



# State of New Jersey

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

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

DOUGLAS H. FISHER  
Secretary

## 2019 National School Lunch Program

### 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 \$646,209 will be awarded through a competitive grant process to eligible school food authorities (SFAs) participating in the NSLP.

**Application Due Date: Wednesday, December 11, 2019, by 4:00 p.m.**

The 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 the eligibility criteria below. 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 1 completed grant application packet along with all supporting documents to:**

**REGULAR MAIL (US Postal Service):**

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

**HAND DELIVERY (such as FedEx, UPS):**

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

***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, the Agriculture Appropriations Acts of 2010, 2013, 2014, 2015, 2016, 2017, or 2018\*
- Have an enrollment of 50 percent or more, free or reduced eligible students.\*\*

\*Priority will be given to schools that did not receive a previous NSLP Equipment Assistance Grant award. Schools that have already received funding through past grant opportunities will be considered last.

\*\*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
October 4, 2019	Request for applications announced
December 11, 2019	Deadline for applications (4:00 pm)
February 2020	Notification of awards
February 2020	SFAs may begin purchasing equipment
May 1, 2020	Deadline for SFAs to obligate funds
June 1, 2020	Equipment must be purchased, installed, and paid in full

This competitive grant will be awarded in February 2020. All equipment must be purchased, installed and paid in full by June 1, 2020. 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. More details on how to request reimbursement will be provided in the award documents.

**NJDA will reallocate funds not obligated by May 1, 2019 to the next eligible applicant.**

## C. Application Focus Areas

The 2019 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, and to increase participation in school breakfast

and/or lunch, all while serving healthier meals that meet the 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 – Meal Quality:** 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 – Breakfast Expansion:** 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 – Food Safety:** 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 – Energy Efficient Equipment:** Equipment that improves the overall energy efficiency of the school nutrition food service operations (e.g., purchase of an energy efficient walk-in freezer replacing an outdated, energy-demanding freezer).

When addressing focus areas in the application, the narrative should be clear and specifically address how the equipment will benefit the schools or district. 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.

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 which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.*

If requesting equipment with a unit cost less than \$5,000, the application must include a copy of the SFA's Property Inventory Policy that demonstrates the equipment cost equals or exceeds the capitalization threshold. **Equipment less than \$1,000 will not be eligible for grant funding.**

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.*

## State Regulations

- Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid [https://www.nj.gov/infobank/circular/cir1508\\_omb.pdf](https://www.nj.gov/infobank/circular/cir1508_omb.pdf)
- Grant Agreements – Agency Contracts <https://www.nj.gov/infobank/circular/cir0705b.pdf>

## Government-wide Regulations

Applicants must review the following federal regulations, accessible at the electronic Code of Federal Regulations (e-CFR) website ([www.ecfr.gov](http://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 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”
- Privacy Act. The Cooperator/Grantee shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance Records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552).

### 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, disability, age, 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: [How to File a Complaint](#), 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Assurance of Civil Rights Compliance**

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies And Procedures

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs.

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

**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](http://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](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. Reimbursement and Reporting Requirements**

**If an SFA receives a grant award, the SFA must have sufficient funds to purchase the equipment outright. Funding will be disbursed by reimbursement, only after the SFA has provided documentation the equipment has been paid in full and delivered/installed.**

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 the equipment had on the school food service operation
- 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.

## **F. Additional Considerations**

### **Audit Impact**

**If an SFA only receives reimbursements from the Child Nutrition Cluster (CFDA 10.553, 10.555, 10.556, and 10.559) which includes the School Breakfast Program, the National School Lunch Program (including the After School Snack Program and the Seamless Summer Program), the Special Milk Program, and the Summer Food Service Program, and the funding for the SFA's fiscal year is \$100,000 or more, a program specific audit is required by NJDA.**

**Once an SFA (receiving reimbursements of \$100,000 or more but less than \$750,000) receives funding in its fiscal year from the Child Nutrition Cluster AND receives Federal or State funding from any other program, a financial statement audit will be required.**

**This audit impact should be highly considered before an application is submitted.**

### **Best Practices**

- School officials and local policymakers should work collaboratively with parents, teachers, students, and funders to identify and implement strategies for meeting equipment, infrastructure, and training needs.
- Nonprofit and for-profit organizations that have an interest in improving children's health, education, school infrastructure, and community wellness should provide assistance to schools in acquiring the necessary equipment.

If you have any questions or need additional information regarding this RFA, please contact Melissa Pajak, Assistant Division Director, at [melissa.pajak@ag.nj.gov](mailto:melissa.pajak@ag.nj.gov) or (609) 777-1850.



# 2019 National School Lunch Program Equipment Assistance Grant

## APPLICATION CERTIFICATION AND SIGNATURE

(To be completed by the School District)

Agreement No:	District Name:
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The applicant designated above hereby applies for the 2019 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 June 31, 2020, deadline in accordance with the school district's approved application.*

### Superintendent

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

### Business Administrator

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

### School Food Service Director

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

### Facilities Director (if applicable)

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