

WYOMING DEPARTMENT OF EDUCATION

Jillian Balow, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0206

WYOMING
DEPARTMENT OF EDUCATION



MEMORANDUM

TO: Campbell County School District #1

FROM: Susan Benning, Programs Accountant

DATE: November 16, 2017

SUBJECT: 2017 USDA Equipment Assistance Grant Award Notification

Congratulations! Campbell County School District #1 has been awarded a 2017 United States Department of Agriculture (USDA) Equipment Assistance Grant. The SFA has been granted \$6,016.58 for Sunflower Elementary to purchase a Dual Temperature Reach in Refrigerator/Freezer. These funds are through the Federal USDA (CFDA #10.579) and must be fully **expended or obligated by June 30, 2018.**

Unfortunately, WDE is unable to award all grant requests. Therefore, we are sorry to inform you that your other grants were not funded. However, I would like to add that **Major Maintenance** funding can be used to replace large kitchen equipment. The rules do also allow for the repair of equipment. Perhaps this avenue could be looked at for this food service need. Unfortunately, expansion such as adding any additional pieces of equipment isn't allowed.

All claims need to be submitted on a per school basis and can include all acquisition and disposition costs. However, claims cannot exceed the awarded amount. Claims may consist of one partial payment based on the equipment purchase order and a second final payment which will be based on the actual equipment invoice receipt. However, schools may also elect to submit only one claim for all costs based on actual invoiced documentation. All acquisition and disposition costs can only be paid based on actual invoice receipts or other official documentation. The claim form is attached. All claims must be submitted **no later than July 10, 2018.**

Please Note: **Only actual equipment and equipment costs up to the granted award will be reimbursed, any unused funds will be held by WDE for reallocation if applicable.** Additionally, Equipment purchased with USDA grant funds or with other Federal funds must be disposed of in accordance with applicable Federal regulations.

If you have any questions or need any additional clarification please contact Susan Benning at 307-777-6280 or at susan.benning@wyo.gov.