

Frequently Asked Questions

General Questions

Q: *Is the [Request for Proposals] (RFP) [available in the presentation] the same as what is on the SCDE website?*

A: Yes.

Q: *We have submitted an application last round and we were not awarded. We would like to review the decision rubric and have requested it multiple times, however we did not receive the decision document. At this time, we would like to be informed as to how to improve our application. Please advise.*

A: The reviewers' scoring rubric with comments will be provided upon request. Please contact Diane Gillie at dgillie@ed.sc.gov.

Q: *Does the SFA have to match the grant funds?*

A: No, there is no matching requirement.

Q: *[What are the] 3 objectives—healthier meals, expand breakfast, and?*

A: The purpose of this program is to enable SFAs to serve healthier meals, improve food safety, and to help support the maintenance and/or expansion of the School Breakfast Program.

Q: *Needs do not have to meet all three criteria of healthy choices, food safety and increased breakfast participation?*

A: No, applicants do not have to meet all three criteria. But your justification for purchasing the requested equipment must be strong using one or more the criterion. See page 12 of the RFP and thoroughly respond to the Needs Section portion of the narrative.

Q: *If requesting the same equipment for 4 different schools, narrative will be very similar on each submission, will score be discounted for this?*

A: Not necessarily. Your application should not appear to be the same application with just a school name change. Make your justification fit each school's need, who is involved (especially at each school level), and how the equipment will assist in meeting any of the objectives. Subgrants that are plagiarized from other subgrants (even with the same SFA) will not be reviewed or considered for funding.

Q: *What are the chances that one school district will be funded for three grants?*

A: Applications are scored on content. It is possible that one school district will have multiple schools awarded.

Q: *Are SFA[s] that received grants in previous rounds eligible for this round?*

A: Yes, they are eligible to apply for a subgrant.

Q: *Are SFAs that are contracted with a Foodservice Management Company (FMC) eligible?*

A: Yes.

Equipment

Q: *On another note, we have leased a new facility adjacent to us. We would like to consider installing an expanded kitchen in the new facility, so we can expand our breakfast as well as improve food quality. Is installing a new kitchen an eligible cause?*

A: Construction and/or renovations are not allowable expenditures, but you can purchase and install school food service equipment in a kitchen space. See page 9 of the RFP for allowable and unallowable costs.

Q: *Can you apply for more than one piece of equipment for each site? If so, is it a separate application for each piece of equipment?*

A: Yes, you can apply for more than one piece of equipment for each site. You must submit an application per school/site. The application allows you to request up to 5 pieces of equipment. The total request cannot exceed \$25,000 or the remainder will be the responsibility of the SFA. Remember, for the purpose of this subgrant, the threshold for the purchase of each piece of equipment cannot be lower than \$1,000.

Q: *If substantially less than \$25,000, can we answer "no" for Will the SFA accept partial funding for this item?*

A: Yes.

Q: *Is it "all or none" if you apply for more than 1 piece of equipment?*

A: No. Depending on the funding available and if the SFA selected to receive partial funding for any pieces of equipment, you could be awarded for several pieces.

Q: *Does there need to be [a] separate application for each piece of equipment, or each school site? On that last slide, are we totaling that SITE's equipment total or including all the equipment the multiple applications we are submitting?*

A: An SFA must submit an application for each school site. Depending on the pieces of equipment a school/site is requesting, the Summary of Funds Requested page (see screenshot on page 19 of the RFP) will populate and calculate the amount of funds requested for that site.

Q: *Our equipment is really old, and we haven't had a grant in 7 years, can we include this in the narrative?*

A: Yes. The narrative should explain as strongly as possible how badly you need the equipment and how it will improve the food quality and service.

Attachments

- Q:** *Must we create a new signature page if we were not funded last round, or could we use the same one if there are no changes?*
- A:** You must complete a new Certification Signature Page with each subgrant application. The new signature page ensures the signatories have read and agreed with the SCDE Assurances and Terms and Conditions for USDA Subawards and the program requirements in the 2021–23 RFP. Additionally, the Certification Signature Page requires the principal's signature for each school/site. (See page 30 of the RFP. Electronic signatures are acceptable.)
- Q:** *Do we include a quote with the Equipment Specifications Form in the single PDF with the Certification Signature Page?*
- A:** You *must* complete all information requested on the Equipment Specifications form for each piece of equipment requested. But you may include quotes. Make sure that the quotes clearly identify the piece of equipment for which it relates. Applications that do not include a completed Equipment Specification form for each piece of equipment will not be forwarded for review.
- Q:** *When/where do we upload the pre-award audit questionnaire if it doesn't get submitted with the application?*
- A:** The Pre-Award Audit Questionnaire must be included with the application. Upload the completed questionnaire as a separate attachment from the other appendices in the online submission form. See screenshots and directions on page 20.
- Q:** *Just verifying that if we have a current grant with SDE, another pre-audit questionnaire is required?*
- A:** Yes, another pre-audit questionnaire is required and must be submitted with each school/site application.
- Q:** *You said it multiple times but i am still confused. What is not supposed to be together, what separated what attached?*
- A:** See pages 14 and 20 of the RFP. Follow the directions on page 14 for combining and saving the Certification Signature Page and the Equipment Specification Form. The Pre-Award Audit Questionnaire is a separate attachment in the Proposal Attachments and the directions for completing and saving it are also included on page 14. See page 20 for the screenshot of where to upload those documents online.
- Q:** *Should the appendices attached have identifiers on the documents?*
- A:** Yes, please make sure your documents are clearly and easily identified. Make sure the proposal narrative is clearly labeled with the SFA's name and the school/site's name.
- Q:** *Should they be labeled? For each [sic] of reading.*
- A:** They already have headers but including the school/site name would be helpful for the reviewers.