



State of New Jersey

DEPARTMENT OF AGRICULTURE
Division of Food & Nutrition
PO Box 334
TRENTON NJ 08625-0334

CHRIS CHRISTIE
Governor
KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

2016 National School Lunch Program (NSLP) Equipment Assistance Grant

Competitive Grant Application

The New Jersey Department of Agriculture (NJDA), Division of Food and Nutrition has been allocated funding for the National School Lunch Program (NSLP) Equipment Assistance Grant from the US Department of Agriculture (USDA). Grant funds totaling \$630,667 will be awarded through a competitive grant process to eligible school food authorities (SFAs) participating in the NSLP.

Application Due Date: Wednesday, June 15, 2016, by 4:00 p.m.

The grant application, instructions, detailed evaluation criteria, application submission deadlines, and spending deadlines can be found in this RFA and the attached grant application. Please read this RFA and all application components carefully.

Consideration will be given to SFAs based on criteria outlined in the grant application. Completed grant applications must be submitted by the school district and not by individual schools. *No more than two items per school may be requested and the total request cannot exceed \$20,000 per school.* Partial grants may be awarded at the discretion of NJDA.

Mail 2 completed grant application packets along with all supplemental documents to:

REGULAR MAIL (US Postal Service):

NJ Department of Agriculture
Division of Food & Nutrition
PO Box 334
Trenton, NJ 08625-0334
Attn: Melissa Ewell

HAND DELIVERY (such as FedEx, UPS):

NJ Department of Agriculture
Division of Food & Nutrition
22 S. Clinton Avenue, Bldg. 4, 3rd Floor
Trenton, NJ 08609-1212
Attn: Melissa Ewell

Late submissions will not be accepted.

Incomplete applications and submissions without a certification page with original signatures will be disqualified.



A. Eligible Applicants

A school district may apply for a grant on behalf of its schools that:

- Currently participate and administer, in good standing, the National School Lunch Program
- Did *not* receive equipment assistance under the American Recovery and Reinvestment Act (ARRA) of 2009 and the Agriculture Appropriations Acts of 2010, 2013, 2014 and 2015*
- Have an enrollment of 50 percent or more of students eligible for free or reduced-price meals**

*Priority will be given to schools that did not receive a previous NSLP Equipment Assistance Grant award under the American Recovery and Reinvestment Act of 2009 and the FY 2010, FY 2013, FY 2014 and FY 2015 Agriculture Appropriations Acts.

**In compliance with the USDA grant requirements, priority must be given to school sites in which 50 percent or more of the students are eligible for free or reduce priced meals, and are high-need schools (i.e., schools in underserved areas, schools with limited access to other resources, and age of food service equipment).

B. Grant Timeline

| Date | Activity/Action |
|------------------|---|
| April 20, 2016 | Application opened |
| June 15, 2016 | Deadline for applications (4:00 pm) |
| September, 2016 | Notification of awards |
| October, 2016 | SFAs may begin purchasing equipment |
| December 1, 2016 | Deadline for SFAs to obligate funds |
| March 1, 2017 | Equipment must be purchased, installed, and <i>all</i> funds expended |

This competitive grant will be awarded in September 2016. All equipment must be purchased, installed and funding expended by March 1, 2017. The NSLP Equipment Assistance Grant funds will be paid to grantees on a reimbursement basis. Reimbursement will be for actual approved expenses, and only up to the award amount. Details on how to request reimbursement will be provided in the award documents.

NJDA will reallocate funds not obligated by December 1, 2016 to the next eligible applicant.

C. Grant Activities

The 2016 NSLP Equipment Assistance Grant funds are intended to assist schools in purchasing equipment needed to enhance food safety in the school meal programs, improve the overall

energy efficiency of the school food service operations, to assist in the presentation and arrangement of foods to entice healthier selections, and to increase participation in school breakfast and/or lunch, all while serving healthier meals that meet the new nutritional standards for schools as required by the Healthy, Hunger-Free Kids Act of 2010.

Applicants must address one or more of the additional focus areas in their applications:

Focus 1: Equipment that will make a meaningful impact on nutrition and quality of meals (such as serving more local foods or replacing fryers with combination steamer-ovens).

Focus 2: Equipment that focuses on school breakfast expansion or alternative service methods for school breakfast (breakfast in the classroom, grab and go breakfast, breakfast carts/kiosks).

Focus 3: Equipment that improves the safety of food served in the school nutrition programs (i.e., cold/hot holding equipment, dishwashing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.).

Focus 4: Equipment that will facilitate Smarter Lunchroom activities that encourage student selection of healthier meal options (applications must identify which activities they will perform).

When addressing focus areas in the application, the narrative should be clear and specifically address how the equipment will benefit the schools or districts. The more focus areas addressed, the more points will be given to each application.

D. Requirements

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment.

USDA regulations at 2 CFR 200.33 define equipment as *articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$5,000 (or such lesser amount as the SFA uses when reporting equipment as assets in its financial statements).*

If requesting equipment with a unit cost less than \$5,000, the application must include a copy of the SFAs Capitalization Threshold Policy that demonstrates that the equipment cost equals or exceeds the capitalization threshold.

Copies of supporting documentation for each piece of equipment must be included with the application (i.e., price quote from vendor). If supporting documentation is not included, the equipment request for that school will not be considered.

All purchases must follow the applicable federal, state, and local procurement laws and regulations and provide for full and open competition consistent with 2 CFR 200.319 (formal or small purchase procedures) as appropriate. As with all federal grant funds, equipment procured

using NSLP Equipment Assistance Grant funds must be necessary, reasonable and allocable. Using these grant funds to purchase a walk-in freezer for school nutrition programs, or a salad bar, would be an allowable cost, whereas a capital expense such as construction or renovations to a cafeteria or food service area would not be allowable. Capital expenses must be supported by the school district's general fund. Equipment may not be purchased exclusively for programs outside of the school nutrition programs. Equipment for which funds have already been obligated are not eligible for this grant.

Government-wide Regulations

Applicants must review the following federal regulations, accessible at the electronic Code of Federal Regulations (e-CFR) website (www.ecfr.gov), which are applicable to the National School Lunch Program. Applicants are reminded that, if funded, their projects must comply with these regulations.

- 2 CFR Part 25: “Universal Identifier and System for Award Management”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR 400: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Nonprocurement Debarment and Suspension 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3: “Debt Management”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417
- Sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations
- “The Federal Funding Accountability and Transparency Act (FFATA), dated September 26, 2006”

USDA Non Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

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Additional information on select government-wide regulations is presented below:

Universal Identifier and System of Award Management—2 CFR Part 25

The NJDA cannot make a subaward of federal funds to an applicant until the applicant has complied with the requirements described in 2 CFR Part 25 to provide a valid DUNS number and maintain an active SAM registration with current information.

Effective October 1, 2010, all grant applicants must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier for federal financial assistance. Active grant recipients and their direct subrecipients of a subgrant award also must

obtain a DUNS number. Contact your district's business administrator or accounting office to obtain the district's DUNS number.

The grant recipient must also register in the federal Systems for Award Management (SAM). Registration in SAM requires your entity's DUNS, Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). Registration should take **3 to 5 days**. If you do not receive confirmation that your SAM registration is complete, please contact SAM at www.SAM.gov. For additional information, visit the Federal Service Desk's SAM.gov Web page at https://fsd.gov/fsd-gov/search_results.do?sysparm_system=SAM.

Reporting Subaward and Executive Compensation Information—2 CFR Part 170

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252, requires primary grantees of federal grants and cooperative agreements to report information on subgrantee obligations and executive compensation. FFATA promotes open government by enhancing the federal government's accountability for its stewardship of public resources. This is accomplished by making government information, particularly information on federal spending, accessible to the general public.

Primary grantees, like the NJDA, are required to report actions taken on or after October 1, 2010, that obligate \$25,000 or more in federal grant funds to first-tier subgrantees. This information must be reported in the government-wide FFATA Subaward Reporting System (FSRS). In order to access FSRS, a current SAM registration is required. A primary grantee and first-tier subgrantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier subgrantee must obtain a DUNS number prior to being eligible to receive a grant or subgrant award.

Applicants should also review the Authorization and Certification page to ensure, if awarded a subgrant, applicants are capable of full compliance, especially with all of the referenced federal, state and local laws and regulations, in order to enter into an agreement with the NJDA for this program. The signed Certification Signature Page (see page 9 of this RFA) is *required* with the grant application and *legally binds* the applicant to the agency's terms and conditions.

E. Reporting and Reimbursement Requirements

All SFAs who receive an award will be required to submit one progress report detailing the following:

- Types of equipment purchased for each school site
- Accomplishments and challenges in expenditure activities
- Impact on the school food service operation from purchased equipment
- Reasons for any unliquidated funds/potential return of equipment
- Serial numbers for all equipment

The following documents must be submitted when requesting reimbursement:

- Progress Report
- NJDA Invoice Form (**only 1** form required for the entire district)
- Vendor invoices
- Copy of cancelled check or signed purchase orders for each piece of equipment

Reimbursement requests missing any of the above listed documents will not be processed.

If you have any questions or need additional information regarding this RFA, please contact Melissa Ewell, Administrative Coordinator and Grants Manager, at melissa.ewell@ag.state.nj.us or (609) 777-1850.

2016 National School Lunch Program (NSLP) Equipment Assistance Grant

APPLICATION CERTIFICATION AND SIGNATURE

(To be completed by the School District)

| | |
|---------------|----------------|
| Agreement No: | District Name: |
|---------------|----------------|

The applicant designated above hereby applies for the 2016 National School Lunch Equipment Assistance Grant. The applicant certifies that the information contained in this application is true and correct to the best of their knowledge, and that the equipment acquired will be used in the non-profit National School Lunch Program to better meet the nutritional needs of the students. It is understood that for any funds received through this application, the school district agrees to comply with all applicable federal, state and local procurement laws and regulations and any instructions or procedures covering both the programmatic and fiscal administration of the grant funds. The applicant assures that the NSLP Equipment Assistance Grant will be administered and implemented in compliance with all program plans.

The applicant will ensure that funds are spent by the March 1, 2017, deadline in accordance with the school district's approved application.

Superintendent

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|------------|--------------|
| Name: | |
| Telephone: | E-mail: |
| Signature: | Date Signed: |

Business Administrator

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| Name: | |
| Telephone: | E-mail: |
| Signature: | Date Signed: |

School Food Service Director

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|------------|--------------|
| Name: | |
| Telephone: | E-mail: |
| Signature: | Date Signed: |

Facilities Director (if applicable)

| | |
|------------|--------------|
| Name: | |
| Telephone: | E-mail: |
| Signature: | Date Signed: |

APPLICATIONS MUST BE RECEIVED BY 4 P.M. ON WEDNESDAY, JUNE 15, 2015

Late submissions will not be accepted. Incomplete applications and submissions without original signatures will be disqualified. Postmarked applications will not be accepted.



This year USDA has a new initiative with the National Football League and National Dairy Council's Fuel Up to Play 60 (FUTP60) program to provide additional funding opportunities to help schools upgrade their kitchen equipment and infrastructure. These grants will help move millions of America's youth from hungry to healthy through the provision of additional resources to schools to meet the updated national nutrition standards, and helping to serve meals with more whole grains, fruits, vegetables, lean protein and low-fat dairy, and less sodium and fat.

The FUTP60 opportunity is a separate grant announcement from this RFA; SFAs are encouraged to apply directly to FUTP60 through: <https://www.fueluptoplay60.com/funding/general-information>.

The deadline to apply for this funding opportunity is June 2016.