

FISCAL YEAR 2024 NSLP EQUIPMENT ASSISTANCE GRANT APPLICATION FORM

SUBMIT ONE APPLICATION PER EQUIPMENT REQUEST by September 22, 2025

SECTION 1: SFA GENERAL INFORMATION

NAME OF SCHOOL FOOD AUTHORITY (SFA)	SFA AGREEMENT #	VENDOR # (Opt.)
ADDRESS	UEI # (Required)	TIN (FED. ID) #
CONTACT PERSON	CONTACT TITLE	
EMAIL ADDRESS	PHONE	

SECTION 2: SFA SITE PARTICIPATION DATA

NAME OF SITE	TOTAL ENROLLMENT AT SITE	GRADES AT SITE
ELIGIBILITY DATA (AS OF OCTOBER 31, 2024)		PARTICIPATION SY 2024-25
# FREE ELIGIBLE AT SITE	# REDUCED-PRICE ELIGIBLE AT SITE	LUNCH - AVG DAILY ATTENDANCE AT SITE
# PAID ELIGIBLE AT SITE	% FREE & REDUCED ELIGIBLE AT SITE	LUNCH - AVG DAILY PARTICIPATION AT SITE

SECTION 3: FOOD SERVICE OPERATIONS

FOOD PREP METHOD: ☐ SELF-PREP ☐ VENDED ☐ FSMC ☐ OTHER

IF OTHER THAN SELF-PREP, PROVIDE COMPANY NAME AND DETAILS OF SERVICE:

SECTION 4: STATUS AND PERFORMANCE GRANTS INFORMATION

HAS SFA BEEN APPROVED FOR NSLP SY 2025-2026 ☐ YES ☐ NO, EXPLAIN:

HAS MOST RECENT SFA ADMINISTRATIVE REVIEW BEEN CLOSED? ☐ YES ☐ NO, EXPLAIN:

HAVE ANY CLAIMS BEEN DENIED FOR PAYMENT IN THE PAST 3 YEARS? ☐ YES ☐ NO

IF YES, CHECK REASON: ☐ CLAIM FILED LATE ☐ MEALS DISALLOWED BY STATE AGENCY ☐ OTHER

DID SFA EXERCISE ONE-TIME EXCEPTION (OTE) OPTION? ☐ YES ☐ NO IF YES, DATE OF OTE:

SFA COMMENTS, IF RELEVANT:

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SECTION 5: NSLPE GRANT ELIGIBILITY CHECKLIST

A. NSLPE GRANT AMOUNT REQUESTED WITH THIS APPLICATION:

B. DID SFA RECEIVE ARRA EQUIPMENT ASSISTANCE GRANT FUNDS? ☐ YES ☐ NO

C. DID SFA RECEIVE NSLPE ASSISTANCE GRANT FUNDS IN THE PAST? ☐ YES ☐ NO IF YES, WHAT YEAR(S)?

D. WILL EQUIPMENT REPLACE EXISTING EQUIPMENT? ☐ YES ☐ NO
IF YES, HOW OLD? YRS. EXPLAIN CONDITION, IF PERTINENT:
IF NO, EXPLAIN THE LACK OF EQUIPMENT/WHAT IS CURRENTLY BEING USED:

E. FOR THIS CURRENT GRANT, THE THRESHOLD IS \$1,000 OR MORE. DOES SFA HAVE A *CAPITALIZATION THRESHOLD* FOR EQUIPMENT LESS THAN \$1,000?
☐ YES ☐ NO IF YES, WHAT IS THE AMOUNT?

F. WITHIN WHAT TIME FRAME CAN EQUIPMENT BE PURCHASED AND INSTALLED? ☐ 3 MOS ☐ 6 MOS ☐ 9 MOS

G. **WILL EQUIPMENT BE PART OF A STRATEGY ADOPTING LUNCHROOM CHANGES TO IMPROVE APPEAL AND CONVENIENCE TO THE STUDENTS?**
☐ YES, EXPLAIN WHAT IS BEING PLANNED: ☐ NO

H. **HAS OTHER FEDERAL, OR STATE/LOCAL FUNDING FOR EQUIPMENT BEEN AVAILABLE TO THE SFA?** ☐ YES, EXPLAIN: ☐ NO

SECTION 6: NSLPE GRANT FUNDS - PROPOSED USAGE

EQUIPMENT DESCRIPTION/SPECIFICATIONS:		INSTALL AT WHICH SITE?		PROPOSED TOTAL COST		
		# OF STUDENTS TO BENEFIT				
EQUIPMENT VENDOR BIDS (ATTACH BID SHEETS, EQUIPMENT INFORMATION SHEETS TO APPLICATION PROPOSAL):						
VENDOR	TIME FRAME	UNIT COST	SHIPPING/ DELIVERY	INSTALL/ DISPOSE	TAX	TOTAL
1.						
2.						
3.						

FOCUS AREAS OF EQUIPMENT USAGE:

I. ☐ **IMPROVE NUTRITION AND QUALITY OF FOODSERVICE MEALS BY:**

<input type="checkbox"/> PROVIDING MORE FRESH FRUITS AND/OR VEGETABLES AT MEALS	<input type="checkbox"/> MOVING AWAY FROM VENDED MEALS
<input type="checkbox"/> COOKING FROM SCRATCH	<input type="checkbox"/> ALLOWING FOR MORE LOCAL FOODS
<input type="checkbox"/> REPLACING FRIED FOODS BY USING NEW EQUIPMENT	
<input type="checkbox"/> OTHER EXPLAIN:	

SECTION 7: NSLPE GRANT FUNDS - PROPOSED USAGE NARRATIVE (continued)

J. ☐ **FOCUS AREAS cont'd: EXPAND OR INCREASE STUDENT PARTICIPATION IN THE NSLP AND/OR SCHOOL BREAKFAST PROGRAM:**

1. DESCRIBE IF EQUIPMENT WILL IMPROVE SFA'S ABILITY FOR PROCUREMENT, FOOD STORAGE, OR DISTRIBUTION/SERVICE:

2. PROVIDE DETAILS IF EQUIPMENT WILL HAVE MEANINGFUL IMPACT ON THE NUTRITION AND/OR QUALITY OF NSLP OR SBP MEALS:

K. ☐ **EQUIPMENT IS NEEDED FOR A SCHOOL IMPACTED BY THE PANDEMIC RECOVERY, ECONOMIC DOWNTURN WITH HIGH INFLATION, MAUI WILDFIRES, OR OTHER CHALLENGES. DESCRIBE IN DETAIL BELOW:**

SECTION 8: ASSURANCE AND CERTIFICATION

SFA NAME:

AGREEMENT #:

I CERTIFY THE FOLLOWING:

1. ALL INFORMATION PROVIDED IN THIS APPLICATION, INCLUDING SUPPORTING DOCUMENTATION, IS TRUE AND CORRECT.

2. I HAVE PROVIDED THE FOLLOWING SUPPORTING DOCUMENTS:

- THREE (3) VENDOR/SUPPLIER QUOTES FOR EACH PROPOSED EQUIPMENT

☐ YES

☐ NO

IF NO, EXPLAIN:

3. I ATTEST THAT THE FOLLOWING DOCUMENTS HAVE ALREADY BEEN SUBMITTED TO HCNP:

- FINANCIAL STATEMENTS FOR SY 2024-25

☐ YES

☐ NO

IF NO, EXPLAIN:

- CURRENT OPERATING BUDGETS AND STATEMENTS

☐ YES

☐ NO

IF NO, EXPLAIN:

4. THE EQUIPMENT PURCHASED UNDER NSLPE WILL MEET THE DEFINITION AS DESCRIBED IN THE *NSLPE GRANT OVERVIEW*.

5. EQUIPMENT WILL BE PURCHASED, INSTALLED, AND PAID FOR ON A TIMELY BASIS TO ENSURE THAT NSLPE FUNDS WILL BE EXPENDED WITHIN 9 MONTHS OF RECEIVING THE NSLPE AWARD.

6. EQUIPMENT PURCHASES ARE SUBJECT TO AUDIT AND REVIEW BY USDA AND HCNP OR OTHER DESIGNEES.

7. OUR SFA WILL FOLLOW ALL FEDERAL, STATE, AND LOCAL PROCUREMENT LAWS.

8. ALL DOCUMENTATION REQUIRED EITHER AS A CONDITION OF OR SUBSEQUENT TO AWARD SHALL BE PROVIDED AS REQUESTED.

FOR MORE INFORMATION REFER TO USDA MEMO SP 20-2024

SIGNATURE OF SFA DIRECTOR

DATE

PRINT NAME OF SFA DIRECTOR

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