



Jersey Fresh For All - Local Food Purchase Assistance Cooperative Agreement Program (NJ-LFPA25)

REQUEST FOR PROPOSALS

Funding Opportunity Number: USDA-AMS-10182-LFPA0000-25-0001

Publication Date: March 10th, 2025

Project Application Due Date: 11:59 pm EASTERN TIME ON April 10, 2025

Funding Opportunity Title: Jersey Fresh For All - Local Food Purchase Assistance Program (NJ-LFPA2025)

Funding Opportunity Number: USDA-AMS-10182-LFPA0000-25-0001

Project Summary Due Date: 11:59 p.m. Eastern Time on **April 10, 2025**.

Executive Summary: Jersey Fresh For All – Local Food Purchase Assistance Program (LFPA2025)

The U.S. Department of Agriculture (USDA), through its Agricultural Marketing Service (AMS), is providing funding to the New Jersey Department of Agriculture (NJDA) for the *Jersey Fresh For All – Local Food Purchase Assistance Program (NJ-LFPA2025)*. The NJDA’s Marketing and Development Division will administer this program, which builds upon previous LFPA and LFPA Plus programs.

Under *Jersey Fresh For All – LFPA2025*, funding will support agencies in strengthening local food systems by purchasing local, unprocessed, or minimally processed domestic foods and distributing them to underserved communities. Projects should prioritize sourcing from historically underserved farmers, producers, and fishers, as well as small businesses, including processors, aggregators, and distributors.

The NJDA has been awarded **\$9,902,456.00** funds authorized under **Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c))**.

This announcement outlines the program scope and requirements for NJ-LFPA2025.

NJDA encourages projects that:

- Support historically underserved farmers, producers, fishers, and small businesses, including processors, aggregators, and distributors.
- Provide food distribution to underserved communities outside traditional food networks.
- Incorporate culturally relevant foods—such as kosher and halal—based on community preferences.

For agencies intending to serve these entities, projects should actively engage and involve the intended beneficiaries throughout the program. NJDA aims to foster lasting relationships and sustainable purchase and distribution channels that will extend beyond the conclusion of NJ-LFPA2025.

Program Highlights

- This funding announcement is for the competitive grant award NJ-LFPA2025.
- The Program Scope and Requirements and [AMS General Terms and Conditions](#) apply to the resulting awards along with the Uniform Guidance (2 CFR part 200).

Funding Categories for Jersey Fresh For All – Local Food Purchase Assistance Program (LFPA2025)

A total of \$9,902,456 is available through this competitive request for proposals under four categories:

1. Emergency Feeding Organizations (6 State approved EFOs)

This category is dedicated to large-scale Emergency Feeding Organizations (EFOs) as classified by the NJ Department of Agriculture.

Eligible organizations include:

- Regional food banks that are recognized as Emergency Feeding Organizations by the NJ Department of Agriculture.
 - Organizations that maintain extensive distribution networks to supply food to community partners.
 - Programs that deliver large volumes of food directly to low-income and underserved communities.
2. **Community/Soup Kitchens, Food Banks (Not recognized as State EFO's) , Pantries, and Smaller Organizations (i.e., Faith/Community Based organizations that are part of the food security sector)**

This category supports smaller organizations that provide direct food assistance but are not classified as Emergency Feeding Organizations. Eligible organizations include:

- **Community/Soup Kitchens:** Nonprofit organizations offering prepared meals and supported services to food-insecure populations.
 - **Food Banks (Not recognized as State EFO's):** Local or regional food banks that play a key role in food distribution.
 - **Pantries:** Community- and /or Faith-based organizations distributing groceries and shelf-stable items directly to individuals and families.
 - **Smaller Organizations (i.e., Faith/Community Based organizations)**
3. **Gleaning, Food Recovery Organizations and Aggregators/Cooperatives**

Nonprofits or community groups with an annual operating budget of less than **\$500,000** providing food relief.

This category supports organizations specializing in gleaning, food recovery, and cooperative aggregation. Eligible organizations include:

- **Gleaning Organizations:** Groups that harvest surplus produce from farms and redirect it to food-insecure communities.
 - **Food Recovery Organizations:** Entities that collect and redistribute excess food from farms, markets, and businesses.
 - **Aggregators/Cooperatives:** Organizations that coordinate and consolidate food from multiple producers to streamline distribution.
4. **Innovation in Food Procurement and Distribution**

This category focuses on advancing technology-driven solutions to improve food procurement and distribution processes. It aims to support innovative approaches that enhance efficiency, transparency, and compliance.

Funding Priorities:

- **Technology Integration:** Adoption of advanced technologies such as blockchain, Artificial Intelligence (AI), and app-based solutions to optimize food procurement and distribution.
- **Food Tracking Solutions:** Implementing real-time tracking from farm to consumer, ensuring accurate monitoring of food origin, movement, and delivery. This includes:
- **Farm-Level Tracking:** Capturing harvest data, producer information, and origin verification.
- **Supply Chain Monitoring:** Recording transportation and storage conditions for quality assurance.
- **Consumer Delivery Traceability:** Ensuring visibility through the final delivery stage.

- **Automated USDA Reporting:** Developing systems for automated compliance reporting to meet USDA requirements on food sourcing, movement, and distribution.
- **Cross-Category Support:** Providing technological solutions that benefit all other categories (EFOs, smaller organizations, gleaning and food recovery) to streamline procurement and reporting processes.

This category encourages cutting-edge innovations that create long-term, scalable solutions for local food procurement while improving access to fresh, nutritious food for underserved communities.

Note: Interested entities may apply under both one of the three main categories and Innovation; however, a separate application is required for each category.

There is no matching requirement for non-state EFOs under this program. All EFOs recognized by the State Department of Agriculture must provide a description of how the organization is spending the 10% of the Food and a Hunger grant allocated to local purchases including an accurate accounting of year-to-date expenditures.

None of the NJ-LFPA25 funds may be used for indirect or administrative costs.

Recipients must confirm the availability of nonfederal funds for the administration of the program.

Award Information

NJDA expects recipients to read the entire request for proposal announcement prior to submitting a project application to ensure the program's requirements are understood.

NJ-LFPA25 requires Recipients *who have previously received an LFPA or LFPA Plus agreement* to submit previous program summary and final impact statements.

NJDA reserves the right to adjust the final award amounts based on the project application.

1.1 LEGISLATIVE AUTHORITY

The Local Food Purchase Assistance Cooperative Agreement Program (LFPA25) is authorized by Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)).

1.2 PURPOSE

The purpose of this program is to maintain and improve food and agricultural supply chain resiliency through the procurement of local, domestic, and unprocessed or minimally processed agricultural commodities. The program achieves this purpose in the overarching goals below:

- Provide an opportunity for New Jersey based entities to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses including processors, aggregators, and distributors.
- Establish and broaden partnerships with the food distribution community and local food networks to ensure distribution of fresh and nutritious foods in underserved communities.
- Increase access to local food and improve supply chain resiliency by building partnerships with historically underserved farmers/producers/fishers, small businesses, and underserved communities that will continue after the program concludes.

1.2.1 DEFINITIONS

Domestic food. “Agricultural Commodity” means a product grown, processed, and otherwise prepared for sale or distribution exclusively in the New Jersey, except with respect to minor ingredients.

Historically underserved. Some groups of people are identified in Farm Bill legislation and in USDA policy as being Historically Underserved (HU). Members of these groups have been historically underserved by, or subject to discrimination in, Federal policies and programs. Four groups are defined by USDA as “[Historically Underserved](#)”, including farmers or ranchers who are: Beginning; Socially Disadvantaged; Veterans; and Limited Resource.

Local or regional producers are farmers, ranchers, producers, fishers, processors or distributors and other businesses involved in food production or distribution that are located in the state or tribal region or within 400 miles (Within NJ) of the delivery destination. As part of promoting "Buy Local," preference will be given to participants in the Jersey Fresh program, as supported by the New Jersey Department of Agriculture.

Local or regional food means food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles (Within NJ), or both the final market and the origin of the product are within the same State, territory, or tribal land. As with local or regional producers, part of promoting "Buy Local," preference will be given to local and regional food participants in the Jersey Fresh program, as supported by the New Jersey Department of Agriculture.

Small business. A small business is defined based on Small Business Association (SBA) size standards and varies depending on the NAICS code of the business. SBA size standards can be found in [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#).

Underserved communities are those defined in accordance with Exec Order 13985, Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, Jan 20, 2021:

Sec. 2. Definitions. For purposes of this order:

(a) The term “equity” means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

(b) The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.”

Unprocessed or minimally processed foods include fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats), fish; meat alternates such as beans or legumes; and fluid milk and other dairy foods such as cheese and yogurt. Minimally processed means that products may be whole, cut, pureed, fresh, frozen, canned, dried or otherwise processed such that the original product character is retained. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

1.3 PROGRAM DESCRIPTION

The New Jersey Department of Agriculture (NJDA) is requesting proposals for the Jersey Fresh For All-2025 (NJ-LFPA2025) Competitive Grant Program, which is funded through the USDA. Through this funding, NJDA is looking to build stronger, more resilient food systems, increase access to healthy food in underserved communities, and support small and underserved farmers and producers, fostering a more sustainable food economy in New Jersey. This program will expand upon prior LFPA and LFPA Plus work, and to provide an opportunity for entities that did not participate in LFPA or LFPA Plus to establish projects through LFPA25. Grantees will purchase local, unprocessed or minimally processed domestic foods from local producers, targeting historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors. Food purchased will target distribution to underserved communities. In addition to increasing local food consumption, funds are expected to help build and expand economic opportunity for local and historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors.

NJDA encourages projects that benefit historically underserved farmers/producers/fishers and small businesses, provide food distribution to underserved communities that are not part of the normal food distribution networks, and incorporate culturally relevant foods, including kosher and halal, as appropriate based on community preferences. For cooperative agreements intending to serve these entities, recipients should engage and involve those beneficiaries when developing their Project application. NJDA would like these relationships and purchase and distribution channels to continue past the conclusion of this program.

NJDA will provide the grantees funding for food purchases as well as guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement.

Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program.

2.0 AWARD INFORMATION

2.1 TYPE OF ASSISTANCE

NJDA will distribute NJ-LFPA25 funds through a competitive process. Existing LFPA and LFPA Plus agreements will not be modified to include LFPA25 funding, as this round of LFPA25 is a separate program. Project Summaries must be submitted by April 10, 2025.

2.2 NJ-LFPA25 PROJECTS

All applications will undergo a competitive process established by NJDA, in accordance with state and federal laws and regulations defined by the USDA and the Office of Management and Budget (OMB). An independent grants committee will evaluate and score each application individually, and the final scores will be totaled to determine the highest-scoring applications. The final decision will be based on geographical demand, local needs, and compliance with the criteria set by USDA and OMB regulations. This decision will be final.

2.3 AVAILABLE FUNDING

Award amounts may be revised based on the program's initial demand and available funds. Final adjustments to the award may be made after the final application are submitted and approved by USDA.

Any changes to the USDA allocation will be reflected in the subawards. NJDA retains the right to adjust the total allocation of funds.

2.4 DISBURSEMENT OF FUNDS

In accordance with the LFPA or LFPA Plus agreement, funds from LFPA (ARPA) and LFPA Plus (CCC) must be fully utilized before any funds can be disbursed through an NJ-LFPA25 agreement. NJDA is required to exhaust both LFPA (ARPA) and LFPA Plus (CCC) funds by September 30, 2025. The NJ-LFPA25 project will officially commence on October 1, 2025, which will be the earliest possible start date. Grantees are not allowed to begin any work on the LFPA25 project before October 1, 2025.

2.5 FEDERAL AWARD PERIOD DURATION

The period of performance for the cooperative agreements will initially be one year, with the possibility of extension for up to three years from the time of the award. It is acceptable to complete a project before the scheduled end date of the performance period. The specific period of performance will be outlined in the agreement.

2.6 AWARD SIZE

These funds will be distributed through a competitive process across four categories:

1. Emergency Feeding Organizations (6 State Department of Agriculture recognized EFOs)
2. Community/Soup Kitchens, Food Banks, Pantries, and Smaller Organizations (i.e., Faith/Community Based organizations that are part of the food security sector)
3. Gleaning, Food Recovery Organizations and Aggregators/Cooperatives
4. Innovation in Food Procurement and Distribution

3.0 ELIGIBILITY INFORMATION

3.1 ELIGIBLE RECIPIENTS

Eligible entities for funding include Emergency Feeding Organizations (6 State Department of Agriculture recognized EFOs), Community/Soup Kitchens, Food Banks, Pantries, and Smaller Organizations (i.e., Faith/Community Based organizations that are part of the food security sector) Gleaning, Food Recovery Organizations and Aggregators/Cooperatives and Innovation in Food Procurement and Distribution. For the "Innovation in Food Procurement and Distribution" component, applicants must demonstrate a partnership with one or more of the following entities: existing Emergency Feeding Organizations (6 State Department of Agriculture recognized EFOs), Community/Soup Kitchens, Food Banks, Pantries, and Smaller Organizations (i.e., Faith/Community Based organizations that are part of the food security sector) Gleaning, Food Recovery Organizations and Aggregators/Cooperatives and Innovation in Food Procurement and Distribution. These partners must be engaged in activities related to agriculture, food procurement, food distribution, emergency response, or similar functions.

The partnership should clearly show how the applicant collaborates with these organizations to enhance food procurement and distribution efforts. NJDA reserves the right to make multiple awards in each category based on the quality of the applications or may choose to award a single grant depending on the evaluation of the proposals.

3.2 ELIGIBLE BENEFICIARIES

Eligible beneficiaries of purchases include those involved in the production and distribution of local domestic food. Purchases will be made from farmers, producers, fishers, processors, or distributors that meet the definition of a local producer. All food purchased must meet the definition of local, minimally processed or unprocessed, and domestic. States, territories, and Tribal governments should target purchases from beneficiaries that are historically underserved and/or small businesses.

Purchases must comply with the AMS General Terms and Conditions. Recipients must maintain records and documentation to support the charges against the awards.

Eligible beneficiaries to receive the food are those members of communities in need of food. Distribution target communities should meet the definition of underserved. Food distribution may occur through state agencies, non-profit organizations engaged in food distribution, and other entities capable of ensuring program requirements are met.

A recipient may subaward with partners and collaborators with prior authorization from NJDA. Only the recipient must meet the eligibility requirements listed in this Funding Announcement.

- A *partnership* is a relationship involving close cooperation between parties having specified and joint rights and responsibilities in the management of the project.
- A *collaborator* is a person or an organization unaffiliated with the recipient that cooperates with the Recipients in the conduct of the project and is not immediately connected to the management of the project.

Partners and collaborators may come from private or public, for-profit, or nonprofit entities. Recipients must show evidence of existing communities or industry support and engagement.

3.3 COST SHARING AND MATCHING

NJ-LFPA25 does not have a federal cost sharing or matching requirement.

4.0 PROJECT APPLICATION SUBMISSION

Proposals must be submitted via email to NJDA.Grants@ag.nj.gov in Word format.

All proposals must be received by the Department no later than 11:59 p.m. local time on April 10, 2024.

Applicants are solely responsible for ensuring their proposals are submitted on time.

4.1 ELECTRONIC SUBMISSION

Only electronic applications will be accepted and must be submitted to NJDA.Grants@ag.nj.gov in response to this RFP.

Applicants are encouraged to submit their applications ahead of the deadline.

All applications must use the template provided by NJDA.

4.2 CONTENT AND FORM OF PROJECT APPLICATION SUBMISSION

NJ-LFPA25 PROJECT APPLICATION

Required: All recipients must submit an application using the “NJ-LFPA25 – Project Application” template. The template requires:

- Basic organizational and contact information.
- A **no more than** 500-word summary of the proposed project. The application should include a concise overview of how the project will accomplish the program goals listed in **section 1.2** of the RFP.
- Recipients must describe activities to be performed, including subawards (when applicable); producers you purchase from and venues you will distribute food through; and any other pertinent information. It should also address how the project will provide an opportunity for State and Tribal Governments to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses; and will establish and broaden partnerships with the food distribution community and local food networks to ensure distribution of fresh and nutritious foods in underserved communities.
- **Estimated** outcome indicators, including how many producers and food distribution locations will benefit from the proposed project, in alignment with program goals.
- A **detailed** work plan and project timeline. It is important that recipients have a well thought out and plan that is clearly described to NJDA.
- A budget. The budget must equal the total amount of funding requested. Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed, must meet the definitions of domestic and local.

The application must be typed, single-spaced, in an 11-point font. The final “NJ-LFPA25 – Project Application ” **must not exceed 10 pages**, including existing form content. DO NOT modify the margins of the form.

4.3 SUBMISSION DATE AND TIME

Applicants must submit their application via **NJDA.Grants@ag.nj.gov** by **11:59 p.m. Eastern Time on April 10, 2025**. NJDA will not consider applications received after this deadline for funding.

Your Project Summary may not be reviewed if it:

- Is received after the submission deadline;
- Is submitted by any method other than email to **NJDA.Grants@ag.nj.gov**;
- Is submitted to the wrong grant program; or
- Does not meet the requirements of this Funding Announcement (e.g., ineligible applicants, incomplete Project Summary, or missing required documents).

4.4 HOW TO SUBMIT THE PROJECT SUMMARY TO NJDA

Applications must be submitted to the Department no later than **11:59 p.m. local time on April 10, 2025**. To be considered complete, submissions must include the following:

- An electronic version of the application in **MS Word format**, sent to **Njda.Grants@ag.nj.gov**.

Applicants are solely responsible for ensuring the timely and accurate submission of their applications. A **proposal template** is available on the **NJDA website**.

4.5 TIMELY RECEIPT REQUIREMENTS AND PROOF OF TIMELY SUBMISSION

- All project applications must be submitted by the specified due date.
- Proof of timely submission is automatically recorded via email timestamp, generated when the application is successfully received at njda.grants@ag.nj.gov.
- NJDA grants administrator will acknowledge receipt within 24 hours, with the email serving as proof of timely submission.
- NJDA will not accept applications via fax or postal mail.
- Applications submitted after the established due date will be considered late and will not be eligible for funding consideration by NJDA.

5. FUNDING RESTRICTIONS

5.1 DIRECT AND INDIRECT COSTS

Indirect costs are not allowable.

Recipients may not request direct or indirect costs associated with developing and administering the program.

5.2 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

All NJDA awards are subject to the terms and conditions, cost principles, and other considerations described in the [AMS General Terms and Conditions](#).

Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. Funding may only be used for the purchase of allowable foods. Allowable foods that may be purchased with NJ-LFPA25 funds must meet the definitions of local, domestic, and unprocessed or minimally processed. Allowable foods may include but are not limited to the examples below, all products must be local and can not include any additional additives, flavors, or colorings:

- Meat, poultry, or fish products that are sliced, ground, smoked, made into a jerky or “stick” etc.
- Items such as olive oil, hemp seed oil, honey, syrup, tea etc.

- Produce items such as juice, cider, salsa, marinara sauce, sauerkraut etc. Juice can only contain one produce item and cannot be a blend of multiple produce items.
- Bean and legume items such as tofu, tempeh, nut butters etc.
- Dairy products such as sour cream, cottage cheese, kefir, milk, butter etc.

The final cost of allowable foods may include costs associated with storage and distribution of those foods. Any associated storage and distribution costs **must be subsumed within the final cost of the allowable food** being purchased. Storage and distribution costs associated with the purchase of allowable foods may include:

- Lease or rental of equipment used in the physical handling, storage, and transportation of foods purchased through NJ- LFPA25 (delivery vehicles, forklifts, refrigerators, freezers, etc);
- Fees charged by commercial warehouse operators and common carriers for storage and transportation of foods purchased through NJ-LFPA25;
- Lease or rental of warehouse space to store NJ-LFPA25 foods;
- Supplies used in the storage and handling of NJ-LFPA25 products (boxes, pallets, etc.);
- Salaries of temporary workers hired to assist with the handling, storage, transportation, or distribution of foods purchased and distributed through NJ- LFPA25.

The cost of storage and distribution activities cannot be “broken out” from the cost of food and paid from project funds as individual budget items. These costs **must** be rolled into the final cost of the allowable foods purchased through the program. NJDA will only provide reimbursements for the purchase of allowable foods. Costs that are not inherent parts of food procurement are not an allowable use of funds. Recipients that have questions concerning the allowability of costs after reviewing this document should contact NJDA staff using the contact information.

5.3 SUPPLANTING

The funds awarded through this Funding Announcement must supplement (by increasing or expanding), but not duplicate, existing food procurement and food distribution activities of the host initiatives.

5.4 TECHNICAL ASSISTANCE

Technical assistance will be available virtually on March 17, 2025, at 3:00 p.m.

5.5 TIPS FOR RECIPIENTS

- Submit application early. **DO NOT WAIT UNTIL THE DAY OF THE DEADLINE.**
- Thoroughly read this Notice of Funding Opportunity and follow all the instructions provided by NJDA.
- Thoroughly review the [AMS General Terms and Conditions](#) to understand allowable and unallowable costs.
- Limit application file name characters (50 or less).
- Do not password-protect your documents and make sure all tracked-changes are “accepted”.
- Avoid special characters in file names (\$, %, &, *, Spanish "ñ", etc.).

- Input the correct UEI number or UEI cover page.
- Ensure at least one ARO and one Signatory Official (SO) is identified in the application.

6.0 PROJECT APPLICATION REVIEW INFORMATION

This is a competitive funding announcement. All eligible proposals will be evaluated and rated by a panel designated by the NJDA. A maximum of **100 points** can be awarded based on the evaluation criteria, with a **minimum scoring threshold of 55 points** required for a proposal to be considered for funding.

The NJDA will conduct an initial review of all applications to confirm the applicant meets the eligibility criteria and that the submission is complete. Proposals meeting these requirements will proceed to a competitive evaluation by the Grants Committee.

Scores will be averaged and ranked in descending order. Proposals that receive a score of **55 or higher** will be funded in order of their ranking until the available funds are fully allocated or until all eligible proposals have been funded, whichever occurs first.

In the event of a tie, the proposal with the **highest score in the Reasonableness of Cost section** will receive priority for funding. If the scores in this section are also identical, **the proposal received first by the Department** will be awarded funding. If multiple tied proposals are received on the same date, **a designated reviewer or the New Jersey Department of Agriculture (NJDA)** will determine the final selection

7.0 AWARD ADMINISTRATION INFORMATION

7.1 AWARD NOTICES

Once the Grants Committee selects an agency's application, it will be submitted to the USDA for final approval. Upon USDA approval, the NJDA will prepare and issue a **Notice of Award and Agreement**, signed by an authorized NJDA official, to each recipient for signature by the designated **Authorized Organization Representative (AOR)**. The Agreement will outline the terms and conditions of the award and must be signed by both the NJDA and the AOR.

7.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All NJDA grants and cooperative agreements incorporate the General Terms and Conditions as part of the Notice of Award and Grant Agreement, in line with USDA agreements. For further information on USDA terms and conditions, refer to the most recent version of the AMS General Terms and Conditions, particularly the Administrative and National Policy Requirements section. [AMS General Terms and Conditions](#).

7.3 REPORTING REQUIREMENTS

Reporting and award closeout requirements are outlined in the AMS General Terms and Conditions. Award recipients must submit quarterly financial and progress reports, as well as final financial and performance reports. These reports will include both qualitative and quantitative data, which NJDA and USDA will use to assess the program's effectiveness and inform future program considerations. Upon award issuance, NJDA will provide a template for recipients to submit the required information. [AMS General Terms and Conditions](#).

As part of the reporting requirements, NJDA may request periodic updates, documentation, and other relevant information to monitor compliance, track progress, and evaluate project outcomes. Performance measures and assessment criteria along with their reporting criteria will be documented in the grant agreement for all selected grantees. Additionally, **NJDA staff may perform site visits** to verify project activities and ensure adherence to the terms and conditions of the agreement.

Information to be collected in quarterly reports will include:

Value of Purchases:

- Total Value of Purchases to Date
- Value of Purchases from Historically Underserved Producers to Date
- Value of Purchases from Small Businesses to Date

Number of Producers

- Total Number of Unique Producers Purchased from to Date
- Total Number of Unique Historically Underserved Producers Purchased from to Date
- Total Number of Unique Small Businesses Purchased from to Date

Value and Number of Distribution Locations:

- Total Value of Food Distributions to Date
- Total Number of Unique Locations Distributing Food to Date

Quarterly progress reports must also provide a written summary of

- Progress completed during the reporting period

- Deviations from your proposed project plan
- Difficulties encountered
- Solutions developed to overcome difficulties
- Major planned activities for the next quarter
- Optional: Success stories and lessons learned

Recipients are required to submit a Financial Report with each quarterly progress report to account for their financial expenditure during that reporting period.

At the close of the agreement recipients will be required to provide a final performance and financial report. These reports will summarize the information provided in the quarterly reports and provide final project totals for numbers reported in the quarterly reports. The narrative and numerical responses will be used to measure the outcomes of the program.

8.0 AGENCY CONTACTS

8.1 PROGRAMMATIC QUESTIONS

After closely reviewing this RFP in its entirety, recipients and other interested parties are encouraged to contact the NJ-LFPA25 staff by e-mail with questions about the program at NJDA.Grants@ag.nj.gov

Deadline for Questions: April 4, 2025, 3:00 p.m.

For additional information, please visit the NJDA website: <https://www.nj.gov/agriculture/grants/>

8.2 ADDRESS

Jersey Fresh For All-Local Food Purchase Assistance Cooperative Agreement Program (NJ-LFPA25)

Deelip Mhaske
New Jersey Department of Agriculture,
Division of Marketing and Development
PO Box 330
Trenton, NJ 08625-330

8.3 AVAILABLE RESOURCES

- NJDA offers resources and information on the [NJDA Grants website](#) that may be useful to recipients.
- USDA provides additional resources and information on the [LFPA website](#), including descriptions of funded projects and the required **Project Summary**.
- The **Request for Proposal**, application form, and all related documents can be downloaded from the [NJDA LFPA Grants page](#).

8.4 QUESTIONS

For assistance or questions regarding specific awards, agreements, or policies, please contact **NJDA.Grants@ag.nj.gov**.

Any questions related to this RFP must be submitted in writing by **3:00 p.m. (local time) on April 4, 2025**. Questions should be directed to **Deelip Mhaske** at **NJDA.Grants@ag.nj.gov** and must include "**The Jersey Fresh For All-LFPA2025**" in the subject line.

A list of questions, answers to those questions, as well as any changes, additions, or deletions to the RFP will be posted on the NJ Department of Agriculture Funding Opportunities section of the Department's website: <https://www.nj.gov/agriculture/grants/>.

All questions and answers shall be incorporated in the RFP as a formal addendum. Such official addenda are the only authorized method used to communicate substantive information, including the clarification or modification of the timeline, terms, or other requirements of this RFP. All applicants are responsible for keeping informed of any revisions to this invitation.

The Department shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

11.0 OTHER INFORMATION

11.1 EQUAL OPPORTUNITY STATEMENT

NJDA is an equal opportunity provider, employer, and lender. Recipients must comply with OMB's 7 CFR Subpart A; Part 15 (15.1 (a)) "...that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the Department of Agriculture or any Agency thereof".

11.2 FREEDOM OF INFORMATION ACT REQUESTS

The Open Public Records Act (OPRA) provides procedures for the public to review or copy government records. Click here <https://www.nj.gov/grc/public/complaints/> for a summary of these procedures and guidance for requesting records.

Requests for public records may be submitted online at this link: www.state.nj.us/opra/

Or a request form may be mailed to:

Records Custodian
New Jersey Department of Agriculture
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