

MEMORANDUM

TO: Campbell County School District #1

FROM: Susan Benning, Programs Accountant

DATE: November 7, 2018

SUBJECT: 2018 USDA Equipment Assistance Grant Award Notification

Congratulations! Campbell County School District #1 has been awarded a 2018 United States Department of Agriculture (USDA) Equipment Assistance Grant. The SFA has been granted \$5,500.00 for the school district to purchase a solid door freezer for the central production kitchen. These funds are through the Federal USDA (CFDA #10.579) and must be fully **expended or obligated by June 30, 2019.**

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, 2019.**

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 tracked, inventoried, and 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.