



Pandemic-EBT Mini Grants for SY2020-21

Application Instructions and Frequently Asked Questions

About:

The Families First Coronavirus Response Act (FFCRA) provides reimbursement to eligible School Food Authorities (SFAs)/Districts for allowable administrative costs incurred during the deliver of Pandemic-EBT (P-EBT) benefits.

The Colorado Department of Education (CDE), School Nutrition Unit has created a formalized application process to request reimbursement funding through the P-EBT Mini Grants. This document includes instructions on how to apply and frequently asked questions.

Quick links:

[Application instructions](#)

[Simplified Funding](#)

[FAQs:](#)

[Application timeframe and due dates](#)

[Detailed budget](#)

[Allowable and unallowable costs](#)

P-EBT Mini Grant Application

Current application period is open from June 28, 2021 through July 30, 2021. Reimbursement request for this application period can only cover allowable costs starting April 2021 through September 2021. Only one application can be submitted per SFA/District.

To access the application visit:

<http://www.cde.state.co.us/p-ebt-minigrant-applications>.

1. Sponsor Information

Select Sponsor/District name:

Sponsor Information _____

Sponsor Name / Code *

Please select your sponsor name/code in order to complete the rest of the application.

-Make a Selection- ▾

2. Application Contact Information

Complete all required fields for first and last name, phone and email. If you are not the SFA or District food service director select "No". Then, enter the contact information for the Food Service Director:

This institution is an equal opportunity provider.



P-EBT Mini Grant Timeline

July 2021 Application Period is from June 28, 2021 through July 30, 2021



P-EBT Mini Grant Resources

- [Application](#)
- [Detailed Budget Excel Form](#)
- [USDA Q&A](#)



P-EBT Information and Toolkits

- [Colorado Department of Human Services P-EBT FAQ](#)
- [P-EBT Outreach Toolkits](#)
- [P-EBT data collection](#)



Last Updated May 12, 2021



Application Contact Information

First Name *

Last Name *

Phone *

Email *

Is the Food Service Director the same person as the Application Contact? *

Yes

No

3. Reporting Periods

Select start and ends dates for which reimbursement is being requested. For the May application period reimbursement for allowable costs can only be requested for October 1, 2020 through March 30, 2021.

Reporting Periods

Reporting Period Start Date *

Please insert the start date associated with the costs incurred/requested for reimbursement (i.e., costs requested for reimbursement incurred starting 10/1/2020 for reporting 10/1/2020-3/30/2021).

Month Day Year

Reporting Period End Date *

Please insert the end date associated with the costs incurred/requested for reimbursement (i.e., costs requested for reimbursement incurred ending 4/30/2021 for reporting 10/1/2020-3/30/2021).

Month Day Year

4. Budget Categories and Totals

Enter totals for applicable reimbursement type. If no amount is being requested for a specific category it can be left blank. The total amount of reimbursement must be provided.

Budget Categories and Totals

Please provide totals for each applicable category as well as the total amount requested for reimbursement.

At the end of this application, you will also need to attach a [detailed electronic budget](#) showing the allowable costs by category.

Total cost by Personnel \$

Total cost by Equipment \$

Total cost by System Costs \$

Total cost by Support Services/Contracts \$

Total cost by Supplies \$

Total cost by Indirect Costs \$

Total Amount Requested for Reimbursement * \$

Add the total cost for all budget categories and include that amount here.

5. Detailed Budget



Click the red download button to retrieve the excel file for the required detailed budget.

Detailed Budget

A detailed [electronic budget form \(XLSX\)](#) must be submitted as part of your complete application. Applicants approved for funding will be asked to work with CDE to finalize the budget/expenditure requests prior to reimbursement.

How to submit your budget:

1. [Download Electronic Budget Form](#)
2. Click **Choose File** to select the file you want to upload - Excel format please.
3. Click **Upload** to attach the file to your application.

Once the file is downloaded, complete the required fields highlighted in yellow. For additional instructions about the budget form select the “Instructions” tab within the budget excel file. Once completed, save the budget on your local computer in order to upload directly into the application.

To attach the budget select “Choose File”. Select the saved budget form, then select “Upload.”

Budget Attachment *

Files must be less than 2 MB.

Allowed file types: xls xlsx ods xml.

No file chosen

6. Assurance and Submission

After completing all required sections and attaching the complete detailed budget, you are ready to submit! Select the certification box then the blue “Submit” button.

Assurances

P-EBT Application Assurance *

By checking the box, I certify that the information on the application in the Pandemic Electronic Benefit Transfer (P-EBT) is true and correct and that I will immediately report to the state any changes that occur to the information submitted. I understand that this information is being given in connection with reimbursement of federal funds. The state may verify information, and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes. I hereby certify that this School Food Authority will utilize the P-EBT reimbursement in accordance to the FY 2021 P-EBT Local Level Administrative Cost Grand Award.

I Agree



Simplified Funding

Sponsors who do not apply through the application process are eligible for simplified tiered funding. Districts that provided P-EBT data are eligible to automatically receive tiered funding based on the number of P-EBT eligible students in the district. Supporting documentation is not needed. This option will have one allotment payout in September 2021.

Children eligible for P-EBT are defined as those eligible for free or reduced-price school meals and/or enrolled in a special provision school. Click here to find out what funding amount your district is eligible for,

Number of P-EBT Eligible Student in Local Entity	Funding Amount
Less than 1,000 Students	\$614
1,001-5,000 Students	\$3,063
5,001-1,000,000+ Students	\$5,814

Sponsors that elect to receive the simplified funding do not need to fill out an application or notify CDE. Districts that do not apply via the mini-grant application process will automatically be enrolled in this funding. To see which tier your district is eligible for visit: <http://www.cde.state.co.us/nutrition/tieredfundinglist>

Frequently Asked Questions

Application Timeframes and Due Dates

Q: What is the July 2021 P-EBT mini grant submission time period?

A: The July 2021 P-EBT mini grant application will be open from June 28, 2021 through July 30, 2021. For the July application period SFAs/Districts can request allowable reimbursements from April 2021 through September 2021

Detailed Budget

Q: What documentation is needed for the budget form?

A: For purposes of the application, SFA’s must complete budget template and submit with application. SFA’s/Districts must have documentation on file reflecting allowable costs requested to be reimbursed within the P-EBT mini grant; to include personnel salary, which may also be prorated to reflect time spent working on P-EBT.



Allowable and Unallowable Costs

Q: Are overtime hours an allowable cost?

A: Any time spent working directly on P-EBT is an allowable cost.

Q: Are employee benefits such an allowable cost?

A: Employees that are working on P-EBT related tasks may charge their time directly to the grant, full salaries are an allowable expense including salary and benefits.

Q: If we processed free and reduced-price meal applications can we charge time spent on processing applications within the P-EBT mini grant?

A: Charging time spending on collecting and processing school meal applications is an allowable cost within the P-EBT mini grant.

Q: What are unallowable costs under the P-EBT mini grants?

A: Unallowable costs under the P-EBT mini grant include:

- Are not necessary or reasonable for the administration for the FY 2021 P-EBT Program
- Expenses already reimbursed under another Federal award