**2017 NSLP Equipment Grant Application Process FAQs**

***Free and Reduced***

**Question (Q): Is free and reduced eligibility based on the campus or the district as a whole?**

Answer (A): Eligibility for a specific campus is based on the free and reduced percentage of that campus. The exception is the central kitchen; that is based on the free and reduced percentage of the district as a whole.

**Q: What time period will you use to determine our free and reduced percentage?**

A: TDA will use your October 2016 Claim data.

**Q: What if my district has students who are eligible for free and reduced but didn’t apply for free and reduced?**

A: TDA will use your October 2016 Claim data. If these students were not reported, the site and/ or district will not be eligible.

**Q: None of our sites meet the free and reduced requirement, but we really need kitchen equipment. Are applications open for any other grants?**

A: No. TDA Food and Nutrition (F&N) does not have any other open equipment grant application at this time.

***Prices Limits***

**Q: May I apply for a piece of equipment that costs less than $5,000?**

A: No. The 2017 NSLP Equipment Grant is federal money. The federal definition of equipment includes that the item must cost $5,000 or more, so an item valued at less than $5,000 is not eligible.

**Q: Is there a limit to the number of pieces of equipment or dollar value of value of equipment?**

A: No. We do not place a specific cap on the number of items or dollar value for which you can apply. Do keep in mind, however, that requests must be reasonable, necessary, and allocable to the equipment grant. Each district will be capped once it exceeds a certain dollar limit.

***Quotes and Item Decisions***

**Q: Do I need to get and/ or submit a quote with my application?**

A: No. TDA does not require quotes to be submitted with your application. However, you must follow all applicable local, state, and federal purchasing policies and procedures when you make the equipment purchase. **Do** research the price point of the equipment you want to get a good estimate of the price before you apply. Each district will be capped once it exceeds a certain dollar limit and applications cannot be revised once the application period has closed.

**Q: What if I change my mind on the equipment I want?**

A: You **must** purchase the type of equipment for which you were awarded. For example, if you are awarded a cart, you will not be reimbursed for a pass-through cabinet. Keep in mind you will only be reimbursed the lesser of the amount awarded or the actual invoice cost. TDA does require the equipment price/ brand/ model number etc. prior to reimbursement.

**Q: Are only certain types of kitchen equipment eligible for this grant?**

A: Yes. These are listed in the website application.

***Purchase Timing Eligibility***

**Q: I really need the equipment now. Can I purchase it now and be reimbursed later if awarded?**

A: No. Items purchased prior to the TDA award date are not eligible for reimbursement. The intended award date is December 2017, but this is subject to change. Your district will be notified if awarded.

**Q: May I apply for equipment for a new campus?**

A: No. Data is based on your October 2016 claim data. If no claim was submitted for that time period, the site is not eligible for the award. If the site is not available to select from the website application it is not eligible.

***Scoring***

**Q: What all will I be scored on?**

A: Your application will be scored using multiple criteria. Please visit the squaremeals.org website hyperlinked in the body of your email for scoring metrics.

**Q: I’m worried because I noticed the item we really need has a lower score than some of the other equipment in our application. Can I do anything to show which piece I want most?**

A: No, but you may consider limiting the application to the items your district most needs. If you receive an award, the highest scoring items will be awarded first, then lower-scoring items.

***Application***

**Q: I got this email that says I have an award. How much is it for?**

A: The email you received is a **notification of your eligibility to apply, not an award.** **You must apply** for this grant at Squaremeals.org to be considered. **Your application does not guarantee you will receive an award**. You will only be notified again if you receive an award.

**Q: I just submitted my application. Do I need to do anything else?**

A: Not at this time. We’ll notify you if any issues arise. Otherwise, you’ll be notified if you receive an award after the award date, likely in December.

**Q: Where can I get a copy of my application?**

A: TDA does not maintain copies of your application and will only pull application data after the application period is closed. **We highly suggest you print a copy of your application, as you complete it, for your records.**

**Q: A vendor called me and said they are working with TDA for this grant to make sure I get the right equipment. Do I need to apply if they’ll get me set up?**

A: TDA does not work directly with equipment vendors for this grant. **You must apply** **for this grant at Squaremeals.org to be considered.** Contact TDA, not third party vendors, for specific questions about this application.

**Q: The application says I have to spend the money by today. Is that right?**

A: No. You should be prepared to have all funds obligated by January 1, 2018 and spent by August 31, 2018. If you see today’s date instead, refresh your browser and clear your cache and that should resolve the issue.