



#094-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #094-22**

DATE: May 6, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Approved Fiscal Year 2021 USDA Equipment Assistance Grant Awards**

The purpose of this memorandum is to announce the approved federal fiscal year (FY) 2021 U.S. Department of Agriculture (USDA) Equipment Assistance Grant awards. The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), received \$636,672 to competitively award to School Food Authorities (SFAs) to repair, replace, or purchase new equipment in support of the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). The VDOE-SNP received 55 grant applications and each application was scored according to the criteria listed in [Superintendent's Memo #011-22](#). The highest scoring school per division received a grant award until all funds were exhausted. **Attachment A** details the approved piece(s) of equipment by school and the grant award amount for each piece of equipment.

In order to accept the grant funds, awardees must review all grant information and return the following documents:

- **Attachment D: Reporting Subgrant Data and Executive Compensation Data for Subrecipients as Required Under the Federal Funding Accountability and Transparency Act (FFATA)** (to be completed for federal grant awards \$25,000 or greater). This document details the required reporting of subrecipient data and executive compensation data for subrecipients. Awardees must complete, sign, and

return the document via email to the SNP policy mailbox at

SNPPolicy@doe.virginia.gov within five days of award notification.

- **Attachment E: Acceptance Form for Fiscal Year 2021 Equipment Assistance Grant Award.** This form should be completed and returned to the VDOE-SNP SNP Policy mailbox at SNPPolicy@doe.virginia.gov within five days of award notification.

Grant recipients must comply with the regulations, principles, and assurances detailed in Attachments B and C as well as with federal procurement regulations at 7 Code of Federal Regulations (CFR) 210.21 and 2 CFR Part 200.317-326, state, and local regulations.

The NSLP Equipment Assistance Grant funds will be paid to awardees on a reimbursement basis. The VDOE-SNP will only reimburse school divisions for actual expenses up to the award amount approved for each piece of equipment. Costs that exceed the grant award amount will be the responsibility of the school division. Unexpended funds for one piece of equipment may not be used for another school or site. All funds must be spent and reimbursement requests received by **July 31, 2023**. Complete **Attachment F, the Fiscal Year 2021 Equipment Grant Request for Reimbursement** form, once the equipment has been purchased.

For more information

For more information, please contact Courtney Jones, SNP Operations and Support Supervisor, via telephone at (804) 225-2330 or via email at Courtney.Jones@doe.virginia.gov.

JB/SCC/CEJ/cc

- A. Attachment: [List of Schools Awarded Equipment Assistance Grant Awards, Fiscal Year 2021](#) (XLSX)
- B. Attachment: [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](#) (DOCX)
- C. Attachment: [Governmentwide Regulations, Cost Principals, and Compliances](#) (DOCX)
- D. Attachment: [Reporting Subgrant Data and Executive Compensation Data for Subrecipients as Required Under the Federal Funding Accountability and Transparency Act \(FFATA\)](#) (DOCX)

- E. Attachment: [Acceptance Form for Fiscal Year 2021 Equipment Assistance Grant Award](#) (DOCX)
- F. Attachment: [Fiscal Year 2021 Equipment Grant Request for Reimbursement](#) (DOCX)