Equipment Grant FY 2024

October 4, 2024

OKLAHOMA
Education

FY 24 Equipment Grant

- Oklahoma was allocated $128,945.00 in Equipment Grant funds.

- Apply for grant in CARS

- Application deadline closes at 4:30 p.m. on November 1, 2024

- More information on the equipment grant can be found in CARS under Other Documents, Equipment Grant

- Minimum amount that can be requested $1,000

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FY 24 Equipment Grant

- Equipment purchase MUST comply with Federal and State procurement regulations, two or more quotes must be obtained

- Funds must be tracked separately from other Child Nutrition funds. Project Reporting Code 791

- No administrative funds are available from these grants.

- Grants will only be awarded to a site in the LEA if the total request for the expenditure is $1,000 or greater.

- Funds received through this grant cannot be combined with other school nutrition funds and must be tracked and reported separately.

- LEAs must submit obligation (purchase order), expenditure (invoice) and documentation (copy of payment/warrant) before funds will be released by CNP for reimbursement of equipment purchase.

National School Lunch Program

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Eligibility

LEAs who participate in the National School Lunch Program are eligible to apply for the grant on behalf of individual schools unless the school site applying has received the funds in 2009, 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020 and 2021, 2022, and 2023 fiscal years

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Reminder

- You must obtain two or more quotes following normal procurement procedures for CN programs

- Be sure to include total installation costs such as delivery fee, electrical wiring, plumbing, old equipment removal, etc., if applicable

A. Lowest and best price for the type of equipment being purchased or renovated.	$1,200.00
B. Lowest and best price for total installation costs (example: delivery fee, electrical wiring, plumbing, old equipment removal fee, etc.)	$326.00
C. Equipment Total	$1,526.00

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Dates to Remember

- **Application Deadline:** November 1, 2024 @ 4:30 p.m.

- **Grant Award Notification on or before:** December 2, 2024

- **Deadline for Submission of Obligation (commit to purchase):** February 10, 2025

- **Final Deadline for Submission of Equipment Invoices for Payment by the State Agency:** May 9, 2025

- **All Grant Funds must be Expended by:** September 30, 2026

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Focus Area of the Grant

- <u>Food Quality</u>: Equipment that improves the quality of school nutrition meals in ways that support the nutritional standards (e.g. purchasing an equipment alternative to a deep fryer).

- <u>Healthy Meals</u>: Equipment that lends itself to improving the quality of school foodservice meals that meet the nutritional standards with emphasis on more fresh fruits and vegetables.

- <u>Food Safety</u>: Equipment that improves the safety of food served in the school nutrition programs (e.g., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).

- <u>Energy Efficiency</u>: Equipment that improves the overall energy efficiency of the school nutrition operations (e.g., purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer).

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Focus Area of the Grant Cont.

- <u>Expand Participation</u>: Equipment that supports improved and/or expanded participation in a school nutrition program and/or School Breakfast Program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).

- <u>Smarter Lunchroom</u>: Lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices.

- <u>Availability of existing State or local funding for equipment purchases</u>: Districts that have a three-month operating balance are encouraged to use Child Nutrition funds to purchase needed equipment.

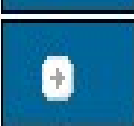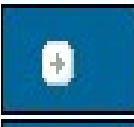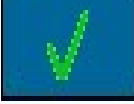- <u>Age</u>: The age of current food service equipment or lack of appropriate equipment.

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Non-Allowable Expenses

• Reimbursement will not be provided for purchases of deep fat fryers or transport vehicles. Costs that are not allowable in the National School Lunch, Afterschool Snack and Breakfast Programs are:

- Equipment depreciation costs for non-expendable equipment items which become fully depreciated or non-expendable equipment in storage for future use.

- Capital expenditures for land or construction, facilities, other capital asset purchases (including passenger automobiles and other equipment).

- Any capital expenditure, which materially increases the value of capital assets, must be approved by the SA & USDA.

- Renovation of the school nutrition area would fall under the category of construction costs that must be charged to the LEA's General Fund.

- Facility or land occupancy by contractual agreements (which are classified as rental/purchase or leased with an option to purchase).

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FY 24 Equipment Grant

Verification Summary Report	⊕	✓	☐	☐	
USDA PLE Review	⊕				
Equipment Assistance Grant (1)	✓	✓	☐	☐ 0 of 2	☐

Site Selection				
Note: Clicking these site links opens a new window. If a new window does not open, please read these instructions.				
Site	# of Equipment Applications		Status	
Add Site	**Select Site** ⌄			

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On First Page of Equipment Grant

- On first page of Equipment Grant Application, SKIP this part. The Low Income data will auto-populate after saving the page.

Documentation Method: [School Data ⌄] This information will pull from the most recent October Low Income Report, or CEP/Provision base year information.

Site	Total Enrollment	Total Free	Total Reduced	Percentage
	0	0	0	0.00

If district collected F/R applications in 2020 enter those numbers below:

# Free	# Reduced	# Total Enrolled	Percentage
0	0	0	0

If using individual children's F/R applications, please check the box:
☐ School Applications / Direct Certification

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FY 24 Equipment Grant

- Complete the first page and click SAVE (do not certify, yet).
- Next, you will "Add Equipment" and complete it.

List of Equipment	
Description	Status
Add Equipment	Rank Equipment

There is no Equipment Associated with this Application, please click on "Add Equipment" to add equipment.

Save | Certify Form | Reject | CNP Approve | CNP Unapprove | Print Form

National School Lunch Program

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- Complete the equipment page
- Then **save** and **certify** once you have entered all information

5.

Which time-frame is the SFA prepared to utilize in regards to spending the awarded grant money for this particular piece of equipment?

-- Select One --

Note: Equipment: Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year and an acqusition 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.

Save   Certify   Reject   CNP Approve   CNP Unapprove   Print Form   Delete

Home Page   SFA   Checklist
Site Listing   Application

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- After certifying the equipment, go back to the first page and click Certify. Both the first page and equipment must be certified.

By certifying this application (clicking the 'Certify' button below), I am certifying, to the best of my knowledge and belief, that the information in this application is true and correct in all aspects. I understand that this application, and the equipment requested, may be approved in whole or in part at the discretion of Child Nutrition and the USDA according to the rules and regulations. If this school site is awarded grant money for the approved piece or pieces of equipment for which I have applied, I agree to spend the grant money by purchasing only the approved equipment.

List of Equipment	
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Save | Certify Form | Reject | CNP Approve | CNP Unapprove | Print Form

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- Correct: Ensure Status has a green padlock.

Site Selection			
Note: Clicking these site links opens a new window. If a new window does not open, please read these instructions.			
Site	# of Equipment Applications	Status	
LINCOLN	1	🔒	Delete
Add Site	**Select Site** ⌄		

- Incorrect: Must be certified.

Site Selection			
Note: Clicking these site links opens a new window. If a new window does not open, please read these instructions.			
Site	# of Equipment Applications	Status	
LINCOLN	1	✓	Delete
Add Site	**Select Site** ⌄		

National School Lunch Program

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YouTube Link

https://youtu.be/xR0IOsEVWW0

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Questions?

FFVP and Equipment Grant Specialist
Rhonda Stevenson
405-522-5159

Rhonda.Stevenson@sde.ok.gov
Please include county/district code in email.

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