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| **SFA Food Truck Request** | **DATE:**  |
| **Did the State agency review the Food truck request before submitting to USDA?****Purpose:** To streamline the process and provide a standard protocol for state agencies (SA) seeking approval from FNS when SFA’s request to use Nonprofit School food service account (NPSFSA) for the operation or improvement of such food service.  |  |
| Review the food truck request to determine if the following regulations are included. |  |
| **SECTION A** | **YES** | **NO** | **COMMENTS** |
| **Regulations:*** 7 CFR 210.14(a)
* 7 CFR 220.7(e)
* 7 CFR 210.21
* 2 CFR 200.318-327
* 2 CFR 200.404-405
* 2 CFR 200.407
* 2 CFR 200.439(2)
* Appendix II to part 200
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| **Does Food Truck Request include the following MEMO?** | **YES** | **NO** | **COMMENT** |
| **Memo:**SP60-2016 Indirect Cost-Guidance.pdfMemo SP-02-2014 provides guidance on the use of the mobile feeding model for SFSP and SSO. * **Per SP-02-2014, the cost of retrofitting a vehicle to allow more efficient transportation of meals is allowable. However, the purchase of a vehicle is not an allowable use of Program funds**.

All expenditures from the Non-Profit School Food Service account must be necessary, reasonable, and allocable. * To be necessary, the request must address a need for either additional food preparation or serving space as opposed to providing a “trendy” option.
* To be reasonable the cost should not be excessive. The cost should be considered moderate according to 2 CFR 200.404
* To be an allocable cost the State agency or SFA must make a case for the cost principles outlined in 2 CFR 200.405.
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| **Did the SA answer the following questions?** | **YES** | **NO** | **COMMENTS** |
| **General Questions:*** Was the reason/justification for this request provided? (e.g. increase in reimbursable meals, expand meal opportunities, etc.).
* Will the Food truck benefit the Non-Profit school food service account or the General fund?
* Will the food truck will benefit both, the NPSFSA and the General fund?
* Will the food truck be used for non-NSLP/SSO activities or will there be non-program revenue resulting from school events (e.g. school events)? If so, the school district/school needs to determine what percentage of the cost is borne from the general fund vs NPSFSA.
* Will the food truck increase school participation?
* Was supporting documentation provided for the food truck? (For example a cost analysis, SA analysis and justification for approval, etc.)
* Did SA review the District’s Website to verify proper advertisement?
* Has the State agency previously approved any food truck requests for this SFA?

**Procurement:*** **Did the SFA follow all procurement standards?**
* **7 CFR 210.21 and 2 CFR 200.317-200.318.**
* **2 CFR Part 200, subpart D**
* **USDA implementation 2 CFR Part 400 and Part 410**

***SFA Procurement Process:*** * Was procurement conducted with the correct threshold?
* Did free and open competition take place?
* Formal or informal procurement? RFP or IFB?
* What are the marketing tools utilized for the RFP advertisement?
* How long was the RFP advertised?
* What was the number of responses received from vendors?
* Were the RFP posted on the district’s website for viewing?
* Was the evaluation criterion available with the RFP?
* Was price the primary factor during the selection process?

***Utilization:**** Will meals be reimbursable meals, la carte, or catered?
* Where will the Food Truck operate at all sites or specific sites?
* Which programs will the food truck utilized? (NSLP, SBP, SSO and or SFSP?) If the food truck is used for multiple FNS programs, include the percentage of usage for each program.
* Will the POS account meals daily or monthly?
* Will meals be prepared in the truck or in a central kitchen?
* How will the SFA publicize/communicate serving times and location/s?
* When will the SA review the SFA’s operations of the food truck?

***Expenses:**** Does food truck request fall within the guidelines for utilization of funds from the Nonprofit School Food service account?
* Are there any unnecessary costs included in the request? Examples of unnecessary costs include graphic design, etc. These items are not allowed to be purchased using non-profit school food service funds as these expenses are not necessary for the operation of meal service.
* Does the district have an excess balance covering 3-months of operating costs for the food truck? If so, how much?
* What is the district net cash resources on hand to allocate for the purchase of the food truck?
* Is the SFA requesting part or all the Nonprofit School Food Service Account to fund this project? If not, costs need to be prorated.
* If there are separate costs for this request please itemize the total cost of the requests (e.g. truck, equipment, build-out).
* What are the proposed profit/loss that the NSFSA anticipates for the first 3 years?

 Year 1………………………………………………. Year 2………………………………………………. Year 3……………………………………………….  |  |  |  |
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| **COMMENTS:** |

**Approved/Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**