

10 Cents a Meal for Michigan Kids and Farms Application Guide

To find the 10 Cents a Meal for Michigan Kids and Farms (10 Cents a Meal) Application log into NexSys and look under “My Opportunities” and select “CNP: 10 Cents a Meal for Michigan Kids and Farms”. If you have already started your application for 2022-23 you will find this application under the “My Tasks” section.



| Opportunity Name | Department | Availability Dates |
|---|--|--|
| Adult Education: WIOA Instructional Programs | Michigan Department of Education | 1/22/2023 12:00:00 AM - 1/23/2024 12:00:00 AM |
| CNP School Breakfast Expansion Grant | Office of Health and Nutrition Services | 10/20/2022 11:00:00 AM - 6/30/2023 12:00:00 AM |
| CNP: 10 Cents A Meal for Michigan Kids and Farms | Office of Health and Nutrition Services | 12/1/2022 12:00:00 AM - 12/31/2023 12:00:00 AM |
| CNP: Coordinated Application | Michigan Department of Education | 12/20/2022 3:00:00 PM - 12/20/2023 1:15:00 AM |
| Consolidated Application | Office of Educational Supports | 12/1/2022 12:00:00 AM - 12/1/2023 12:00:00 AM |
| CTE Perkins | Office of Career and Technical Education | 1/1/2022 9:00:00 AM - 12/31/2023 11:45:00 PM |

Once you initiate your application you see the pop-up below. Click “Proceed” to start your application.



CNP: 10 Cents A Meal for Michigan Kids and Farms

Provided By: Office of Health and Nutrition Services

Provided To: Genesee ISD - 25000

NexSys Applications Availability Dates: 12/1/2022 12:00:00 AM - 12/31/2023 12:00:00 AM

Due Date: N/A

Proceed **Cancel**

Once you have gotten into your application the “Document Overview” page will display a progress bar. As you get further into the application process you will see where your application is in the approval process. The task bar on the left side of the page will guide you through the application. Generally, we recommend you work down the pages on the task bar.

Document Overview

Template: CNR: 10 Cents A Meal for Michigan Kids and Farms
 Instance: CNR: 10 Cents A Meal for Michigan Kids and Farms
 Process: NexSys Applications

Document Name: 10CAMKF-2023-25000-00007
 Document Status: Application In Progress

Organization: Genesee ISD - 25000
 Your Role: Authorized Official (5)
 Period Date: 12/1/2022 12:00:00 AM to 12/31/2023 12:00:00 AM

Progress Bar Steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, Amendment Submitted.

Cover Page:

The cover page has general information about the application and displays the name and address of the entity that’s applying.

This page will require you to enter the name of a contact person applying which you can select from the drop-down feature. Once you select a contact person click the “Save” button on the upper right-hand corner. Clicking this save button will allow the contact person’s information to auto-populate.

Application Description

Entity Name: Genesee ISD - 25000
 Agreement Number: 25000
 Entity Address: 2413 WEST MAPLE AVE
 City: FLINT
 Zip Code: 485073429
 Entity County: Genesee County

Main Contact Person

Contact Name * (dropdown menu with 'Test AO' selected, highlighted with a red arrow)
 City: _____ Zip Code: _____
 Telephone: _____ Fax: _____
 Email Address: _____

Secondary Contact Person

Contact Name * (dropdown menu)
 Address: _____

Top Right Buttons: New Note, Print, Save (circled in red)

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00007

Forms

Cover Page

Assurances and Certifications

Important Information

Review Grant Selections

General Information

Sponsor Information/Contact Information

Program Information

Upload Documentation of Training Completion

Attachments

Attachments

State of Michigan Attachments

Tools

Landing Page

Main Contact Person

Contact Name *
Test AO

Address
123 Main St

City Zip Code
Test City 48442

Telephone Fax
517-555-1212

Email Address
mlbutler369@gmail.com

Secondary Contact Person

Contact Name *
Diana Allard

Address
2413 W. Maple Avenue

City Zip Code
Flint 48507

Telephone Number Fax
810-591-4446

Email Address
dallard@geneseeisid.org

Modifications

We recommend the **secondary contact person** be different from the person selected as the **main contact person**.

Please note that only the authorized official can initiate the application and add a new person. Once new contact is added their name will display in the "contact name" drop-down menu.

You will know if your page has been successfully completed once you see this check box displayed next to the page title.

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00007

Forms

Cover Page

Assurances and Certifications

Important Information

Review Grant Selections

General Information

Main Contact Person

Contact Name *
Test AO

Address
123 Main St

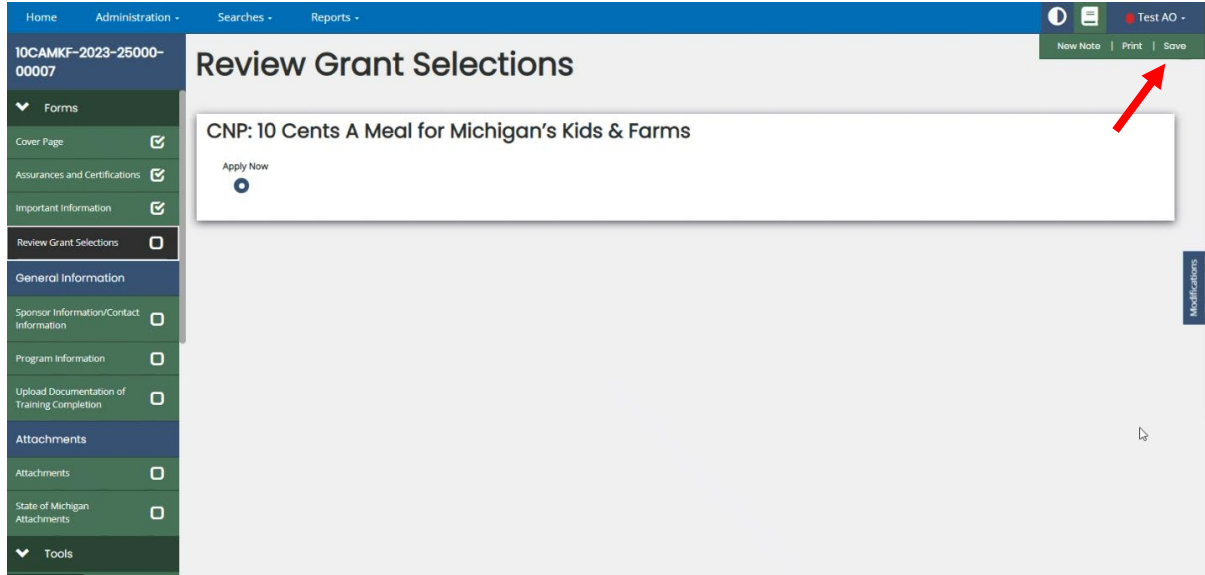
City Zip Code
Test City 48442

Telephone Fax
517-555-1212

Email Address

Review Grant Selections:

This page will be completed once you click the save button the top right corner.



Home Administration - Searches - Reports - Test AO -

10CAMKF-2023-25000-00007

Review Grant Selections

New Note | Print | Save

CNP: 10 Cents A Meal for Michigan's Kids & Farms

Apply Now

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Review Grant Selections

General Information

- Sponsor Information/Contact Information
- Program Information
- Upload Documentation of Training Completion

Attachments

- Attachments
- State of Michigan Attachments

Tools

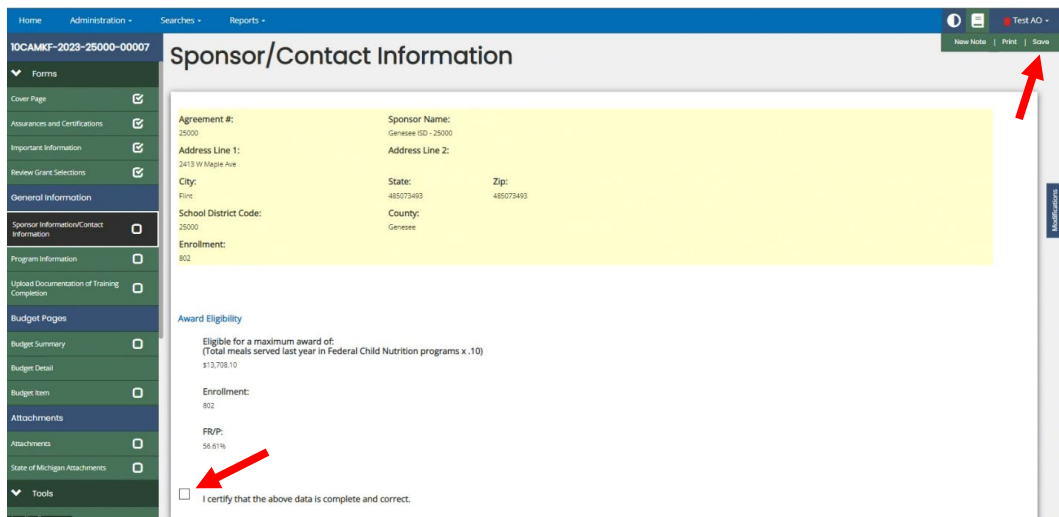
Sponsor/ Contact Information Page:

The information displayed within the yellow box will auto-populate from EEM.

The "Award Eligibility" is specific to 10 Cents a Meal. Your maximum award amount is calculated by multiplying the total meals served during the previous year within the federal child nutrition programs by 0.10.

The enrollment and free and reduced percentage are other factors within your application.

Once you certify this page is correct check the certification box at the bottom of the page and hit save.



Home Administration - Searches - Reports - Test AO -

10CAMKF-2023-25000-00007

Sponsor/Contact Information

New Note | Print | Save

Agreement #: 25000 Sponsor Name: Genesee ISD - 25000
Address Line 1: 2413 W Maple Ave Address Line 2:
City: Flint State: MI Zip: 48507493
School District Code: 25000 County: Genesee

Enrollment: 802

Award Eligibility

Eligible for a maximum award of:
(Total meals served last year in Federal Child Nutrition programs x .10)
\$13,708.10

Enrollment: 802

FR/P: 96.61%

I certify that the above data is complete and correct.

Forms

- Cover Page
- Assurances and Certifications
- Important Information
- Review Grant Selections

General Information

- Sponsor Information/Contact Information
- Program Information
- Upload Documentation of Training Completion

Budget Pages

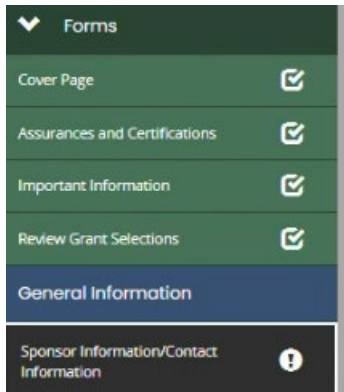
- Budget Summary
- Budget Detail
- Budget Item

Attachments

- Attachments
- State of Michigan Attachments

Tools

Note that if a page is not completed correctly, you will see this exclamation point show up on your taskbar. This will notify you to come back to that specific page and make corrections before submitting your application.

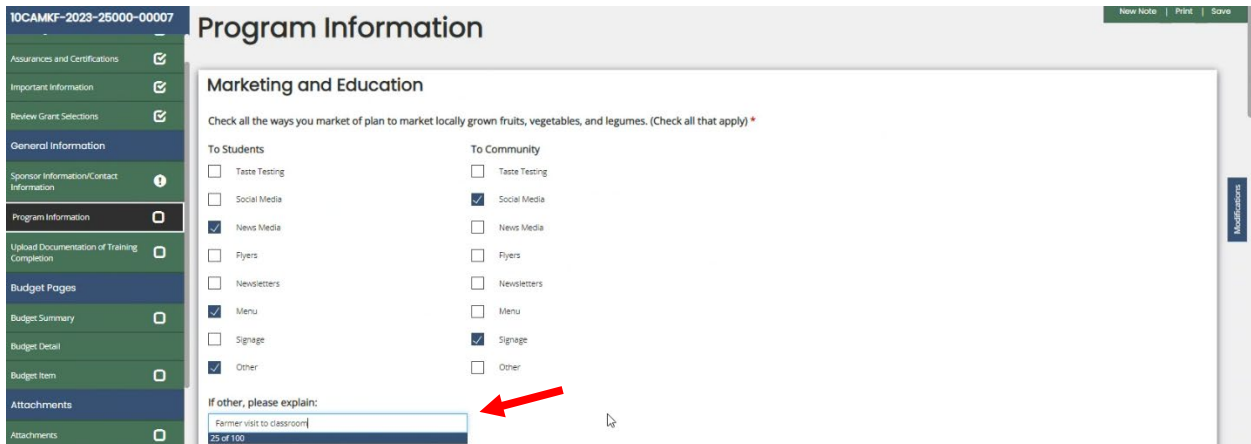


Program Information Page:

This page will ask you about a variety of aspects of your program including marketing, educational activities, etc.

Please note the selections in these pictures are specific to this application. Feel free to select the options that work best for your program.

Note when checking the “other” option within the “Marketing and Education” section you will need to provide a description in the text box.



In the section pertaining to education please select the options that best describe the outcomes of your education programs and further explain these outcomes within the text box.

Check all the outcomes your planned education activities will meet. (Check all that apply): *

- Promote healthy food activities
- Increase student knowledge and consumption of Michigan grown products.
- Have clear educational activities
- Involve parents or the community
- Connect to a school's farm or school procurement activities

Describe the educational activities listed above: *

Monthly highlight of a farm and food item. Using the farm to school curriculum from USDA.

90 of 5000

Describe any community partners, partners within your school system or childcare network, or other resources that you utilize or plan to call upon to assist you in marketing and education activities. *

ISD Dietician and Local Wellness Policy team, in coordination with our Ag Ed teacher.

85 of 5000

Sourcing:

In this section, you will explain how you plan to source the produce you use in your programming. You may select more than one sourcing option. Again, if selecting "other" please give further details within the text box.

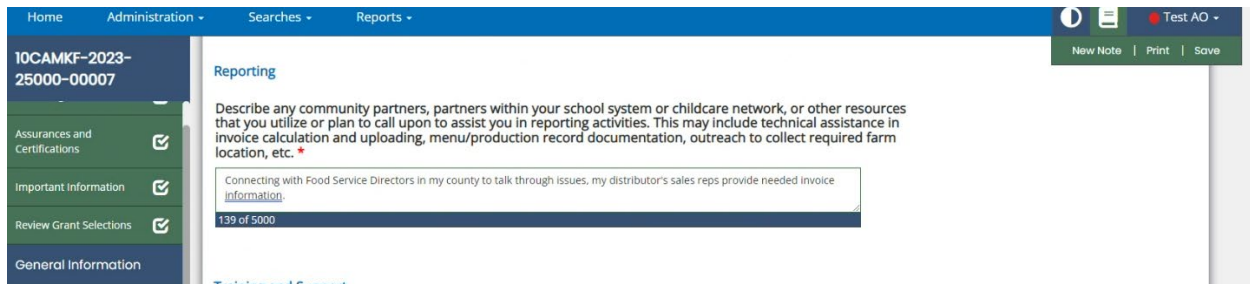
The screenshot shows a web application interface for 'Sourcing'. The top navigation bar includes 'Home', 'Administration', 'Searches', and 'Reports'. The main content area is titled 'Sourcing' and contains the following sections:

- Did you serve local produce in SY 2021-2022? ***
Yes (selected) No
- Select all the methods you are using or plan to use to procure locally grown fruits, vegetables, and legumes. (Check all that apply): ***
 - Forward Contracting
 - Micropurchasing
 - Co-op purchasing with Institutional buyers
 - Direct purchasing from farms
 - Farmer's Markets
 - Broadline Distributor
 - Food Hubs
 - USDA foods
 - Other
- If other, please explain:**
0 of 100
- Describe any community partners, partners within your school system or childcare network, or other resources that you utilize or plan to call upon to assist you in sourcing activities. ***
MSU Extension educators, Local Wellness team, and a student group are helping with sourcing.
92 of 5000

The left sidebar contains a navigation menu with categories like 'Assurances and Certifications', 'General Information', 'Program Information', 'Budget Pages', 'Attachments', and 'Tools'. The right sidebar has a 'Modifications' button.

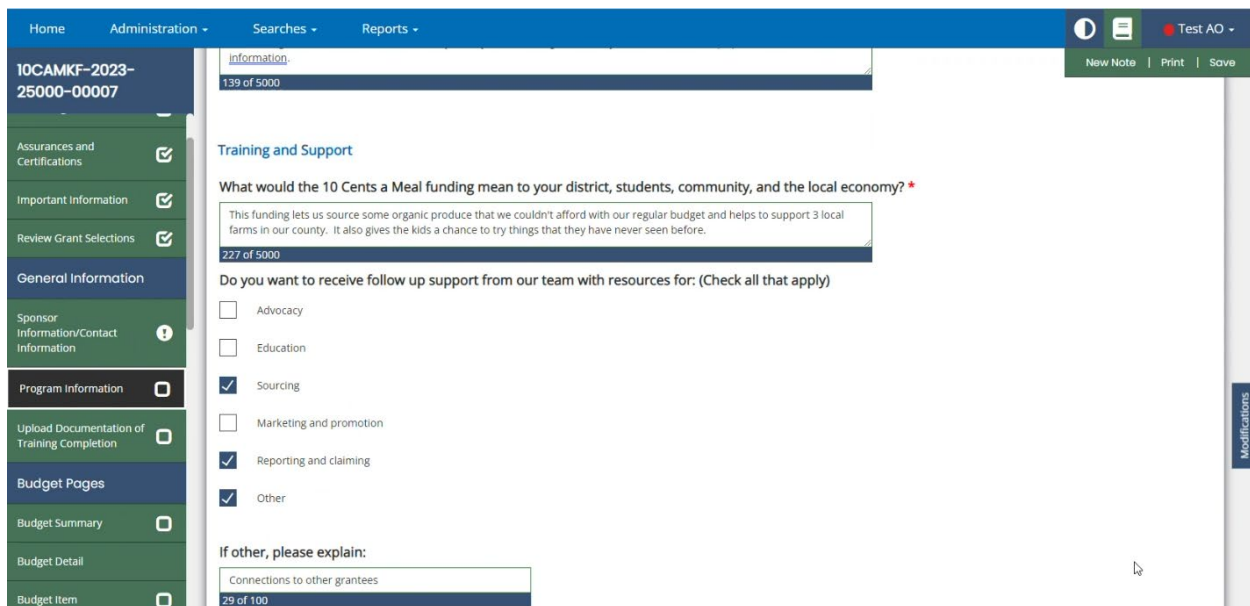
Reporting:

The reporting section will ask you to provide details about any community partners, partners within your school or childcare network you may look to for assistance in reporting activities. Type in your programs plan in the text box.



Training and Support:

In this section, please describe what 10 Cents a Meal funding mean to your program and wider community within the text box displayed. Then check any additional ways you want to receive support from our team- if selecting “other” please describe what additional resources you would like.



Once you complete this page be sure to click the check box at the bottom to certify your data is complete and correct, then save the page.



Error Example:

If you did not adequately complete the information required, you will receive an error message. To specifically identify which question you are receiving the error for, simply click on the error itself and it will automatically direct you to the section you need to fix/complete.

Again, you will notice the exclamation point on the task bar highlighting that the page has an error. Once errors are fixed those exclamation points will change into check marks.

Home Administration Searches Reports Test AO

10CAMKF-2023-25000-00007

Assurances and Certifications

Important Information

Review Grant Selections

General Information

Sponsor Information/Contact Information

Program Information

Upload Documentation of Training Completion

Budget Pages

Budget Summary

Budget Detail

Budget Item

Attachments

Social Media
 News Media
 Flyers
 Newsletters
 Menu
 Signage
 Other

Social Media
 News Media
 Flyers
 Newsletters
 Menu
 Signage
 Other

Attention

- Required if Other is checked above.
- At least one checkbox must be checked.

If other, please explain:

0 of 100

Check all the outcomes your planned education activities will meet. (Check all that apply): *

Promote healthy food activities
 Increase student knowledge and consumption of Michigan grown products.
 Have clear educational activities
 Involve parents or the community
 Connect to a school's farm or school procurement activities

Describe the educational activities listed above: *

Home Administration Searches Reports Test AO

10CAMKF-2023-25000-00007

Assurances and Certifications

Important Information

Review Grant Selections

General Information

Sponsor Information/Contact Information

Program Information

Upload Documentation of Training Completion

Budget Pages

Budget Summary

Budget Detail

Budget Item

Attachments

Monthly highlight of a farm and food item. Using the farm to school curriculum from USDA.

90 of 5000

Describe any community partners, partners within your school system or childcare network, or other resources that you utilize or plan to call upon to assist you in marketing and education activities. *

ISD Dietician and Local Wellness Policy team. In coordination with our Ag Ed teacher.

85 of 5000

Sourcing

Did you serve local produce in SY 2021-2022? *

Yes
 No

Select all the methods you are using or plan to use to procure locally grown fruits, vegetables, and legumes. (Check all that apply): *

Forward Contracting
 Micropurchasing
 Co-op purchasing with Institutional buyers
 Direct purchasing from farms
 Farmers Markets
 Broadline Distributor

Upload Documentation of Training Completion:

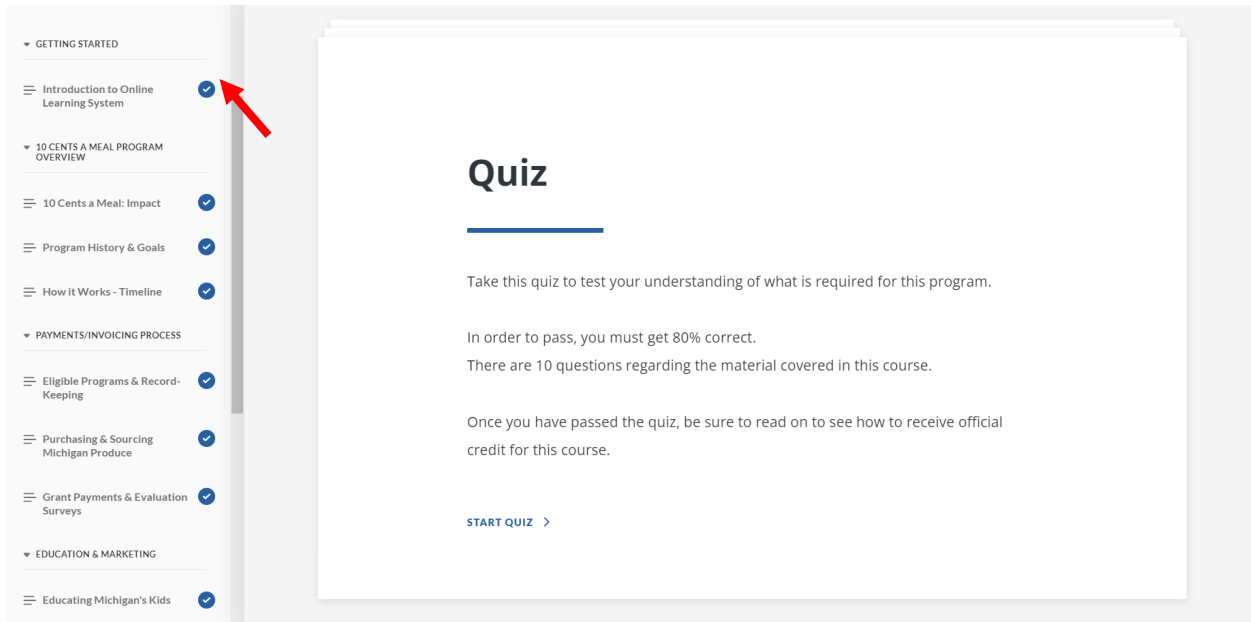
In this section you will need to upload a copy of your training certificate. You can find this [required training](#) which you will need to complete to get the certificate necessary for this section.

To start the training click the “start course”. This course will guide you through a variety of important information about the 10 Cents a Meal program and includes tools that will help in your program’s success.

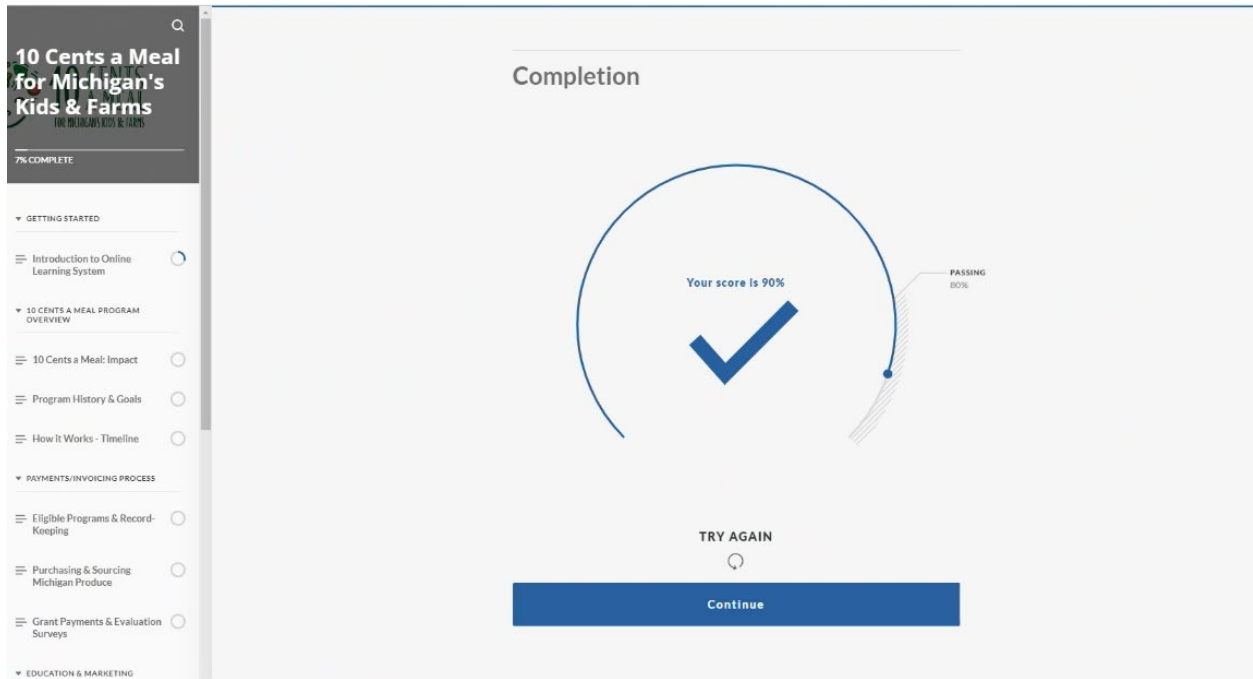


Welcome to 10 Cents a Meal for Michigan's Kids & Farms!

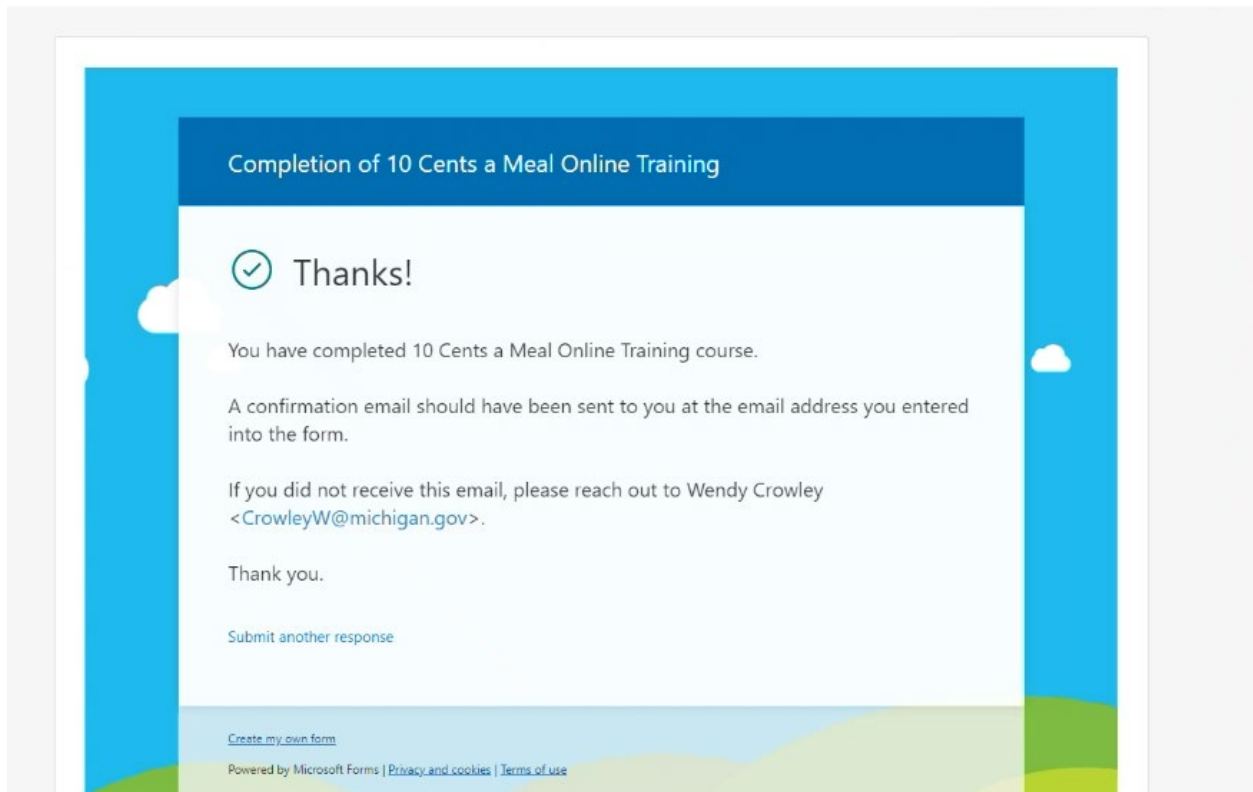
Once you have completed the course, you will see check marks on all the required lessons as shown below. Once you have made it through all the pages, you will be brought to the quiz portion. This is a ten question quiz that requires you to have at least eight questions correct to pass. Keep in mind that you can take this quiz an unlimited number of times until you pass, and you will have to complete it annually.



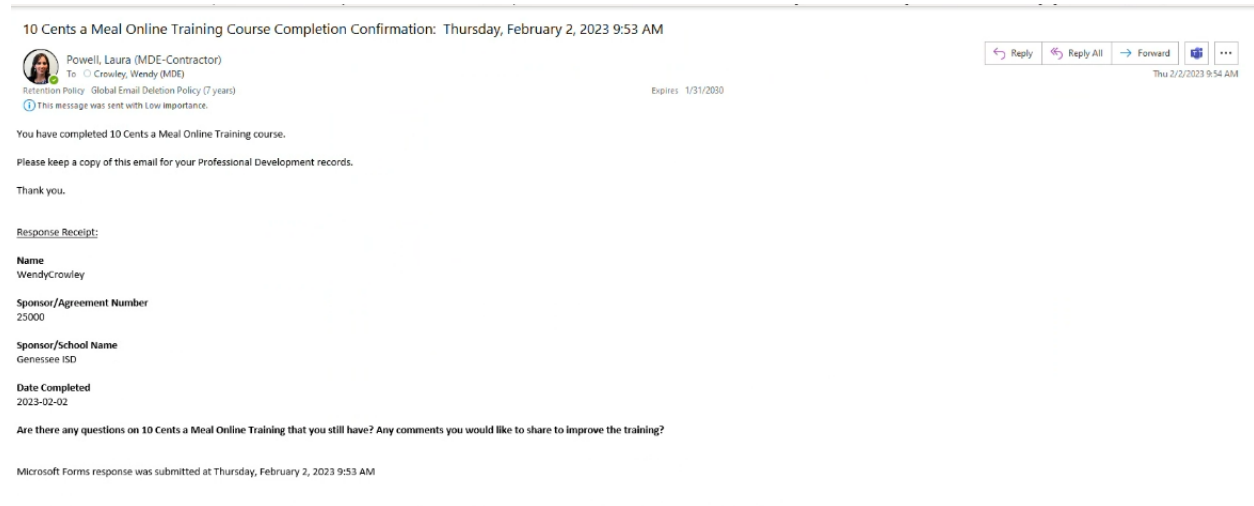
You will see the screen below once you have completed the quiz. It will let you know if you passed. If you were not able to do so, please complete the quiz again until you do.



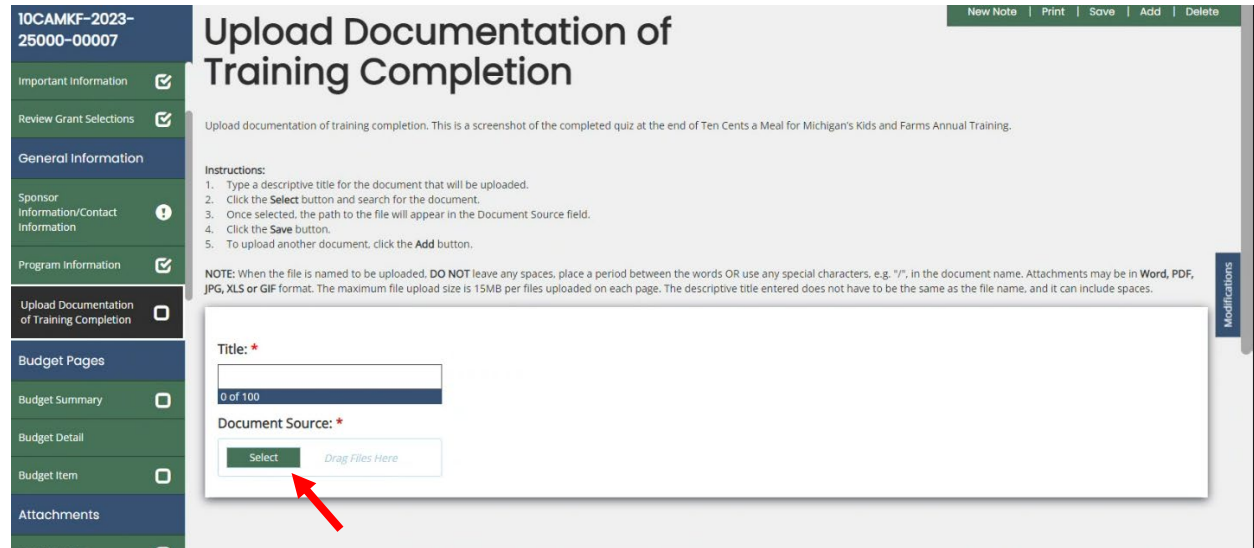
You will see this screen once you have successfully completed the training. You will need to input your email address to get a copy of your training certificate.



In addition to the completion screen, you will receive an email from Laura Powell (PowellL7@michigan.gov) notifying you that you successfully completed the necessary training.



Once you completed the training please go back to the application and upload the documentation into the "Upload Documentation and Training Completion" portion of the application.



Once your file is uploaded successfully you will see a checkmark display next to the select button as shown below. Under your upload you will also see a note stating "File(s) uploaded successfully".

The screenshot shows the 'Upload Documentation of Training Completion' page. The left sidebar contains navigation options: Home, Administration, Searches, Reports, and a sidebar menu with items like '10CAMKF-2023-25000-00007', 'Important Information', 'Review Grant Selections', 'General Information', 'Sponsor Information/Contact Information', 'Program Information', 'Upload Documentation of Training Completion', 'Budget Pages', 'Budget Summary', 'Budget Detail', 'Budget Item', and 'Attachments'. The main content area has a title 'Upload Documentation of Training Completion' and a description: 'Upload documentation of training completion. This is a screenshot of the completed quiz at the end of Ten Cents a Meal for Michigan's Kids and Farms Annual Training.' Below this are instructions for uploading a document. The 'Document Source' field is populated with a file named '10 Cents a Meal Online Tral...' and a checkmark next to the 'Select' button. A red arrow points to the checkmark. Below the file name, a notification says 'File(s) uploaded successfully'. Another red arrow points to this notification. The top right of the page has buttons for 'New Note', 'Print', 'Save', 'Add', and 'Delete'. The user's name 'Test AO' is visible in the top right corner.

Note all your uploaded material in this section will need a title. If you save this page without the required title portion completed, you will receive an error.

Error cE

The screenshot shows the 'Upload Documentation of Training Completion' page with an error. The 'Title' field is empty, and a red arrow points to it. An 'Attention' notification box is displayed, stating 'Title is required'. A red arrow points to the notification box. The rest of the page is the same as the previous screenshot, but the 'Document Source' field is empty, and the 'Select' button is disabled. The top right of the page has buttons for 'New Note', 'Print', 'Save', 'Add', and 'Delete'. The user's name 'Test AO' is visible in the top right corner.

Once you title your document, you will be able to successfully save this page. Please note you can title your training completion document whatever you would like, but we recommend something along the lines of "2023 Training completed". Once saved successfully you will see a checkmark appear on the taskbar.

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00007

Upload Documentation of Training Completion

Upload documentation of training completion. This is a screenshot of the completed quiz at the end of Ten Cents a Meal for Michigan's Kids and Farms Annual Training.

Instructions:

1. Type a descriptive title for the document that will be uploaded.
2. Click the **Select** button and search for the document.
3. Once **selected**, the path to the file will appear in the Document Source field.
4. Click the **Save** button.
5. To upload another document, click the **Add** button.

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments may be in **Word, PDF, JPG, XLS or GIF** format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

Title: *

2023 Training completed

23 of 100

Document Source: *

Select Drag Files Here

10 Cents a Meal Online Tra... 49.74 KB

Budget Pages:

Budget Summary:

Once you get to the budget pages section, please note the budget summary will initially appear blank. **Please start this section from the budget item page first.** In order for the budget summary to have information, the budget item page **needs** to be completed.

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00007

Budget Summary

Instructions:

- To add a budget item, click on the **Add Budget Item**.
- To view the budget detail, click the **Budget Detail**.
- Add the name of your business and program representatives with phone numbers and emails and click **Save**.

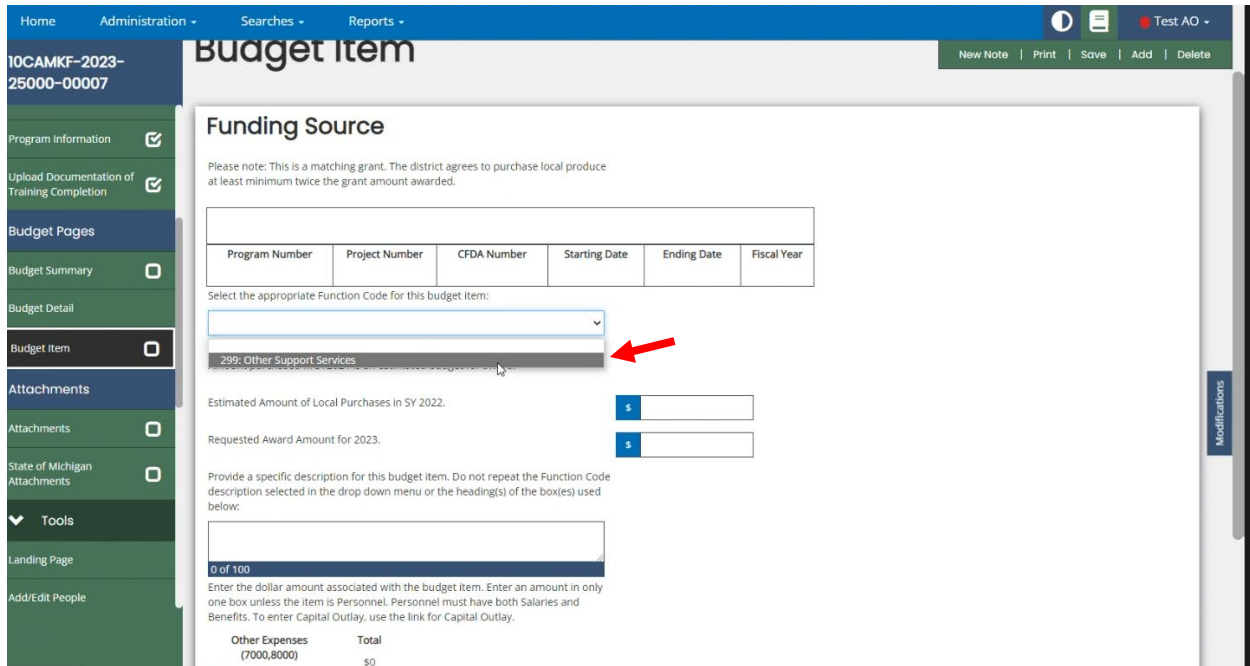
Funding Source

| Agreement Number | Program Number | Project Number | CFDA Number | Starting Date | Ending Date | Fiscal Year | | |
|--------------------------------|----------------|----------------|-------------------------------|---------------------------|---------------------|---------------------------|-------|--|
| 25000 | | | | | | | | |
| Function Codes | Salaries 1000 | Benefits 2000 | Purchased Services 3000, 4000 | Supplies & Materials 5000 | Capital Outlay 6000 | Other Expenses 7000, 8000 | Total | |
| 290 - Support Services - Other | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| TOTAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |

Contact Information

Budget Item:

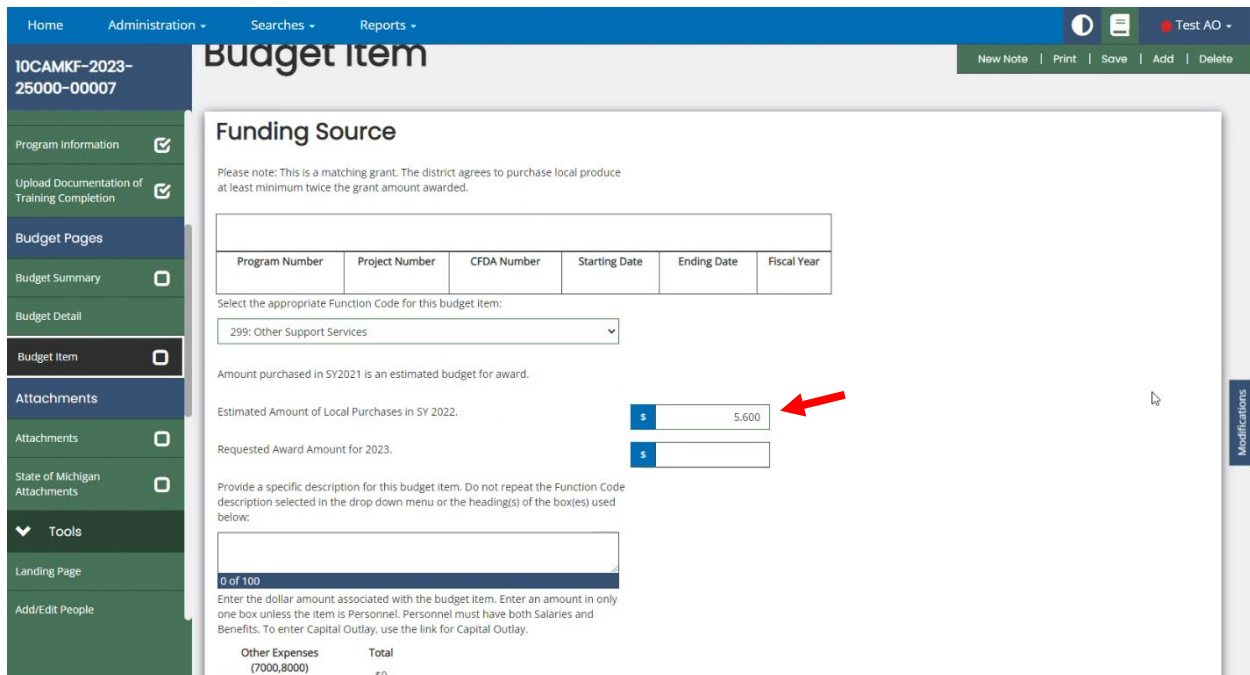
Once on the budget item page, you will need to select the appropriate function code from the dropdown. Please select **"299: Other Support Services"**.



The screenshot shows the 'Budget Item' page for '10CAMKF-2023-25000-00007'. The 'Funding Source' dropdown menu is open, and '299: Other Support Services' is selected. A red arrow points to this selection. The page includes a table for 'Program Number', 'Project Number', 'CFDA Number', 'Starting Date', 'Ending Date', and 'Fiscal Year'. Below the table, there are input fields for 'Estimated Amount of Local Purchases in SY 2022' and 'Requested Award Amount for 2023', both with a '\$' symbol. A text area for 'Provide a specific description for this budget item' is also visible, with a '0 of 100' character count. At the bottom, there is a summary table:

| Other Expenses | Total |
|----------------|-------|
| (7000,8000) | \$0 |

Next, you will need to provide an estimated amount of local purchases during the 2022 school year. We emphasize this is an **estimate** and we do not need a completely accurate number. You do not need to go through your record to look up this information – a rough estimate is good.



The screenshot shows the 'Budget Item' page for '10CAMKF-2023-25000-00007'. The 'Funding Source' dropdown menu is now closed, and '299: Other Support Services' is selected. A red arrow points to the 'Estimated Amount of Local Purchases in SY 2022' input field, which contains the value '5,600'. The page includes the same table for 'Program Number', 'Project Number', 'CFDA Number', 'Starting Date', 'Ending Date', and 'Fiscal Year'. Below the table, there are input fields for 'Estimated Amount of Local Purchases in SY 2022' and 'Requested Award Amount for 2023', both with a '\$' symbol. A text area for 'Provide a specific description for this budget item' is also visible, with a '0 of 100' character count. At the bottom, there is a summary table:

| Other Expenses | Total |
|----------------|-------|
| (7000,8000) | \$0 |

Next, insert your requested award amount for the 2023 school year. You can go back to the sponsor information page to know what your maximum award amount is for this year. Also, it is important to note there is **no penalty** in not spending your entire grant amount, so we recommend you estimate high.

Once you insert your requested grant amount, please make sure you add a description for this request. We suggest writing “Michigan produce” for this section.

Home Administration Searches Reports Test AO

Budget Item

New Note | Print | Save | Add | Delete

Funding Source

Please note: This is a matching grant. The district agrees to purchase local produce at least minimum twice the grant amount awarded.

| Program Number | Project Number | CFDA Number | Starting Date | Ending Date | Fiscal Year |
|----------------|----------------|-------------|---------------|-------------|-------------|
|----------------|----------------|-------------|---------------|-------------|-------------|

Select the appropriate Function Code for this budget item:

.299: Other Support Services

Amount purchased in SY2021 is an estimated budget for award.

Estimated Amount of Local Purchases in SY 2022. \$ 5,600

Requested Award Amount for 2023. \$ 10,000

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Michigan produce

16 of 100

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

| | |
|-------------------------------|-------------|
| Other Expenses (7000,8000) | Total -- |
|-------------------------------|-------------|

The “other expenses” is the most important piece of this page. Please insert your requested award amount again in this section. Please note, if you request more than your maximum award amount, we will return your application and ask for that to be changed before you can be approved.

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00007

Program Number Project Number CFDA Number Starting Date Ending Date Fiscal Year

Select the appropriate Function Code for this budget item:
299: Other Support Services

Amount purchased in SY2021 is an estimated budget for award.

Estimated Amount of Local Purchases in SY 2022: \$ 5,600

Requested Award Amount for 2023: \$ 10,000

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:
Michigan produce

16 of 100

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Other Expenses (7000,8000) Total \$0
\$ 10,000

Flag Comment Previous Total Change +/-
\$0 \$0

Go to the top
Copyright 2021 State of Michigan Policies

Once the budget item page is successfully completed you will see a checkbox on the taskbar. Now you can go back to the Budget Summary page.

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00007
General information

Sponsor Information/Contact Information

Program information

Upload Documentation of Training Completion

Budget Pages

Budget Summary

Budget Detail

Budget Item

Attachments

Attachments

State of Michigan Attachments

Budget Item

New Note | Print | Save | Add | Delete
Last Saved: 2/2/2023 11:18 AM

Funding Source

Please note: This is a matching grant. The district agrees to purchase local produce at least minimum twice the grant amount awarded.

10 Cents a Meal for Michigan Kids and Farms

| Program Number | Project Number | CFDA Number | Starting Date | Ending Date | Fiscal Year |
|----------------|----------------|-------------|---------------|-------------|-------------|
| 835456 | 23-24 | | 09/01/2022 | 08/30/2023 | 2023 |

Select the appropriate Function Code for this budget item:
299: Other Support Services

Amount purchased in SY2021 is an estimated budget for award.

Estimated Amount of Local Purchases in SY 2022: \$ 5,600

Requested Award Amount for 2023: \$ 10,000

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:
Michigan produce

You will see the requested budget and program information is now auto filled with the information provided in the budget item page. Now you may complete the contact information portion of this page and click save.

10CAMKF-2023-25000-00007
General Information

Sponsor Information/Contact Information

Program Information

Upload Documentation of Training Completion

Budget Pages

Budget Summary

Budget Detail

Budget Item

Attachments

Attachments

State of Michigan Attachments

Tools

• Add the name of your business and program representatives with phone numbers and emails and click Save.

New Note | Print | Save

Funding Source

10 Cents a Meal for Michigan Kids and Farms

| Agreement Number | Program Number | Project Number | CFDA Number | Starting Date | Ending Date | Fiscal Year |
|------------------|----------------|----------------|-------------|---------------|-------------|-------------|
| 25000 | 835456 | 23-24 | | 09/01/2022 | 08/30/2023 | 2023 |

| Function Codes | Salaries 1000 | Benefits 2000 | Purchased Services 3000, 4000 | Supplies & Materials 5000 | Capital Outlay 6000 | Other Expenses 7000, 8000 | Total |
|--------------------------------|---------------|---------------|-------------------------------|---------------------------|---------------------|---------------------------|-----------------|
| 290 - Support Services - Other | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$10,000 |
| TOTAL | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$10,000 |

Contact Information

*Business Office Representative

Test Person 1
13 of 50

*Phone
(555) 555-5555

*Email
test@gmail.com
14 of 100

*Project Contact Person

Test Person 2
13 of 50

*Phone
(444) 444-4444

*Email
test2@gmail.com
15 of 100

Modifications

Budget Detail Page:

On the budget detail page, you are not required to do anything. You can move along in your application if the information on this page is correct.

Home Administration - Searches - Reports -

10CAMKF-2023-25000-00005

General Information

Sponsor Information/Contact Information

Program Information

Upload Documentation of Training Completion

Budget Pages

Budget Summary

Budget Detail

Budget Item

Attachments

Attachments

State of Michigan

Budget Detail

Funding Source

Grant Member

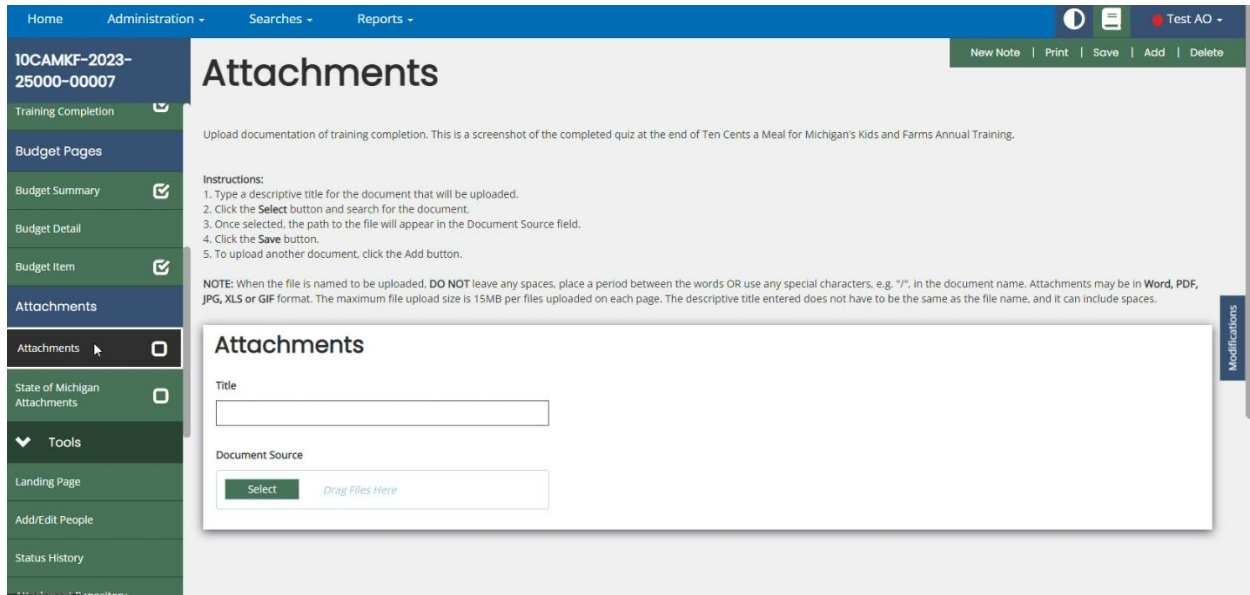
Clear Search

Results

| Function Code | Description | Entity | FTE/Hours | Salaries 1000 | Benefits 2000 | Purchased Services 3000, 4000 | Supplies 5000 | Capital Outlay 6000 | Other Expenses 7000, 8000 | Total |
|--------------------------------|-------------|---------------------|-----------|---------------|---------------|-------------------------------|---------------|---------------------|---------------------------|-------------|
| 290 - Support Services - Other | | | | | | | | | | |
| 299 | produce | Genesee ISD - 25000 | 0 / 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,708.00 | \$13,708.00 |
| 290 | Sub-Total | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,708.00 | \$13,708.00 |
| | Grand Total | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,708.00 | \$13,708.00 |

Attachments:

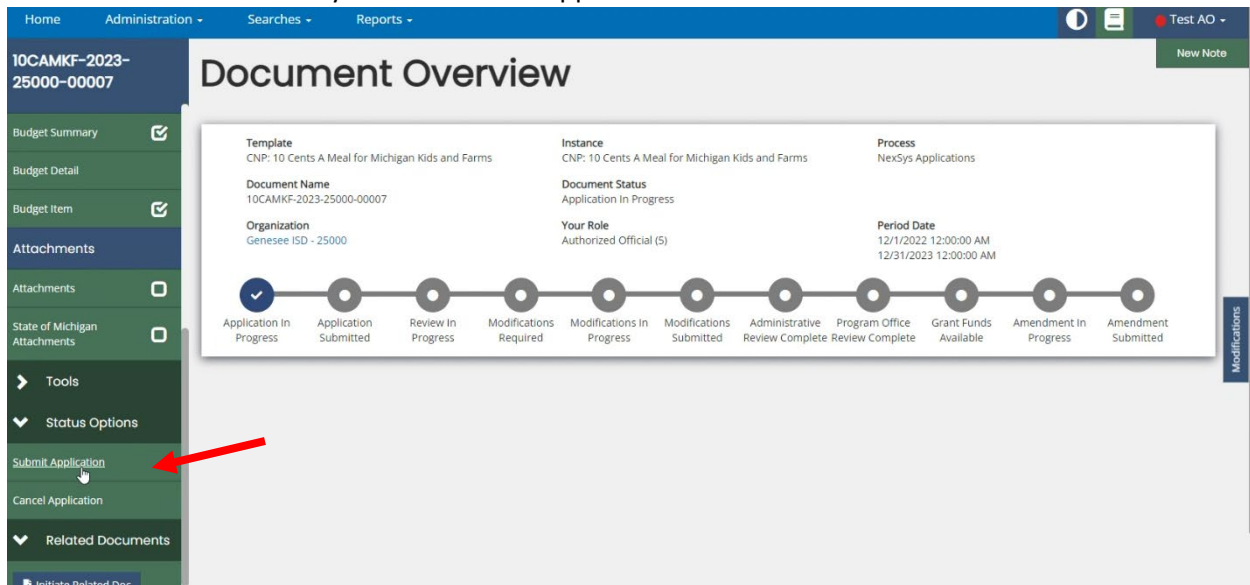
No attachments are required in this section so you may leave these pages blank.



The screenshot shows the 'Attachments' page for document 10CAMKF-2023-25000-00007. The page includes a navigation menu on the left with options like 'Training Completion', 'Budget Pages', and 'Attachments'. The main content area has instructions for uploading documents, a 'NOTE' about file naming, and a form with 'Title' and 'Document Source' fields. A 'Select' button and a 'Drag Files Here' area are also visible.

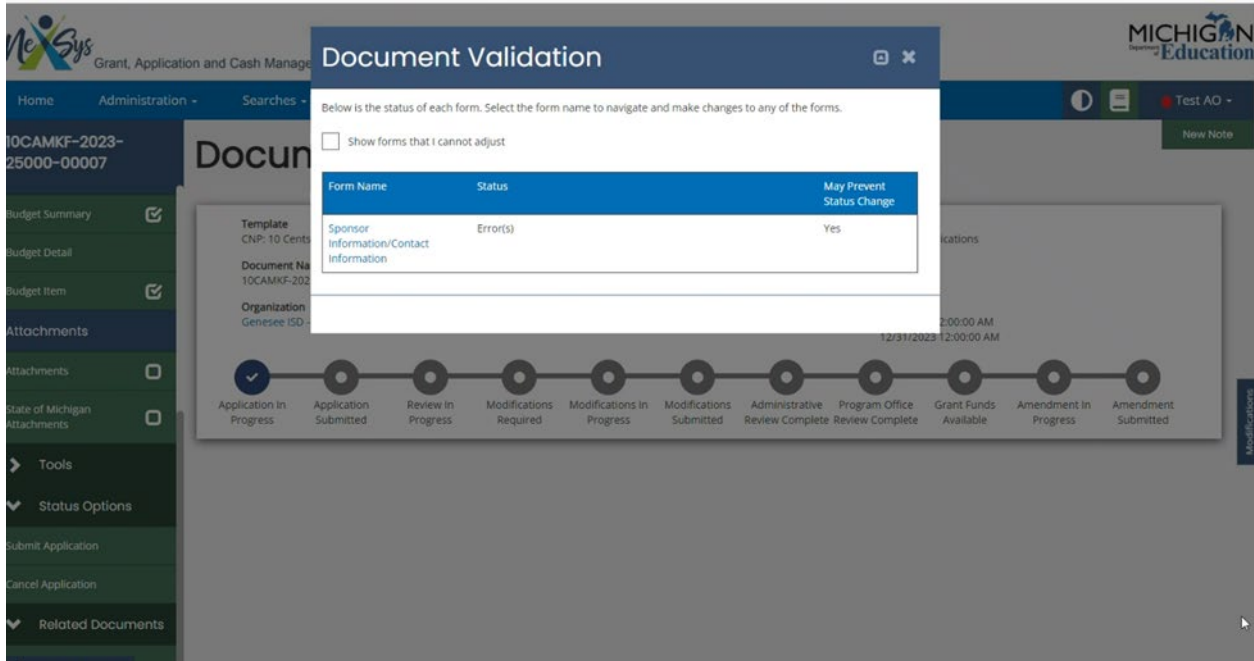
Submitting Application:

Once you have completed all the required aspects of the application go down the "Status Options" section on the taskbar and you click "Submit Application" to submit.

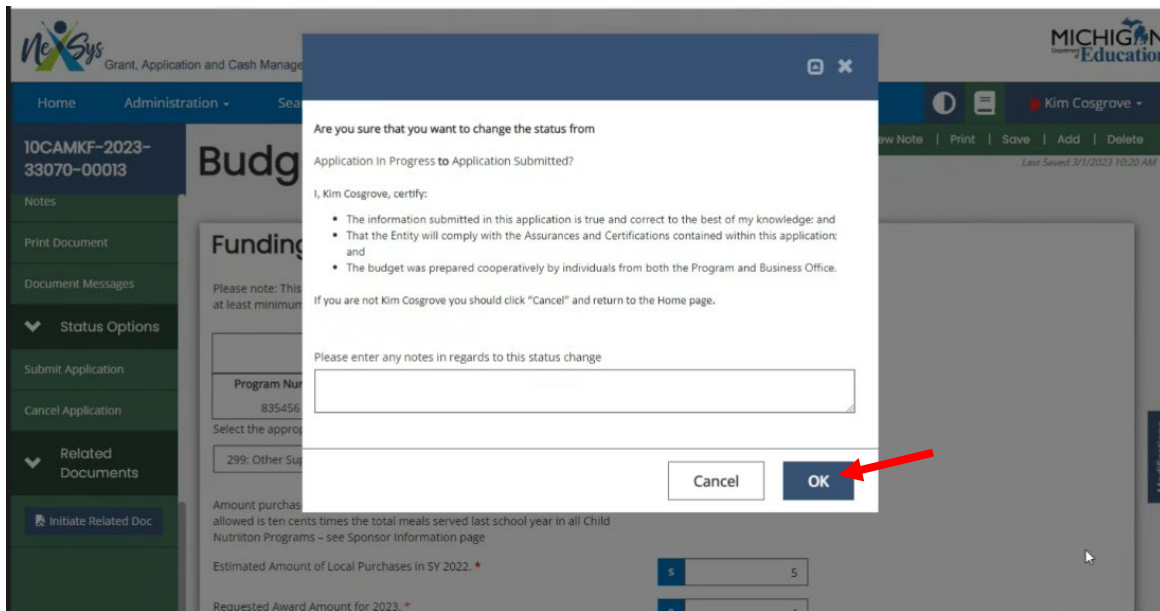


The screenshot shows the 'Document Overview' page for the same document. It displays a progress bar with 11 steps: Application In Progress, Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, Modifications Submitted, Administrative Review Complete, Program Office Review Complete, Grant Funds Available, Amendment In Progress, and Amendment Submitted. The 'Submit Application' button in the left-hand navigation menu is highlighted with a red arrow.

Please note, if you have any unresolved errors within your application, you will see the pop up below. You will not be able to successfully submit your application if these are not resolved.



Once your application is error-free and you initiate the submission you will see the pop-up window below. Click “Ok” and your application will change to the “Application Submitted” status.



Once your application is submitted the document overview page will have a checkmark on the “Application Submitted” bubble within the progress bar.

Document Overview

Template: CNP: 10 Cents A Meal for Michigan Kids and Farms

Instance: CNP: 10 Cents A Meal for Michigan Kids and Farms

Process: NexSys Applications

Document Name: 10CAMKF-2023-33070-00013

Document Status: Application Submitted

Organization: Holt Public Schools - 33070

Your Role: Authorized Official (5)

Period Date: 9/1/2022 8:00:00 AM

Application In Progress | **Application Submitted** | Review In Progress | Modifications Required | Modifications In Progress | Modifications Submitted | Administrative Review Complete | Program Office Review Complete | Grant Funds Available | Amendment In Progress | Amendment Submitted

If, for some reason, your application is returned to you before it is approved, you will see this come up on your NexSys dashboard.

Dashboard

My Tasks

| Task ID | Task Name | Organization | Status | Due Date |
|--|--------------------------|-----------------------------|-------------------------|-----------------------|
| CNP: 10 Cents A Meal for Michigan Kids and Farms | 10CAMKF-2023-33070-00013 | Holt Public Schools - 33070 | Modifications Required | 10/1/2023 11:27:20 AM |
| Trusted Advisors | 2022-33070-00001 | Holt Public Schools - 33070 | Application In Progress | 10/15/2021 3:07:16 PM |
| Trusted Advisors | 2022-33070-00002 | Holt Public Schools - 33070 | Application In Progress | 10/15/2021 3:21:43 PM |
| 21st Century | 21CCLGJ-2022- | Alpena Public | Application In Progress | 3/9/2021 11:02:14 |

My Opportunities

Filters

My Opportunities

| Name | Provider | Availability | Description |
|--|--------------------------------|---|--------------------------------------|
| 21st Century Community Learning Centers Cohort K | Office of Educational Supports | 1/1/2022 1:30:00 PM - 1/1/2024 12:00:00 AM | |
| 21st Century Community Learning Centers Cohort L | Office of Educational Supports | 11/3/2021 8:00:00 AM - 11/3/2023 8:00:00 AM | |
| 4S - Select Student Support Services | Workforce Development-SOM | 5/1/2022 12:00:00 AM - 8/1/2024 12:00:00 AM | 4S - Select Student Support Services |

You will also see a checkmark on the “Modifications Required” bubble within the document overview progress bar.

10CAMKF-2023-33070-00013

Document Overview

Template: CNP: 10 Cents A Meal for Michigan Kids and Farms
Instance: CNP: 10 Cents A Meal for Michigan Kids and Farms
Process: NexSys Applications

Document Name: 10CAMKF-2023-33070-00013
Document Status: Modifications Required

Organization: Holt Public Schools - 33070
Your Role: Authorized Official (5)
Period Date: 9/1/2022 8:00:00 AM

Application In Progress | Application Submitted | Review In Progress | **Modifications Required** | Modifications In Progress | Modifications Submitted | Administrative Review Complete | Program Office Review Complete | Grant Funds Available | Amendment In Progress | Amendment Submitted

To see which comments were left by your reviewer go to the “Notes” section on your application’s task bar. Here you will see what the reviewer wants you to modify before you resubmit your application.

10CAMKF-2023-33070-00013

Document Validation

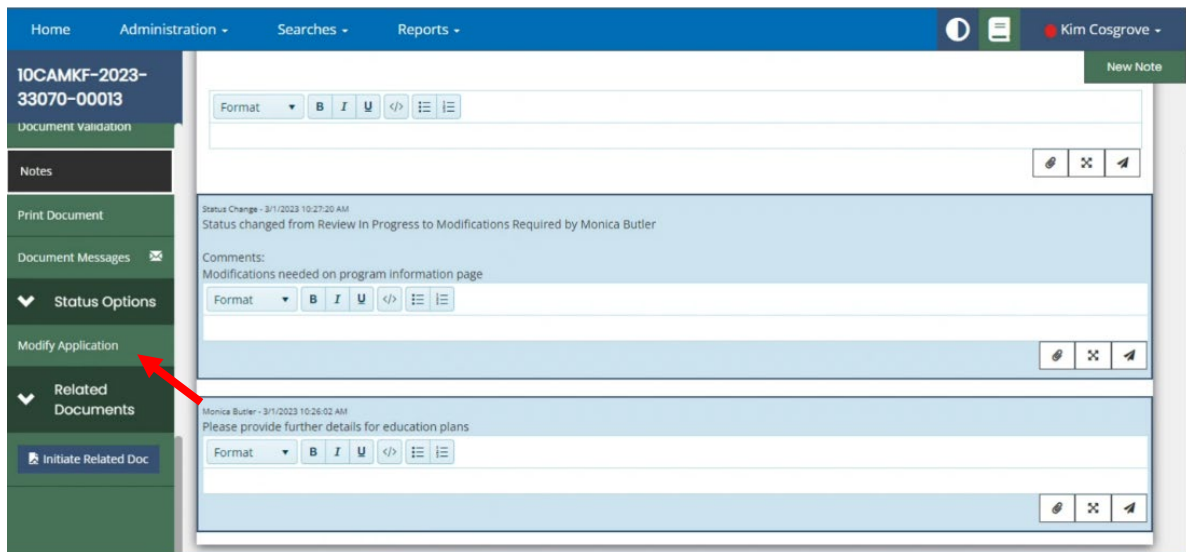
Notes

Status Change - 3/1/2023 10:27:30 AM
 Status changed from Review In Progress to Modifications Required by Monica Butler

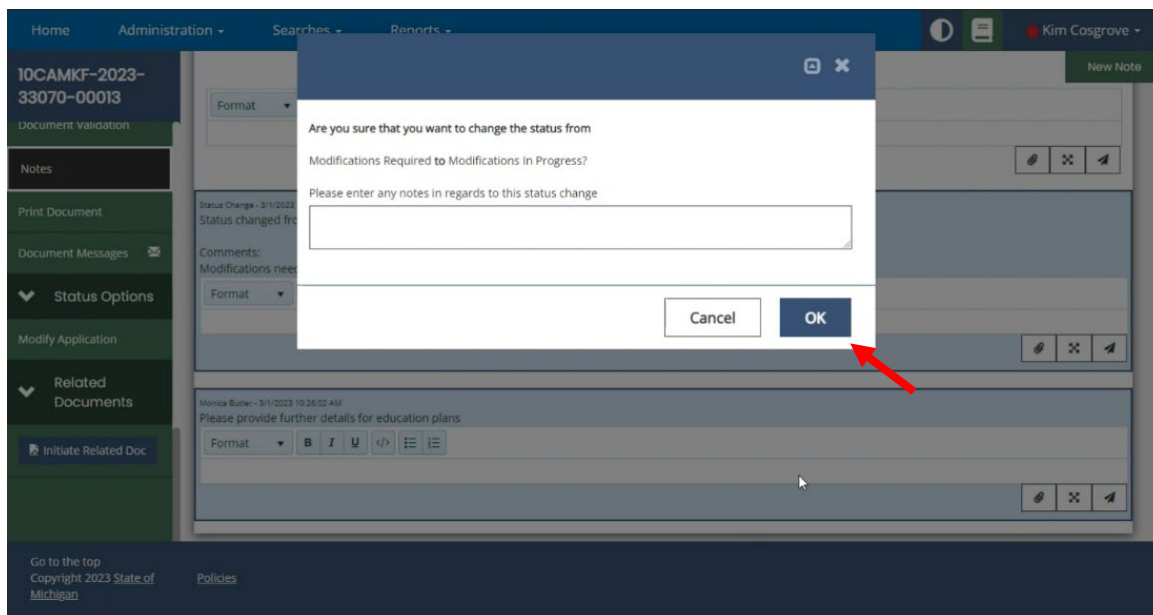
Comments:
 Modifications needed on program information page

Status Change - 3/1/2023 10:26:02 AM
 Please provide further details for education plans

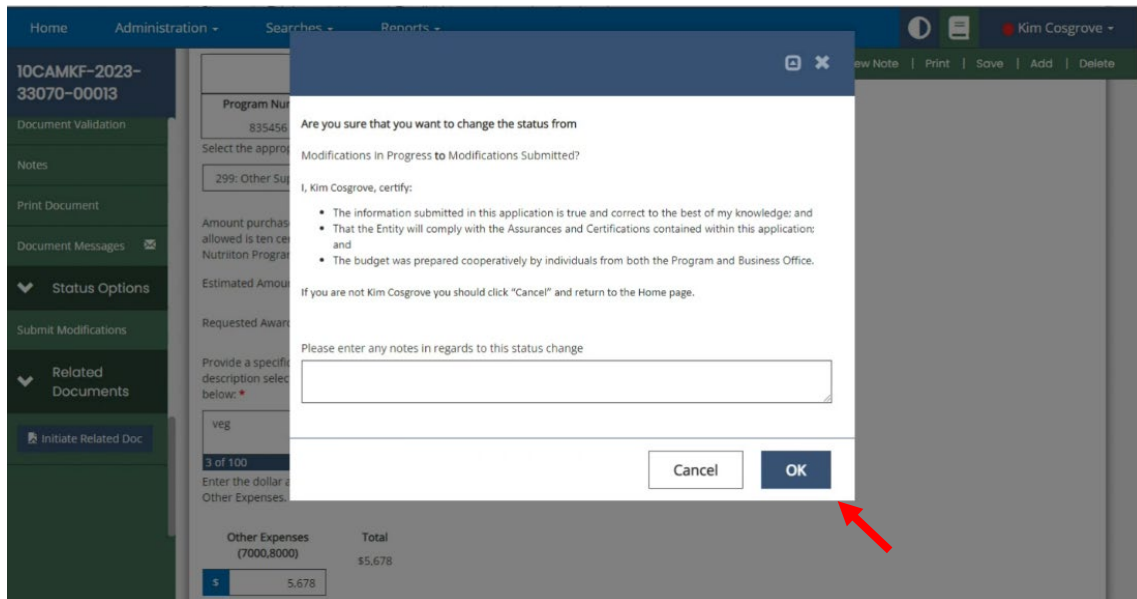
Once you are ready to modify your application click on the “Modify Application” section on your task bar.



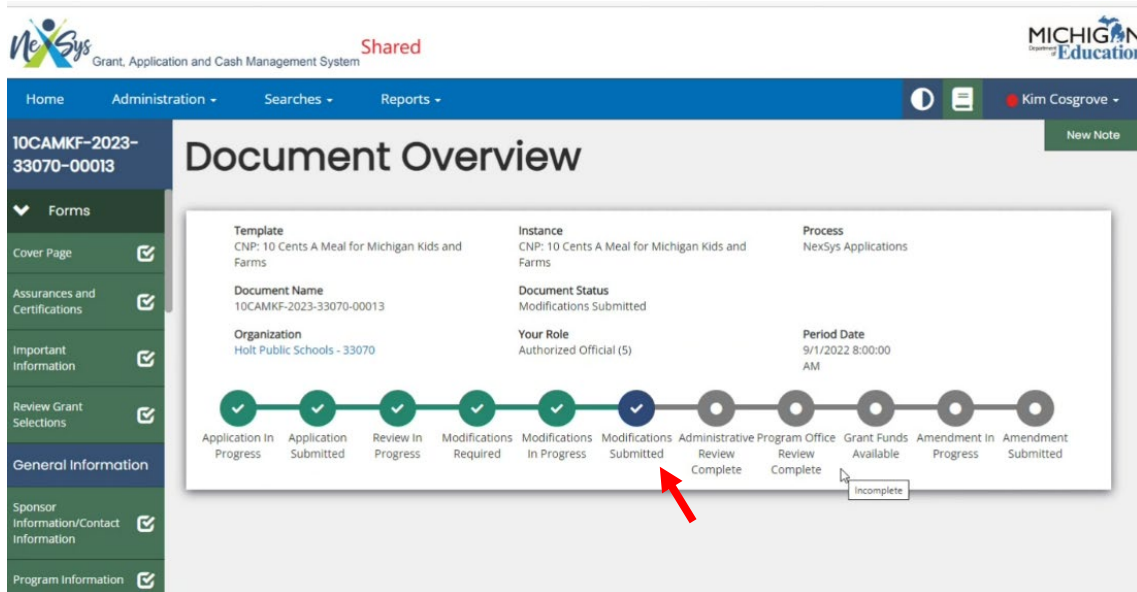
You will receive this pop up below to initiate the status change from “Modifications Required” to “Modifications in Progress”. Click “Ok” to start modifying.



Once you make the necessary changes and you want to submit your modified application click “Submit Modifications” on your task bar. You will receive a pop up to confirm you want to submit. Click “Ok” to proceed with the submission.



You will know you have successfully submitted your modifications once you see a checkmark displayed in the "Modifications Submitted" bubble on your document overview progress bar.



Once you have successfully completed your application and a reviewer has approved it you will see a checkmark displayed within the "Grants Available" bubble on your document overview progress bar. You will also get an award letter which you can see once you click "Award" in your taskbar.

Home Administration Searches Reports Accounting Monica Butler

Document Overview

10CAMKF-2023-33070-00013

Attachments State of Michigan Attachments Approvals Approvals History Award Award Tools Landing Page

Template: CNP: 10 Cents A Meal for Michigan Kids and Farms
Instance: CNP: 10 Cents A Meal for Michigan Kids and Farms
Process: NexSys Applications
Document Name: 10CAMKF-2023-33070-00013
Document Status: Grant Funds Available
Organization: Holt Public Schools - 33070
Your Role: Grants Office Administrator (7s)
Period Date: 9/1/2022 8:00:00 AM

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Administrative Review Complete Program Office Review Complete Grant Funds Available Amendment In Progress Amendment Submitted