

School Breakfast Program Expansion Grant Application

Main Menu

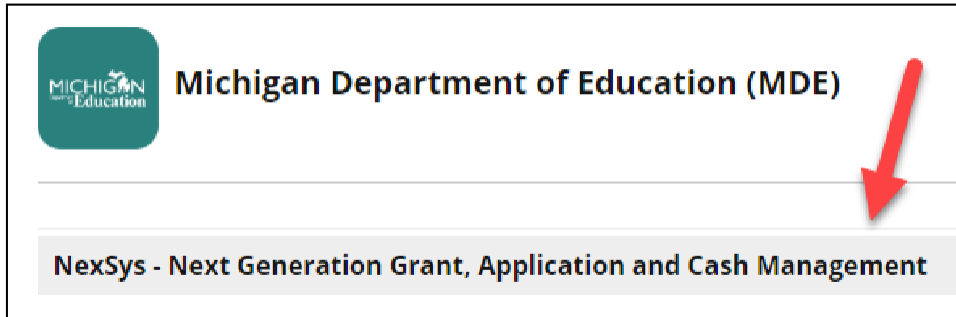
Accessing the School Breakfast Program Expansion Grant Application	2
Document Overview	3
Cover Page.....	3
Assurances and Certifications	4
Important Information	4
Review Grant Selections.....	5
Sponsor Information/Contacts	5
Site Information	6
Budget Item	6
Capital Outlay.....	7
Budget Summary	8
Budget Detail	8
Attachments	9
Application Process Flow	9
Returned for Modifications	10
Amend Application.....	11

School Breakfast Program Expansion Grant Application

Accessing the School Breakfast Program Expansion Grant Application

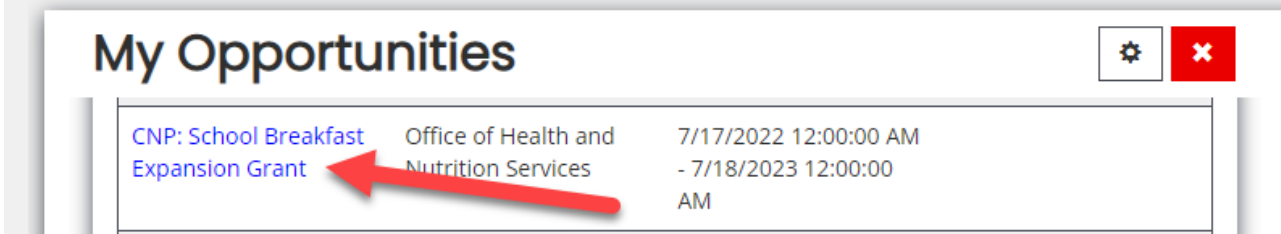
Log into [MILogin for Third Party](#). MILogin can react differently with different browsers. It is recommended Google Chrome be used to complete this application.

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



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

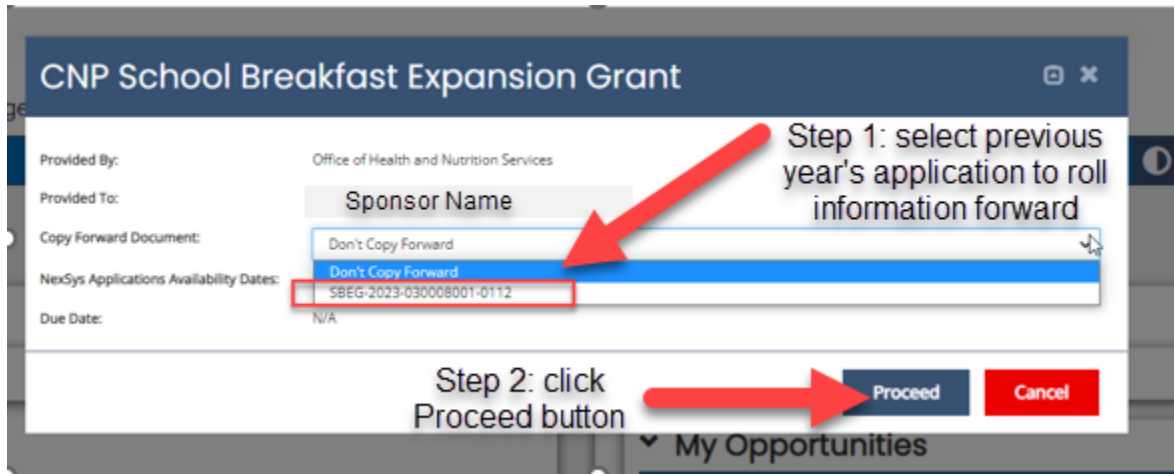
Dashboard



If this is the first year you are applying for the School Breakfast Expansion Grant, 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.**

If you initiated a 2023 School Breakfast Expansion Grant application, select the previous year’s application (SBEG-2023-agreement number-application number) from the *Copy Forward Document* dropdown to roll information forward. Click “Proceed” to initiate the application. **Applications can only be initiated by a level 5 authorized user.**

School Breakfast Program Expansion Grant Application



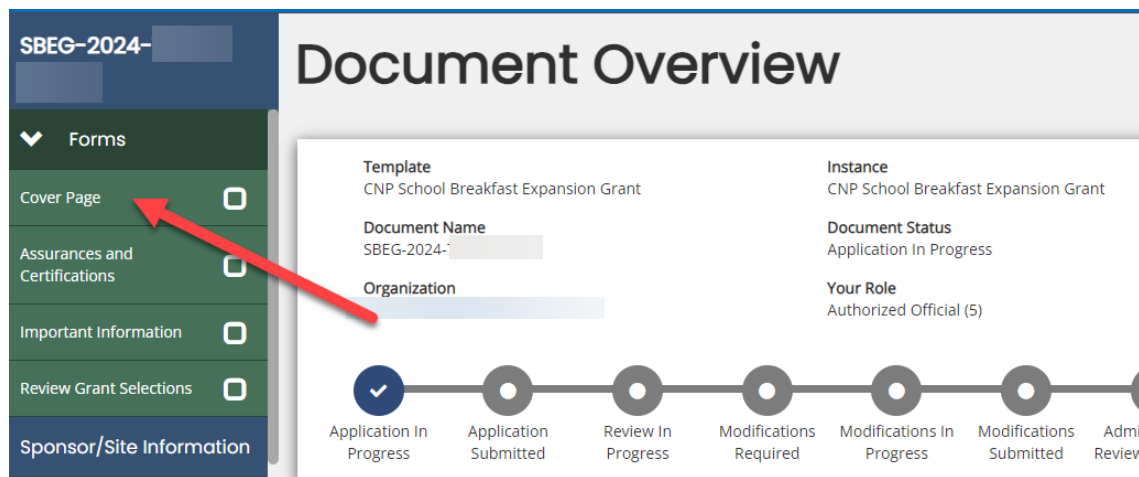
****Note – level 5 users are the only users able to initiate and submit the School Breakfast Expansion Grant application****

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.

Cover Page

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



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

School Breakfast Program Expansion Grant Application

Main Contact Person

Contact Name

Address

City Zip Code

Telephone Fax

Email Address

Main Contact Person

Contact Name

Address
123 Main St

City Zip Code
Test City 48442

Telephone Fax
517-555-1212

Email Address
mlbutler369@gmail.com

Assurances and Certifications

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

Review the Assurances and Certifications and save the page.

Important Information

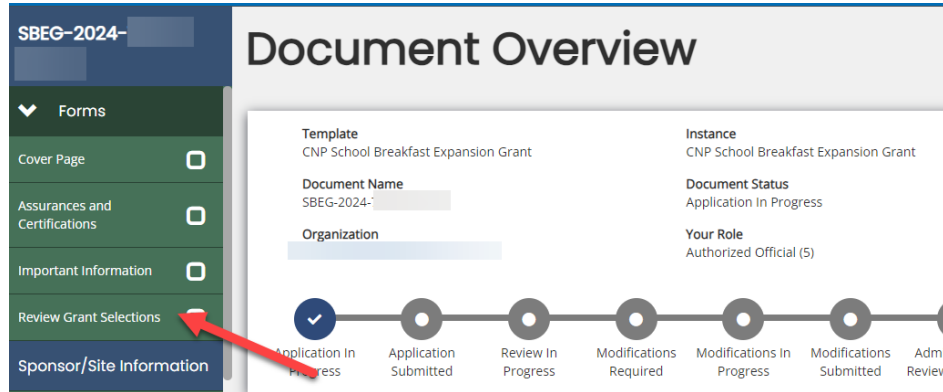
Click on Important Information located in the left tool bar.

Review the Important Information and save the page.

School Breakfast Program Expansion Grant Application

Review Grant Selections

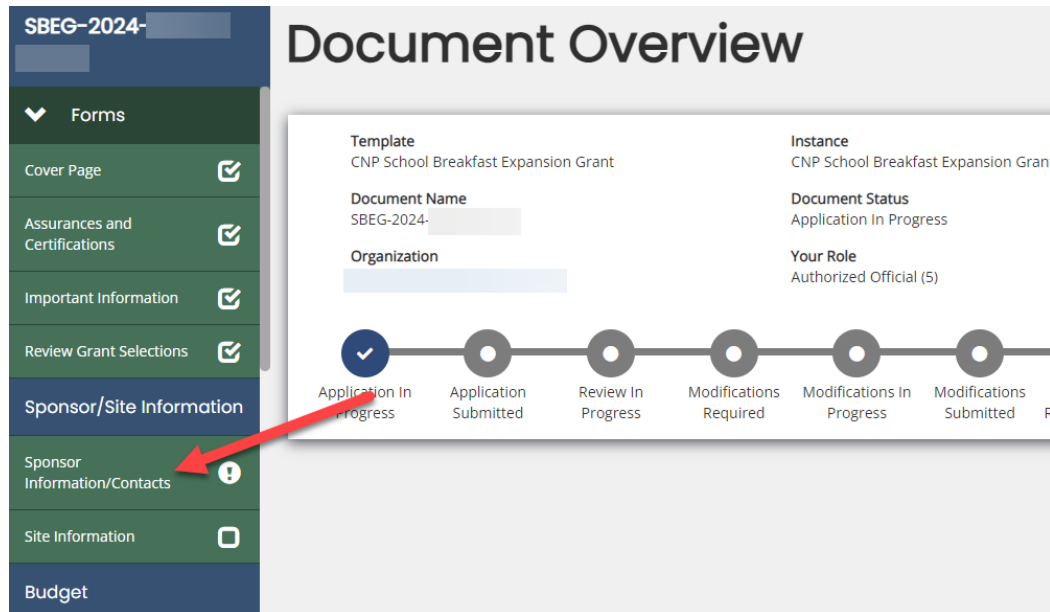
Click on Review Grant Selections located in the left tool bar.



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.



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

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

If the 2023 School Breakfast Grant application was copied forward, Financial Director/Business Manager, Food Service Director and Superintendent will already have information entered. Verify the name, phone number and email address are all correct prior to saving the page.

If the Financial Director/Business Manager and Food Service Director are blank, enter the name, phone number and email address of each.

School Breakfast Program Expansion Grant Application

Superintendent: information is pre-filled from EEM

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

Site Information

Click on Site Information located in the left tool bar.

The screenshot shows a web application interface for SBEG-2024. On the left is a dark blue sidebar with a menu. The menu items are: Forms (with a dropdown arrow), Cover Page (with a checkmark icon), Assurances and Certifications (with a checkmark icon), Important Information (with a checkmark icon), Review Grant Selections (with a checkmark icon), Sponsor/Site Information (highlighted in a lighter blue), Sponsor Information/Contacts (with an information icon), Site Information (with a checkmark icon and a red arrow pointing to it), and Budget. The main content area is titled 'Document Overview' and contains the following information:

Template CNP School Breakfast Expansion Grant	Instance CNP School Breakfast Expansion Grant
Document Name SBEG-2024-	Document Status Application In Progress
Organization [Redacted]	Your Role Authorized Official (5)

Below the text is a progress bar with six steps: Application In Progress (checked), Application Submitted, Review In Progress, Modifications Required, Modifications In Progress, and Modifications Submitted. A red arrow points from the 'Site Information' menu item to the 'Application Submitted' step in the progress bar.

Answer questions 1-5.

Question 1 refers to what activities you plan to do with the grant funds. Select what activities you plan to do and describe each including what school(s) for the activities.

Question 2 refers to alternative breakfast program models that will be implemented or expanded with the grant funds.

Question 3 needs to be completed if an alternative breakfast program models 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. Check the box that you agree to complete the grant fund evaluation by August 28, 2024.

Budget Item

Click on Budget Item located in the left tool bar.

School Breakfast Program Expansion Grant Application

The Budget Item Page is for purchases or expenses less than \$5,000 per item. If you have purchases that are at least \$5,000 per item, those should be entered on the Capital Outlay Page.

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). **Note – grant funds available are up to \$10,000, meaning you cannot request more than \$10,000 total in the application.**

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

Save the page.

If adding more than one budget item click the “Add” link in the upper right corner and complete as necessary.

Capital Outlay

Click on Capital Outlay located in the left tool bar.

School Breakfast Program Expansion Grant Application

Note – Capital Outlay is for purchases that are at least \$5,000 per item. If you are not using grant funds for Capital Outlay, you can skip this page.

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

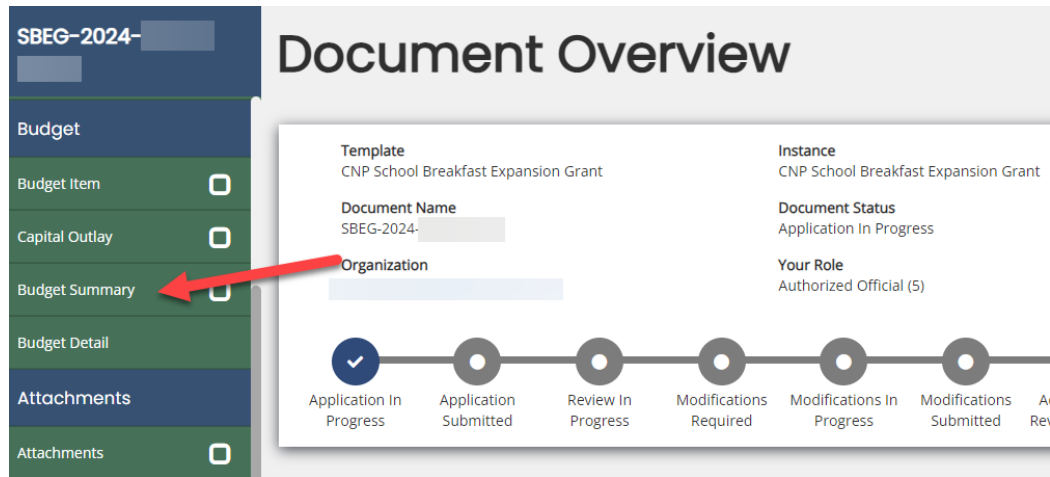
Provide a detailed description of the capital outlay item you plan to purchase. Enter the justification for the capital outlay item. Enter how many items you plan to purchase and the cost for the item. **Note – grant funds available are up to \$10,000, meaning you cannot request more than \$10,000 total in the application.**

Save the page.

If adding more than one capital outlay item click the “Add” link in the upper right corner and complete as necessary.

Budget Summary

Click on Budget Summary located in the left tool bar.



Budget information entered on the Budget Detail and Capital Outlay pages will display in the appropriate categories.

Enter the Business Office Representative, their phone and email.

Enter the Contact Person, their phone and email.

Save the page.

Budget Detail

Click on Budget Detail located in left tool bar.

School Breakfast Program Expansion Grant Application

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.

Application Process Flow

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

****Note – level 5 users are the only users able to submit the School Breakfast Expansion Grant 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

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

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.

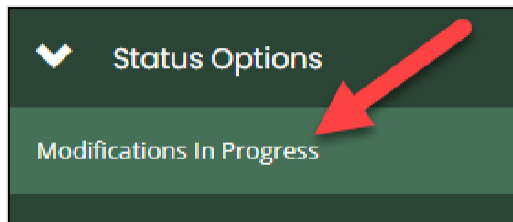
If you are not OESAO you should click "Cancel" and return to the Home page.

Please enter any notes in regards to this status change:

Cancel OK

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.

School Breakfast Program Expansion Grant Application

Document Overview

View document details.

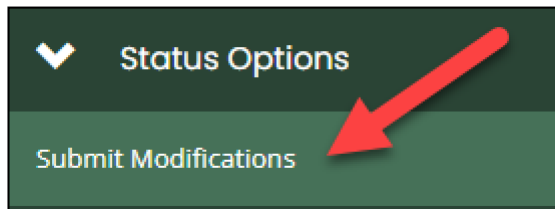
Template CNP: Coordinated Application	Instance CNP: Coordinated Application	Process NexSys
Document Name COORDAPP-2023-82SPX0099-00493	Document Status Modifications Required	
Organization PIPPEN PALACE CHILD CARE ACADEMY I - 82SPX0099	Your Role Authorized Official (5), Accounting - Entity View	Period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

Requested Modifications

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

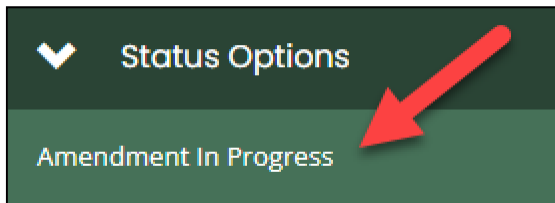
Click on the page name to go directly to that page to make modifications. Once modifications are complete, click Submit Modifications on left tool bar.

****Note – level 5 users are the only users able to submit the School Breakfast Expansion Grant application****



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.

****Note – level 5 users are the only users able to submit the School Breakfast Expansion Grant application****

