



Fiscal Year 2024-26 National School Lunch Program Equipment Assistance Grants

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Presentation Goals



- Understanding USDA's equipment grant background
- Knowledge of Grant Basics
- Equipment Definition
- Understanding the Grant Process & timeline
- Understanding the Request for Application (RFA) & Attachments
- Meeting the RFA requirements
- Submitting complete application packet via Smartsheet on time

FY 2024 Background

USDA allocated Oregon **\$90,501**

ODE will use 5% for administrative costs

Available funds - - \$85,975.95

Grants will help purchase equipment with a value of greater than \$1,000 - \$50,000

Purpose to provide equipment

- Needed to serve healthier meals
- Improve food safety
- Support establishment, maintenance or expansion of the School Breakfast Program

[SP20-2024 NSLP Equipment Assistance Grant](#)

Grant Basics

Who can apply?

- Local Education Agencies (LEAs) who operate NSLP/SBP 2025-26

What equipment qualifies?

- Equipment costs = with a value of greater than \$1,000 up to \$50,000
- Can be new equipment or replacement of equipment

What about ancillary/installation costs?

- Ancillary/installation costs should be included in the application packet

One Smartsheet application packet for each piece of equipment

Individual Sponsors may only submit 3 Smartsheet applications.



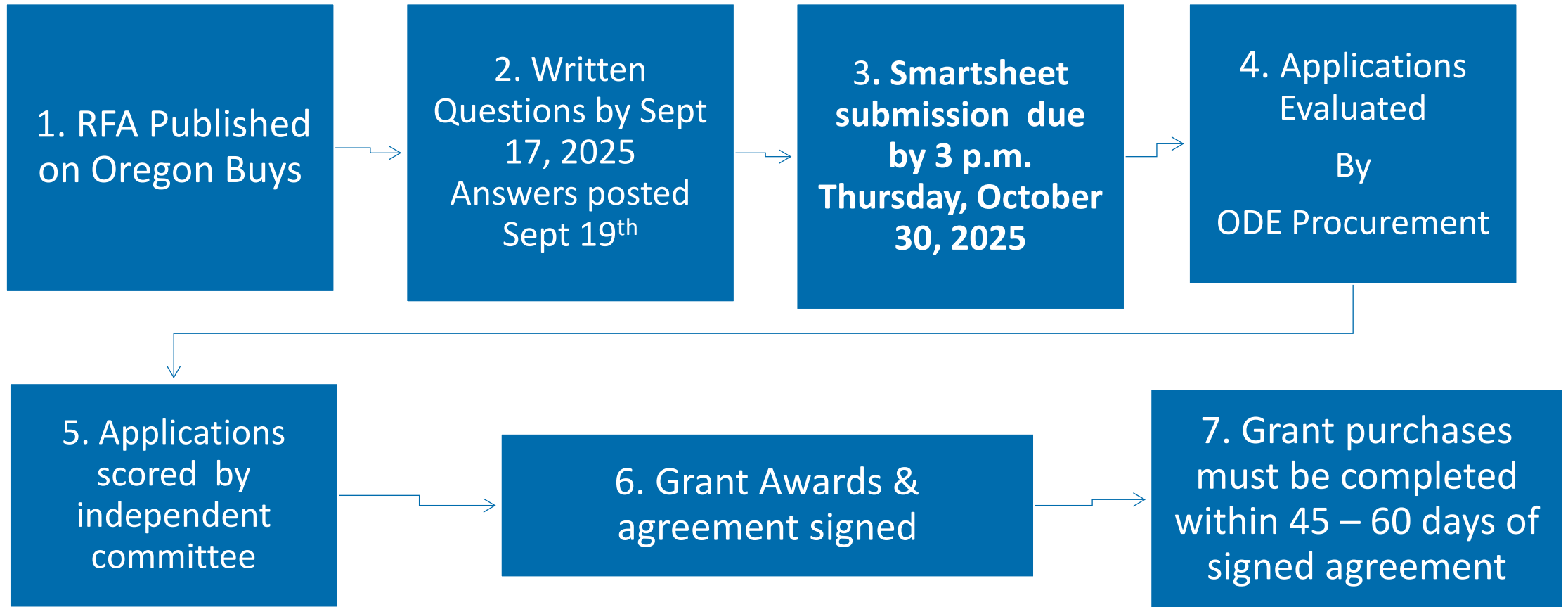
Equipment Definition



2CFR 200.33 Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

For FY 2023 NSLP Equipment Assistance Grants, Congress has specified the threshold for equipment purchase cannot be lower than \$1000

Timeline Overview



Oregon Buys – NEW

RFA and all attachments are available only on Oregon Buys <https://oregonbuys.gov/bsa/>

- *Contact a staff member within your organization who has access to OregonBuys to access the RFA and accompanying attachments.*



The screenshot shows the Oregon Buys website. The main banner features the text "Oregon Buys" in large white letters on a dark background. Below it, a welcome message states: "Welcome to OregonBuys! This new web-based eProcurement system will automate the state of Oregon's procurement process. The easy to use system will create efficiencies and transform the way the state does business. (NOTE: Access to this system is restricted to authorized users only. See the System Use Notification below for more details.)" An orange button labeled "MORE INFORMATION" is positioned below the text. To the right of the banner is a photograph of the Oregon State Capitol building. Below the banner, a blue navigation bar contains the text "Supplier Activities". Underneath this bar, there are two light blue boxes. The left box, titled "Complete Registration" with a clipboard icon, contains the text: "Complete registration [here](#) to begin using OregonBuys. Vendors, please read this [disclaimer](#) prior to completing registration." The right box, titled "Open Bids" with a document and pencil icon, contains the text: "Browse open bid opportunities."

Request for Application (RFA)

Request For Grant Applications (RFA) contains details about application & timeline requirements

- Attachment A - Sample Grant Agreement
- Attachment B - Federal Regulations
- Attachment C – Smartsheet Application Link
- Attachment D – Smarter Lunchroom Scorecard
- Attachment E – Smarter Lunchroom Scorecard Summary
- Attachment F – Checklist of Smartsheet Submission
- Attachment G – Pre-approved Equipment List



Completed Application Packet Smartsheet Includes:

Uploaded documents include:

- Copies of equipment and installation/ancillary cost quotes
- Completed Smarter Lunchroom Score Card
- Completed Smarter Lunchroom Summary

Submitted by 3 p.m. Thursday, October 30, 2025

Helpful Smartsheet Tips



Describe how the requested equipment will:

- Provide healthier meals
- Support scratch cooking
- Improve food safety and improve participation in School Breakfast Program
- Include ancillary/installations costs (electrical/plumbing)

Answer questions as if you are talking to someone who is not familiar with your needs

- Be sure your answers are complete, specific & clearly define situation
- Read it out loud to yourself or someone else.

Award Requirements

Awarded equipment must be at the physical site noted on the award agreement.

Procurement;

- Documentation must be maintained on file
- Demonstrate that a competitive procedure took place meeting 7CFR210.21 & 2CFR 200.317-326

Grant Awards Notice

- Awardees notified via email by ODE procurement
- ODE Procurement sends out Grant award agreements for signature

Awarded sponsors must order equipment within 45 – 60 calendar days once the agreement is executed.

Non-award applicants notified via email also



Claims & Quarterly Progress Reports



Claims – 2 steps

1. Reimbursement Form with invoice copies for equipment and ancillary /installation costs [SNP Grant Opportunities web page](#)
2. EGMS submission

Quarterly Reports – follows the Federal Fiscal year

- October – December
- January – March
- April – June
- July - September



Here to help you

Written Questions to;
Karen.Harrison@ode.Oregon.gov



By Wednesday September 17, 2025

Q & A will be published in Oregon Buys on
Friday September 19, 2025.

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- 1) Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
- 2) Fax:** (202) 690-7442; or
- 3) Email:** program.intake@usda.gov.

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