



#249-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #249-22**

DATE: October 28, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **FY 2022 Competitive National School Lunch Program Equipment Grant Applications Requested**

The [2022 National School Lunch Program \(NSLP\) Equipment Assistance Grant application](#) is now available and School Food Authorities (SFAs) are encouraged to apply. The funds are available for the federal fiscal year from October 1, 2022 through September 30, 2023 and support SFAs in providing healthy and appealing meals to students. **Applications are due to the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), on Monday, December 5, 2022.**

Application Criteria for 2022

This year, grant application criteria include:

- improving the nutrition and food quality of the Child Nutrition Programs;
- increasing participation in the NSLP and the School Breakfast Program;
- 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 2022 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 \$1,469,991 in FY 2022 funds to competitively award to SFAs. The sub-grantee 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 up to two pieces of equipment. If a school requests two pieces of equipment, please prioritize first and second choice, in the event only one is awarded. 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 FY 2021. 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;

- current financial status; and
- anticipated program improvement.

Each criteria will be scored based on the answers provided in the application. There is additional clarification of the criteria 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 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 [FY 2022 NSLP Equipment Assistance Grant Application](#) and supporting documentation must be submitted by December 5, 2022. Grants will be awarded by January 23, 2023. 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 2024**.

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:** December 5, 2022
- **Grant Award Date:** January 23, 2023
- **Fund Expenditure Date:** April 30, 2024
- **Reallocation Date:** May 2024

For more information

For more information on the FY 2022 NSLP Equipment Grant Application or award process, please contact the SNP policy mailbox at SNPPolicy@doe.virginia.gov.

JB/SCC/KAM/cc