**ATTACHMENT C**

**Checklist for Smartsheet Submission**

[**2023-25 NSLP Equipment Assistance Grant Smartsheet**](https://app.smartsheet.com/b/form/85d7a7c8a7a8419a9440f911c13b0748)

A completed Smartsheet application will contain the following:

Sponsor name and NSLP agreement number (CNPweb#)

Applicant’s name, address, email address, phone number

UEI# Number

The name and address of the school or site that will receive equipment or services

Assurance that the applicant will, if awarded will comply with applicable Federal, state, and

local procurement laws and procedures;

The free/reduced percentages from the [*Free and Reduced-Price School Data 2023*](https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Documents/2024%20Site%20Eligibility%20for%20CACFP%20and%20SFSP.pdf) report for the

school that would receive equipment through this grant;

A description of the equipment and the costs associated with this project, as described in

RFA Section 3.2, Application Packet Requirements;

**Submit quotes for the equipment**

**Submit supplemental estimates for ancillary/installation costs;**

Pictures of existing equipment *(Optional)*

Written responses which address the funding goals with the four questions in the Smartsheet;

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*](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Grants.aspx):

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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](http://usda.gov/)

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