



STATE OF HAWAII
DEPARTMENT OF EDUCATION
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HONOLULU, HAWAII 96817

HAWAII CHILD NUTRITION PROGRAMS

May 14, 2021

TO: All School Food Authorities (SFAs) Participating in the National School Lunch Program (NSLP)

FROM: Sharlene Wong, SNS *SW*
Program Administrator

SUBJECT: **Fiscal Year (FY) 2020 National School Lunch Program Equipment Assistance Grants for SFAs – Request for Application (RFA)**

Applications Due: **Friday, June 18, 2021**, by 4:30 p.m. (received by email, postmarked, or walked-in)

The Hawaii Child Nutrition Programs (HCNP) has funds remaining to competitively award additional equipment assistance grants to eligible SFAs participating in the NSLP. A \$5,000 limit per SFA could be imposed depending on the number of eligible submissions received.

The purpose of the funds is to allow SFAs to purchase equipment needed to serve healthier meals; improve food safety; support the establishment, maintenance, or expansion of the School Breakfast Program; and other improvements. After a review of all grant request submissions, awards will be granted based on priority to SFAs with severe need schools. Those are schools with 50% or more enrolled students are eligible for free or reduced price meals. Recipients of the equipment grant will receive a grant award letter which must be signed and returned to HCNP.

Funds will be disbursed to the SFA after equipment is purchased and all the supporting documents are received and approved by HCNP. Equipment purchased prior to the SFA receiving and accepting the award letter are not covered by this grant.

The following Criteria/Focus areas for equipment will be given consideration for the award selection:

- Age/condition of current food service equipment or lack of appropriate equipment
- Availability of existing State and local funding to the SFA for equipment purchases
- Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population
- Opportunities to realize meaningful impact on nutrition and quality of meals
- Allows SFA to improve or expand participation in meals programs

- Facilitates the service and/or enjoyment of meals in a school's meal service that has been restructured with COVID-19 prevention policies

Equipment requests may include new equipment, renovation or replacement of equipment. Regulations at 2 CFR Part 200.33 defines 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; or a lesser amount if authorized by the SFA.

For the 2020 NSLP Equipment Assistance Grants, Congress has specified that the threshold for the purchase for equipment will be \$1,000 and above.

SFAs submitting applications for their sites must follow all Federal, State, and local procurement laws when purchasing equipment with NSLP equipment grant funds. Additionally, SFAs must indicate on the enclosed application form (Section 5-F) that procurement and expenditure activities will be completed within 9 months of receiving the award notification.

The following attachments are included in this RFA. They can also be accessed at the HCNP website at <http://hcnp.hawaii.gov/overview/nslp/> by clicking on "Equipment Grant 2020".

- **EQUIPMENT AWARD OVERVIEW** (EAO) – Contains vital information for applying for the NSLPE equipment awards.
- **ASSURANCE OF COMPLIANCE** – Includes Federal regulations and guidelines to be followed; the Certification Statement will need to be signed and returned to HCNP.
- **2020 NSLP EQUIPMENT ASSISTANCE APPLICATION FORM** – Please submit one application per equipment request.
- **EVALUATION SCORING TOOL** – For HCNP use only. Included for your information to see how each proposal can be scored by HCNP evaluators.

Please feel free to contact HCNP Program Specialist Al Tachibana for additional information or for technical assistance to prepare your application. Email: Alvin.Tachibana@k12.hi.us or call (808) 587-3600.

SW:at

Attachments