2026 National School Lunch Equipment Assistance Sub-Grant Checklist

The following checklist is intended as a resource to help schools submit the best application possible. It is for your use only. **Do not include this in the application that is submitted.**

HAVE YOU:

	Yes	No
1. Filled out Part A. School Food Authority Information?	_____	_____
2. Obtained the Authorized Representative's **wet signature** under the Certification Statement?	_____	_____
3. Filled out Part B. Site Information for each site requesting equipment?	_____	_____
4. Filled out Part C: Equipment Information for each piece of equipment requested?	_____	_____
5. Attached two or three equipment bids along with detailed information on installation and labor costs for each piece of equipment requested? We suggest requesting at least a 60-day price guarantee.	_____	_____
6. Filled out and completely answered questions appropriate to the equipment you are requesting?	_____	_____
7. Signed the application that will be submitted?		
8. Filled out and completely answered questions for each site that you are requesting information for?	_____	_____
9. Filled out, completely answered, and signed the Applicant Risk Assessment Questionnaire? (Non-public schools only)	_____	_____
10. Followed all Federal, State and Local procurement laws?	_____	_____
11. Made a copy of the application for your records?	_____	_____
12. Application is postmarked no later than December 11, 2026?	_____	_____
13. Included a copy of your capitalization policy if your equipment capitalization threshold is under $10,000? This only applies if the request is under $10,000.	_____	_____
14. Read and understand the Terms and Conditions found in Appendix B?	_____	_____