

NSLP Equipment Grant – FAQ

COMPLETING THE APPLICATION IN GRANTS MANAGEMENT ENTERPRISE SYSTEM (GME):

How to start?

1. From the current Fiscal Year (FY) Funding Application page in GME, select the NSLP Equipment Grant – Round N found in the list of competitive grants towards the bottom.
2. Change the status at the top of the sections page to “Draft Started”.
3. Complete the appropriate sections for the organization required for this grant as listed in the Request for Applications (RFA) and this document below.
4. Complete the appropriate sections for each site requesting equipment by selecting the “Add Grant Application” option from the District Level drop down menu in the NSLP Equipment Grant – Round N section.
 - a. If an incorrect site is selected, update the Program Details section to indicate the application is not valid and enter \$0.00 into the Budget section on Object Code 6733 for public schools or 0190 for charter schools.
 - b. The site Free and Reduced-price percentage (F/R%) will be averaged for the sites with applications. The average must exceed 50% for any of the sites to be a Priority 1 or 2.
 - c. The site application budgets cannot total more than \$100,000.

What sections need to be complete for the application to be scored?

FFATA & GSA – assurances that all Grants Management requirements have been met. The Project Description is a required field. The GSA must be accepted by Grants Management not merely submitted.

Contacts – the person listed on this page will receive **ALL** requests for information regarding this grant either by the GME History Log or by regular email. All boxes must be completed. Requests may be made for Project Progress reports quarterly once the application has been awarded until the end of the year.

Assurances – agree that the information provided is accurate and the person completing the grant is authorized by the Local Education Authority (LEA). School Food Authority (SFA) which is typically used by USDA to indicate National School Lunch Program (NSLP) participating schools is interchangeable with LEA.

Capital Outlay Worksheet – complete the requested information for each item. The School Name column is the Site name selected for the application not the LEA name.

The Tax, Shipping & Handling box is only added 1 time into the Total if a quantity more than 1 is entered. This means the installation charges (if listed), shipping/freight and taxes may be entered one time for the invoice. If you have broken the installation, shipping/freight and taxes per item and have entered that amount in the Cost per Unit box, enter \$0.00 in this box.

There is an edit check that will match the Budget total for the Object Code to the Capital Outlay Worksheet. **Amounts not documented in the quote(s) will not be accepted.**

Site Application –

Budget – There is an edit check that will match the Object Code amount entered on the Capital Outlay Worksheet for the LEA to the amount of the same Object Code in the Budget for each site.

Enter the total amount for the site in the appropriate Object Code:

Public School Districts - Object Code 6733 – equipment; Object code 6736 - vehicles; Object Code 6739 – Technology hardware/software

Charter Schools – Object Code 0190

The amount in this section must equal the attached quote(s), and the Capital Outlay Worksheet section for each School Name. The only exception is if the total amount of the equipment requested is over \$100,000 on the quote, then enter \$100,000 if the LEA has the funds to purchase any equipment not completely funded by the grant. The Capital Outlay Worksheet for multiple site applications should be adjusted so the District Budget total does not exceed \$100,000 and the sum of the Capital Outlay for each School Name equals the Budget. **Amounts not documented in the quote(s) will not be accepted.**

Program Details – the application questions are to be completed for each site. Every question in the Program Details section must be completed. Blank questions will result in an incomplete application and the site application will not be scored for funding.

Related Documents – upload only the quote(s) that support the amount(s) entered into the Budget and Capital Outlay Worksheet sections – the total amount on each of these two documents should match the total amount of the quote(s) added together. **Amounts not documented in the quote(s) will not be accepted.**

****If you are requesting items between \$1,000 and \$5,000 and your organization or county has a financial policy that allows for capitalization of equipment less than \$5,000, upload the complete financial policy. Charters should supply the date the board of directors approved the policy. *Request for items under \$5,000 will not be approved without submission of a financial policy with the application.***

Any additional information you feel necessary to complete a strong application, such as pictures, should be uploaded here.

What is the LEA approval process?

The application is not considered submitted until it is in the “**LEA Authorized User Approved**” status. There are 3 layers to the approval process.

1. When the application Draft is complete, the status should be changed to “Draft Completed”. This will notify the LEA Business Manager listed in the LEA Contacts that a grant application is ready to be approved.
2. The LEA Business Manager will change the application status to “LEA Business Manager Approved” which will notify the LEA Authorized Representative listed in the LEA Contacts that a grant application is ready to be approved.
3. When the LEA Authorized Representative changes the status to “LEA Authorized Representative Approved”, the ADE Program Specialist will receive notification that a grant application is ready for review.

Do all three (3) quotes need to be uploaded?

NO. Only the quote(s), determined by following the LEA procurement process, used to complete the Capital Outlay Worksheet and Budget should be uploaded. Every acceptable quote will show the date, the vendor, the LEA (not the person) as the purchaser with the LEA address for delivery and billing. In addition, the quote must include shipping, taxes and installation costs for these allowable costs to be in the award amount or noted that these items are not being charged. If there are allowable items completed by a different vendor, such as installation, the quote for that work also needs to be included with the application.

Screen shots of webpages will not be accepted as a legitimate quote.

What Object Code should I use in the Budget?

Public School Districts - Object Code 6733 – equipment; Object code 6736 - vehicles; Object Code 6739 – Technology hardware/software

Charter Schools – Object Code 0190 for charter schools.

This grant does not allow for administration and/or indirect costs. All charges should be considered part of the acquisition cost unless local accounting practices do not allow, in which case they are not allowable for this grant and will not be reimbursed.

****This grant is only for capital equipment over \$5,000 unless there is a valid organizational or county financial policy. If your organization or county has a financial policy that allows for capitalization of equipment less than \$5,000, upload the complete financial policy in the Related Documents section. Charters should supply the date the board of directors approved the policy. *Request for items under \$5,000 will not be approved without submission of a financial policy with the application.***

Why was the application not approved for funding?

Most common reasons for not being approved for funding are:

1. The equipment requested was not a capital expenditure and a financial policy supporting the request was not submitted with the application.
 - a. The total acquisition cost for **each** unit must be equal to or greater than \$5,000.
 - b. See 2 CFR 200 Subpart E Cost Principles for the complete description of a capital expenditure, equipment and acquisition.
2. The “quote” uploaded did not specify the vendor, purchaser, delivery site or total acquisition cost (tax, freight, installation).
 - a. A screen shot from a website is not a valid quote.
 - i. An acceptable quote will include the Vendor name, the LEA (school/district not person) name and address, itemized list of equipment with subtotals, quote total with tax, shipping and installation even if the later are \$0.
3. The application was incomplete.
 - a. Every question must be answered to be approved. Any fields left blank will be considered incomplete and therefore rejected. This includes the FFATA request for project description.
4. The application was not completely approved by the organization.
 - a. The application must be in “**LEA Authorized Representative Approved**” status in GME to be reviewed for funding with the status date no later than the published application close date. Applications will close at 11:59 pm of the published date. No exceptions.
5. The application received a lower score than other applications.
 - a. The A. narrative question did not show a strong need for the assistance. This need is also weighted by the F/R%. Those LEAs with a higher F/R% will have an advantage if a strong answer was given.
 - b. Not all 4 focus points were addressed strongly in the B. narrative question resulting in a lower score. Multiple site applications need each site to address all 4 points because the total points for each site are averaged for the LEA. Zero points for any one of the 4 focus points reduces the total score.
6. The LEA has a Paid Lunch Equity (PLE) exemption on file for the current school year. (0 points vs 45 points without a PLE exemption)

- a. The LEA did not raise meal prices to meet the USDA minimum rate because the LEA is operating in the black at the current rate or has other non-federal funds available to offset the deficit incurred by the lower rate.
 - b. An important part of the scope of the grant is to assist LEAs without access to other resources.
7. The LEA's Food Service Account has excess cash per the most recent AFR without an approved plan to remedy the situation.
 - a. An important part of the scope of the grant is to assist LEAs without access to other resources.
8. The LEA with higher than 50% F/R% was awarded funds in a previous equipment assistance grant opportunity (Priority 2) and enough LEAs applied with higher than 50% F/R% that had not received a previous award (Priority 1) to utilize all the money available. All Priority 1 applications are awarded before moving to Priority 2. ADE has decided not to partially award an LEA application because of the Priority system unless most of the request can be granted.
9. The LEA or site applications averaged F/R% is lower than 50% F/R% and has never received equipment grant funds. (Priority 3)
10. The SFA with lower than 50% F/R% was awarded funds in a previous equipment assistance grant opportunity. (Priority 4)
 - a. ARRA Equipment Grant 2009 (part of the Economic Stimulus Funding)
 - b. NSLP Equipment Grant FY10 – current FY.
11. The LEA did not meet Grants Management requirements. The LEA could be on a global GME hold for an expired CCR date or not submitting a GSA that meets all requirements. The LEA would also be ineligible if they did not meet other deadlines for reimbursement requests or completion reports.
12. The LEA is not in compliance with the NSLP. The LEA could be on hold for various reasons or not be in compliance for not submitting the Annual Financial Report or Verification Summary Report for example.

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