



## GRANT INFORMATION GUIDE

# 2023 Equipment Assistance Grant for National School Lunch Program Operators

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

February 12, 2024

No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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## Program Description

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This grant provides funds for National School Lunch Program (NSLP) operators to purchase equipment to serve healthier school meals, improve food safety, and expand access to school meals. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.

For FY 2023 Equipment Assistance Grants, Congress has specified that the threshold for the purchase of equipment must be greater than \$1,000. All individual items requested under this grant must have a value greater than \$1,000. Cost(s) incurred prior to the approval of the grant may not be funded through the award.

Priority will be given to:

- High-needed schools where 50 percent or more of the enrolled students are eligible for free or reduced-price meals.
- Additional factors include, but are not limited to the following:
  - Opportunities to realize meaningful impacts on nutrition and quality of meals.
  - Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population.
  - The age of food service equipment or lack of appropriate items.
  - The availability of existing State and local funding for equipment purchases.
- Priority is also given to schools that have not previously received an NSLP Equipment Grant.

Schools are encouraged to implement innovative strategies for school lunch programs that encourage healthy eating and efficient food service delivery. Allowable equipment for purchase under this program is listed in the attachment Detailed Equipment List. If desired equipment is not listed, complete the attached Equipment and Other Capital Expenditures Approval Request.

### Authorization

Consolidated Appropriations Act, 2022, ([Public Law 117-103](#))

## GRANT OVERVIEW

### Name of Grant Program

2023 Equipment Assistance Grants for National School Lunch Program Operators (this includes public and non-public schools).

### Purpose

The purpose of this grant is to distribute \$30 million (of which Maryland has been allotted \$436,656) provided by the Consolidated Appropriations Act, 2022, (Public Law 117-103), to State agencies to competitively award Equipment Assistance Grants to eligible School Food Authorities (SFAs) participating

in the NSLP. The Equipment Assistance Grants will be especially effective in supporting SFAs, which have been experiencing supply chain disruptions resulting from the COVID-19 public health emergency and which have reported challenges in operating school food service. In addition, the timely award of these Equipment Assistance Grants will benefit recipient SFAs by enabling them to meet equipment needs associated with a return to standard operating procedures.

### Dissemination

This Grant Information Guide (GIG) was released on January 12, 2024.

### Deadline

Proposals are due no later than 5pm on February 12, 2024

### Grant Period

October 1, 2023 -September 30, 2025

### Funding Amount Available

\$436,656

### Estimated Number of Grants

Ten to fifteen (10-15)

### Eligibility

This funding opportunity is designed for Public and Nonpublic Schools that participate in the National School Lunch Program (NSLP). MSDE reserves the right to take into consideration geographic distribution when making awards.

### Submission Instructions

Grant applications must be submitted by 5:00pm February 12, 2024, via email to [sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov).

### Program Contact

Sara Brandt  
Program Specialist  
Office of School and Community Nutrition Programs  
(410) 767-0201  
[sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov)

### State Responsibilities

MSDE is responsible for providing the required information, data, documentation, grant and compliance monitoring, and technical assistance to facilitate the grantee's performance of the work and will provide such additional assistance when requested.

The MSDE will manage the working list of qualified applicants who did not receive initial awards and subgrantees receiving partial awards that will be used to reallocate funding if initial awards are underspent.

## Use of Funds

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Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Regulations at 2 CFR 200.1 define equipment as 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 non-Federal entity for financial statement purposes, or \$5,000.

As with all Federal grant funds, procurement regulations at 7 CFR 210.21 and 2 CFR 200.318-327 apply and equipment competitively procured using these grant funds must be necessary, reasonable, and auditable. For example, while grant funds to purchase a walk-in freezer for school food service or a salad bar may be an allowable cost, building an extension to a cafeteria would not meet the intended purposes of this grant.

Funds may be used for:

- Computers/Hardware and Software
- Dining Room Tables and Chairs
- Dishwashers, Sinks, and Supplies
- Food Preparation Equipment
- Food Warmers
- Ranges and Ovens
- Refrigeration Equipment
- Service Equipment
- Steam Equipment
- Storage
- Temperature Monitoring
- Transportation

See attached Detailed Equipment List for a more comprehensive list of approved. If desired equipment is not listed, complete the attached Equipment and Other Capital Expenditures Approval Request.

Funds may not be used for:

- Equipment valued at <\$1,000.
- Equipment that has a useful life of less than one year.
- Repairs or modifications that do not increase the value or useful life of the equipment.
- Costs incurred before the approval of the grant.

# Application Requirements

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## PROPOSAL COVER PAGE

Proposals must include a completed Proposal Cover Page provided in the application for participation. The cover page should not contain any graphics or additional information and must be signed by the Superintendent of Schools/ Head of Grantee Agency. The subsequent information must be clearly stated in the following order:

- Name of applicant
- Name of contact person
- Address of contact person
- Telephone and email address of contact person
- Organization's Employer Identification Number (EIN)
- Organization's Unique Entity Identifier (UEI)
- Amount of funding requested.

## PROJECT NARRATIVE

The project narrative consists of the following sections. These sections will be scored by reviewers.

- Extent of Need (Priority Areas)
- Goals, Measurable Outcomes, and Milestones
- Strategies and Management Plan
- Evidence of Impact
- Evaluation and Dissemination
- Budget and Budget Narrative

## PROJECT ABSTRACT

The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do and how it will do it.) Do not exceed the 100-word limit. This statement may be used in press releases, board exhibits, etc.



### EXTENT OF NEED

Identify the need of a specific school problem and how the use of these funds will address the problem. Applicants should include a brief overview of the target audience and expected outcomes. A compelling proposal will have a clearly defined need that is directly related to the operation of the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). See the example below.

### GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Indicate the performance goal(s) to which you will target the resources provided by this grant. Identify what are the measurable outcomes. List the goal(s) and measurable outcome(s) for each equipment request. See the example below.

### EVIDENCE OF IMPACT

Describe how the proposed plan and strategies being implemented will lead to the desired impact. List the evidence of impact for each equipment request. See the example below.

#### Example of Documenting Extent of Need, Goals, Measurable Outcomes, Milestones, and Evidence of Impact

Facility Name	Facility Type <i>Select all that apply</i>	Equipment Requested	Cost of Equipment, Installation, etc.	Key Focus Areas <i>Select all that apply</i>	CN Program(s) Using Equipment <i>Select all that apply</i>	Total Enrollment Served by Proposed Equipment	Free and Reduced-Price Percentage
Lima Elementary School	<input checked="" type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen	Dish machine	\$55,000	<input type="checkbox"/> Meal Quality <input checked="" type="checkbox"/> Food Safety <input checked="" type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP	310	82%
<i>Goal(s)</i>	<ul style="list-style-type: none"> <li>Replace the current dish machine (20+ years old, can no longer obtain replacement parts) to improve the energy efficiency of this equipment, reduce the use of disposable trays/utensils due to dish machine malfunction, and assure replacement parts are available to maintain adequate sanitization of reusable dishware.</li> </ul>						
<i>Measurable Outcome(s)</i>	<ul style="list-style-type: none"> <li>Improve energy efficiency.</li> <li>Reduce use of disposable trays/utensils.</li> <li>Maintain adequate sanitization of reusable dishware.</li> </ul>						
<i>Evidence of Impact</i>	<ul style="list-style-type: none"> <li>Replacement dish machine will be Energy Star rated that reduces the Electric and Gas Bill by 2%</li> <li>Cost to purchase disposable trays/utensils will be reduced by 95%</li> <li>Warranty provided for 1 year on new equipment that covers replacement parts and labor. Replacement parts are easily obtained for repairs beyond 1<sup>st</sup> year.</li> <li>Reduce operating budget cost by 3%</li> </ul>						

<p><b>Mike Middle School</b></p>	<p><input checked="" type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen</p>	<p>4 well-hot/cold drop-in</p>	<p>\$28,000</p>	<p><input type="checkbox"/> Meal Quality <input checked="" type="checkbox"/> Food Safety <input checked="" type="checkbox"/> Energy Efficiency <input checked="" type="checkbox"/> Expand Participation</p>	<p><input checked="" type="checkbox"/> SBP <input checked="" type="checkbox"/> NSLP</p>	<p>450</p>	<p>100%</p>
<p><i>Goal(s)</i></p>	<ul style="list-style-type: none"> <li>• Add 4-well hot/cold drop-in to serving line to meet higher volume of meals served due to increased student population.</li> </ul>						
<p><i>Measurable Outcome(s)</i></p>	<ul style="list-style-type: none"> <li>• Expand capacity of serving line.</li> <li>• Equipment purchased will be energy efficient.</li> <li>• Equipment will assure food is held at proper temperature.</li> </ul>						
<p><i>Evidence of Impact</i></p>	<ul style="list-style-type: none"> <li>• Serving line will support current student population, which is an increase of 50% participation.</li> <li>• Equipment will be Energy Star rated, which will decrease the electric/gas bill by 2%</li> <li>• Equipment will maintain proper hot/cold temperatures (verified at time of installation) that students can safely consume.</li> </ul>						

### MANAGEMENT PLAN

Submit a detailed and time-specific management plan with pre-assigned responsibilities to avoid the following common errors:

- Failure to submit required reports.
- Failure to regularly monitor performance of the project during implementation.
- Failure to start the project on time.
- Failure to keep adequate project documentation.
- Failure to assure continuity and quality of the project considering personnel turnover.
- Changing without approval from MSDE the overall project from that described in the grant proposal.
- Submission of biased or incomplete project evaluation data.
- Having no approved project fiscal procedure in place.
- Disposal of project supplies, equipment, or other assets in unauthorized ways.
- Budget deviations due to unauthorized transfers from one budget category to another.
- Failure to complete the project in a timely fashion.

This should be a chronological list of all key activities that will take place during the grant period. All proposed grant activities, the person(s) responsible for ensuring the activities are conducted, and the time frame for which they will occur should be included. Applicants should consider all the key tasks or activities

that need to be carried out to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete.

### Management Plan Worksheet

Key Activities	Individual Responsible	Time Frame

### EVALUATION AND DISSEMINATION

Grantees are required to submit annual evaluation reports (C-1-25-D) and quarterly progress reports (C-1-25-C) that are consistent with the project's goal and objective(s). An effective ongoing evaluation plan that evaluates milestones quarterly leads to making informed decisions about needed changes.

Evaluation and quarterly progress reports should be consistent with the project's goals and objectives. An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

## Budget and Budget Narrative

The [itemized budget form \(C-1-25\)](#) can be accessed through the MSDE grants website, and a proposed budget must be submitted with the application for the grant term. The application form includes a space for applicants to provide the program's budget and a budget narrative. All costs described in the narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget.

## Appendices

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The following appendices must be included but not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: [A signed recipient assurances page](#)

Appendix B: [A signed C-125 MSDE budget form](#)

## The Review Process

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The review of proposals will be a three-part process:

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applications not meeting all pre-screen requirements may be returned to the applicant for revisions.
2. A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
3. Final approval for awards will be determined by the review committee.

### Review Committee

The committee will be composed of representatives from MSDE and the Office of School and Community Nutrition Programs will assign numerical scores to each proposal based on the criteria on the scoring rubric. Each application will be reviewed and scored based on all documents submitted.

## Equipment Assistance Grant for LEAs Scoring Rubric

Extent of Impact (Priority Areas; 20 points)			
Plan Criteria	Level 3	Level 2	Level 1
Students who qualify for free/reduced meals (10 points)	Over 75% <b>8-10 points</b>	50-75% <b>5-7 points</b>	0-49% <b>0-4 points</b>
Grantee in 2019, 2020 or 2021? (4 points)	No <b>4 points</b>	Yes, the NSLP operator received a grant. <b>2 points</b>	Yes, one or more of the schools listed received a grant. <b>0 points</b>
SBP participation (2 points)		Yes <b>2 points</b>	No <b>0 points</b>
Focus areas (4 points)	One point per focus area selected		

<b>Project Narrative (70 Points)</b>			
<b>Plan Criteria</b>	<b>Level 3 Meets All Criteria</b>	<b>Level 2 Meets Some Criteria</b>	<b>Level 1 Meets Few or No Criteria</b>
Goals and Measurable Outcomes (25 Points)	Identifies multiple, measurable goals, and outcomes. Includes a clear narrative to achieve these goals. Outcome statements are clear and tell how the project’s target population would improve. <b>18-25</b>	Partially lists goals and outcomes and does not include measures of progress towards the goal. Notes outcomes does not align to the problem/need. <b>9-17</b>	Incomplete identification of goals and outcomes. Statements are vague and not measurable. <b>0-8</b>
Plan of Operation, Key Personnel, and Project Timeline (25 Points)	Includes a detailed plan of operation and timeline that addresses each goal/item identified in the Grant Renewal Application. Activities occur within the grant period. <b>18-25</b>	A broad plan of operation that addresses some items identified in the statement of need. <b>9-17</b>	The plan of operation provided does not address the items identified in the statement of need. <b>0-8</b>
Evidence of Impact (10 Points)	The application identifies multiple strategies that are evidence-based and will lead to the desired impact. <b>8-10</b>	The application identifies how proposed strategies are evidence-based and will lead to the desired impact. <b>5-7</b>	The application does not identify evidence of impact. <b>0-4</b>
Evaluation (10 Points)	The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate, and report on outcomes. <b>8-10</b>	The application somewhat identifies measurable program improvements and the data that will be reviewed. <b>5-7</b>	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. <b>0-4</b>

<b>Budget (10 Points)</b>			
<b>Plan Criteria</b>	<b>Level 3 Meets All Criteria</b>	<b>Level 2 Meets Some Criteria</b>	<b>Level 1 Meets Few or No Criteria</b>
Budget Narrative (10 Points)	The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct. <b>6-10</b>	The application includes a broad budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail. <b>3-5</b>	The application lacks a budget narrative or lacks detail and is not itemized. The budget contains errors. <b>0-2</b>

## Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting requirements for each year
April 15, 2024 July 15, 2024 October 15, 2024 January 15, 2025 April 15, 2025 July 15, 2025 October 15, 2025	Interim Progress Report (C-1-25-C) submitted quarterly, by the 15th of the following month after the end of the quarter e.g., Quarter 1 ends 12/31/2023 and the report is due 1/15/2024.
No later than October 31, 2025	Final Progress Report (C-1-25-D)  <b>Note:</b> Be sure to list any unspent/unobligated funds to be returned to MSDE.

Notes: Final invoices must be submitted no later than 60 days after the grant period ends.

### Grant Application Timeline

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

Date	Timeline Event
January 12, 2024	The Grant Information Guide and the application for participating are released.
January 17, 2024	MSDE will hold a virtual customer service support session for interested applicants.
January 22, 2024	MSDE will hold a virtual customer service support session for interested applicants.
January 30, 2024	MSDE will hold a virtual customer service support session for interested applicants.
February 5, 2024	The grant application period closes.
February 6, 2024	MSDE begins reviewing applications for completeness and minimum requirements.
February 7-8, 2024	MSDE Review Committee will evaluate proposals.
February 26, 2024	MSDE will notify applicants of the award status.
October 1, 2023	The grant period begins.
September 30, 2025	The grant period ends.



## Government-Wide Regulations

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- 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 Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 400: USDA Implementing regulations” 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)”
- 41 USC Section 22 “Interest of Member of Congress”
- Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (Public Law 112-55)
- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”  
Cost Principles
- 2 CFR, Part 200: Subpart E, Cost Principles

## USDA Regulations

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- [7 CFR Part 3: “Debt Management”](#)
- 7 CFR Part 15: “Nondiscrimination”
- [7 CFR Part 16: “Equal Opportunity for Religious Organizations”](#)
- Privacy Act. The Cooperator/Grantee 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).

## Assurance of Civil Rights Compliance for Child Nutrition

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The Grantee hereby agrees that it will comply with i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the Grantee agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

## USDA Non-Discrimination Statement

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## MSDE Non-Discrimination Statement

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The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office  
Office of the Deputy State Superintendent for Operations

Maryland State Department of Education  
200 W. Baltimore Street - 2nd Floor Baltimore,  
Maryland 21201-2595

410-767-0123 - voice  
410-767-0431 - fax  
410-333-6442 - TTY/TDD

## **The General Education Provisions Act (GEPA) Section 427**

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

## Customer Service Support Sessions

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The MSDE will hold three customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. The sessions will be on:

**Wednesday, January 17, 2024**

9:00 a.m. – 10:00 a.m.

Video call link: <https://meet.google.com/nzm-gbsc-vcf>

**Monday, January 22, 2024**

1:00 p.m. – 2:00 p.m.

Video call link: <https://meet.google.com/gcp-quwv-ooy>

**Tuesday, January 30, 2024**

3:00 p.m. – 4:00 p.m.

Video call link: <https://meet.google.com/trb-cfmc-mec>

MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact:

### Program Contact

Sara Brandt  
Program Specialist  
Office of School and Community Nutrition Programs  
(410) 767-0201  
[sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov)

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

### Attachments

Detailed Equipment List

Equipment and Other Capital Expenditures Approval Request

2023 Equipment Assistance Grants for National School Lunch Program Operators Application

## DETAILED EQUIPMENT LIST

Funds may be used for:

- Computers/Hardware & Software
  - Cash Registers/Point-of-Sale Equipment
  - Software/programs for management (i.e. inventory, meal counts, application approval)
- Dining Room
  - Tables
  - Chairs
- Dishwashers, Sinks, and Supplies
  - Under Counter Dishwashers
  - Conveyor Dishwashers
  - Door Type Dishwashers
  - Waste Disposal (i.e. Pulpers, Compactors)
  - Sinks
  - Water Heater Boosters
  - Dish Tables
- Food Preparation Equipment
  - Griddles
  - Hot Plates
  - Microwaves
  - Food Slicers
  - Toasters
  - Induction Cookers
  - Food Processors
  - Food Blenders
  - Food Cutters
  - Hot Water Dispensers
  - Refrigerated Prep Tables
  - Countertop Mixers
  - Floor Mixers
  - Food Processors
  - Vertical Cutter Mixers
  - Planetary Mixers
  - Dough Dividers/Bun Cutters
  - Dough Rollers/Sheeters
  - Fryers
  - Work Tables
  - Holding and Proofing Cabinets
  - Conveyor Systems
  - Bag/Fill/Seal Systems
- Food Warmers
  - Countertop Food Warmers
  - Drawer Warmers
- Soup Kettles
- Drop-In Food Warmers
- Ranges and Ovens
  - Cooktops and Ranges
  - Convection Ovens
  - Cook and Hold Ovens
  - Deck Ovens
  - Conveyor Ovens
  - Reel Ovens
  - Combi Ovens
  - Broilers
  - Tilting Skillets
  - Tilting Kettles
  - Kitchen Exhaust Systems
  - Retractable Exhaust Systems
  - Fire Suppression Systems
- Refrigeration Equipment
  - Drop-in Refrigerators
  - Reach-in Refrigerators & Freezers
  - Walk-In Refrigerators & Freezers
  - Under Counter Refrigerators & Freezers
  - Worktop Refrigerators & Freezers
  - Refrigerated Buffet Tables
  - Refrigerated Salad Bars
  - Chest Freezers
  - Sandwich/Salad Prep Tables
  - Milk Coolers
  - Blast Chillers
  - Ice Machines
  - Tumble Coolers
- Service Equipment
  - Service Line Tables
  - Kiosks
  - Sneeze Guards
- Steam Equipment
  - Steam Tables
  - Steam Table Serving Shelves
  - Steamers
  - Steam Jacketed Kettles
  - Rethermalization Systems
- Storage
  - Racks
  - Shelving

- Temperature Monitoring
  - Data Loggers
  - Temperature Alarm Systems
- Transportation
  - Cars, trucks, vans
  - Forklifts
  - Mobile Food Service Trailer

**EQUIPMENT AND OTHER CAPITAL EXPENDITURES APPROVAL REQUEST**

**CAPITAL EXPENDITURES APPROVAL REQUEST**

Capital expenditures are:

- Equipment that has a useful life of a year or longer, OR
- Repairs or modifications that materially increase the value or useful life of such equipment; and
- Expected purchase or repair cost equals or exceeds the Federal threshold of \$5,000 or a lower threshold set by local agency requirements.

When equipment to be purchased is **not** found on the MSDE Capital Equipment List, complete and submit this form before making the expenditure.

Agency name: \_\_\_\_\_ Agency number: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_ Date of request: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Agency’s local capitalization threshold (if less than \$5,000): \_\_\_\_\_  N/A

Item to be purchased or repaired	Expected cost	Site(s)	Brief description of intended use in Child Nutrition Program(s)
			<i>Add additional rows, as needed</i>

Reminder: Cost estimates and purchases must comply with federal procurement requirements.

**MSDE Approval:**

Approved

Not Approved

Reason request was not approved

MSDE Signature: \_\_\_\_\_

August 2014