



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: Superintendents and Authorized Representatives of Child Nutrition Programs (CNP)
FROM: Child Nutrition Programs
Date: February 2018
SUBJECT: 2017 Equipment Assistance Grants for School Food Authorities (SFAs)

The 2017 Agriculture Appropriations Act has directed that each state will receive another round of Equipment Grant Funds. The funds will be awarded through a competitive grant and will be distributed to school districts at the beginning of the 2017-2018 school year. Funds awarded must be **encumbered and expended** by December 31, 2018. Any unused funds will be redistributed.

Applications

Each district participating in the NSLP is eligible to submit applications on behalf of individual school sites that wish to receive an NSLP Equipment Assistance Grant, unless they have received funds in 2009, 2010, 2013, 2014, 2015 and 2016 fiscal years. Go to the Child Nutrition eClaims System, and look for the *Equipment Assistance Grant Application* in the blue box to the left of the page. Click on this link and complete one application. You must answer all questions, for each school site needing equipment. Be sure to *Save and Certify* each form.

APPLICATION DUE DATE: FRIDAY, MARCH 9, 2018

**NO APPLICATIONS OR REVISIONS TO THE APPLICATION
WILL BE ACCEPTED PAST THE DUE DATE.**

Equipment Definition

Equipment requests may include new equipment, renovation (refurbishment) of equipment, or replacement of equipment. United States of Agriculture (USDA) regulations at 2 CFR Part 200.33 and Office of Management and Budget (OMEB) Circular A-87 define equipment for the purpose of NSLP equipment assistance grants as articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$5,000 or more. As with all federal grant funds, equipment procured using NSLP equipment assistance grant funds must be a reasonable and permissible cost.

Selected districts must maintain all documentation pertaining to this grant on file until June 30, 2020.

Criteria for Award of NSLP Equipment Assistance Grants to SFAs

State agencies must comply with the statutory requirement that these competitive grants are to be based on the need for equipment assistance in participating schools with priority given to schools in which **50 percent or more** of the students are eligible for free or reduced-price meals. In addition, sites that have not received previous equipment grant money (2009, 2010, 2013, 2014, 2015 and 2016 fiscal years) will be given preference.

In order to make the most effective use of NSLP equipment assistance grant funds, there will be four focus areas included on the application. Districts **must complete all of the focus areas** when justifying their need for equipment assistance grant.

Approval Notification

If a grant is approved and awarded to your district, you will be notified by April 30, 2018. The notification will include the amount of the grant.

If you have any questions, please contact the CNP offices at 405-521-3327.

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