



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**District of Columbia
Office of the State Superintendent of Education (OSSE)
Division of Health and Wellness**

**2022 School Breakfast Program (SBP) Participation Expansion Grant
Question and Answer Summary**

The following questions were submitted to the Office of the State Superintendent of Education (OSSE) in regard to the 2022 School Breakfast Program (SBP) Expansion Grant. Additional resources are available on the [2022 SBP Expansion Grant page](#).

The pre-application question period ended on April 15, 2022. Only technical questions related to Enterprise Grants Management System (EGMS) will be answered. Please note that questions submitted close to the application submission deadline may not be resolved by the application deadline. Questions related to EGMS must be directed to the OSSE Help Desk at (202) 719-6500 or OSSE.Callcenter@dc.gov between 7:30 a.m. – 5:30 p.m., Monday-Friday.

1. How do I start an application?

A: All OSSE grants are managed using EGMS. Visit egmsfe.osse.dc.gov and click on new user to begin an application. The [EGMS User Manual](#) is also available to assist applicants.

2. How do I get access to EGMS?

A: New EGMS users must request credentials. Instructions for becoming an EGMS user are available at grants.osse.dc.gov/info/credentials.

3. I'm having issues with EGMS, who do I contact?

A: Please direct all EGMS related questions to OSSE Customer Service at osse.callcenter@dc.gov or (202) 719-6500.

4. Where do I find a link to the Request for Application (RFA)?

A: A link to the SBP Expansion Grant RFA is available [here](#).

5. When is the grant application due?

A: Applications for schools with priority designation must be received no later than 3 p.m. Eastern time on April 29, 2022. If funds remain after priority applicants have been funded, the grant application will reopen for other eligible applicants. If the grant application reopens, OSSE will notify all eligible applicants at that time. OSSE's notification will include the new application deadline.

6. What is priority designation? How do I know if my schools qualify?

A: Priority is given to eligible schools in which at least 75 percent of students are eligible for free or reduced-price lunch. A list of eligible schools based on an existing SBP and severe need eligibility, including priority designation can be found in [Attachment D](#).

7. What is the timeline for non-priority schools at this time?

A: If funds remain after priority applicants have been funded, the grant application will reopen for other eligible applicants. If the grant application reopens, OSSE will notify all eligible applicants. OSSE's notification will include the new application deadline.

8. If a School Food Authority (SFA) will be self-operating for half the year and with a food service vendor the other half of the year, are they able to participate in the grant?

A: Yes.

9. Where can I find a link to the recording of the School Breakfast Expansion Grant Information Session?

A: A link to the information session recording is available [here](#).

10. Where can I find a link to the interactive Increasing SBP Participation Learning Session?

A: A link to this interactive learning session is available [HERE](#).

11. My SFA oversees multiple schools, do I need to fill out an application for each?

A: No, only one application needs to be submitted for each SFA. SFAs will identify which schools within the SFA are being applied for within the application. In the case of the grant being reopened for non-priority schools, an SFA that previously completed an application would amend the existing application and resubmit to include non-priority schools.

12. My SFA includes both priority and non-priority schools. Can I submit a single application for all of them?

A: Yes, only one application needs to be submitted for each SFA. In the case of the grant being reopened for non-priority schools, an SFA that previously completed an application would amend the existing application and resubmit to include non-priority schools.

13. What is the grant period?

A: The grant period begins on the award date listed on the Grant Award Notification (GAN), and ends on Sept. 30, 2023, contingent upon the grantee's satisfactory completion of the requirements. All funds must be expended by Sept. 30, 2023. Applicants must submit a continuation grant application to receive the second-year funding.

14. Can funds not expended in year one of the grant be carried over into year two?

A: Yes, grant funds not expended by Sept. 30, 2022, may be carried over into year two of the grant award.

15. Is this an expansion of the type of foods SFAs can serve or the serving measurement requirements?

A: SFAs must follow existing federal and District SBP nutrition requirements for allowable foods and serving sizes. Grantees are encouraged to utilize grant funding to develop menus and recipes that incorporate more locally grown foods and scratch cooked foods, rotate seasonally, and are culturally appropriate.

16. What are the allowable grant expenditures?

A: Funds may be used for (this is not an exhaustive list):

- Food purchased specifically for improving the nutritional content and/or meal quality, or to conduct taste tests
- Supplies and materials. These items do not have a minimum price and could include items such as trays, plates, utensils, pans, hot and cold holding bags, and nutrition education materials.
- Equipment, which includes items of personal property having a useful life of more than one year and a cost of \$5,000 or more. Examples include: combination ovens, tilt skillets, hot or cold food service lines, and packing machines.
- School food service/nutrition salaries or stipends (these funds may only be used for purposes out lined in this grant).
- Hiring external experts in school meal professional standards to conduct trainings.
- Registration fees for webinars or in-person training sessions.
- Travel expenses (e.g., travel to training) for staff or students.

17. What are the unallowable grant expenditures?

A: Grant funds may not be used for:

- Food that is not used for grant purposes or foods that do not meet the requirements of the SBP and DC Healthy Schools Act.
- The purchase of food for reimbursable meals.
- Supplanting salaries and stipends necessary to operate child nutrition programs and associated activities.

18. Is equipment with less than a year of useable life or less than \$5,000 an allowable expenditure?

A: Yes. Under the grant, these purchases would be classified as supplies and materials.

19. Do SFAs have to follow existing equipment procurement guidelines set forth by the USDA when purchasing equipment for the grant?

A: Yes. A grantee must follow all applicable federal and District procurement laws when purchasing items with these grant funds, whichever is more proscriptive. Procurement regulations at 2 CFR Part 200.317-326 apply to items procured with these grant funds.

20. Our food service management company (FSMC) employs our food service worker. Can grant funds be used to employ the food service worker?

A: No. Using the grant to pay a salary that would otherwise be paid by reimbursement is not allowable.

- Grant funds may be used to:
 - expand existing staff time utilized for grant activities, such as additional hours spent on menu research and development;
 - hire new staff whose role serves the purpose of implementing grant activities, such as hiring someone to lead culinary trainings or develop a menu based around culturally appropriate foods.
- Please see [pages 6-7 in the RFA](#), and reference the [Increasing School Breakfast Program Participation](#) learning session for a list of allowable uses of grant funds.

21. We are switching food service vendors for the 2022-23 school year. Can grant funds be used for some of the cost increase in reimbursable meals resulting from switching vendors?

A: No. Grant funds may not be used to pay for reimbursable meals.

22. Can grant funds be allocated to the part of the meal cost that is not reimbursed by the National School Lunch Program (NSLP)?

A: No. The grant provides funds to support expenses related to the expansion of participation in the School Breakfast Program, not NSLP. Grant funds may not be used to pay for reimbursable meals. Please see [pages 6-7 in the RFA](#), and reference the [Increasing School Breakfast Program Participation](#) learning session for a list of allowable uses of grant funds.

23. Where can I find additional information on Smarter Lunchroom Techniques?

A: The How to Build a Smarter Lunchroom Guide can be found [here](#).

24. Please provide clarity or examples on how to allocate funds to purchase food for improving the nutritional content and/or meal quality without having those items count toward a reimbursable meal?

A: To improve the nutritional content and/or meal quality of breakfast without using funds toward a reimbursable meal, funds can be used to:

- Provide culinary training to food service staff (including the cost of the trainer(s), supplies and materials, food, training materials, and employee pay for attending the training).
- Hiring a chef, dietician, or child nutrition consultant to develop and test recipes and execute taste tests with students.

25. Is the student survey template available for review, and how close to the beginning and end of the school year does the survey need to be administered?

A: The survey is not yet available for review and will be provided to grantees before the grantee kick-off meeting. OSSE will allow time frames for survey administration that are aligned with the goals of the grant and SFA operations.

26. Is the quarterly reporting template available for review?

A: The quarterly reporting template is not yet available for review and will be provided to grantees before the grantee kick-off meeting.

27. Does each equipment purchase need to be equal to or greater than \$5,000? Does each item purchased need to be equal to or greater than \$5,000?

A: Equipment means an item of personal property having a useful life of more than one year and a cost of \$5,000 or more. Items costing less than \$5,000 are allowable to purchase with grant funds and are considered supplies and materials.

28. Are grant funds loaded according to the way the budget is submitted in the application?

A: Yes. However, once awarded, grantees may request to amend their budgets, if grant funds continue to be spent on allowable items.

29. Does an SFA have to confirm intent to apply by April 15, 2022?

A: No