



## GRANT INFORMATION GUIDE

# 2022 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 1, 2023  
No later than 5:00 pm EST

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Secretary-Treasurer, Maryland State Board of Education

**Sylvia A. Lawson, Ph D.**

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## Program Description

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 2022 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-needs 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 a NSLP Equipment Grant.

## NAME OF GRANT PROGRAM

2022 Equipment Assistance Grants for NSLP Operators (this includes public and non-public schools).

## PURPOSE

To provide funds that will allow NSLP Operators to purchase equipment to serve healthier school meals, improve food safety, and expand access to school meals.

## AUTHORIZATION

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

## DISSEMINATION

This Grant Information Guide (GIG) was released on December 26, 2022.

## DEADLINE

Proposals are due no later than 5 p.m. on February 1, 2023.

## GRANT PERIOD

Phase One: October 1, 2022–June 30, 2024

- Obligation of awarded funds must be completed by the Office of School and Community Nutrition no later than the end of FY 2023 (September 30, 2023).

- Grant close-out, including the submission of the C-1-25-D Final Report and applicable invoices, **must be completed by June 30, 2024**. If close-out is not completed by this date, a subgrantee's award may be redistributed.
- Assessment of grant spending and funds redistribution will be conducted on a rolling basis. After initial awards are made, a redistribution list will be generated. This list, consisting of qualified applicants who did not receive initial awards and subgrantees receiving partial awards, will be used to reallocate funding if initial awards are underspent.

Phase Two: July 1, 2024-September 30, 2024

- Priority One: Unspent funds from Phase One will be reallocated to approved subrecipients on the waitlist that were not awarded in Phase One
- Priority Two: Unspent funds can be reallocated to another sub-recipient who received funds in Phase One that has approved activities and will need additional funding.

## FUNDING AMOUNT AVAILABLE

\$954,126

## ESTIMATED NUMBER OF GRANTS

10-15

## GRANT AMOUNT

Equipment requested must be greater than \$1,000 and less than \$90,000.

## SUBMISSION INSTRUCTIONS

Grant applications must be submitted by 5:00 p.m. February 1, 2023, via email to [sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov).

## STATE RESPONSIBILITIES

The Maryland State Department of Education (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 additional assistance when requested.

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.

## PROGRAM CONTACT

Sara Brandt  
Program Specialist  
410-767-0201  
[sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov)

## Eligibility

This funding opportunity is designed for Public and Non-Public Schools that participate in the NSLP. The MSDE reserves the right to take into consideration geographic distribution when making awards.

## Use of Funds

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 Attachment A for a more detailed list of equipment. 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 less than \$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

## Program Requirements

The purpose of this memorandum is to distribute \$30 million (of which Maryland has been allotted \$351,869) 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, 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.

Priority will be given to:

High-needs schools (i.e., schools in underserved areas and schools with limited access to other resources) where 50 percent or more of the enrolled students are eligible for free or reduced-price meals.

Other factors include, but are not limited to, the following:

- Opportunities to realize meaningful impacts on nutrition and quality of meals (such as serving more local foods or replacing fryers with combination steamer ovens)
- Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population (e.g., highlighting healthier choices, redesigning menus that target healthier entrees/options)
- 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 Attachment A. If desired equipment is not listed, complete the attached Equipment and Other Capital Expenditures Approval Request

Funding proposals must contain the following to be considered for funding:

- Completed Grant Application
- Resumes for key personnel
- A [signed C-1-25 MSDE budget form](#)
- A [signed state recipient assurances page](#)
- A signed federal recipient assurances page

## Application for Funding

### REQUIRED COMPONENTS

#### A. Application Cover Page (1 Page)

The cover page should include all contact information and grant partnership information including the total amount of the grant and the organization's Employer Identification Number (EIN) and Unique Entity Identifier (UEI) number.

#### B. Project Narrative (up to 5-page limit)

The FY 22 Equipment Assistance Grant provides funds that will allow the NSLP Operators to purchase equipment to serve healthier school meals, improve food safety, and expand access to school meals. The application for funding must include information about the services to be supported by the funding, as well as the outcomes expected.

- **Justification for Funding**

Discuss the reasons why the LEA/school(s) should be selected for an equipment assistance grant. Summarize the impact that new or renovated equipment will have on this site's food service. Summarize how a grant will benefit the students who participate in the school meals programs.

- **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 Goals, Measurable Outcomes 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
<b>Lima Elementary School</b>	<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 checked="" type="checkbox"/> NSLP	310	82%
<i>Justification for funding</i>	A new dish machine at Lima Elementary school will replace a unit that is over 20 years old and no longer has replacement parts. A new machine will also be more energy efficient and will be provide better sanitization of reusable dishware						
<i>Goal(s)</i>	1. 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						
<i>Measurable Outcome(s)</i>	1. Improve energy efficiency 2. Reduce use of disposable trays/utensils 3. Maintain adequate sanitization of reusable dishware						
<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 one year on new equipment that covers replacement parts and labor</li> <li>• Replacement parts are easily obtained for repairs beyond 1<sup>st</sup> year</li> <li>• Reduce operating budget cost by 3%</li> </ul>						
<b>Mike Middle School</b>	<input checked="" type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen	4 well-hot/cold drop-in	\$28,000	<input type="checkbox"/> Meal Quality <input checked="" type="checkbox"/> Food Safety <input checked="" type="checkbox"/> Energy Efficiency <input checked="" type="checkbox"/> Expand Participation	<input checked="" type="checkbox"/> SBP <input checked="" type="checkbox"/> NSLP	450	100%
<i>Justification for funding</i>	Adding a 4-well hot/cold drop-in will better meet the needs of Mike Middle School's increased student population and expand participation in NSLP						
<i>Goal(s)</i>	1. Add 4-well hot/cold drop-in to serving line to meet higher volume of meals served due to increased student population						
<i>Measurable Outcome(s)</i>	1. Expand capacity of serving line 2. Equipment purchased will be energy efficient 3. Equipment will assure food is held at proper temperature						
<i>Evidence of Impact</i>	<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>						



• **Plan of Operation, Key Personnel, and Timeline**

In the Plan of Operation, discuss the strategies and activities to be used to accomplish the equipment purchase(s). Describe the Extent of Need. Submit a detailed and time-specific management plan with pre-assigned responsibilities. In this section, present a clear discussion of partners, respective roles in the project, the benefits each expects to receive, and the specific contributions each will make to the project (financial, equipment, personnel, or other resources). Partner commitments must be documented. Applicants will be asked to complete the following management plan chart as part of the proposal.

*Management Plan Worksheet*

The management plan outlines key personnel and their contributions to the implementation and monitoring of this grant. Please see the example below.

Example Management Plan Worksheet

Person Responsible	Title, Organization	Responsibilities	Time devoted
Charlie Delta	Director of Food and Nutrition Service for Alpha Bravo Public Schools	<ul style="list-style-type: none"> <li>Ordering, receiving, and overseeing the installation of the requested equipment</li> <li>Providing equipment invoices to Grants Department for reimbursement</li> <li>Submit quarterly and final progress reports (C-1-25-C and C-1-25-D) to MSDE</li> </ul>	Approximately 40 total hours
Juliet Kilo	Grants Manager for Alpha Bravo Public Schools	<ul style="list-style-type: none"> <li>Process and submit invoices to MSDE for reimbursement</li> </ul>	Approximately 10 total hours

**Project Timeline**

The project timeline estimates the achievement of key tasks within MSDE’s grant terms (Phase One, 10/1/22 – 6/30/24; Phase 2, 7/1/2024-9/30/2024). The project timeline should contain three sections: management, procurement process, and evaluation. Please see the example below.

Example Project Timeline

Management Activity	Date(s) of Completion
Determine grant contact person(s)	August 2022
Monitor implementation of grant, assure timelines are met	Continuous
Procurement process	Date(s) of Completion
Obtain equipment quotes	September 2022
Order equipment (Lima Elementary School)	December 2022
Install equipment (Lima Elementary School)	March 2023
Order equipment (Mike Middle School)	September 2023
Install Equipment (Mike Middle School)	January 2024
Evaluation Activity	Date(s) of Completion
Complete interim progress report (quarterly)	<ul style="list-style-type: none"> <li>January 15, 2023</li> <li>April 15, 2023</li> <li>July 15, 2023</li> <li>January 15, 2024</li> </ul>

Complete final progress report and return unspent/unobligated funds to MSDE	No later than June 30, 2024
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- **Evaluation and Dissemination Plan**

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 lends to making informed decisions about needed changes.

- **C. Budget and Budget Narrative (2-page limit)**

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 Phase One grant term 10/1/22 – 6/30/24. 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.

- **D. Attachments and Supporting Documentation:**

- An excel version of the proposed [signed C-1-25 MSDE budget form](#).
- A [signed recipient assurances page](#) – Please read and complete the Recipient Assurances page.

## The Review Process

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

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements will not be reviewed.
2. A review committee established by MSDE will evaluate applications using the scoring below.
3. Final approval for awards will be determined by the review committee.
4. Approved applicants who were not able to receive initial funding during Phase One will be placed on a waitlist and are eligible for an award in Phase Two of the grant process if there are unspent/unobligated funds.

### REVIEW COMMITTEE

The committee will be composed of representatives from the MSDE Office of School and Community Nutrition and the Grant Administration and Compliance Office. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric.

Priority Criteria (20 points)			
Plan Criteria	Level 3	Level 2	Level 1
Students who qualify for free/ reduced meals (10 points)	Over 75% <b>10-8 points</b>	50-75% <b>7-5 points</b>	0-49% <b>4-0 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		
Project Narrative (70 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
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>25-20</b>	Lists goals and outcomes, includes measures of progress towards the goal. Notes outcomes does not align to the problem/need. <b>19-9</b>	Incomplete identification of goals and outcomes. Statements are vague and not measurable. <b>8-0</b>
Plan of Operation, Key Personnel, and Project Timeline (25 Points)	Includes a detailed plan of operation and timeline that addresses each goal. Activities occur within the grant period. Key personnel identified with specific alignment to the grant activity. <b>25-20</b>	A plan of operation that addresses items identified in the statement of need. <b>17-9</b>	The plan of operation provided does not address the items identified in the statement of need. <b>8-0</b>
Evidence of Impact (10 Points)	The application identifies multiple strategies that are evidence-based, and research based and will lead to the desired impact. <b>10-8</b>	The application identifies how proposed strategies are evidence-based and will lead to the desired impact. <b>7-5</b>	The application does not identify evidence of impact. <b>4-0</b>
Evaluation (10 Points)	The application clearly identifies measurable improvements and the outcome and there is a plan to collect, evaluate and report on outcomes. <b>10-8</b>	The application identifies measurable program improvements and the data that will be reviewed. <b>7-5</b>	The application does not identify measurable program improvements. There is a limited plan to report on outcomes. <b>4-0</b>
Budget (10 Points)			
Plan Criteria	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
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>10-6</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. Budget calculations are correct. <b>5-3</b>	The application lacks a budget narrative or lacks detail and is not itemized. The budget contains errors. <b>2-0</b>

## AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program, as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

## Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting requirements for each year
January 15, 2023 April 15, 2023 July 15, 2023 October 15, 2023 January 15, 2024 April 15, 2024	<b>Phase 1:</b> 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 12/31/2022 and the report is due 1/15/2023.
By July 15, 2024	<b>Phase 1:</b> Final Progress Report (C-1-25-D). <b>Note:</b> All initial awardees should complete this report and list unspent/unobligated funds to be returned to MSDE by 10/31/2023.
By October 31, 2024	<b>Phase 2:</b> Final Progress Report (C-1-25-D) <b>Note:</b> Awardees from Phase 1 that got additional funding in Phase 2 should complete this report for Phase 2 funding only. Be sure to list any unspent/unobligated funds to be returned to MSDE.

Notes: Any requests for programmatic amendments must be submitted by the National School Lunch Program Operators 45 days before the grant period end, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#). Final invoices must be submitted no later than 30 days after the grant period ends for Phase 1, June 30, 2024, and Phase 2, September 30, 2024.

## Customer Service Support Sessions

The MSDE will hold two virtual customer service support sessions for interested applicants. During these sessions, MSDE personnel will review the grant application requirements and be available to answer questions about the grant. Customer service support sessions will be held on:

- January 9, 2023, from 2:00 p.m. to 3:00 p.m.
  - 2022 Equipment Assistance Grant Customer Support Session 1
  - Monday, January 9 · 2:00 – 3:00
  - Google Meet joining info:
  - Video call link: <https://meet.google.com/ikk-xpnk-ack>
  - or dial: (US) +1 513-818-0914 PIN: 343 456 237#
  - More phone numbers: <https://tel.meet/ikk-xpnk-ack?pin=8448467288261>
- January 18, 2022, from 10:00 am to 11:00 am
  - 2022 Equipment Assistance Grant Customer Support Session 2
  - Wednesday, January 18 · 10:00 – 11:00
  - Google Meet joining info
  - Video call link: <https://meet.google.com/vez-imdz-aqt>
  - or dial: (US) +1 470-655-0339 PIN: 653 744 849#

More phone numbers: <https://tel.meet/vez-imdz-aqt?pin=4126647899143>

A copy of the PowerPoint presentation or a recording of the presentation will be posted on the Office of School and Community Nutrition [Grants](#) page following customer service support sessions.

## Questions

If you have questions about the application or the process, please contact the Program Monitor:

Sara Brandt  
Program Specialist  
sara.brandt@maryland.gov  
410-767-0201

A list of frequently asked questions (FAQ) and answers will be posted to the Office of School and Community Nutrition [Grants](#) page following customer service support sessions.

## 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 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 Principals

- 2 CFR, Part 200: Subpart E, Cost Principles

## USDA Regulations

- 7 CFR Part 15: “Nondiscrimination”
- 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

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies and Procedures
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.
- The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

## USDA Non-Discrimination Statement

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

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.

## Grant Timeline

This funding opportunity, including all attachments and updates, are found on the Maryland State Department of Education [Grants](#) webpage.

Date	Program Milestone
December 26, 2022	The Grant Information Guide and the application for participating are released
January 11 & 18, 2023	The MSDE will hold a virtual customer service support session for interested applicants
January 26, 2023	The grant application period closes
January 27- February 10, 2023	The MSDE Review Committee will convene and evaluate the complete proposal
February 13, 2023	The MSDE will notify applicants of the award status
October 1, 2022 – September 30, 2024	<p>The grant period</p> <p>Phase One: October 1, 2022-June 30, 2024.</p> <ul style="list-style-type: none"> <li>If a subgrantee does not submit their C-1-25 D (Final Report) and associated documentation (i.e., equipment invoices), the awarded funds may be reallocated to another qualified applicant.</li> </ul> <p>Phase Two: July 1, 2024-September 30, 2024.</p> <ul style="list-style-type: none"> <li>Any unspent/unobligated funds will be reallocated to an approved applicant on the waitlist or a Phase One awardee requiring additional funding.</li> </ul>

## Appendix

- Attachment A – Detailed Equipment List
- Attachment B – Equipment and Other Capital Expenditures Approval Request
- Attachment C - Application for Participation



## Attachment A: 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
- Worktables
- 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

## Attachment B:

### Equipment and Other 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.

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**MSDE Approval:**

Approved

Not Approved

Reason request was not approved:

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

## **Attachment C: Application for Participation**