

**Iowa Department of Education
Bureau of Nutrition and Health Services**

USDA 2014 USDA Equipment Assistance Grant Application

General Office: 515-281-4754

Applications for the Equipment Assistance Grant must be **postmarked by February 27, 2015**.
Application postmarked after this date will not be accepted. Fax/email submissions not accepted.

SCHOOL FOOD AUTHORITY (SFA) APPLICATION

1. Agreement Number: _____ SFA Name: _____
2. SFA USDA Equipment Assistance application contact:
Name: _____
Email: _____
Phone: _____
3. Congressional District in which the school is located: _____
4. SFA is submitting individual grant application(s) for how many **SCHOOLS/SITES**: _____
(Complete ONE SCHOOL APPLICATION for each school the SFA is requesting funds for and attach to DISTRICT application)
5. SFA is submitting an application for a Central or Production Kitchen:
It produces meals for more than one school and transports food to other schools?

 YES NO
(Complete the CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION to cover all funds requested and attach to SFA application)
6. Financial Condition of SFA:
Food Service Fund Balance:
As of 6/30/14 _____
Average monthly expenditures _____
7. SFA/School Capitalization threshold* _____
*(Provide copy of SFA's capitalization threshold if under \$5000.00 and the cost of the piece of equipment the SFA is requesting is under \$5,000)
8. SFA will provide Local funding: YES NO If yes, provide source and amount.
Source: _____
Amount: _____

Certification/Signatures

The undersigned SFA/school representatives certify that:

- All Federal, State and Local procurement laws rules pertaining to the purchase of equipment will be followed when purchasing equipment with USDA Equipment Assistance grant funds.
- Equipment Assistance grant funds will be expended by May 15, 2015.
- **Equipment purchased with grant funds will not be sold without prior approval for Iowa Department of Education/Bureau of Nutrition and Health Services.**
- The SFA will comply with recordkeeping and reporting requirements related to these funds.

Superintendent _____ Date _____

Business Manager _____ Date _____

Authorized Representative _____ Date _____

Food Service Director _____ Date _____

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SEND APPLICATIONS TO:

Patti Harding, Administrative Consultant
USDA Equipment Assistance Grant
Bureau of Nutrition and Health Services
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319-0146

SCHOOL/SITE APPLICATION - EQUIPMENT ASSISTANCE GRANT

(Complete ONE SCHOOL/SITE APPLICATION for each school the SFA is requesting equipment funds for and attach to SFA Application)

1. Agreement Number: _____ SFA Name _____

2. Requesting equipment for: _____
 Name of school building _____ School unit number _____
 Address of school: _____

3. Site Enrollment Information –from IowaCNP Site Enrollment Section:

(a) Enrollment _____

(b) Site Enrollment Count of Eligible Students on October 31, 2014

Free _____ Reduced Price _____ Percent Eligible _____

(c) Total Average daily participation for this school in October, 2014: _____

(Total meals served divide by days meals served from Site Enrollment form)

4. Equipment requested: Applicants are encouraged to thoroughly research the equipment being requested. Complete the general equipment information and estimated costs below and **staple** the equipment specification and attach explanation on how the SFA derived at the cost and where received.

New Equipment Renovation of Equipment Replacement of Equipment*

Equipment Specifications:	
Item	
Make and Model	
Size	
Estimated Life	
Frequency of use	

Expenses Incurred:	Amount of Grant Fund Support Requested	Funded with Other Dollars
Equipment		
Delivery		
Installation		
Testing		
Disposition of old Equipment		
Total Expense per Unit		
Number of Units		
Total Expense for All Units		

5. If equipment is being replaced, describe condition, age of equipment and what will be done with the old existing equipment. Age of Equipment being replaced _____

6. Equipment purchases must fall into at least one of the four focus below. Please identify the area(s) selected.

- ____ Equipment that improves the quality of school meals
- ____ Equipment that improves the safety of food served in the school meal programs
- ____ Equipment that improves the overall energy efficiency of the food service operations
- ____ Equipment used to improve/expand participation in the NSLP/School Breakfast Program

Describe why equipment is needed and how the equipment for which funds are being requested will impact the focus area selected above. Also, include how the equipment will impact the following area(s):

- provide opportunities to realize a meaningful impact on nutrition and quality of meals,
- strategies for adopting Smarter Lunchrooms (e.g., lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options),
- enhance the quality of the meal service; and
- availability of existing local funding for equipment.

Response must be typed and no more than 2 pages. At the top of each page list the SFA name and school/site name. Staple response to this application.

EQUIPMENT ASSISTANCE GRANT

(Complete the CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION for each piece of equipment the SFA is requesting funds for and attach to SFA Application)

1. Agreement Number: _____ SFA Name _____

2. Requesting equipment for: _____
 Name of Central Kitchen/Production Kitchen

 Address

3. Site Enrollment Information –from IowaCNP Site Enrollment Section: October 2014
 Identify schools served by the Central Kitchen or Production Kitchen and report the information below for each school. (Attach extra sheet)
 - (a) Enrollment _____
 - (b) Site Enrollment Count of Eligible Students on October 31, 2014
 Free _____ Reduced Price _____ Percent Eligible _____
 - (c) Total Average daily participation for each school in October, 2014 _____
 (Total meals served divide by days meals served from Site Enrollment form))

4. Equipment requested: Applicants are encouraged to thoroughly research the equipment being requested. Complete the general equipment information and estimated costs below and **staple** the equipment specification and attach explanation on how the SFA derived at the cost and where received.
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