**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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