



**STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KA 'OIHANA HO'ONA'AUAO  
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HONOLULU, HAWAII 96817**

HAWAII CHILD NUTRITION PROGRAMS

February 13, 2023

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) 2022 National School Lunch Program Equipment Assistance Grants for SFAs – Request for Application (RFA)**

Applications Due: **Friday March 17, 2023**, by 4:30 p.m. (received by email, postmarked, or walked-in)

The Hawaii Child Nutrition Programs (HCNP) has been allocated \$256,992 to competitively award equipment assistance grants to eligible SFAs participating in the NSLP.

These funds will allow SFAs to purchase equipment needed to serve healthier meals, improve food safety, to help support the establishment, maintenance, or expansion of the School Breakfast Program, and other improvements. Funds will be disbursed to the SFA after all the supporting documents are approved. Equipment cannot be purchased prior to your SFA receiving and accepting the award letter. SFAs who are awarded grants are required to purchase the equipment and submit supporting documents to HCNP after the receipt of the equipment to receive reimbursements.

Priority is given to SFAs with severe need schools where 50 percent or more of the enrolled students are eligible for free or reduced-price meals. In addition, priority is given to schools that have not received any NSLP Equipment Assistance Grant award and to schools that have not received the most recent awards under the American Recovery and Reinvestment Act of 2009 and the FY 2010, FY 2013, FY 2014, FY 2015, FY 2016, FY 2017, FY 2018, FY 2019, FY 2020, and FY 2021 Agriculture Appropriations Acts.

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
- Ability of food service equipment to increase the efficiency of SFA procurement, food storage, and distribution/service
- 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 the SFA to improve or expand participation in its lunch program and School Breakfast Program (SBP)
- Equipment is needed for the improvement of service and/or enjoyment of meals at schools that were severely impacted by the effects of the COVID-19 epidemic and/or the state's economic downturn.

Equipment requests may include new equipment, renovation of equipment, 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 2022 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 2022 RFA".

- **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.
- **2022 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](mailto:Alvin.Tachibana@k12.hi.us) or call (808) 587-3600.

SW:at

Attachments