



**RFP# GC24-009: FY2023 National School Lunch Program Equipment Assistance Grant
for School Food Authorities**

Questions & Answers Summary

General

1. We would like to know our SFA/RA name and our LEA code.

The School Food Authority (SFA) name is the name of the entity that has an agreement with SED Child Nutrition Program to administer the federal Child Nutrition Programs for their Recipient Agencies (RAs). For public schools, the SFA is typically the “district” name and each school within the district is an RA. However, there are many different SFA/RA scenarios.

The SFA Local Education Agency (LEA) code is the 12-digit number associated with your SFA. The RA LEA code is the 12-digit number associated with each individual school that participates under that SFA.

SFA information is available on the [Child Nutrition Management System \(CNMS\)](#) and interested applicants may also reach out to RFPGC24-009@nysed.gov for further assistance.

2. Hi, I am interested in pursuing the NSLP grant again this year. What are my next steps? I have 2 pieces of equipment I wish to ask for.

Please carefully review the RFP that is posted to the [NYSED grant opportunities website](#). The RFP provides detailed information on how to apply, eligibility, the application form, SharePoint access, and more.

3. Is the OSC vendor ID # the Unique Entity ID # that's assigned for SAM.gov with the Duns# and Cage #?

No. The Office of the State Comptroller (OSC) Vendor ID Number is the 10-digit number assigned by OSC to your SFA to do business with the State of New York. This number can be found on the SFA’s CNMS profile. You may also request your SFA’s Vendor ID number via email at VendUpdate@osc.state.ny.us.

4. Would we be able to purchase a piece of equipment that costs \$20,109.11 through the grant and pay the \$109.11 difference?

Yes. Awards are made for specific dollar amounts for specific pieces of equipment and the total combined awards to an SFA for an individual RA cannot exceed \$20,000. SFAs may apply for equipment with an acquisition cost that exceeds \$20,000 however, if awarded, the SFA would be responsible for covering the cost above the award amount from a different funding source.

5. Just confirming the due date is April 1, 2024?

Yes, fully completed applications including all required pieces must be uploaded into the SharePoint site by **5:00 p.m. on April 1, 2024.**

Application

6. Are multiple quotes required, if our first quote is NYS Contract?

Question 4c of the application asks the applicant to attach supporting documentation for at least **three** vendors to substantiate the cost (price quotes, equipment specification sheets, etc.) and to complete the chart to identify the supporting documentation. Applications with fewer than three quotes will be accepted and scored, based on the supporting documentation and information submitted, according to the selection criteria form provided on pages 21-22 of the RFP. NYS Office of General Services (OGS) contracts are considered one quote.

7. I am assisting [an SFA] in preparing the necessary documentation to apply for this grant. I have read through all of the paperwork for the requirements and process but am not seeing any specific “application form”. I believe [the SFA] is eligible for application for one of our elementary schools that we are planning to outfit with equipment to accommodate increased participation due to the recent ability to provide all students with free breakfast and lunch. Should the grant request be written in letter form addressing all of the requirements and additional required documentation uploaded separately or is there an actual “form” that needs to be completed. Please advise and thank you very much for the assistance.

A fillable pdf application has been posted with the RFP on the [NYSED grant opportunities website](#), titled “Grant Application (Fillable PDF)”. The applicant must download and save the fillable pdf application form to their computer to complete it. The completed pdf application form and all required documentation per the RFP must be submitted to the NSLP Equipment Grant SharePoint submission website by the application deadline. Applications submitted by any mode other than to the SharePoint website, including mail, email, etc., will not be accepted. Please refer to the RFP for detailed information.

8. We are wondering if you know why our application was denied last year so that we can be sure it is fixed this time.

Feedback on a previous application cannot be provided during the current RFP cycle unless an official FOIL request is received, however there is no guarantee the information will be provided before the application deadline. All unsuccessful applicants may request a debriefing within fifteen (15) calendar days of receiving notice from NYSED. Applicants may request a debriefing on the selection process regarding this Grant by emailing the request to RFPGC24-009@nysed.gov. The email must include the SFA name and 12-digit LEA code. A summary of the strengths and weaknesses of the application, as well as recommendations for improvement will be sent to the applicant within ten (10) business days.

9. I submitted the NSLP equipment grant application and documentation in Sharepoint as required in the application. I am not sure if the submission went through – I didn’t get any response that it was submitted. Please let me know if it was submitted correctly.

NYSED cannot confirm that an application is correct or complete. The responsibility to ensure a correct and complete application is submitted per the RFP falls on the applicant/SFA. Applicants will receive an email once an entry has been saved in the SharePoint site. This email acknowledges that an entry was created on the SharePoint site however, it does NOT confirm that a complete application including all required documents per the RFP have been uploaded.

It is the responsibility of the applicant to ensure all information has been entered into the Application Submission SharePoint site and that a completed pdf application along with all supporting documents as required by the RFP are uploaded as attachments to the submission entry.

It is recommended that each applicant log in to their SharePoint account and ensure that all information is correct and that all required documentation required by the RFP has been uploaded.

Please note, this email may take time to arrive and may be found in the junk or spam folder of your email.

SharePoint instructions can be found on the [NYSED grant opportunities website](#). Please be advised, applicants must click “save” in SharePoint for a submission to be made or for changes to be saved to SharePoint.

Eligibility

- 10. This is my first year submitting an application for this grant but noticed we were awarded this grant in a previous year. After reviewing the requirements, I saw that Prequalification is one of them. My question being, is this something that is required each year or for each grant? Or is this something you have to do once and can then apply for this type of grant directly moving forward?**

Non-public and charter school SFA applicants must prequalify by the application deadline of 5:00 p.m. on April 1, 2024, for their applications to be evaluated under this grant opportunity. Prequalification can be completed in the Statewide Financial System (SFS). SFAs needing to prequalify who have prequalified during the application process in prior years will still need to complete the prequalification process in SFS for this grant year. More information on prequalification can be found on the [Grants Management website](#).

- 11. Our school has separate locations with separate BEDS codes. One of our schools did not have to file a fire report with ORISS this past year because we had fewer than 25 students. We did still complete a fire safety report though. That being said all of our lunches for both buildings are prepared at this location. Can we still apply for the grant?**

Yes, but reports filed with ORISS do not affect the mandatory required documents for this RFP. Non-public schools **must** submit mandatory required documents with their application for the application to be eligible. Applications that do not contain required documentation as described in the RFP will be disqualified and will not be considered. Please review the “Mandatory Requirements for Non-Public Schools” section of the RFP.

12. Is this grant available for residential childcare programs? We have an alumni who opened up her own child care program that requested assistance with this grant.

Yes. All SFAs are eligible to apply for funding for their RAs that participate in the NSLP, including public school districts, non-profit nonpublic schools, charter schools and residential childcare institutions in New York State.

Equipment

13. We are purchasing new equipment now (a PO was issued today). Should we wait for the purchase and the grant to be awarded or can we go ahead with the purchase and if we are awarded the grant get reimbursed?

Equipment requests may include new equipment, used equipment, and replacement of equipment with a per item acquisition cost greater than \$1,000. This grant does **not** apply to equipment that has already been purchased.

Additionally, the project period for this grant opportunity is 7/1/2024 - 6/30/2025. SFAs must complete **all** grant activities within the project period begin and end dates. Grant activities include obligating the awarded funds (for example, issuing a purchase order), expending the awarded funds and installation of the awarded equipment. Equipment that is purchased outside of this project period, or outside of the grant award, is not eligible to be reimbursed through this funding.

14. Just confirming that stoves, food warmers, and drying racks are eligible for this grant?

The School Food Service Equipment Grant is intended to improve the infrastructure of the National School Lunch Program (NSLP). The equipment purchased with the FY 2023 NSLP Equipment Assistance Grant must be used to support the federally assisted school meals programs. Equipment may not be purchased exclusively for programs outside of the federally assisted school meals programs.

The grant provides the opportunity for schools to purchase equipment to serve healthier school meals, improve the overall quality of school meals, improve food safety, expand participation in school meals programs, and help to support the establishment, maintenance, or expansion of the School Breakfast Program. Equipment requested should contribute to improving your Child Nutrition Programs as evidenced through your application submission.

Stoves, food warmers, and drying racks that meet the definition of equipment and all other requirements of the RFP, and that will be used to support the school meals programs are eligible items. Further examples of eligible items and more information can be found in the "Equipment Requests" section of the RFP.

15. [My SFA/RA] has made a couple of kitchen repairs (installing gaps in pipes) and has purchased equipment such as a dishwasher for our kitchen for this school year. Can this grant be used for items purchased earlier in the school year?

No. This grant does not apply to equipment that has already been purchased.

