# SNP Memo #2023-2024-39

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: December 14, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: 2023 Competitive National School Lunch Program Equipment Grant Applications Requested

The 2023 National School Lunch Program (NSLP) Equipment Assistance Grant Application is now available to support SFAs in providing healthy and appealing meals to students. School food authorities (SFAs) are encouraged to apply. The funds are available for the federal fiscal year (FFY) from October 1, 2023–September 30, 2025.

**On December 14, 2023, each SFA school nutrition program administrator (as designated in SNPWeb) will receive an email from noreply@qemailserver.com with a personalized online NSLP Equipment Grant Application link.** Check your spam folder if the email is not in your mailbox by the end of the day. SFAs must use the online application in Qualtrics to apply for a NSLP Equipment Grant. **Applications are due** to the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), by **5:00 p.m. on** **January 12, 2024**.

### Online Application

The online application has multiple sections and can be navigated by using the table of contents. **SFAs applying should gather quote information and the division Superintendent’s signature for the certification statement prior to beginning the application, as it cannot be saved in progress and returned to at a later date.**

The application includes the following:

* General division information;
* Number of schools for which the SFA is applying for;
* Detailed information about the school’s selection criteria and the equipment requested for each school, including quote information; and
* Required grant terms and conditions;
* Attachment A to this memo, the 2023–2024 NSLP Equipment Assistance Grant Application Certification Statement, must be signed by the School Nutrition Administrator (as designated in SNPWeb) and the Division Superintendent and uploaded to the online application.

The application can only be edited before it is submitted. **No changes can be made to the online application after it is submitted.**

The deadline for final submission of the online application is **January 12, 2024**.

### Application Criteria for 2023

This year, grant application criteria include:

* improving the nutrition and food quality of the Child Nutrition Programs;
* improving the safety of food served in all programs;
* increasing the use of locally grown foods;
* increasing scratch cooking; and
* increasing access to culturally inclusive meals.

### Definition of Equipment

NSLP Equipment Assistance Grant applications may include requests for new equipment, renovation of existing equipment or replacement of equipment, and delivery and installation costs of the equipment. Regulations at 2 CFR Part 200.1 define equipment as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes or $5,000. For the FY 2023 NSLP Equipment Assistance Grant, Congress has specified that the threshold for the purchase of a piece of equipment cannot be lower than $1,000.

### Funding

The VDOE-SNP received $635,200 in FFY 2023 to competitively award to SFAs. The subgrantee award is limited to $50,000 per piece of equipment. Total requests may be greater than $50,000, but SFAs will have to cover any costs beyond the award amount. Each school can request one piece of equipment. Equipment must be competitively procured and must be necessary, reasonable, and allocable and follow federal, state, and local government procurement laws and regulations to provide for full and open competition. Equipment for which funds have already been obligated are not eligible for this grant.

### Selection Criteria

The VDOE-SNP will award grants through a competitive grant process. Priority will be given to schools that did not receive a NSLP Equipment Assistance grant in FFY 2022. Each SFA will be allowed to submit an application for up to five schools. The grants will be scored according to the following criteria:

* demonstrated need;
* criteria used by the division to select the schools and equipment;
* child nutrition program participation; and
* anticipated program improvement.

Each criterion will be scored based on the answers provided in the application. The SFA must include a narrative explanation of the improvement the equipment will provide and demonstrated need. After the application for each school is scored, grants will be awarded to the highest scoring school(s) per division. After the initial scoring, and if funds are still available, additional schools will be selected using the same criteria.

### Submission Process and Timeline

For each piece of equipment requested, a minimum of two price quotes from vendors, including delivery and installation fees as applicable, is required. The complete FFY 2023 NSLP Equipment Assistance Grant Application and supporting documentation must be submitted by **5:00 p.m. Friday, January 12, 2024.**

Grants will be awarded by February 19, 2024. The approved grant award notification will provide details on the approved schools, equipment by school, and the grant award for each piece of equipment. The NSLP Equipment Assistance Grant funds will be paid to awardees on a reimbursement basis. Funds must be expended no later than April 2025.

Reimbursements will only be for the actual expenses up to the award amount approved for each item. Funds not spent on the equipment approved for the grant may not be spent on other equipment or for other schools in the division. Grant recipients chosen for an award must comply with the regulations, principles, and assurances found in the Procurement Standards and Government Regulation sections of the application.

**Important Deadlines**

Application Due Date: January 12, 2024

Grant Award Date: February 19, 2024

Fund Expenditure Date: April 30, 2025

Reallocation Date: May 2025

### For more Information

For more information on the FFY 2023 NSLP Equipment Grant Application or award process, please contact the SNP policy mailbox at [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov).

SCC/CEJ/cc

1. Attachment: 2023 NSLP Equipment Assistance Grant Certification Statement (DOCX)