



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER NICOLE "NIKKI" FRIED

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March 22, 2021

Mr. Kevin Thornton  
Director of Food & Nutrition Service  
5- Brevard County School Board  
2700 Judge Fran Jamieson Way  
Viera, FL 32940-6601

Dear Mr. Thornton:

Congratulations! We are pleased to advise you that the Florida Department of Agriculture and Consumer Services (FDACS) has awarded your School Food Authority (SFA) to receive the **2020 National School Lunch Program Equipment Assistance Grant** funds. These funds will assist NSLP sponsors in purchasing equipment needed to serve healthier meals with emphasis on more fruits and vegetables, improve overall energy efficiency, and expand participation.

The following site(s) have been selected to receive funding:

Site Name	Requested Equipment	Amount
Endeavour Magnet Elementary School	Walk-In Cooler/Freezer	\$ 73,073.78
Golfview Magnet Elementary School	Serving Line	\$ 17,842.97
Total:		\$ 90,916.75

*\*\*Please review this table for accuracy of school name, equipment requested, and dollar amount. If there are any inaccuracies, please let me know.*

**Period of Performance**

The performance period of the grant begins once you have an executed contract or purchase order and will end **September 30, 2022**.

**Procurement and Expenditure Activities**

SFAs must complete their procurement and expenditure activities **before September 30, 2022**.

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SFAs that are unable to fully expend their grant funds, or have decided not to proceed with the award, please notify Contract Manager Torrey Lindsey [Torreya.Lindsey@FDACS.gov](mailto:Torreya.Lindsey@FDACS.gov).

### **Agreement**

FDACS requires a **Federal Financial Assistance Subrecipient Agreement** to be fully executed by both parties (FDACS and the SFA) **before any procurement of the equipment can take place**. The Federal Financial Assistance Subrecipient Agreement will be mailed to 2700 Judge Fran Jamieson Way Viera, FL 32940-6601.

Please sign both copies in blue ink where indicated (do not date the first page), keep one for your records, and return the other within 45 days from the date of this letter, via U.S. Mail to:

Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness  
Attn: Kyle Hetteema/Britton Doner  
600 South Calhoun Street (H2), Suite 120  
Tallahassee, FL 32399

**\*Reminder: Procuring of equipment cannot be completed until the Agreement has been fully executed and received by the State office. We will contact you when you may move forward with your equipment purchase.**

### **Reporting Requirements**

Quarterly progress activity reports are a requirement for recipients of this grant. The template of the report is included for your convenience. It requires the following information:

- Accomplishments and challenges in expenditure activities, including budget impacts
- Impact of purchased equipment on the school food service operation
- Key activities planned for the next quarterly reporting period
- List of equipment purchased and its cost
- Total funds expended to-date
- Photos of Equipment

Reports should be submitted according to the dates provided below:

<b><u>Reporting Period</u></b>	<b><u>Due Date</u></b>
January 1 – March 31, 2021	April 15, 2021
April 1 – June 30, 2021	July 15, 2021
July 1 – September 30, 2021	October 15, 2021
October 1 – December 31, 2021	January 15, 2022
January 1 – March 31, 2022	April 15, 2022
April 1 – June 30, 2022	July 15, 2022
July 1 – September 30, 2022	September 30, 2022

### **Reimbursement Process**

Reimbursements cannot be submitted until the following are completed:

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- Federal Financial Assistance Subrecipient Agreement has been fully executed;
- Equipment has been purchased and paid for by the SFA; and
- Equipment has been installed and is in working order.

To receive reimbursement, the following documents must be submitted:

- The invoice;
- Proof of payment for the invoice
  - copy of the check along with the bank statement showing the check was cleared, or a copy of the cleared check and showing the back was endorsed
  - copy of the credit card statement showing that the equipment item was charged to a credit card; and
- Reimbursement template, which is included for your convenience. The reimbursement template requires the following information:
  - SFA Name
  - SFA #
  - FDACS Contract #
  - Remittance Address (not the vendor address)
  - Site/School
  - Item
  - Cost
  - Date Operational
  - Invoice Number
  - Serial Number
  - Model Number
  - Delivery/Installation fees
  - Total amount of reimbursement
  - Signature and Date

*\*Invoices dated prior to the execution date of the Federal Financial Assistance Subrecipient Agreement will not be reimbursed.*

If you have any questions regarding the grant or the information provided in this letter, please contact [Torreya.Lindsey@FDACS.gov](mailto:Torreya.Lindsey@FDACS.gov).

Sincerely,

Lakeisha T. Hood  
Director

LH/tl