

School Breakfast Program Expansion Grant Application

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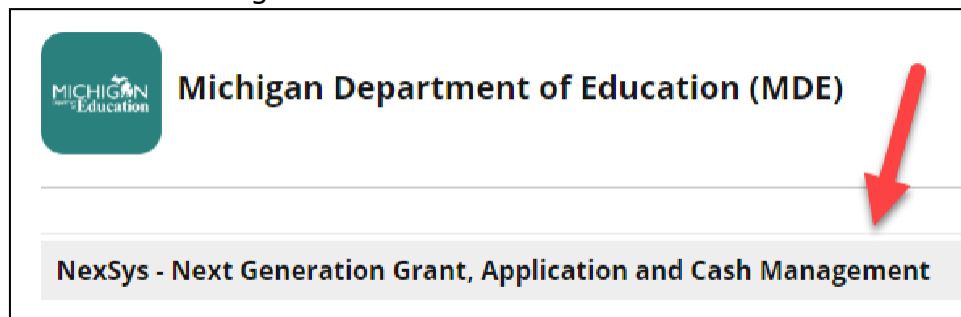
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School Breakfast Program Expansion Grant Application

Accessing the School Breakfast Program Expansion Grant Application

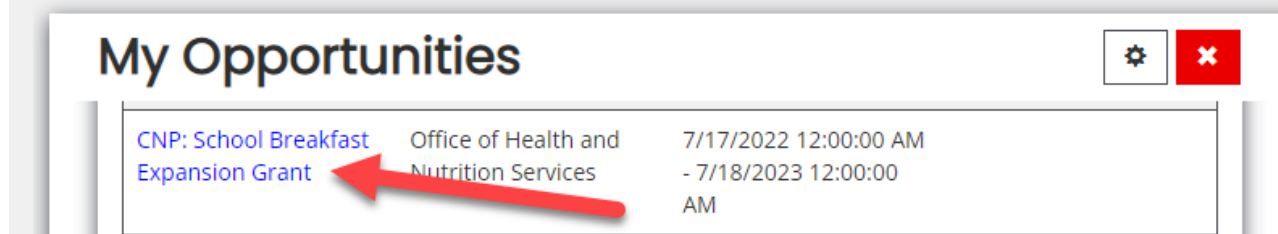
Log into [MILogin for Third Party](#). MILogin can react differently with different browsers. It is recommended Google Chrome be used to complete this application.

Once you are on the home page, click NexSys – Next Generation Grant, Application and Cash Management



Select CNP: School Breakfast Expansion Grant from the available applications under "My Opportunities" on the NexSys Dashboard.

Dashboard



Once selected, a window with basic information about the application opportunity will display. Click "Proceed" to initiate the application. **Applications can only be initiated by a level 5 authorized user for the first year.**

Document Overview

Document Overview will show the process and status of the application. To return to this page later, click the "SBEG" document number at the top left of the application.

School Breakfast Program Expansion Grant Application

Cover Page

Click on the Cover Page located in the left tool bar.

SBEG-2023-

Document Overview

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Review Grant Selections
- Sponsor/Site Information

Template
CNP: School Breakfast Expansion Grant

Instance
CNP: School Breakfast Expansion Grant

Document Name
SBEG-2023-

Document Status
Application In Progress

Organization

Your Role
Authorized Official (5)

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted A Re

Entity: Application Description is pre-filled from the Educational Entity Master (EEM). If this information is incorrect, update the organization profile in EEM.

For questions about EEM, email CEPI@michigan.gov.

Main Contact Person: select from the Contact Name drop-down

Secondary Contact Person: select from the Contact Name drop-down

Save the Page and the Main and Secondary Contact will populate.

Main Contact Person

Contact Name

Test OESAO

Address

City

Zip Code

Telephone

Fax

Email Address

Main Contact Person

Contact Name

Test OESAO

Address

123 Main St

City

Zip Code

Test City

48442

Telephone

Fax

517-555-1212

Email Address

mlbutler369@gmail.com

School Breakfast Program Expansion Grant Application

Assurances and Certifications

Click on Assurances and Certifications located in the left tool bar.

The screenshot shows the 'Document Overview' page for SBEG-2023-. The left sidebar contains a 'Forms' section with the following items: Cover Page, Assurances and Certifications, Important Information, Review Grant Selections, and Sponsor/Site Information. A red arrow points to 'Assurances and Certifications'. The main content area displays the following information:

Template	Instance
CNP: School Breakfast Expansion Grant	CNP: School Breakfast Expansion Grant

Document Name	Document Status
SBEG-2023-	Application In Progress

Organization	Your Role
	Authorized Official (5)

Below the table is a progress bar with the following steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, and A Re.

Review the Assurances and Certifications and save the page.

Important Information

Click on Important Information located in the left tool bar.

The screenshot shows the 'Document Overview' page for SBEG-2023-. The left sidebar contains a 'Forms' section with the following items: Cover Page, Assurances and Certifications, Important Information, Review Grant Selections, and Sponsor/Site Information. A red arrow points to 'Important Information'. The main content area displays the following information:

Template	Instance
CNP: School Breakfast Expansion Grant	CNP: School Breakfast Expansion Grant

Document Name	Document Status
SBEG-2023-	Application In Progress

Organization	Your Role
	Authorized Official (5)

Below the table is a progress bar with the following steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, and A Re.

Review the Important Information and save the page.

Review Grant Selections

Click on Review Grant Selections located in the left tool bar.

School Breakfast Program Expansion Grant Application

SBEG-2023- [redacted]

Document Overview

Template
CNP: School Breakfast Expansion Grant

Instance
CNP: School Breakfast Expansion Grant

Document Name
SBEG-2023-[redacted]

Document Status
Application In Progress

Organization
[redacted]

Your Role
Authorized Official (5)

Progress Bar: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, A Re

Save the page and the Budget Pages will appear in the left tool bar.

Sponsor Information/Contacts

Click on Sponsor Information/Contacts located in the left tool bar.

SBEG-2023- [redacted]

Document Overview

Template
CNP: School Breakfast Expansion Grant

Instance
CNP: School Breakfast Expansion Grant

Document Name
SBEG-2023-[redacted]

Document Status
Application In Progress

Organization
[redacted]

Your Role
Authorized Official (5)

Progress Bar: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, A Re

Numbers 1-4 are pre-filled from the Educational Entity Master (EEM). If this information is incorrect, update the organization profile in EEM.

For questions about EEM, email CEPI@michigan.gov.

Financial Director/Business Manager: enter the name, phone number and email address

Food Service Director: enter the name, phone number and email address

Superintendent: information is pre-filled from EEM.

Check the box at the bottom of the page to certify the information is complete and correct and save the page.

School Breakfast Program Expansion Grant Application

Site Information

Click on Site Information located in the left tool bar.

The screenshot shows the 'SBEG-2023-' application interface. On the left is a dark blue sidebar with a 'Forms' dropdown menu. The menu items are: Cover Page (checked), Assurances and Certifications (checked), Important Information (checked), Review Grant Selections (checked), Sponsor/Site Information (selected), Sponsor Information/Contacts (unchecked), Site Information (unchecked, highlighted with a red arrow), and Budget (unchecked). The main content area is titled 'Document Overview' and displays the following information:

Template	Instance
CNP: School Breakfast Expansion Grant	CNP: School Breakfast Expansion Grant

Document Name	Document Status
SBEG-2023-	Application In Progress

Organization	Your Role
	Authorized Official (5)

A progress bar at the bottom shows the following steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, and A Rev.

Answer questions 1-5.

- Question 1 refers to what activities you plan to use the grant funds for. Select what activities you plan to fund and describe each.
- Question 2 refers to alternative breakfast program models that will be implemented or expanded using the grant funds.
- Question 3 needs to be completed if an alternative breakfast program model will be expanded or implemented.
- Question 4, answer yes or no if you are participating in the Team Nutrition E-Start Grant.
- Question 5, answer yes or no if you are a grantee in the 10 Cents a Meal Program.
- Lastly, check the box that you agree to complete the grant fund evaluation by September 30, 2023.

Budget Item

Click on Budget Item located in the left tool bar.

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SBEG-2023-

Document Overview

Template CNP: School Breakfast Expansion Grant	Instance CNP: School Breakfast Expansion Grant
Document Name SBEG-2023-	Document Status Application In Progress
Organization	Your Role Authorized Official (5)

Progress Bar: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Adn Revie

The Function Code for the budget items is 297: Food Services and should be displayed on the drop-down menu.

Provide a detailed description of what you will be using the grant funds for. i.e., smoothie maker. Instead write "purchase 4 smoothie makers (list brand and model) for each elementary school (list schools)".

Enter the cost with each budget item in the appropriate budget category.

If you are funding staff salary, then benefits must also have a dollar amount. You will see an error message if you do not include both.

Save the page.

If adding more than one budget item, click the "Add" button in the upper right corner and complete as necessary.

Budget items should total \$10,000. This includes Capital Outlay. Grant funds cannot exceed this amount.

Capital Outlay

Document Overview Page showing the Budget Item Link.

SBEG-2023-

Document Overview

Template CNP: School Breakfast Expansion Grant	Instance CNP: School Breakfast Expansion Grant
Document Name SBEG-2023-	Document Status Application In Progress
Organization	Your Role Authorized Official (5)

Progress Bar: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Adn Revie

The Function Code for the budget items is 297: Food Services and should be

School Breakfast Program Expansion Grant Application

displayed on the drop-down menu.

Provide a detailed description of the capital outlay item you plan to purchase. Enter the justification for the capital outlay item. Enter how many items you plan to purchase and the cost for the item.

Capital Outlay is specifically for individual items over \$5,000 (think larger equipment purchases).

Save the page.

If adding more than one capital outlay item, click the "Add" button in the upper right corner and complete as necessary.

Budget Summary

Click on Budget Summary located in the left tool bar.

SBEG-2023-

Document Overview

Template CNP: School Breakfast Expansion Grant	Instance CNP: School Breakfast Expansion Grant
Document Name SBEG-2023-	Document Status Application In Progress
Organization	Your Role Authorized Official (5)

Progress Bar:

- Application In Progress (checked)
- Application Submitted
- Review In Progress
- Modifications Required
- Modifications In Progress
- Modifications Submitted
- Adn Revie

Budget information entered on the Budget Detail and Capital Outlay pages will display in the appropriate categories. Again, the total Budget amount cannot exceed \$10,000.

Enter the Business Office Representative, their phone and email.

Enter the Contact Person, phone and email.

Save the page.

Budget Detail

Click on Budget Detail located in left tool bar.

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SBEG-2023-

Document Overview

Template CNP: School Breakfast Expansion Grant	Instance CNP: School Breakfast Expansion Grant
Document Name SBEG-2023-	Document Status Application In Progress
Organization	Your Role Authorized Official (5)

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Adn Review

This page shows a detailed list of the grant budget that is exportable.

Attachments

Click on Attachments located in the left tool bar if you want to upload attachments into the application. Attachments are not required for this application.

SBEG-2023-

Document Overview

Template CNP: School Breakfast Expansion Grant	Instance CNP: School Breakfast Expansion Grant
Document Name SBEG-2023-	Document Status Application In Progress
Organization	Your Role Authorized Official (5)

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Adn Review

Application Process Flow

Once all sections in the application have been completed, click submit application.

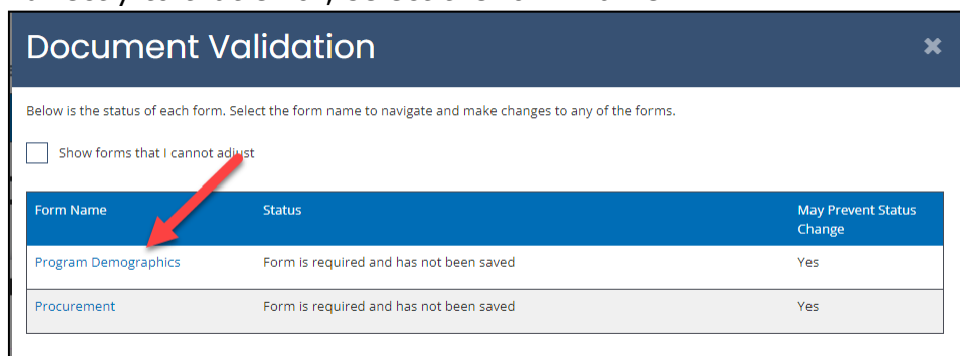
Status Options

Cancel Application

Submit Application

School Breakfast Program Expansion Grant Application

If there are any errors in the application, they will appear on this page. To go directly to that error, select the form name.



Document Validation [X]

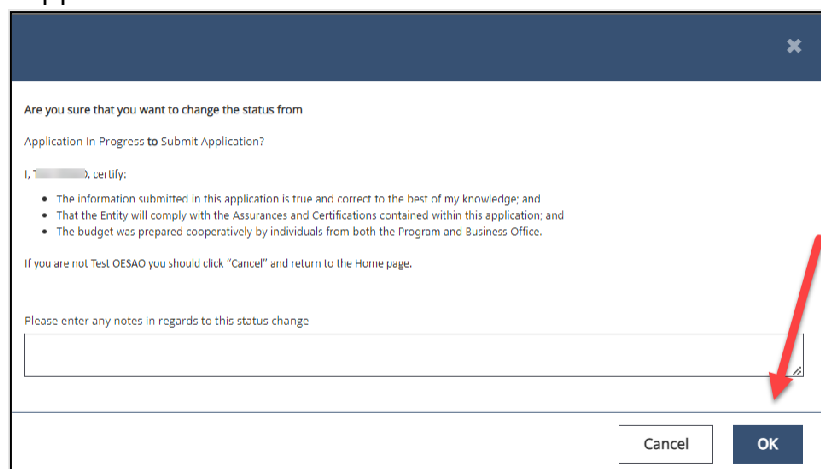
Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Program Demographics	Form is required and has not been saved	Yes
Procurement	Form is required and has not been saved	Yes

A red arrow points to the 'Program Demographics' link in the table.

Once the application is free of errors, complete the certification page to submit application.



Are you sure that you want to change the status from
Application In Progress to Submit Application?

I, _____, certify:

- The information submitted in this application is true and correct to the best of my knowledge; and
- That the Entity will comply with the Assurances and Certifications contained within this application; and
- The budget was prepared cooperatively by individuals from both the Program and Business Office.

If you are not Test OESAO you should click "Cancel" and return to the Home page.

Please enter any notes in regards to this status change

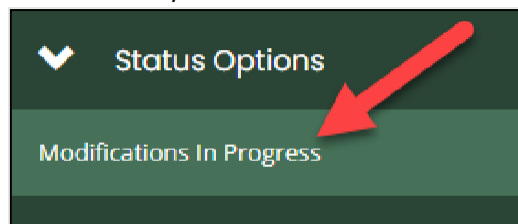
[Text area for notes]

[Cancel] [OK]

A red arrow points to the OK button.

Returned for Modifications

If modifications are required for approval, please complete all requested changes. To do this, click Modifications in Progress on the left tool bar.



The requested modifications will be displayed on the Document Overview page. This can be accessed by clicking the Application Number on the top left tool bar.

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Document Overview

View document details.

Template CNP: Coordinated Application	Instance CNP: Coordinated Application	Process NexSys
Document Name COORDAPP-2023-82SPX0099-00493	Document Status Modifications Required	
Organization PIPPEN PALACE CHILD CARE ACADEMY I - 82SPX0099	Your Role Authorized Official (5), Accounting - Entity View	Period 10/10/ 10/15/

✓

✓

✓

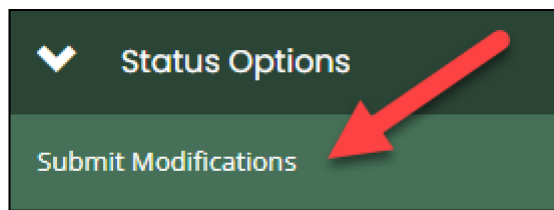
✓

Application In Progress Submit Application Review In Progress Modifications Required Modifications In Progress Submit Modifications Applic

Requested Modifications

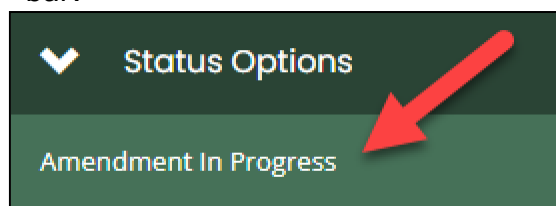
Location	Notes
<input type="checkbox"/> Sponsor Information	update EEM information

Click on the page name to go directly to that page to make modifications.
Once modifications are complete, click Submit Modifications on left tool bar.

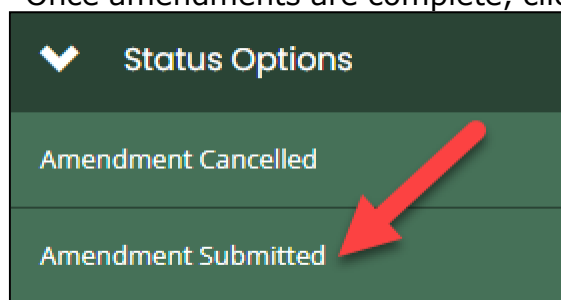


Amend Application

To amend an approved application, click Amendment in Progress on the left tool bar.



Once amendments are complete, click Amendment Submitted on the left tool bar.



Final Steps

School Breakfast Program Expansion Grant Application

You will receive an email including an award notification letter if you are awarded grant funds. You can check the status of your application anytime by following the above steps in NexSys, then clicking on the CNP: School Breakfast Expansion Grant.

Please contact Sara Harmon with any application or grant questions. You can email MDE-SchoolNutrition@michigan.gov or call 517-241-5374.