



Office of P-20 Education Policy  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
www.cn.nysed.gov

April 23, 2018

Attn: FY 2017 Equipment Grant Awardees

RE: RFP #GC18-018  
Time Period: 8/1/18 – 7/31/19

Dear Sir or Madam:

On behalf of the New York State Education Department, I wish to thank you for your participation in our recent Request-for-Proposal (RFP) listed above. It is the desire of the State Education Department to encourage as much competition as possible. After reviewing your proposal responding to the above referenced RFP, the New York State Education Department is pleased to inform you it has tentatively awarded your organization a grant in the amount noted on the FY 2017 Equipment Grant Award list.

**SED is required to obtain the approval of the procurement record for the RFP from the Office of the State Comptroller.** You will receive a final approval notice from our Grants Finance Unit. *No work should be initiated until you receive final notice of approval of your award. All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.*

**The grant resulting from this award will require that grantees accept electronic payments for amounts due on the grant. Additional information and authorization forms are available at the State Comptroller's website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm).**

I am the SED Child Nutrition Representative who will be in contact with you during this process. You can reach me at 518-473-8781. I look forward to working with you on this project.

Sincerely,

Tara Webster

Food Program Evaluation Specialist 2

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.