**2017 NSLP Equipment Quick Reference**

**Eligibility:**

* Contracting Entity (CE) must have a current fund balance **less than 3 months.**
* You must be an active participant in the National School Lunch Program (NSLP)
* Sites are based on October 2016 claims.
	+ **New sites are not eligible.**
	+ If no claim was entered for October 2016, the site is not eligible.
* Sites must have a free and reduced population of **50% or greater, as reported for October 2016 claims.**
* If you did not receive an email link to the application, your district may not be eligible or all of your sites may not be eligible.
	+ Emails were sent to the addresses on file in TXUNPS.
* Equipment must be valued at $5,000 or greater, per item.

**Application:**

* Your email notification of eligibility to apply it not a notice of award.
* You must apply to this grant to be considered.
* Applications must be completed through SquareMeals. org. [Grant Application](http://www.squaremeals.org/FandNResources/FundingGrants/2017SFAEquipmentGrantApplication.aspx)
* Passwords were sent to the CE’s child nutrition director at the email address listed in TXUNPS.
* **TDA does not keep a copy of your application.**
* Print your application as you proceed for your records.
* Applications will not be accepted after the posted deadline.
* **Once submitted, applications cannot be revised.**
* Applications will be scored competitively.
	+ Criteria are posted on SquareMeals. org. [Scoring Criteria](http://www.squaremeals.org/Portals/8/2017%20Equipment%20Grants%20scoring%20criteria%20FINAL.pdf)
* You will be notified after the award closes only if you receive an award.
* Once final, the list of awardees will be posted on SquareMeals.org.
* Clear your browser and your cache before you enter the application to ensure current information

**Equipment:**

* **Do not apply for equipment that will likely be valued at less than $5,000 per item.**
* Research prices for the intended equipment to ensure reasonable estimates.
* Do not send TDA a copy of vendor quotes or price sheets with your application.
* Equipment purchased before the published award date (likely December 2017) will not be eligible for reimbursement.
* All equipment will be awarded competitively. [Equipment Score Values](http://www.squaremeals.org/Portals/8/files/Equipment%20Grant%20Scoring.pdf)
* The initial award is competitive by rating each piece of eligible equipment, from an eligible CE and site, independently.
* If selected for an award, your district will be reimbursed the lesser of the invoice amount or the the maximum award amount, per item.
* If selected for an award, the equipment type, site, and maximum award amount cannot be substituted.
	+ Example 1: You may not purchase a pass-through cabinet if awarded a cart.
	+ Example 2: You may not be reimbursed for a freezer at the high school if you were awarded a freezer at the elementary.
* If selected for an award, your district must follow any applicable local, state, and federal procurement rules.