



# GRANT INFORMATION GUIDE

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## 2024 Equipment Assistance Grant for National School Lunch Program Operators

**Maryland State Department of Education**  
200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

February 3, 2025  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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State Superintendent of Schools

**Wes Moore**

Governor

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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 2024 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.

### Authorization

Consolidated Appropriations Act, 2024, (Public Law 118-42)

## **GRANT OVERVIEW**

### **Name of Grant Program**

2024 Equipment Assistance Grant for National School Lunch Program Operators

### **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.

### **Dissemination**

This Grant Information Guide (GIG) was released on January 3, 2025.

### **Deadline**

Proposals due no later than 5pm on February 3, 2025.

### **Grant Period**

July 29, 2024 -September 30, 2026

### **Funding Amount Available**

\$167,875

### **Estimated Number of Grants**

Ten (10) to fifteen (15)

### **Eligibility**

This funding opportunity is designed for Public and Non-Public Schools that participate in the 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 3, 2025  
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

Phone: (410) 767-0201

[sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov)

### **State Responsibilities**

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE program staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period. In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each council is on target to meet its goals and fully expend its awarded program resources.

## 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 \$1,000.

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

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

## 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.

### 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, GOALS, MEASUREABLE OUTCOMES AND EVIDENCE OF IMPACT

Describe how the proposed plan and strategies being implemented will lead to the desired impact. List goals, measurable outcomes and 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>

**MANAGEMENT PLAN**

Where many projects fail is in their management. 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 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.
- Failure to complete the project in a timely fashion.

**Management Plan**

This should be a chronological list of all key activities that will take place during the grant period. All proposed grant activities, and the time frame for which they will occur. 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

### **SUSTAINABILITY PLAN**

Describe plans for continuing the project beyond the funding cycle. Answer questions such as how the project will be sustained after funding ends and what are the plans for maintaining the project's partnerships, if applicable.

## Budget and Budget Narrative

The project’s budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative. Reviewers should be able to see a clear connection between the management plan and the budget line items.

Begin the budget with a narrative, justifying any line-item expenses that are not obvious from the project narrative. Explain how the estimated cost of each line item was derived if the rationale is not obvious.

Following the budget narrative, include a line-item description using the format in the example below.

Group line items according to the following categories: Equipment and Other Charges. Total each category. Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, “meeting expenses” can be broken down into room rental, photocopying and refreshments. Show how the expense was calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. There is no page limit for the budget, so be as detailed as possible.

Use the format indicated by the following excerpt from a sample Budget Narrative.

### Sample Budget Narrative

Line item	Calculation	Requested
<i>Equipment</i>		
Walk-in cooler	Per quote	\$13,000
<i>Other Charges</i>		
Transport/delivery	Per quote	\$1,000
Installation	Per quote	\$1,500
	<b>Total:</b>	\$15,500

## 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](#)

Appendix C: Evidence of status of a non-profit 501(c)(3) organization, if applicable

Appendix D: Resume(s) of Key Personnel

Appendix E: [Current W-9 for the organization](#)

Appendix F (if applicable): Other Capital Expenditures Approval Request

## 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. Reviewers 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. Applications may be returned to the applicant if some or all criteria do not meet the criteria standard.

## 2024 Equipment Assistance Grant for National School Lunch Program Operators Rubric

### PROJECT ABSTRACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project abstract outlines a concise and comprehensive summary of the target population, goals, strategies, and partnerships.	The project abstract addresses the required components.	The project abstract is missing or does not address the required components.

### EXTENT OF NEED

Priority Criteria			
	Level 3	Level 2	Level 1
Students who qualify for free/ reduced meals	Over 75%	50-75%	0-49%
Grantee in 2021, 2022 or 2023?	No	Yes, the NSLP operator received a grant	Yes, one or more of the schools listed received a grant
Facility participates in the SBP?		Yes	No
Focus areas	One point per focus area selected		

**EVIDENCE OF IMPACT**

<b>Level 3 Exceeds Criteria</b>	<b>Level 2 Meets Criteria</b>	<b>Level 1 Does Not Meet Criteria</b>
<p>The proposal provides two or more examples that explain the history of impact on the target population including discussion of past efforts, failures, and successes toward influencing change.</p> <p>The proposal clearly explains future impacts of the proposed activity/project and how the target population is expected to be influenced by the efforts of specific to implementing this grant.</p>	<p>The proposal provides at least one example that explains the history of impact on the target population.</p> <p>The proposal describes the future impact of the activity/project and how the target population will be influenced by change.</p>	<p>No examples that explain the history of impact on the target population.</p> <p>The proposal does not describe the future impact of the activity/project.</p>

**GOALS, MEASURABLE OUTCOMES, AND MILESTONES**

<b>Level 3 Exceeds Criteria</b>	<b>Level 2 Meets Criteria</b>	<b>Level 1 Does Not Meet Criteria</b>
<p>The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.</p> <p>Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.</p> <p>Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.</p>	<p>The goal(s) are measurable and aligned to the extent of need.</p> <p>Outcomes are realistic and attainable.</p> <p>Milestones are provided for measuring progress of each intended outcome.</p>	<p>The goal(s) are not measurable are not clearly aligned to the extent of need.</p> <p>Outcomes are not realistic or attainable.</p> <p>Milestones are not provided or do not align to outcomes.</p>

**MANAGEMENT PLAN AND KEY PESONNEL**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All relevant activities listed chronological indicating a comprehensive management plan throughout the grant period.	The proposal includes a time-specific management plan.	The proposal does not include an adequate plan for ensuring implementation.

**EVALUATION AND DISSEMINATION**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>Evaluation questions are included for each goal with considerable guidance toward implementation of aligned strategies and can be effectively and meaningfully evaluated.</p> <p>Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation.</p> <p>Multiple relevant, logical data types and collection methods are identified.</p> <p>Evaluators and their qualifications are indicated.</p>	<p>Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated.</p> <p>Clear evaluation strategy</p> <p>Clear data type(s) and collection method(s) are identified.</p> <p>Evaluator is identified.</p>	<p>Limited or no examples of evaluation questions.</p> <p>No evidence of evaluation strategy</p> <p>The data type and collection method are unclear.</p> <p>Evaluator is not identified.</p>



**SUSTAINABILITY PLAN**

<b>Level 3 Exceeds Criteria</b>	<b>Level 2 Meets Criteria</b>	<b>Level 1 Does Not Meet Criteria</b>
<p>Applicant provides a comprehensive plan for ensuring the ongoing success of the proposal beyond the funding cycle that includes identification of additional resources. A detailed plan for maintaining partnerships and their contribution to sustainability is described</p>	<p>Applicant provides a continuation plan beyond the funding cycle and describes how partnerships will be maintained.</p>	<p>The application does not include a plan to exist after the funding cycle.</p>

**BUDGET AND BUDGET NARRATIVE**

<b>Level 3 Exceeds Criteria</b>	<b>Level 2 Meets Criteria</b>	<b>Level 1 Does Not Meet Criteria</b>
<p>The budget narrative is detailed and comprehensive of all activities necessary for successful implementation of proposal. The budget aligns directly to the proposal and does not rely entirely on grant funds for successful implementation. There are no mathematical errors, and all expenses are cost effective and appear necessary.</p>	<p>The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.</p>	<p>Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors.</p>

## Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing	Fiscal and program monitoring; all invoices must be accompanied with supporting documentation.
March 16, 2026	Interim Progress Report (C-1-25-C) submitted annually
On or before 60 days after the grants ends	A final project evaluation (see evaluation section) must be received by MSDE on or before 60 days after the grant end date, September 30, 2026.

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends, 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 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 3, 2025	The Grant Information Guide and the application for participating are released.
January 6, 2025	MSDE will hold a virtual customer service support session for interested applicants.
January 10, 2025	MSDE will hold a virtual customer service support session for interested applicants.
January 15, 2025	MSDE will hold a virtual customer service support session for interested applicants.
February 3, 2025	The grant application period closes.
February 4, 2025	MSDE begins reviewing applications for completeness and minimum requirements.
February 13 – February 14, 2025	MSDE Review Committee will evaluate proposals.
March 16, 2025	MSDE will notify applicants of the award status.
July 29, 2025	The grant period begins.
September 30, 2026	The grant period ends.

## 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, audiotape, 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/ad-3027.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.

## 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 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](#)
- [2 CFR 400: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](#)
- [2 CFR Part 415: “General Program Administrative Regulations”](#)
- [2 CFR Part 416: “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”](#)
- [2 CFR Part 417: “Non-Procurement Debarment and Suspension”](#)
- [2 CFR Part 418 “New Restrictions on Lobbying”](#)
- [2 CFR Part 421: “Requirements for Drug-Free Workplace \(Financial Assistance\)”](#)
- [7 CFR Part 3: “Debt Management”](#)
- [7 CFR Part 16: “Equal Opportunity for Religious Organizations”](#)
- [41 U.S.C. Section 22 “Interest of Member of Congress”](#)
- 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.

## 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 Finance and Operations**

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

410-767-0123 - voice

410-767-0431 - fax

Deaf and hard of hearing use Relay.

## **The General Education Provisions Act (GEP) Sect 427**

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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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MSDE will hold three customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. Applicants **must** attend **one** of the session dates below. Applicants may attend more than one session if needed.

The dates for the customer service support sessions are below.

### Monday, January 6, 2025

11:00 a.m. – 12:00 p.m.

Video call link: <https://meet.google.com/xnw-wrio-hzr>

### Friday, January 10, 2025

1:00 p.m. – 2:00 p.m.

Video call link: <https://meet.google.com/euv-zxxt-uyy>

### Wednesday, January 15, 2025

11:00 a.m. – 12:00 p.m.

Video call link: <https://meet.google.com/grd-aiaf-nhm>

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

Phone: (410) 767-0201

[sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov)

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

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

### 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

### **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 \$1,000 or a lower threshold set by local agency requirements.

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

**Date of request:**

**Agency name:**

**Agency number:**

**Name of person completing form:**

**Email address:**

**Phone number:**

**Agency's local capitalization threshold (if less than \$1,000):**

**Item to be purchased or repaired:**

**Expected cost:**

**Site(s) receiving equipment:**

**Brief description of intended use in Child Nutrition Program(s):**

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

MSDE Approval:   Approved   Not Approved

*Reason request was not approved:*

MSDE Signature: