



Office of P-20 Education Policy  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
www.cn.nysed.gov

August 27, 2024

To: FY 2023 Equipment Grant Awardees

Subject: RFP #GC24-009

Time Period: 7/1/24 – 6/30/25

On behalf of the New York State Education Department (SED), thank you for your proposal in response to the subject RFP.

Your School Food Authority has been selected for a grant in the amount noted on the [FY 2023 Equipment Grant Award list \(EXCEL\) \(PDF\)](#).

Awardees must use the [FY 2023 Equipment Grant Award list \(EXCEL\) \(PDF\)](#) to complete the [FS-10 \(proposed budget\)](#) which can be found on the SED Grants Management website: <http://www.oms.nysed.gov/cafe/forms/>.

**Please mail the original signed FS-10 to:**

The New York State Education Department  
Child Nutrition Program Administration  
89 Washington Avenue  
Room 375 EBA  
Albany, New York 12234  
Attention: NSLP Equipment Grant

**This form must be received no more than 14 days from receipt of this letter.**

Upon approval of the FS-10, you will receive a final grant approval notice from SED Grants Finance Department stipulating the specific equipment request(s) that will be funded through this grant. ***No work should be initiated until you receive final notice of approval of your award.***

**SFAs must obligate their full grant funding by no later than 1/15/2025. SFAs that are unable to fully obligate their grant funding must return any unobligated funds to SED by no later than 1/15/2025. All procurement and expenditure activities must be completed no later than 6/30/2025.**

In conjunction with an approved FS-10, awardees must ensure the equipment purchases are as awarded and are allowable. SFAs must meet the requirements for the allowability of nonprofit school food service expenditures in accordance with [2 CFR part 200](#), subpart D and USDA implementing regulations [2 CFR part 400](#) and [part 415](#), as applicable.

Additional funding will not be provided if the item(s) cost more than the amount awarded. However, if the equipment is obtained for less than requested and approved on the FS-10, the SFA may, on a case-by-case basis, use the extra funds to cover the cost of another piece of awarded equipment, if applicable. SFAs in this situation must contact the SED Child Nutrition Program Office to receive approval prior to utilizing the extra funds. In all other cases, any unused funds must be returned. SED will validate equipment purchases through program monitoring.

The grant resulting from this award will require that grantees accept electronic payments for amounts due. Additional information and authorization forms are available at the State Comptroller's website at <http://osc.state.ny.us/vendors/epayments.htm>.

Payments will be made on a reimbursement basis and requests for reimbursement should be mailed to the SED Child Nutrition Program Office, at the address listed above, as soon as possible after equipment is purchased. Reimbursement requests must include a completed [FS-10F budget form](#) with an original signature, paid purchase invoices/receipts, and the serial number of each piece of awarded/purchased equipment.

All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

I am the SED Child Nutrition Representative who will be in contact with you during this process. You can reach me at 518-473-8781. I look forward to working with you on this project.

Sincerely,  
Elizabeth O'Connor  
Food Program Evaluation Specialist

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)



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**

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