

## ATTACHMENT C - Checklist

A completed application will contain the following:

- The applicant's name and address;
- The name and contact information of the staff member who will be responsible for the proper execution of this project;
- Assurance that the program sponsor is eligible to apply for the grant;
- The name and address of the school or site that will receive equipment or services through this grant;
- Confirmation that the applicant will, if awarded an equipment grant, comply with applicable Federal, state, and local procurement laws and procedures;
- Include on page 1, the [Free and Reduced Price School Data 2021](#) with free/reduced percentages from the school that will receive equipment through this grant;
- UEI# Number
- A description of the equipment that will be purchased and the costs associated with this project, as described in Section 3.2, Application Requirements, of the RFA;
- Pictures of existing equipment (Optional)
- Submit quotes for the equipment;**
- Submit supplemental information/estimates that helps explain ancillary/installation costs;**
- Written responses which address all five funding goals with the five questions in this application;
- A completed *Smarter Lunchrooms Scorecard and Summary*.

The *Smarter Lunchroom Scorecard* consists of two parts.

- The *Smarter Lunchrooms Scorecard*
- The *Smarter Lunchrooms Scorecard Summary*

It is located on the 'SNP Grant Opportunities' web page under the expandable box 'Equipment grant application, cover, Smarter Lunchroom FAQ, Scorecard and Summary':

<https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Grants.aspx>:

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To file a program discrimination complaint, a Complainant should complete a [USDA Program Discrimination Complaint Form](#) which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/usda-program-discrimination-complaint-form.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 Complaint form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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