



**STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
650 IWILEI ROAD, SUITE 270
HONOLULU, HAWAII 96817**

HAWAII CHILD NUTRITION PROGRAMS

September 9, 2025

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) 2024 National School Lunch Program Equipment Assistance Grants for SFAs – Request for Application (RFA)**

Applications Due: **September 22, 2025** by 4:30 p.m. (received by email, postmarked, or walked-in).

The Hawaii Child Nutrition Programs (HCNP) received an allocation of \$33,859 to competitively award equipment assistance grants to eligible SFAs participating in the NSLP. There are remaining funds from this grant that must be used within a short time-frame, thus, the quick application period to submit applications.

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 (SBP), and make other improvements related to the NSLP operation. SFAs can purchase equipment only after receiving and accepting the grant award. After purchasing and receiving their equipment, SFAs will submit the necessary supporting documents to HCNP for reimbursement of costs.

SFAs with severe need schools, where 50 percent or more of the enrolled students are eligible for free or reduced-price meals, will receive priority for the equipment grant.

SFAs should focus on the six areas listed below when submitting applications for 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. Equipment is needed to improve service and enjoyment of meals at schools impacted by circumstances including the pandemic recovery, the economic downturn with high inflation, the Maui wildfires, or other challenges that faced the schools

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 2024 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 compliance guidelines and a Certification Statement that each grantee must sign and return to HCNP.
3. **Food Nutrition Service Standard Terms and Conditions -**
SFAs must comply with the Federal regulations and terms that apply to grantees.
4. **2024 NSLP EQUIPMENT ASSISTANCE APPLICATION FORM**
Please submit one application per equipment request
5. **EVALUATION SCORING TOOL- For HCNP USE ONLY.**
Included only for your information is an example for the scoring of proposals.

Attachments are also available on the HCNP website. Click "Equipment Grant FFY 2024." <http://hcnp.hawaii.gov/overview/nslp/>

SFAs that are interested in applying should contact HCNP Program Specialist Al Tachibana for additional information and any application requirements for the equipment they are seeking. Email Alvin.Tachibana@k12.hi.us or call (808) 784-5550.

SW: at

Attachments:

- Equipment Award Overview
- Assurance of Compliance
- FNS Standard Terms and Conditions
- 2024 NSLP Equipment Assistance Application
- Evaluation Scoring Tool