate in the Child Nutrition Programs (CNP). |
| SFA Mailing Address | Enter the mailing address, street, city, and zip code for the SFA. |
| County | Select the county in which your SFA conducts business. |
| SFA Child Nutrition Information and Payment System (CNIPS) 5-digit Identification (ID) Number | Enter the CNIPS ID number associated with your agreement with the CDE to participate in the CNP. |
| SFA vendor number | Enter the CDE vendor number assigned to your SFA. The vendor number may include 5 digits and a letter **Z** at the end (example 12345Z) OR 4 digits with a letter **C** or **A** at the beginning and a letter **Z** at the end (example A1234Z, C1234Z) |
| Total number of sites for which the SFA is applying for grant funds **(no more than 5)** | Select the total number of sites for which your SFA is applying for grant funds. There is a limit of 5 sites per SFA that may apply for this grant. |
| Name, title and email of the Food Service Director  | Enter the first name, last name, phone number, phone extension (optional), and email of the FSD. If you do not have a FSD, provide the name of the employee who will be the contact person for this grant. |
| Name, title and email of the Superintendent/director/administrator (SDA) First Name | Enter the first name, title, and email of your organization’s SDA. The SDA is the organization's highest ranking official. The name must match the contact listed on the CDE California School District Directory web page at <https://www.cde.ca.gov/schooldirectory/>  |

### **SFA Kitchen Infrastructure and Training (KIT) Participation**

Complete this section once. Points associated will be awarded for each site application.

| **Application Field** | **Explanation** |
| --- | --- |
| Did your SFA participate in KIT funding opportunities? | Select the one option that best describes your KIT funding participation. You can review the CDE’s Funding Results web pages and the Schedule of Apportionment of the KIT funds using the following links:2022: <https://www.cde.ca.gov/fg/fo/r9/kitfund22result.asp> 2021: <https://www.cde.ca.gov/fg/fo/r9/kitfundsresults22.asp> Review your agency’s General Fund and non-profit food service account for the following standardized account code structure (SACS):2021 KIT funds- SACS Resource Code 7028: Kitchen infrastructure and equipment; SACS Resource Code 7029: Food service staff training; Revenue Object Code: 8520 2022 KIT funds- SACS Resource Code: 7032; Revenue Object Code: 8520  |

### **Site Information**

Complete this section for **each** site for which you are applying for grant funds. Based on the responses you provide, only the relevant questions will appear. For example, if you are not requesting funds for dishwasher installation, you will not be asked questions related to installation.

| **Application Field** | **Explanation** |
| --- | --- |
| Site Name | List the name of the school site for which you are applying. |
| Site Physical Site Address | Enter the physical site address of the site which you are applying  |
| Site CNIPS Site ID Number | For each site application, enter **the site number** assigned in your CNIPS account, **not** the SFA CNIPS ID number. The site number can be found to the left of the site name in your CNIPS account listing of participating sites.  |
| Did this site provide summer meal service during Summer of 2023 through either the Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP)? | Select ‘yes’ if the site participated in the SSO or the SFSP during the summer of 2023. Select ‘no’ if the SFA did not participate, or if the SFA did participate but the site named in the application was not a summer meal site. |
| Planned Use of Funds - Describe how you plan to use CDG funds  | Check all responses that describe how you plan to use CDG funds. You may choose to: request funds to install an energy efficient dishwasher but not to purchase one, or vice-versa, or you may request funds for both. |
| How many years has the dishwasher you are planning to replace been in service?  | If in the Planned Use of Funds question, you indicated that you plan to replace a dishwasher, indicate how many years the dishwasher you are planning to replace has been in service by selecting the best response. |
| Enter the cost of the energy-efficient commercial dishwasher as quoted in whole dollars | Enter the cost of the energy-efficient commercial dishwasher as quoted. For any amount quoted that is not a whole dollar, round up one dollar to the next whole dollar. |
| Enter the estimated amount for those costs in whole dollars related to the installation of an energy efficient dishwasher, such as planning and design, plumbing, electrical, counter modification, and/or venting and heat booster equipment | Enter the estimated amount for those costs in whole dollars for costs directly related to the installation of an energy efficient dishwasher; quotes are not required. For any amount that is not a whole dollar, round up one dollar to the next whole dollar. |
| Enter the make and model of the energy-efficient commercial dishwasher you plan to purchase | Enter the make and model of the energy-efficient commercial dishwasher for this site. Energy Star’s Find and Compare for Commercial Dishwashers web page may be of assistance <https://www.energystar.gov/productfinder/>. |
| Describe the proposed work directly related to the installation of the energy-efficient commercial dishwasher that is requesting to be funded with CDG grant funds | Provide a narrative that describes the proposed work that is directly related to the installation of the energy-efficient commercial dishwasher. Costs associated with the work do not need to be included.  |
| If the total requested is greater than $40,000 the following question will appear: You have requested a total of (amount greater than $40,000) per site | Check the box acknowledging that the cost of the quoted energy-efficient dishwasher and/or installation of the energy-efficient dishwasher is greater than the maximum award of $40,000 per site and that any costs over $40,000 will be covered by another funding source. |
| Was your SFA awarded the EAG in 2022 for this site? | Check ‘yes,’ if the site for which you are applying was awarded the 2022 EAG. Check ‘no’ if the SFA was awarded the EAG but not awarded for this site. Check ‘no’ if none of the sites in the SFA were awarded an EAG. |
| Does your SFA have a policy in place that specifically addresses the reduction of single use food service ware for this site: *(Select only one response)* | Select ‘yes’, if your SFA has a policy in place that addresses the reduction of single use food service ware at either the district or site level. The policy must be approved at the district level by either the district Superintendent or School Board or at the site level by either the Principal or the site Administrator or ratified by the School Site Council.  |
| Date that the policy was approved. (dd/mm/yyyy) | Enter the date the policy was approved in dd/mm/yyyy format.  |
| Has the district or site applied for, or been selected as, a California Green Ribbon Schools (GRS) award or award honoree for any of the school years 2017–2024? | Select ‘yes’ if your district or site was awarded the GRS award or if your district applied but was not selected. Select ‘no’ if neither your district nor site applied for the GRS award. |

### **Attachments**

Upload the attachments for this section as directed.

| **Application Field** | **Explanation** |
| --- | --- |
| Site Principal or site Administrator letter(s) of support (Required for all sites) | Upload the site Principal or site Administrator letter(s) of support. The letter of support must:* Confirm support for the CDG application.
* Be on site or district letterhead, dated, and signed. If district letterhead is used, the letter must clearly indicate the name of the site. Wet and verified electronic signatures using Adobe Sign or similar products are acceptable.
* Combine all letters of support for sites named in this application into one pdf file.
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| Single Use Food Service Ware Reduction–District and Site-level Policies  | Upload the district or site level policy into the application. The SFA must submit relevant portions of the policy associated with the reduction of single use food service ware items.The district policy must be in **final** language, **approved** by the Superintendent or School Board prior to submitting the application or for site level policies, must be **approved** or **ratified** by the site Principal or Administrator or the School Site Council. The district or site policy must be **clearly labeled** and easily attributable to the district or site named in this application. Example District Policy Page Header: CNIPS Site ID-Name- District Policy; 002568-ABC School - District Policy Example Site Policy Page Header: CNIPS Site ID-Name- Site Policy; 002568-ABC School -Site Policy |

### **Attestation**

Each SFA must complete the following attestation and provide complete information in the grant application form for the application(s) to be considered eligible. Select the appropriate response.

| **Application Field** | **Explanation** |
| --- | --- |
| By submitting this grant application, I, as an authorized representative of this agency, I am attesting that: | Check all responses, acknowledging the information in the grant application form to be considered eligible for CDG funds. |
| Signature and CertificationPlease type your name below which will serve as a signature and certify agreement with the above terms. Include your title, contact phone number, and email address.  | Enter the contact information including first name, last name, title, and email of the authorized agency representative completing this application. Entry certifies that all the information contained within all sections of the application is correct and that your SFA will observe all applicable state and federal laws and regulations. The official certifying the information should be listed as a contact in the sponsor application in CNIPS.  |
| Submit button | Once you select the **Submit** button below, your survey responses will be sent to the CDE, and you will be redirected to the CDG home page. Within two hours of submission, you will receive a confirmation email from CDE. If you do not receive this confirmation notice, send an email to the CDG email at cdg@cde.ca.gov.  |

California Department of Education, March 2024