



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
**KA 'OIHANA HO'ONA'AUAO**  
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HAWAII CHILD NUTRITION PROGRAMS

April 19, 2024

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

**FROM:** Sharlene Wong, SNS *SW*  
Program Administrator  
Hawaii Child Nutrition Programs

**SUBJECT:** **Fiscal Year (FY) 2023 National School Lunch Program Equipment Assistance Grants for SFAs – Request for Application (RFA)**

Applications Due: **Friday, May 31, 2024**, by 4:30 p.m. (received by email, postmarked, or walked-in)

The Hawaii Child Nutrition Programs (HCNP) received an allocation of \$107,009 to competitively award equipment assistance grants to eligible SFAs in good standing participating in the NSLP.

These funds allow SFAs to purchase equipment to serve healthier, more nutritious meals, improve food safety, help support the establishment, maintenance, or expansion of the School Breakfast Program, and make other improvements. Funds will be disbursed to the SFA after all the supporting documents are approved. SFAs can purchase equipment only after receiving and accepting the grant award. SFAs awarded grants are required to buy the equipment and submit supporting documents to HCNP after receipt of the equipment to receive reimbursements.

SFAs with severe need schools where 50 percent or more of the enrolled students are eligible for free or reduced-price meals receive priority for the equipment grant. 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, FY 2021, and FY 2022 Agriculture Appropriations Acts.

SFAs focusing on the areas listed below will receive preference during the award selection.

1. Age/condition of existing food service equipment or lack of appropriate equipment
2. Availability of existing State and local funding to the SFA for equipment purchases
3. Ability of food service equipment to increase the efficiency of SFA procurement, food storage, and distribution/service
4. Strategies for adopting lunchroom changes that provide more convenience and appeal to the student population

5. Opportunities to realize meaningful impact on nutrition and quality of meals
6. Allows the SFA to improve or expand participation in its lunch program and School Breakfast Program (SBP)
7. Equipment is needed to improve service and enjoyment of school meals impacted by events such as the COVID-19 epidemic, the state's economic downturn, the Maui wildfires, or other school challenges.

Equipment requests may include new equipment, renovation, or replacement. Regulations at 2 CFR Part 200.33 define 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 2023 NSLP Equipment Assistance Grants, Congress has specified that the threshold for purchasing 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. On the enclosed application form (Section 5-F), SFAs must attest that the SFA will complete all procurement and expenditure activities within nine (9) months of receipt of the award notification.

This RFA includes the following attachments:

1. **EQUIPMENT AWARD OVERVIEW (EAO)**  
Contains vital information for applying for the NSLPE equipment awards.
2. **ASSURANCE OF COMPLIANCE**  
Includes Federal regulations and compliance guidelines; a Certification Statement: each grantee must sign and return to HCNP.
3. **2023 NSLP EQUIPMENT ASSISTANCE APPLICATION FORM**  
Please submit one application per equipment request.
4. **EVALUATION SCORING TOOL- For HCNP USE ONLY.**  
Included for your information is an example of the scoring process for each proposal.

Attachments are also available on the HCNP website. Click "Equipment Grant FFY 2023."  
<http://hcnp.hawaii.gov/overview/nslp/>

Please feel free to contact HCNP Program Specialist Al Tachibana for additional information or technical assistance with preparing your application. Email [Alvin.Tachibana@k12.hi.us](mailto:Alvin.Tachibana@k12.hi.us) or call (808) 784-5550.

SW: at

Attachments:

Equipment Award Overview  
Assurance of Compliance  
2023 NSLP Equipment Assistance Application  
Evaluation Scoring Tool