



McKenzie Snow, Director

Kim Reynolds, Governor  
Chris Cournoyer, Lt. Governor

DATE: May 1, 2025

TO: Mr. Jeff Privia, School Superintendent  
Ms. Julia Harris, Authorized Representative and School Food Service Director

FROM: Christine Crow, Education Program Consultant School Programs  
Kala Shipley, Bureau Chief  
Bureau of Nutrition and Health Services

SUBJECT: **NOTIFICATION OF AWARD**  
**USDA FY24 FOOD SERVICE EQUIPMENT ASSISTANCE GRANT**

**Congratulations on the receipt of the USDA FY24 Food Service Equipment Assistance Grant funds for one school within your School Food Authority (SFA).**

FY24 Equipment Contact: Julia Harris  
SFA Name: Clarinda CSD  
Agreement Number: 11970000

School Name	Maximum Grant Amount	Equipment
Clarinda High School	\$1668.17	Holding and Transport Cabinet
<b>Total Award Amount</b>	<b>\$1668.17</b>	

The USDA FY24 Food Service Equipment Grant Award is contingent on the availability of USDA Food Service Equipment Assistance Grant funding and is specific to the school and equipment described in the chart above. The amount listed is the maximum amount of reimbursement the SFA may receive for the piece of equipment listed. If you have already purchased the equipment stated above, the district is no longer eligible to receive this equipment grant and must contact Christine Crow at: [Christine.crow@iowa.gov](mailto:Christine.crow@iowa.gov).

**General Information:**

Although we received many worthy applications, with only \$117,417 available for distribution, not all SFAs could be awarded funding or funding for all of the equipment for which the SFA applied.

The FY24 USDA Food Service Equipment Assistance Funds application stipulated that priority be given to schools located in a county determined by the Federal Emergency Management Agency (FEMA) to be a Major Disaster Declaration Area in 2024 and whose kitchen experienced damage

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by a disaster, schools with a nutrition fund balance of less than three operating months, and schools that apply to purchase equipment that either improves food safety, improves service of healthier meals, and/or establishes, expands, or maintains the School Breakfast Program. Because of the volume of requests, only complete school applications with complete grant signature forms were considered for funding. Every attempt was made to provide at least some funding to as many SFAs based on the above criteria.

Congratulations again on your award of the FY24 USDA Food Service Equipment Assistance Funds. *If your SFA chooses to decline the award, notify the State agency (SA) as soon as possible, but no later than May 9, 2025 so the funds can be made available to another applicant.*

### **CONDITIONS OF AWARD AND RELATED INFORMATION**

#### **Reminders:**

- Only the equipment specified for the school site listed on page one of this award letter, may be purchased with these funds.
- As with all Federal grant funds, equipment procured must be reasonable and allocable.
- FY24 USDA Food Service Equipment Assistance Funds may not be used for kitchen renovations.
- Old equipment must be disposed of in accordance with applicable Federal regulations. See 2 CFR, Part 200 for information on equipment disposal.

#### **Conditions for Distribution of Funds:**

- The grant award is contingent on the availability of USDA Food Service Equipment Assistance Grant funding.
- Grant awards are for a dollar amount not to exceed that specified in the Maximum Grant Amount stated above.
- Grant awards are to be used towards procurement of the equipment for which the award is made. Substitutions in equipment type or building where the equipment will be used are not allowed. Minor modifications or refinement in specifications is expected and allowable.
- **Obligations made *prior* to grant award will not be considered for award/payment.**
- At least one person from the SFA who is awarded FY24 USDA Food Service Equipment Assistance Funds must attend or watch the recording of the Equipment Assistance Funds webinar on May 15, 2025 at 2 p.m. The webinar will provide information on the equipment grant timeline, required documentation and procurement of equipment. Invitation to follow.
- SFAs will be required to follow all Federal, State and Local procurement laws when purchasing equipment under these grants. Documentation used to procure equipment using the FY24 USDA Food Service Equipment Assistance Funds, like all USDA Child Nutrition Program documentation, must be retained on file within the SFA for at least three years or until resolution of any audits. Documentation to demonstrate that fair and open competition was used includes copies of specifications sent to entities, a list of entities invited to submit bids, how other entities were made aware of the opportunity to submit pricing, pricing information submitted by those responding, etc. If you need assistance in further developing the specifications submitted with your grant application, refer to the following resource developed for USDA by the Institute of Child Nutrition, [“School Nutrition Professionals’ Equipment Purchasing and Facility Design Process.”](#) Additional information on procurement methods in the Child Nutrition Programs is located on the [Iowa Department of Education’s Nutrition Program Procurement website.](#)

- **Actual funds will be distributed through a reimbursement process, with final grant payments determined by submission of actual invoices for equipment and applicable allowable related costs.** If reimbursement for expenses will create a hardship, submit a letter of explanation and justification to request an exception. Any SFA who gets a waiver for hardship and receives funds ahead of time cannot earn interest on them. The related costs may include those that are reasonably required to procure new equipment and place it in service (including delivery, installation, testing, disposition of old equipment, etc.). Allowable installation costs may include the assembly of the equipment, connections necessary to tie the equipment to the existing plumbing service such as the water line, drain pipe or refrigerant line, and connecting or resizing the existing electrical service to fit the equipment. Funds may not be used for administrative costs associated with the grant application process or for administrative costs related to the procurement and installation processes. The FY24 USDA Food Service Equipment Assistance Funds may not be used for costs normally paid for from the Physical Plant and Equipment Levy (PPEL) or other Capital Projects funds.
- In addition to documentation of the equipment expenditure, all required reports, including the Request for Payment form, or other information related to FY24 USDA Food Service Equipment Assistance Funds must be submitted to the State agency prior to final release of the grant funds to the SFA.
- **SFAs will be financially responsible for any expenditure in excess of that specified in the Grant Award.**

#### **Reporting Requirements:**

The FY24 USDA Food Service Equipment Assistance Funds contains various reporting and record keeping requirements. At a minimum, the following will be required:

- Expenditures made with FY24 USDA Food Service Equipment Assistance Funds must be distinguishable from expenditures made from all other funds. The Iowa Department of Education School Finance Team has assigned the following source/project numbers for the USDA Equipment Grant funding:  
4011 School Lunch Equipment Grants Stabilization (CFDA 10.579);
- Records documenting expenditures consistent with the approved grant award must be on file for review per USDA requirements.

#### **Key Deadlines for reporting to the SA:**

May 9, 2025	Deadline for the SFA to decline the FY24 USDA Food Service Equipment Grant award.
May 15, 2025	FY24 USDA Food Service Equipment Assistance Funds Awardee webinar
Aug. 1, 2025	Equipment funds must be obligated or expended.
September 30, 2025	Final deadline for submitting documentation and Request for Payment form.

#### **Contact Information:**

General questions related to the grant award should be directed to Christine Crow, Consultant, [christine.crow@iowa.gov](mailto:christine.crow@iowa.gov).

**Appeal Procedures:**

Iowa Department of Education, Administrative Rules 281-7.5(290,17A)

Appeal of grant denial or termination. Any applicant may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the director of the department. Appeals must be in writing and received within ten working days of the date of the notice of decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy, or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. The hearing and appeal procedures found in 281-Chapter 6 that govern director's decisions shall be applicable to any appeal of denial or termination. In the notice of appeal, the grantee shall give a short and plain statement of the reasons for the appeal. The director shall issue a decision within a reasonable time, not to exceed 60 days from the date of the hearing.

Send appeal to: Director  
Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> St  
Des Moines, Iowa 50319-0146  
Fax: 515-281-4122

Questions about the appeal process may be directed to:  
Administrative Assistant to the Hearing Officer  
(same address as above)  
515-281-5295