

## RFA Attachment C: CHECKLIST

A completed application will include:

- 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 Eligibility Data for SY 2020-2021*, free and reduced-price eligibility counts, and percentages from the school or site that will receive equipment through this grant;

<https://www.oregon.gov/ode/reports-and-data/students/Pages/default.aspx>

- DUNS Number;
- A description of the equipment that will be purchased and the costs associated with this project, as described in section VII, Application Components, 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;
- A completed Smarter Lunchrooms Scorecard.

The Smarter Lunchroom Scorecard consists of two parts and is located on the SNP Grant Opportunities web page:

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

- The Smarter Lunchrooms Scorecard
- The Smarter Lunchrooms Scorecard Summary