



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

June 27, 2022

Mr. Kevin Thornton
Director, Food and Nutrition Services
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 **2021 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
Apollo Elementary School	Serving Line	\$ 42,411.72
Saturn Elementary School	Serving Line	\$ 42,411.72
Imperial Estates Elementary School	Serving Line	\$ 46,059.88
Total:	Maximum Award	\$100,000.00

***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 and will end **September 30, 2023**.

Procurement and Expenditure Activities

SFAs must complete their procurement and expenditure activities **before September 30, 2023**.

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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 the Contract Manager Torrey Lindsey 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 emailed to the Food Service Director.

***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:

<u>Reporting Period</u>	<u>Due Date</u>
July 1 – September 30, 2022	October 15, 2022
October 1 – December 31, 2022	January 15, 2023
January 1 – March 31, 2023	April 15, 2023
April 1 – June 30, 2023	July 15, 2023
July 1 – September 30, 2023	October 15, 2023

Reimbursement Process

Reimbursements cannot be submitted until the following are completed:

- 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

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- 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 Torrey.Lindsey@FDACS.gov.

Sincerely,

Vianka Colin

Vianka Colin
Director

VC/tl