



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**

**FY 2023 School Food Service Assistance Grant for School Food Authorities
Question and Answer Summary**

The questions below were submitted during the pre-application question period and are made available to assist all applicants in completing the FY 2023 School Food Service Assistance Grant for School Food Authorities. The pre-application question period ended on August 8, 2023. Please reference the informational webinar and this document to assist with the application process. The Request for Applications (RFA) can be found on the [2023 School Food Service Assistance Grant page](#).

- 1. Could you clarify the 2-year aspect of the NSLP Equipment Assistance grant? As if a school receives a grant for \$1,000 and doesn't use it all before Sept. 30th, then do they have another year to use the rest of the funds?**
 - a. Yes. If all funds are not expended by September 30, 2023, applicants awarded funds will be required to complete and submit a continuation application prior to being awarded continuation funds in year two. Once continuation funds have been awarded, applicants may use their remaining funds.
- 2. If awarded one of the kitchen equipment grants (NSLP Equipment Assistance Grant), is it possible to submit a request for reimbursement of equipment previously purchased, or does the purchase need to be made once awarded?**
 - a. Grant funds can only be used to purchase equipment after the award date.
- 3. Is cleaning equipment an allowable purchase?**
 - a. Yes. Equipment that meets the focus area of increasing food safety in the school meals programs is an allowable purchase.
 - b. If you are applying for equipment which will be used for operations and/or programs outside of the school meals programs, applicants should only apply for grant funding which supports the cost of the equipment that will be used for school meal programs. For example, if a School Food Authority (SFA) plans to purchase equipment which costs \$2,000, and the SFA anticipates the equipment will be used 50 percent of the time to support school meal programs, the SFA should only request \$1,000 through the grant. OSSE will only award funds which support the percent of time requested equipment will support the school meal programs.

- 4. What years are considered “previous three years” for the OSSE competitive preference?**
 - a. Competitive preference will go to [school campuses who did not receive an NSLP Equipment Grant in fiscal year 2022, 2021, or 2020.](#)
- 5. Who is considered a previous applicant, the SFA, or the campus?**
 - a. Previous grantee status is based at the school campus level, not the SFA.
- 6. Please define “per unit” for equipment.**
 - a. A unit is one piece of equipment. For example, one milk cooler is one unit, whereas a set of 10 tables would be 10 units.
- 7. If we have three schools on one campus, we would submit one application, but if we want to apply for more than one campus, we'd need to do multiple applications?**
 - a. Yes, if you have three schools on one campus (that share a kitchen/cafeteria), that would be one application. You should specify in the application which schools are within the one campus. If schools within a campus have *different* kitchen/cafeterias, then they could submit different applications for them. If you want to apply for more than one campus, yes, you need to complete multiple applications.
- 8. How do I complete Central Data in EGMS?**
 - a. Central Data must be completed prior to submitting any grant applications. Instructions on completing Central Data can be found, [here](#).
- 9. Is this only for schools located in the District of Columbia?**
 - a. Yes. Eligible applicants are District of Columbia Public Schools, DC public charter schools, and DC nonprofit private schools that participate in the National School Lunch Program.
- 10. Can previous grantees apply?**
 - a. Yes.
- 11. Is there a maximum number of applications an SFA can submit?**
 - a. No. A separate application must be submitted for each campus an SFA is applying.
- 12. Can you use grant funds for existing equipment?**
 - a. Yes. Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.
- 13. Do I need three quotes for every piece of equipment I’m requesting?**
 - a. Yes. Three quotes are required for each piece of equipment requested.

14. For the required quotes, must I obtain formal bids, or can I submit informal quotes?

- a. Informal quotes are allowable for the grant application.

15. Are quotes from websites acceptable?

- a. Yes.

16. Can multiple units of one item be purchased, to total the \$1,000 minimum? For example, would purchasing 10 identical tables that cost \$100 each qualify?

- a. No, multiple units of equipment totaling \$1,000 will not be considered for this grant. For the purpose of this grant, equipment means nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$1,000 or greater. Equipment with a per unit acquisition cost of less than \$1,000 will not be considered for this grant.