

USDA NSLP Equipment Assistance Grant

Tip Sheet

Considerations When Applying

All School Food Authorities (SFAs) with an active school nutrition contract with the DPI School Nutrition Team (SNT) are eligible to apply for the USDA NSLP Equipment Assistance Grant.



The Equipment Grant is extremely competitive. Therefore, SFAs should consider the following:

- Is completing the grant application feasible for staff?
- Does the grant timeline align with your SFA's needs?
- Are there additional funding sources available to your SFA?
- Does your SFA's circumstances align with the grant announcement and evaluation criteria?

Allowable Equipment

- SFAs may request up to \$15,000 for two pieces of equipment.
- Each piece of equipment must be valued over \$1,000.
- Trays, tables, and chairs are not allowable pieces of equipment for the purpose of this grant.
- Equipment that is shared outside of the USDA Child Nutrition Programs must be prorated.
- SFAs are responsible for covering any remaining costs outside of the grant subaward (e.g., if a piece of equipment costs \$20,000 and the SFA was awarded \$15,000, the SFA would be responsible for the remaining \$5,000).
- New equipment purchased prior to an official grant subaward is ineligible for grant funds.
- Equipment renovations completed prior to an official grant subaward are ineligible for grant funds.



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Commonly Requested Items

- Oven
- Steamer
- Refrigerator
- Freezer
- Milk cooler
- Steam Table
- POS software
- Breakfast Cart
- Hydroponic Garden

Note: This is not an exhaustive list

Improving Your Application

- Review all supporting grant materials *before* completing the application.
- Review the Key Focus Areas addressed in the grant announcement.
- Read the evaluation criteria carefully before submitting the application.
- Gather all pertinent information prior to completing the application.
 - Have a copy of your SFA's school nutrition contract.
- Consider hiring a grant writer or have an experienced staff member complete the application.
 - If someone outside of the food service department completes the application, collaborate with the Food Service Director. They can provide valuable insight on your SFA's school nutrition programs.



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Specifications



- Define what is needed for the equipment (e.g., utility/plumbing requirements, controls, etc.).
- Identify the minimum requirements (e.g., capacity, performance needs, safety features, etc.).
- Specify installation requirements (e.g., removal, installation, delivery, etc.)
- Specifications should be:
 - Simple, but exact.
 - Easily identifiable using common terms.
 - Met by several bidders for the sake of competition.
 - Clear and understandable.

Review the [Summary-Writing Specifications for Food Service Equipment](#) and [Specification Writing Webinar](#) for more information.

Going Out For Bid

If your SFA is selected to move forward with Part 2 of the application process, you will need to go out for bid.

- Follow all federal, state, and local procurement regulations.
- Use the *approved* PI-6208 specification form.
- Ensure all bidders are provided with the same specifications.
- Encourage site visits, especially for larger pieces of equipment.
- Reference the [List of Known Equipment Vendors Operating in Wisconsin](#).



Questions pertaining to this grant can be directed to the DPI Equipment Grant Team at DPIEquipGnt@dpi.wi.gov