NSLP Equipment Grant - FAQ

GETTING STARTED:

How to access Grants Management Enterprise System (GME)?

GME is accessible through the ADEConnect portal with the Grants Management application. From the www.azed.gov website, click on the link to ADEConnect found on the dark-blue ribbon at the top of the page.

What if the organization has never applied for a grant and is not in GME?

Contact the Grants Management team at (602) 542-3901 option 1, 1 or via email at grants@azed.gov. Adding new organizations and sites to GME is not an overnight process. Do not wait till the day the application closes, you will not be able to enter an application. You will still need to meet all Grants Management requirements before you can be awarded funds.

If Grants Management is not an option on the ADEConnect portal page, how to get access?

To access the Grants Management application, users must first be provided with the "Grants Management" role in ADEConnect. Each organization has an assigned Entity Administrator for the ADEConnect portal who is responsible for creating and administering user access and user permissions for their organizations. For assistance with the ADEConnect portal, contact the ADESupport team at (602) 542-7378.

How to be a user in GME?

In GME, each organization has a user with the role of "LEA User Access Administrator" who must provide each user in the organization with the applicable GME user role(s) before the user will be able to access GME. For additional information on GME user roles and administering user access in GME, please select "Grants Management Resource Library" from the GME Home menu on the left of the webpage. Under the heading "GME User Reference Guides" select "User Roles and User Access Administration". Direct assistance can be obtained by contacting the Grants Management team at (602) 542-3901 option 1, 1 or via email at grants@azed.gov.

What is FFATA?

Federal Funding Accountability and Transparency Act (FFATA). To do business with the U.S. government, businesses are required to register annually with System for Award Management at www.SAM.gov.

Arizona also requires annual submission of the General Statement of Assurance (GSA) for all grant applicants every March.

If these annual requirements are not met, the organization will not be eligible to receive funding.

What is the definition of capital equipment?

Equipment is defined as an article of nonexpendable, tangible property having a useful life of more than one year. The *individual* unit acquisition cost (including tax, freight/delivery and installation) must be greater than or equal to $5,000 to qualify as a capital expenditure.

See the NSLP Equipment Grant website for the full definition in 2 CFR 200 Subpart E Cost Principles. http://www.azed.gov/hns/nslp/equipmentgrant/.

** If your organization or county has a financial policy that allows for capitalization of equipment less than $5,000, the complete financial policy will need to be uploaded 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.***

What is the definition of "acquisition costs"?

Acquisition costs are defined as the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary for the equipment to

be usable for the purpose for which it is acquired. The invoice must be written to include the expense in the total cost. Additional charges, such as taxes, freight, and installation may be included if the institution's regular accounting practices allow.

Examples of allowable expenses:

- o modifications (left door vs right door)
- o attachments (wheels, a new plug for the range, hoses)
- o accessories (shelves in a walk-in, stand for a counter top appliance, bin for an ice maker)
- o auxiliary apparatus (water filter for a steamer or ice maker)
- o bringing existing infrastructure up to code (add a shut-off valve)

Examples of non-allowable expenses:

- o Extended warranty
- o Construction cost (running a new electric or gas line, concrete pad where none existed, moving existing connections)

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Are three (3) quotes necessary?

Proper procurement procedures must be followed. If the organization is not part of a cooperative or volume purchase agreement, State procurement guidelines requiring 3 quotes to be obtained must be followed.

Only the accepted quote needs to be uploaded on the Funding Application Related Documents page.

Correct procurement procedures will be assessed during the next Procurement Review.

How to locate the application?

GME – Funding Application. Hover over "Funding" on the left-hand side of the main menu in GME then click on "Funding Applications" on the submenu. This will display the Funding Applications page in GME for the organization. Here are all applications for which the organization is eligible to apply. You will find the NSLP Equipment Grant in the Competitive Funding application section.

Once the NSLP Equipment Grant is selected, change the status at the top of the page from "Not Started" to "Draft Started". Complete the FFATA & GSA, Assurances, Contacts, and Capital Outlay Worksheet sections for the organization. Then select the site by selecting "Add Grant application" from the District Level drop-down menu. Enter the requested data into the Budget and Program Details sections for each site. Upload the accepted quote(s) in the Related Document section for each site.

If your site(s) is not available in the add an application menu, contact Grants Management at (602) 542-3901 option 1, 1 or email grants@azed.gov.

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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, 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: Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

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