south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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FY 2026 Equipment Assistance Sub Grant Application

Part A. School Food Authority Information

Applications must be mailed and postmarked by 12/11/2026.
Mail to: Child and Adult Nutrition Services, DOE
800 Governors Drive, Pierre, SD, 57501-2235
Questions: Contact CANS at 605-773-3413 or email DOE.SchoolLunch@state.sd.us

Submit one (1) copy of Part A per School Food Authority

School District Name & Number: _____

Grant Contact's Name and Title: _____

Grant Contact's Telephone: _____

Grant Contact's E-mail: _____

Procurement Timeframe

Does the School Food Authority (SFA) assure that all grant funds will be fully spent by 09/30/2028? ☐ Yes ☐ No

If "No", explain the proposed procurement timeframe including the month and year when the School Food Authority expects to be able to spend all awarded grant funds. Note: applicants that cannot meet the deadline, will be assessed on a case-by-case basis and may be disqualified from the grant.

Certification (Must be a wet signature submitted by mail, scanned or electronic signatures are not acceptable.)
I certify that:

1. The information in this application is true and correct to the best of my knowledge.
2. The equipment purchased with these grant funds will be used in operating the National School Lunch Program or School Breakfast Program.
3. Grant funds will be fully expended by 09/30/2027.
4. Federal, State or local purchase rules, whichever are more strict, pertaining to the purchase of equipment will be followed.
5. Equipment purchased with funds from this grant will not be disposed of or sold without prior approval of SDDOE CANS.
6. The SFA will comply with recordkeeping and reporting requirements related to these funds as specified by program regulation and SDDOE CANS.

Authorized Representative's Name	Authorized Representative's Signature	Date

This institution is an equal opportunity provider.

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Part B. Food Service Site Information

Submit one (1) copy of Part B for each food service site where the requested equipment will be physically located.

Have you received a U.S. Department of Agriculture Equipment Assistance Grant Award previously? _____ Yes _____ No

School Food Authority Name & Number: _____
Site Name: _____

Check one of the following. This request is for a:

- ☐ Onsite Prep Kitchen (serves only its site and possibly other satellite sites)
- ☐ Central Kitchen (serves only other satellite sites)
- ☐ Satellite/Transport Site (receives food from an onsite prep kitchen or central kitchen)

If this request is for a Central Kitchen, list below the name of each satellite/transport school it serves. If more space is needed, continue on another copy of Part B.
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

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Part C. Equipment Information

Submit one (1) copy of Part C for each piece of equipment requested. Only one piece of equipment will be awarded per SFA that applies.

School Food Authority Name & Number: _____
Site Name: _____

1. This request is for (check one):
   - ☐ New equipment (Equipment not previously owned)
   - ☐ Replacement equipment - Age of current equipment
   - ☐ Restoration or repair of equipment - Age of current equipment

2. **Equipment Specifications/Description:** Complete the information in the table below:

a. Equipment Item	
b. Make	
c. Model	
d. Size	
e. Estimated life	
f. Frequency of use	
g. Other specifications	

3. **Equipment Cost & Pricing/Bidding Information:** Complete the information in the table below. **Attach two or three price quotes for the equipment.** You may use a written price quote provided by the vendor or your notes from a phone call. The quote must include the vendor's name, contact person, phone number and itemization of any of the expenses listed below that will apply to the purchase of this piece of equipment. Equipment must be $1,000 or more.

	Expense	**Estimated Actual Cost of Equipment**
1.	Equipment	
2.	Delivery	
3.	Installation	
4.	**Total Cost Per Unit**	

Part C. Equipment Information (continued)

Note: Include all costs. Make sure the bid contains the acquisition cost, ancillary costs, installation costs, and labor costs in detail. Examples of ancillary costs include shelving, cords, hoses, etc. Make sure to include your installation costs for labor, alteration, rearrangement, modification to install new equipment such as plumbing/electrical expenses. Refer to USDA memo SP23-2009 – Clarification on Q18 and Q19 from SP20-2009

a. Describe efforts to research available equipment options.

b. Of the three price quotes attached to this application, which one do you wish to purchase and why?

c. Include a copy of your capitalization policy if your equipment capitalization threshold is under $10,000. Is a copy of your capitalization threshold attached?
   a. ☐ Yes ☐ No ☐ Not Applicable, capitalization threshold is at or greater than $10,000

d. Will this equipment be used solely for the benefit of the school meals programs?
   ☐ Yes ☐ No If "No", explain additional uses for the equipment and justify proration of cost sharing.

e. Explain research conducted to decide on item.

f. Why is this equipment needed and appropriate for the site?

4. **Equipment Benefits (Focus Areas):** The equipment item must assist with improvement in at least one of the following focus areas. If a focus area does not apply, enter "NA".

   a. Explain how this equipment item will increase nutrition and quality of school meals and support the implementation of the updated nutrition requirements.

   b. Explain how this equipment will increase the use of local foods, scratch cooking, and/or fresh produce.

   c. Explain how this equipment will add meal service or lunchroom strategies that provide convenience and appeal to students.

Part C. Equipment Information (continued)

d. Explain how this equipment item will increase efficiencies of food purchase, storage, and/or distribution.

e. Explain how this equipment item will improve food safety.

f. Explain how this equipment item will support the establishment, maintenance, or expansion of School Breakfast Program, including using strategies that provide more convenience and appeal to students.