



McKenzie Snow, Director

Kim Reynolds, Governor
Adam Gregg, Lt. Governor

DATE: April 19, 2024

TO: Mr. Jeff Privia, School Superintendent
Ms. Julia Harris, Authorized Representative and 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 FY23 FOOD SERVICE EQUIPMENT ASSISTANCE GRANT

Congratulations on the receipt of the USDA FY23 Food Service Equipment Assistance Grant funds for one school within your School Food Authority (SFA).

FY23 Equipment Contact: Julia Harris
SFA Name: Clarinda CSD
Agreement Number: 11970000

School Name	Maximum Grant Amount	Equipment
Garfield Elementary	\$9,314.00	Steamer
Total	\$9,314.00	

The USDA FY23 Food Service Equipment Grant Award is specific to the school and equipment described in the chart above and more specifically described in the equipment specifications submitted as part of the application. 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. The amount listed is the maximum amount of reimbursement the SFA can receive for that piece of equipment.

General Information:

Although we received many worthy applications, with only \$260,193 available for distribution, **not all SFAs could be awarded funding or funding for all of the equipment for which the SFA applied.**

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Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146
Phone (515) 281-5294 | educate.iowa.gov

The FY23 USDA Food Service Equipment Assistance Funds application stipulated that priority be given to schools that have never received a prior equipment grant, schools with aging equipment, 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 FY23 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 3, 2024 so the funds can be made available to another applicant.*

CONDITIONS OF AWARD AND RELATED INFORMATION

Reminders:

- Only the equipment specified in the grant application may be purchased with these funds.
- As with all Federal grant funds, equipment procured must be reasonable and allocable.
- FY23 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:

- 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 FY23 USDA Food Service Equipment Assistance Funds must attend or watch the recording of the Equipment Assistance Funds webinar on May 6, 2024 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 FY23 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, "[Equipment Purchasing and Facility Design for School Nutrition Programs](#)." 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.). 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 FY23 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 FY23 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 FY23 USDA Food Service Equipment Assistance Funds contains various reporting and record keeping requirements. At a minimum, the following will be required:

- Expenditures made with FY23 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 3, 2024	Deadline for the SFA to decline the FY23 USDA Food Service Equipment Grant award.
May 6, 2024	FY23 USDA Food Service Equipment Assistance Funds Awardee webinar
August 1, 2024	Equipment funds must be obligated or expended.
September 30, 2024	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.

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 14th 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