



Opportunity Through Education

Jillian Balow – Superintendent of Public Instruction

Wyoming Department of Education  
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Cheyenne, WY 82002  
307-777-7675

DATE: September 20, 2021  
TO: Food Service Directors/Business Managers  
FROM: Susan Benning, Nutrition Programs Accountant  
SUBJECT: Competitive Grant Application for **USDA Equipment Assistance Grant**

**IMPORTANT INFORMATION – DEADLINE**

**Equipment Grant Application Due: October 29, 2021**

The United States Department of Agriculture (USDA) has made funds (CFDA #10.579) available for equipment assistance to all school food authorities (SFAs) participating in the National School Lunch Program (NSLP). These competitive grants will be awarded for equipment purchases which will allow schools to serve healthier meals that meet the Program meal patterns. Emphasis is on serving more fruits and vegetables in school meals, to improve food safety, and expand meal access.

**Definition of Equipment**

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Per Super Circular item number §200.33 Equipment:

- §200.33: "Equipment" means tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the SFA for financial statement purposes, or \$5,000.
- Additionally, the threshold for the purchase of equipment cannot be lower than \$1,000.

As with all Federal grants, all procurement regulations will apply. The equipment must be competitively procured and must be necessary, reasonable, and allocable.

**Funding Goals**

In order to make the most effective use of the NSLP Equipment Assistance Grant funds, SFAs should focus this grant application on equipment that **improves the quality of school meals**. Selection criteria factors to be considered will include:

- Age of food service equipment or lack of appropriate items.
- The availability of existing State and local funding for equipment purchases.
- Strategies for adopting lunchroom changes that provide more convenience and appeal for the students
- Opportunities to realize meaningful impacts on nutrition and quality of meals.
- Equipment needed to serve healthier meals and improve food safety.
- Equipment to be used for the establishment, maintain, improve, or expansion of the School Breakfast Program.

Grants will be awarded to SFAs by individual school; therefore, a separate application must be received for each school. Please fill out the enclosed application if you are interested in receiving these funds. All awards are to be fully spent or obligated no later than September 30, 2022. The timeline for this application will be as follows:

September 20, 2021	Applications released to SFA's
<b>October 29, 2021</b>	<b>Applications due WDE</b>
November 12, 2021	Grant awards announced
September 30, 2022	Award must be fully spent or obligated
October 10, 2022	Deadline for final submission of claim for reimbursement

**Use of Funds**

Grant awards will be for the purchase, acquisition, and/or disposition of granted equipment only. No part of the grant can be used for administrative expenses. **Schools must follow all federal, state and local procurement rules when purchasing equipment under this grant.**

**Supplant vs Supplement**

Federal funding may supplement funding but cannot supplant state or local funding. What does that mean? “Supplement” means to “add to” and “supplant” means to “replace”. Federal law prohibits grant recipients of federal funds from replacing state, local, or district funds with federal funds. **Therefore, grant funding cannot be used for equipment that has already been paid for or purchased with District funding. The purchase of equipment with USDA equipment grant funds can occur only after this grant has been awarded.**

**Reimbursement of Expenses**

SFAs will submit a claim for reimbursement for all equipment purchased **no later** than October 10, 2022. All funds must be obligated or spent by September 30, 2022.

**Selection Criteria for Grant Award**

CRITERIA		
II.	Type of equipment purchase justification	40 pts.
III.	Strategy reason for equipment purchase justification	30 pts.
IV.	Equipment purchase costs	10 pts.

Total Points Possible: 80 pts

**How to Apply**

Submit the enclosed application electronically to Susan Benning at [susan.benning@wyo.gov](mailto:susan.benning@wyo.gov) by **October 29, 2021**.

**Grant Regulations**

Additionally, per the USDA National Office the WDE Child Nutrition section must include, as part of the Wyoming Equipment Grant, information on Government-wide regulations and statutory requirements for grants. Grant recipients must abide by these terms, as applicable, and therefore are to be made aware of them. Most of these items are standard to all grants and contracts paid with Federal funds, and are familiar (**See Attachment A**).

If you have any questions, please contact Susan Benning at 307-777-6280, email [susan.benning@wyo.gov](mailto:susan.benning@wyo.gov)

## Attachment A

### **Grant recipients chosen for an award must comply with the following regulations, principals, and assurances. As applicable**

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#### **FOOD & NUTRITION SERVICE STANDARD TERMS AND CONDITIONS**

##### **REGULATORY AND STATUTORY REQUIREMENTS**

- 1. Office of Management and Budget (OMB) Guidance:** This Federal financial assistance award is subject to rules and regulations related to the Recipient's organizational entity type as noted below.

##### **Government-Wide Regulations**

- 2 CFR Part 25: "Universal Identifier and System for Award Management"
- 2 CFR Part 170: "Reporting Sub-award and Executive Compensation Information"
- 2 CFR Part 175: "Award Term for Trafficking in Persons"
- 2 CFR Part 180: "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)"
- 2 CFR 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR 400: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 415: USDA "General Program Administrative Regulations"
- 2 CFR Part 416: USDA "General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments"
- 2 CFR Part 417: USDA "Non-Procurement Debarment and Suspension"
- 2 CFR Part 418 USDA "New Restrictions on Lobbying"
- 2 CFR Part 421: USDA "Requirements for Drug-Free Workplace (Financial Assistance)"
- 7 CFR Part 3: "Debt Management"
- 7 CFR Part 16: "Equal Opportunity for Religious Organizations"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- Privacy Act. The Cooperator/Recipient shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)
- In accordance with Section 5 of the Executive Order on Combating Race and Sex Stereotyping (issued on September 22, 2020), the Recipient, as a condition of receiving a grant, shall certify that it will not use Federal funds to promote the concepts that (a) one race or sex is inherently superior to another race or sex; (b) an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously; (c) an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex; (d) members of one race or sex cannot and should not attempt to treat others without respect to race or sex; (e) an individual's moral character is necessarily determined by his or her race or sex; (f) an individual, by virtue of his or her race or sex, bears responsibility for actions committed in

the past by other members of the same race or sex; (g) any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or (h) meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race. Although training and education for employee development may otherwise be an allowable cost under 2 CFR 200.472, training or education on the divisive concepts specified in the Executive Order is not an allowable cost unless otherwise provided by law.

## **PROPERTY STANDARDS**

- 2. Insurance Coverage:** The Recipient must provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.
- 3. Federally owned and Exempt Property:** Title to federally owned property remains vested in the Federal entity. The Recipient must submit annually an inventory listing of federally owned property to the Agency. Upon completion of the project, or when the property is no longer needed, the Recipient must contact the Agency for disposition instructions.
- 4. Equipment:** Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. The purchase of equipment not included in the approved project budget is allowable only if it is specifically approved beforehand by the Agency and there is documentation to support that the purchase is necessary and reasonable to carry out project activities.

Equipment records must be maintained that include the description of the equipment, the serial number or other identification number, the source of equipment, the title holder, the acquisition date, the cost of the equipment, the location, use, and condition of the equipment, and any ultimate disposition data including the date of disposal and the sale price of the equipment. A physical inventory of the equipment must be taken and the results reconciled with the equipment records at least once every two years. The Recipient shall share the results of this inventory. A Tangible Personal Property Report, SF- 428, must be submitted at award closeout to report the status of the equipment, if requested.

The Recipient shall follow the Agency's equipment disposition guidance and procedures. Disposition procedures will be provided by the Agency.

- 5. Nondiscrimination:** The Recipient shall comply with all nondiscrimination statutes and regulations; other related regulations, and any USDA nondiscrimination directives, as applicable.

## **RECORD RETENTION AND ACCESS**

- 6. Evaluation and Access to Records:** Any sub-recipient or contractors to comply with the requirements of this agreement and ensure access to any sub-recipient or contractors records for purposes of evaluating, monitoring or reviewing other operations or records as they relate to this grant.