

**Completing the
NSLP Federal Food Service Equipment Grant
in the AOE Grants Management System**

Version 1.0

March 2021



Revision History

Version	Status	Date	By	Summary of Changes
1.0	Final	March 3, 2021	DRC	Original

Table of Contents

Document Purpose	3
Accessing the GMS	3
GMS Menu List.....	7
Central Data Collection	8
NSLP Federal Food Service Equipment Grant Application	10
Submitting an Application.....	13

Document Purpose

This guide is intended to provide instructions to individuals at Vermont organizations (SFAs and other eligible organizations) on the process of obtaining GMS credentials, creating, and submitting the NSLP Federal Food Service Equipment Grant. During 2021, the grant will open on March 3rd, 2021, with submissions currently scheduled to be due on March 26, 2021 at 4:30PM. Please refer to the GMS for any updates to this timeline.

The document details these processes:

1. Accessing the GMS
2. Requesting Credentials for the GMS (if necessary)
3. Logging on to the GMS
4. Creating and Submitting the Central Data Collection
5. Creating and Submitting the NSLP Federal Food Service Equipment Grant

Technical questions regarding GMS Access or system issues should be directed to the AOE GMS Helpdesk. The contact information for the Helpdesk is located in the footer of each webpage on the GMS application. The current contact information is by email at AOE.GMSHelp@Vermont.gov or by phone at (802)828-1017.

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at [802-479-1044](tel:802-479-1044), or consult our Staff Directory.

Copyright © 2019 State of Vermont. All rights reserved. Accessibility Policy + Privacy Policy.

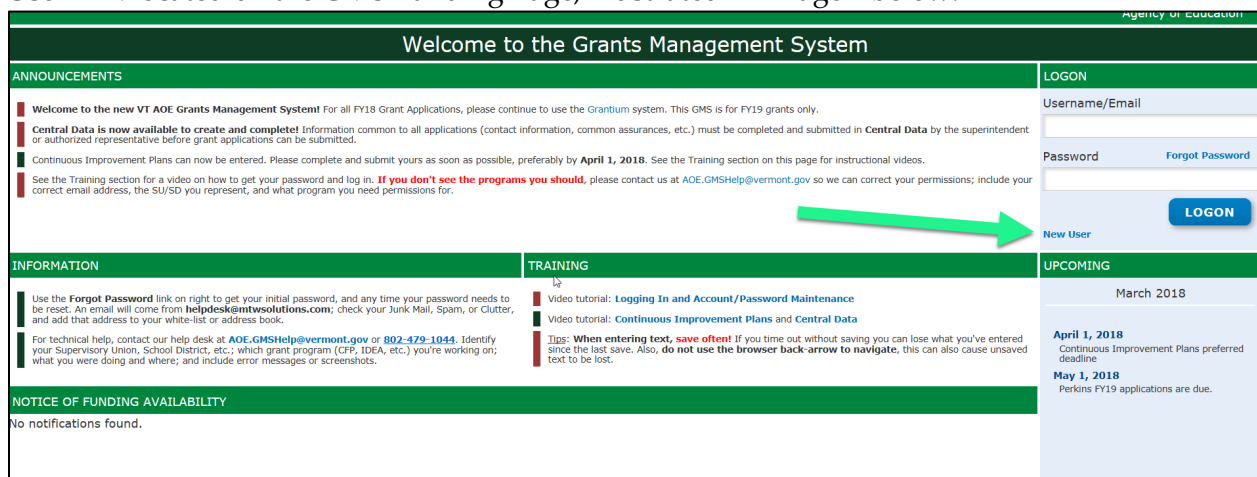
Image 1: GMS Footer with Helpdesk links

Accessing the GMS

The GMS Landing / Logon Page is located at the following URL:

<https://vtaoe.mtwgms.org/vermontgmsweb/logon.aspx>

For any Grant Applicants who do not already have a logon ID for the GMS, please click the New User link located on the GMS Landing Page, illustrated in Image 1 below.

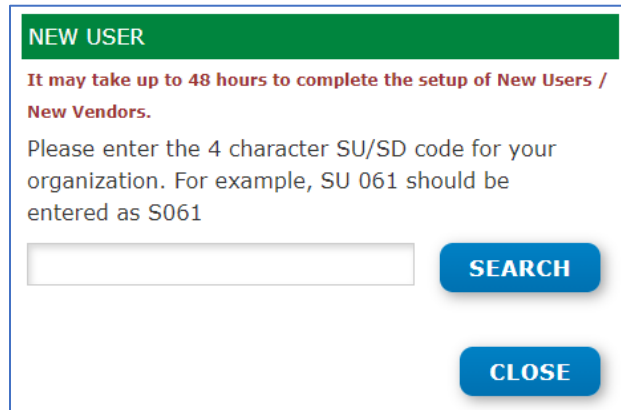


The screenshot shows the GMS Landing Page with the following sections:

- ANNOUNCEMENTS:** Welcome to the new VT AOE Grants Management System! For all FY18 Grant Applications, please continue to use the Grantium system. This GMS is for FY19 grants only. Central Data is now available to create and complete! Information common to all applications (contact information, common assurances, etc.) must be completed and submitted in Central Data by the superintendent or authorized representative before grant applications can be submitted. Continuous Improvement Plans can now be entered. Please complete and submit yours as soon as possible, preferably by April 1, 2018. See the Training section on this page for instructional videos. See the Training section for a video on how to get your password and log in. If you don't see the programs you should, please contact us at AOE.GMSHelp@vermont.gov so we can correct your permissions; include your correct email address, the SU/SD you represent, and what program you need permissions for.
- LOGON:** Username/Email, Password, Forgot Password, LOGON button, New User link (highlighted with a red arrow).
- TRAINING:** Video tutorial: Logging In and Account/Password Maintenance, Video tutorial: Continuous Improvement Plans and Central Data, Tips: When entering text, save often! If you time out without saving you can lose what you've entered since the last save. Also, do not use the browser back arrow to navigate, this can also cause unsaved text to be lost.
- UPCOMING:** March 2018, April 1, 2018 Continuous Improvement Plans preferred deadline, May 1, 2018 Perkins FY19 applications are due.
- INFORMATION:** Use the Forgot Password link on right to get your initial password, and any time your password needs to be reset. An email will come from helpdesk@mtwsolutions.com; check your Junk Mail, Spam, or Clutter, and add that address to your white-list or address book. For technical help, contact our help desk at AOE.GMSHelp@vermont.gov or 802-479-1044. Identify your Supervisory Union, School District, etc., which grant program (CFP, IDEA, etc.) you're working on; what you were doing and where; and include error messages or screenshots.
- NOTICE OF FUNDING AVAILABILITY:** No notifications found.

Image 2: GMS Landing Page – New User link

After Clicking New User, the following dialog box shows in Image 3 below will open requesting you to provide the Supervisory Unit (SU) Code (e.g. S061) for your organization.



The dialog box has a green header with the text "NEW USER". Below the header, there is a red warning message: "It may take up to 48 hours to complete the setup of New Users / New Vendors." This is followed by a blue instruction: "Please enter the 4 character SU/SD code for your organization. For example, SU 061 should be entered as S061". Below the text is a white text input field. To the right of the input field are two blue buttons: "SEARCH" and "CLOSE".

Image 3: New User Dialog Box

If you are unsure of your SU Code, please access your Application Packet within the Child Nutrition Management System. The SU Code will be displayed in the top left of that image. This image indicates S005 which is the SU Code only for the Southwest Vermont SU.



Image 4 – Child Nutrition Management System Application Packet

After entering the four character SU Code, click Search. If that SU is found, you will see the name of that SU (organization), click Request, and you will be asked for your name, email and requested role, as shown in Image 7. The following image shows the result of a Search for S005.

Independent Schools are eligible to apply for the NSLP Federal Food Service Equipment Grant also. Their four character SU Code usually starts with "P" or "R". AOE has worked to load independent schools that may apply for this grant into the GMS. If your Independent School is not found in the GMS, you may either complete the process detailed below, or, contact the helpdesk as shown in image 1.

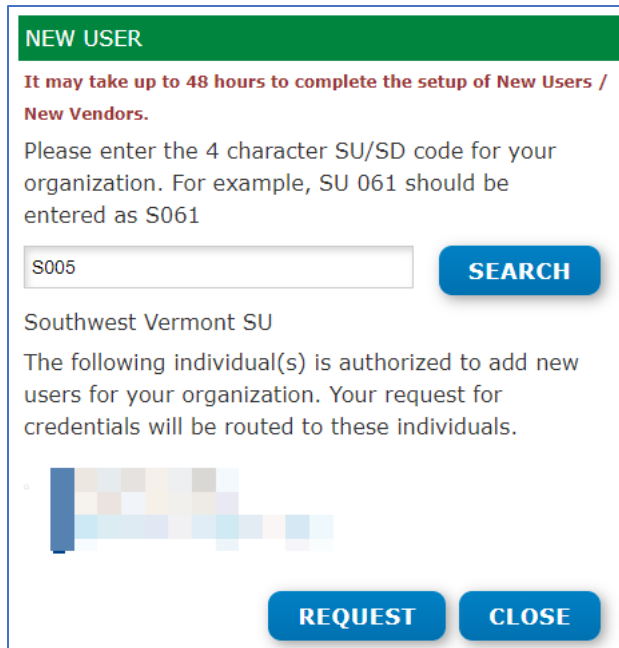


Image 5 – New User – Known SU / Organization to the GMS

If you enter an SU Code that is not known to the GMS, you will see the dialog box below in Images 6 and 7. In this example “1234” was entered, which is not a valid SU Code. Your organization can be added to the GMS, but it may take 48 hours to complete that process. Click Request, and you the dialog box shown in Image 7 will display.

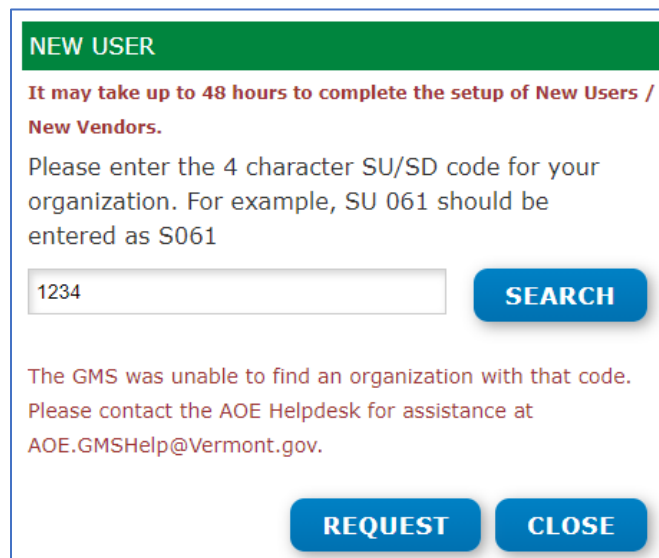


Image 6 – New User – Not known to the GMS

NEW VENDOR REQUEST

1234

Prior to processing a new vendor request an [IRS W-9](#) form needs to be completed and uploaded to the GMS. A link to the form can be found [here](#).

BROWSE W-9

Organization Name

Address

Street

City

State Zip

Ward

Phone

Website

First Name

Last Name

Email

Role

SUBMIT **CANCEL**

Image 7 – New User – Register New Organization

AOE has worked to load all organizations that it anticipates are eligible to apply for the NSLP Federal Food Service Equipment Grant into the GMS. However, if you require credentials for an organization not already known to the GMS, complete the dialog box shown in Image 7, and click Submit to send that request to AOE. If you have already provided AOE with W-9, please contact the Helpdesk to advise AOE of that situation.

For both organizations known to the GMS, and to those not yet known to the GMS, the drop-down menu labeled Role, contains options including:

1. View Only
2. Data Entry
3. Authorized Representative

The view-only role can only open applications that have already been created. They will not have access to Save any content in the application.

The data-entry role can create applications, Save content, but cannot agree to assurances, or submit an application. Only the Authorized Representative role can do that.

The Authorized Representative role can create applications, save content, agree to assurances, and submit the application. For known organizations, requests for credentials for View Only or Data Entry will be sent to the Authorized Representative(s), for review and approval or rejection.

After your request for credentials has been submitted, either your organizations Authorized Representative, or AOE GMS Helpdesk team members will review your request. It will be immediately available to them upon submission of the request for credentials. If approved, you will receive a system generated email with a 1-time use password to logon to the GMS. You will be required to immediately change this password.

Requests for View Only, or Data Entry access will be sent to both AOE, as well as your organizations Authorized Representative(s), if any already are setup in the GMS.

Requests for Authorized Representative Access are routed to AOE for review, and require AOE approval in order for credentials to be generated with that access.

Once you have credentials for the GMS, use the Logon box in the top right of the Logon page, to gain access to the GMS. Upon successfully logging onto the GMS, users are directed to the GMS Menu List page. Some administrative users have multiple options on this page, but most LEA / SFA users will see the following image.

GMS Menu List

VERMONT
Agency of Education
Sign Out

Menu List

You have been granted access to the forms below by your Security Administrator

Administrative
AOE Reports

GMS Access / Select
Central Data with Common Assurances
Continuous Improvement Plans
Funding Applications
Other Data Collections

► **Monitoring**

This website best viewed using Internet Explorer version 11.x or Microsoft Edge. Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

TEST user ID: District Representative (paul.egger@MTWolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at [802-479-1044](tel:802-479-1044), or consult our [Staff Directory](#).

Copyright © 2019 State of Vermont. All rights reserved. Accessibility Policy + Privacy Policy.

Image 8 – GMS Menu List

The GMS Menu List shows options for each user based on the authority they have been assigned.

- The hyperlink for “GMS Access/Select” will take users to the list of systems including Central Data, including Contacts and Assurances
- Funding Applications, including the NSLP Federal Food Service Equipment Grant

Each GMS Web page after the Menu List contains hyperlinks in the top right corner with the following function:

- Sign Out of the GMS
- Return to this Menu List web page
- Return to the GMS Access / Select Page
- Display the contents of the web page in a format that can be sent to a printer from the Browser being used.

Central Data Collection

Central Data must be completed annually by each organization receiving funds from AOE for programs within the GMS. No award for the NSLP Federal Food Service Equipment Grant can be made to an organization who has not created, completed, and submitted the Central Data collection.

If your organization has any other FY21 application already completed in the GMS, the Central Data collection should already be complete and approved.

The following instructions detail the steps to create, complete and submit the Central Data collection, for organizations that need to complete that.

1. Select the GMS Access / Select link from the Menu List Page.
2. Make sure the Fiscal Year is set to 2021 for the Spring 2021 NSLP Grant Period. Some images show FY22, but the year of the actual grant program needs to be used.

In the top left, the Fiscal Year will display. It will usually default to the current Fiscal Year, except for May and June when the upcoming Fiscal Year will be the default.

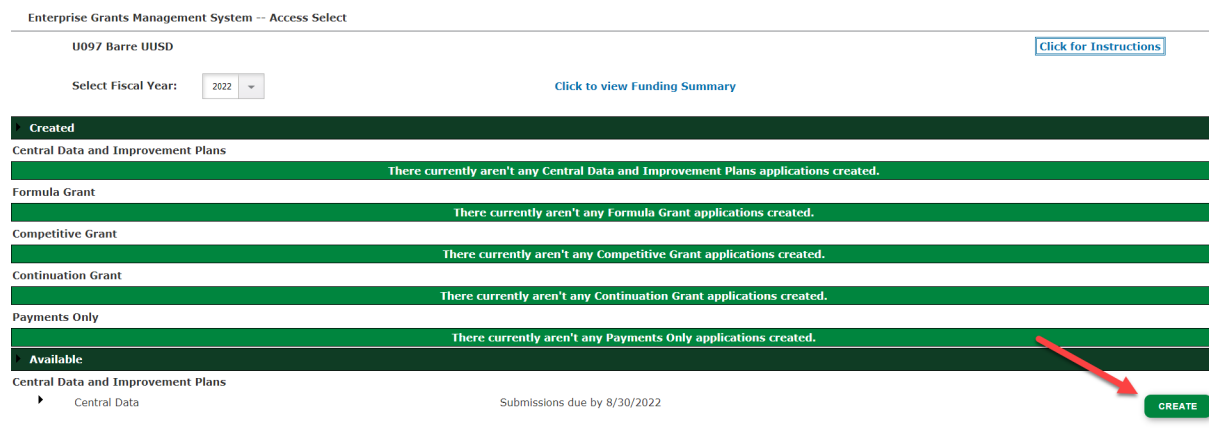


Image 9 Access Select Page – Create Central Data

Once you click the Create button, the Central Data collection will be created, and the web pages will display that comprise the collection. The following image shows the Tab Strip of all web pages that must be reviewed, responded to, and in several cases assured to by the organization.

Central Data Overview

Due Date: July 1st, 2021

Funding Applications (e.g. CFP, IDEA, Perkins) cannot be submitted until Central Data is submitted and approved by AOE.

Purpose: The Central Data Collection is designed to capture information that applies across multiple funding applications and other collections for each SU / SD / CBO or other app Fiscal Year.
Common Assurances must be agreed to by ANY applicant that wishes to submit one or more Funding Applications within this Fiscal Year to AOE. Such assurances are local that each applicant need only complete these in one location, rather than in multiple applications during the year. Additional Assurances that are specific to one program within its Grant Application.
Organizations completing the CFP Application or the IDEA Part B Consolidated Application MUST also complete Assurances specific to those programs NO LATER THAN July Substantially Approved status and to be allowed to begin obligating funds starting on July 1st, 2020. Failure to complete these separate assurances by that date will result in Reimbursement Requests for expenditures that occurred before these assurances were agreed to.

Legislation: [Public Law 114-95, the Every Student Succeeds Act](#)

General Information: If assistance is required to complete this Central Data collection, please contact the AOE GMS Help Desk by email at AOE.GMSHelp@vermont.gov.

Image 10 – Central Data Collection

3. Complete each page within the collection.
4. Remember that only your organizations Authorized Representative will see buttons stating “Certify”, “Assure”, “Legal Entity Agrees” or “Submit to AOE”.
5. There is a reference within the NSLP Federal Food Service Equipment Grant application that requires the Assurances within Central Data to be completed, before the NSLP Federal Food Service Equipment Grant assurances can be completed. Agreement to these assurances is required in order to be able to submit any application in the GMS.
6. The Collection History and Collection Print tabs at the end of the tab strip are informational and optional.

NSLP Federal Food Service Equipment Grant Application

With the Central Data Collection completed, the NSLP Federal Food Service Equipment Grant can then be completed.

Complete the following steps to create an application:

1. From the GMS Access/Select page, in the Available / Competitive section in the bottom of the page, the NSLP – Federal Food Svc Equip grant will be displayed. Each SFA or other organization is allowed to create and submit multiple applications if they wish.
2. Click the black chevron highlighted in Image 11, to the left of the Federal Food Svc Equip grant title.
3. Clicking the chevron will expose the Text Field which allows a Project Title to be entered. It is recommended that the Project Title include the building name where the Equipment is proposed to be installed. Enter a Project Title shown in Image 12.
4. Click the Create button shown in Image 12.
5. This will create the application and navigate the user the newly created application.

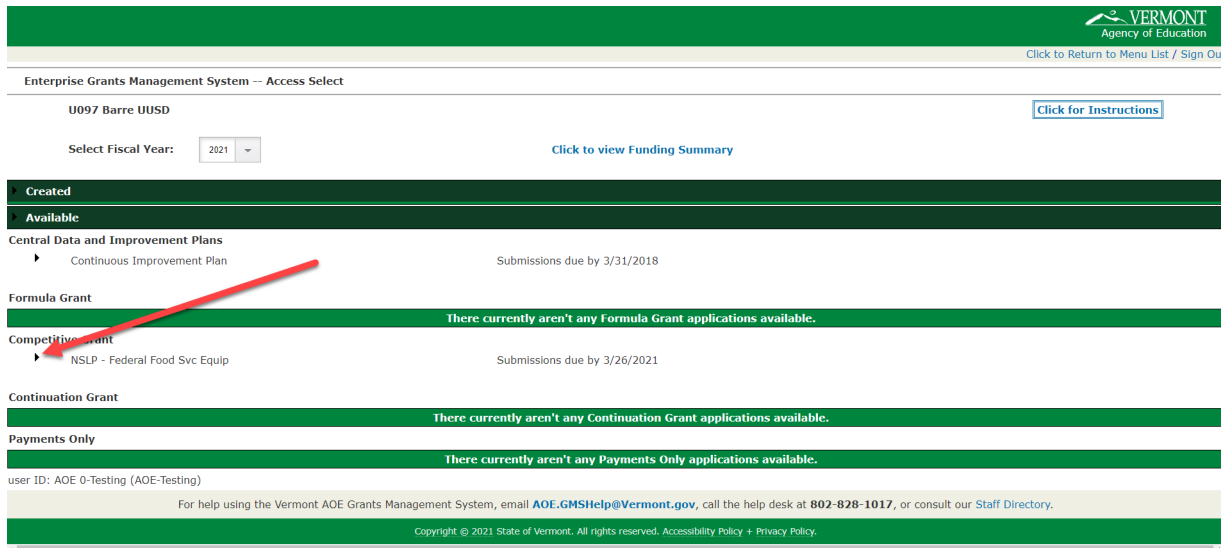


Image 11 – Access / Select Page – Creating an Application – Part 1

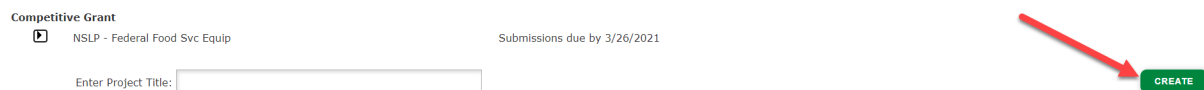


Image 12 – Access / Select Page – Creating an Application – Part 2

Once the application is created, it will move from the Created to the Available Section. Additional applications can be created through repeating the steps above. Once an application is created though, it is visible through expanding the black chevron in the Created section of the Access/Select page, as shown in Image 13 below, and then clicking the Open button, as shown in Image 14 below.

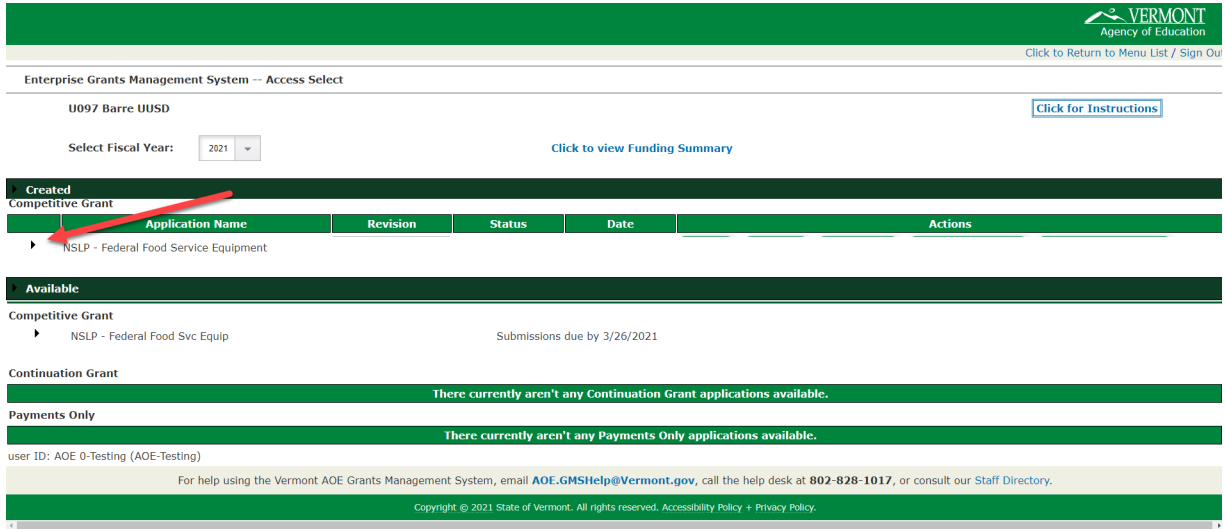


Image 13 – Access / Select Page – Opening an existing application – Part 1

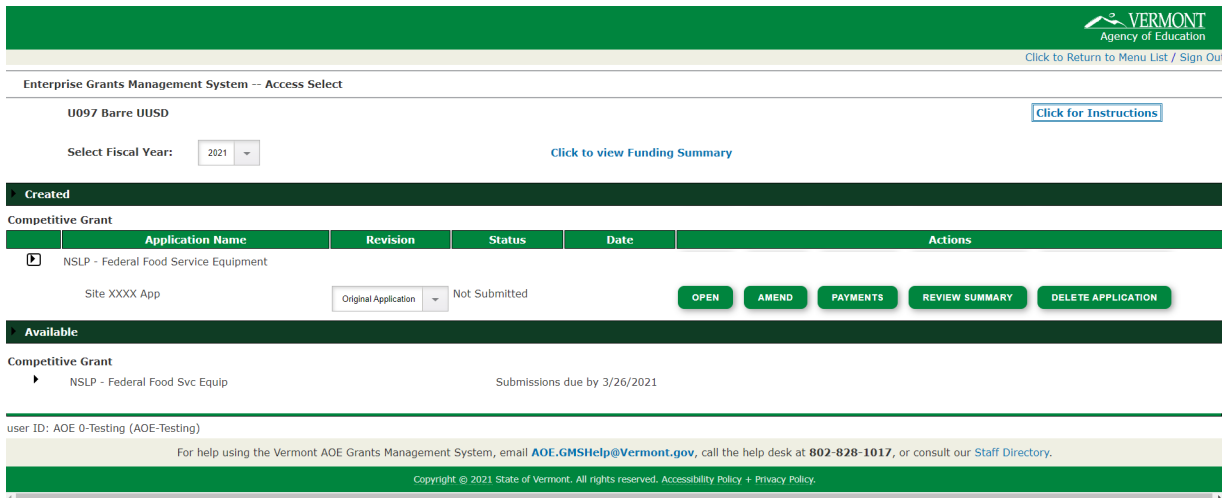


Image 14 – Access / Select Page – Opening an existing application – Part 2

Applicant: U097 Barre UUSD

NSLP - Federal Food Service Equipment

Application: 2021 NSLP - Fed Food Svc Equip - A0-Site XXXX App
 Cycle: Original Application

Project Period 7/1/2020 - 6/30/2021

Printer-Friendly

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Menu List / Sign Out](#)

- OVERVIEW
- SCORING RUBRIC
- CONTACT INFORMATION
- EQUIPMENT SPECIFICATIONS
- BIDS RECEIVED
- GRANT NARRATIVE
- BUDGET DETAIL
- BUDGET SUMMARY
- ASSURANCES
- SUBMIT
- AMENDMENT DESCRIPTION
- APPLICATION HISTORY
- APPLICATION PRINT

Overview

In FY 2020 the USDA awarded the Vermont Agency of Education a total of \$40,116 in federal funding for school food service equipment grants are available to Vermont School Food Authorities through the Consolidated Appropriations Act 2019 to provide assistance to high need schools participating in the National School Lunch Program (NSLP). For this round of grants, Congress has specified that the threshold for the purchase of equipment has been lowered from \$5,000 to \$1,000. This means that school food authorities may apply for the grants to cover equipment purchases costing \$1,000 or more. There are no cost-sharing or matching fund requirements for this grant. To ensure that funds can be spread among multiple applicants, the maximum grant award will be for \$15,000. The Vermont Agency of Education expects to make multiple grant awards that sum to the full amount of the USDA award.

All School Food Authorities (SFAs) are eligible to apply and receive a grant award.

Grants will be awarded on a competitive basis, with priority going to School Food Authorities (SFAs) for schools (sites within a SFA) in which at least 50 percent of the students are free and reduced price eligible and a high level of need can be clearly demonstrated. SFAs may apply for sites that have previously received federal NSLP Equipment grants may apply, but those applications will receive lower priority than sites who have never received a federal NSLP Equipment grant. Previous grants include funds from the American Recovery and Reinvestment Act of 2009, and federal equipment grant funds for FYs 2010, 2013, 2014, 2015, 2016, 2017 and 2018. School Food Authorities may submit grant applications for multiple sites within the SFA. A separate application should be submitted for each site.

Equipment Definition

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. Federal regulations at 2 CFR 200 define equipment as tangible, nonexpendable personal property having a useful life of more than one year and a per unit acquisition cost of \$5,000 or more. However, for the purpose of this grant cycle, the definition is extended to include items with a per unit acquisition cost of \$1,000 or more.

As with all Federal grant funds, equipment procured using NSLP equipment assistance funds must be necessary, reasonable, and allocable for the school meals program. Using NSLP equipment assistance grant funds to purchase a walk in freezer for school food service use would be an allowable cost; whereas renovation of the food service area would fall under the category of school construction costs which must be borne by the school district's general fund. More information on allowable costs may be found starting on page 12 of [USDA's Indirect Cost Guidance](#).

In expending these award funds, grantees and sub-grantees must comply with the Buy American Act, 41 U.S.C.10 a-c.

Award Timeline

Applications are due by 4:30pm on Friday, March 26, 2021. Only the Authorized Representative (usually Superintendent) of your SFA is authorized to agree to Assurances and Submit this application to AOE.

If you have any questions, please feel free to contact Rosie Krueger at 802-828-1589, or mary.krueger@vermont.gov.

user ID: AOE 0-Testing (AOE-Testing)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-828-1017**, or consult our [Staff Directory](#).

Image 15 – Opened NSLP Application Tab Strip

Once the application is opened, the Tab Strip across shows each of the web pages that must be reviewed and completed as part of the application. The first page, Overview, does not require any data to be entered. The Scoring Rubric is included for informational purposes only, so applicants are aware how their applications will be scored. The other pages up to the Submit page must be completed by users in your organization that have either Data Entry or Authorized Representative access.

Submitting an Application

The following steps must be completed in order to Submit an application to AOE.

1. Complete all pages requiring data entry and file uploads.
2. On the Assurances page, your organizations Authorized Representative must check the checkbox at the top of the Program Specific Assurances page, and then click "Legal Entity Agrees" on the Assurances Summary page.
3. On the Submit Page, click the "Consistency Check" button. This will edit your application. If there are errors which must be corrected, they will be listed. Return to the page(s) listed and resolve the edits that were listed. Once all errors have been resolved, run the Consistency Check again.
4. Once the Consistency Check has passed, the Application will move to Locked status, meaning all Save Page buttons will no longer display. If you wish to make updates, click the Unlock Application button. Unlocking the application will require the Consistency Check to be run again.
5. The Authorized Representative can click the Submit to AOE button. Once submitted, this application cannot be edited, and it will be reviewed and scored by AOE after the submission deadline.

After the submission deadline, AOE will proceed with review and scoring of responsive applications. The Authorized Representative who submitted the application, as well as additional contacts entered by the applicant on the Contact Info page will receive system generated emails when award decisions are made.

Following award decisions, future instructions will be communicated regarding updating applications and budgets if you receive an award for an amount other than what was requested. Submission of Reimbursement Requests will be available following final approval of an application that received an award.

Please contact the AOE GMS Helpdesk with technical questions regarding accessing or completing an application in the GMS.