



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
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TRENTON NJ 08625-0334

JON S. CORZINE  
*Governor*

DOUGLAS H. FISHER  
*Secretary*

To: Local Education Agencies Participating in the National School Lunch Program

From: Emma Davis Kovacs, Director  
Division of Food and Nutrition

A handwritten signature in black ink that reads "Emma Davis Kovacs".

Date: March 30, 2009

Subject: Food Service Equipment Assistance Grants

The American Recovery and Reinvestment Act of 2009 (ARRA) provides a one time appropriation for equipment assistance to Local Education Agencies (LEA) that participate in the National School Lunch Program (NSLP). As stipulated in the ARRA, **priority will be given to schools in which at least 50% of the students are eligible for free or reduced price meals.**

Authority for these grants was provided as part of the overall effort to stimulate activity within the American economy. Therefore the grant application process requires immediate attention, and grant recipients must fully expend their NSLP assistance grants within three (3) months of the award.

Equipment purchased with these funds must be used to purchase, renovate, or replace equipment that is nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost greater than \$2,000. In addition, equipment purchased must be in keeping with the dual goals of improving program infrastructure and providing economic stimulus. While developing equipment requests, districts may want to access a helpful resource at [www.nfsmi.org](http://www.nfsmi.org) entitled "Equipment Purchasing and Facility Design for School Nutrition Programs".

The ARRA requires these grants to be distributed within each state via a competitive grant process that is fair and equitable. New Jersey has been allocated a total of \$1.8 million. Priority will be given to school districts that request funding within a range of \$2,001 - \$20,999 in order to include as many districts as possible and to expedite procurement by staying under the \$21,000 threshold amount that requires a formal

bidding process in New Jersey. Requests for \$21,000 or more will be considered on a case by case basis.

Included with this memo is a state of New Jersey grant application, which must be received by the New Jersey Department of Agriculture, Division of Food and Nutrition by **May 1, 2009**.

Read through the application packet carefully and adhere to all requirements in your proposal. Incomplete, incorrect or late applications will not be considered for funding. The Food Service Equipment Assistance Grants will be awarded by June 8, 2009.

We encourage LEAs to take full advantage of this opportunity to improve the local infrastructure of the National School Lunch Program with these Food Service Equipment Grant funds.

A question and answer document is included with this package. Feel free to contact Jackie Bricker of this office with any additional questions or concerns, at 609-984-0692.

CC: County Superintendents and Business Administrators  
Archdioceses Offices  
Food Service Management Companies

**STATE OF NEW JERSEY  
APPLICATION PACKET FOR  
2009 Food Service Equipment Assistance Grants**

**GRANT REQUIREMENTS**

- **Funds must be used to purchase, renovate or replace food service equipment in schools that participate in the National School Lunch Program.**
- **Equipment must be articles of nonexpendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$2,001 or more.**
- **Funds may NOT be used for renovation or new construction of a food service area that would fall under the category of construction costs.**
- **Priority must be given to schools in which no less than 50 percent of the students are eligible for free or reduced price meals AND on the ability of the LEA to fully expend grant funds within three (3) months of the award.**
- **Goals of these grants are to improve program infrastructure and provide an economic stimulus in one or more of the following focus areas:**
  - **Equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines**
  - **Equipment that improves the safety of food served in the school meal programs**
  - **Equipment that improves the overall energy efficiency of the school foodservice operations**
  - **Equipment that allows the local education agency (LEA) to support expanded participation in a school meal program**
- **All federal, state, and local procurement rules must be adhered to in the purchase of any equipment funded by this grant. (7CFR Parts 3016, 3019; NJSA 18A:8A-1 et seq.)**

**TIMELINE**

- |                      |  |
|----------------------|--|
| ➤ May 1, 2009        | Application Packet Due                                 |
| ➤ June 8, 2009       | Notification of Selected Schools                       |
| ➤ September 30, 2009 | Funds to be Obligated or Expended                      |
| ➤ November 30, 2009  | Status Report with Receipts and/or Purchase Orders Due |

## APPLICATION PACKET CHECKLIST

Complete application packets must include:

- Typed proposal narrative with detailed explanation of equipment to be purchased, with descriptions, quantity, and unit and total costs indicated
- Completed Attachment A
- Completed Attachment B

**Application Packets must be received in this office no later than 5:00 PM on Friday May 1, 2009, and mailed to addresses indicated below. NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED – ORIGINAL SIGNATURES ARE REQUIRED.**

REGULAR MAIL (US Postal Service):  
UPS):

NJ Department of Agriculture  
Division of Food & Nutrition  
PO Box 334  
Trenton, NJ 08625  
Attn: Janet Hawk

HAND DELIVERY (such as FedEx,

NJ Department of Agriculture  
Division of Food & Nutrition  
33 W. State St., 4<sup>th</sup> Floor  
Trenton, NJ 08608  
Attn: Janet Hawk

## PROPOSAL NARRATIVE

Please include responses to the following questions in the proposal narrative. The narrative should be no more than two pages, typed, single spaced, with 1” margins and 12 point font.

1. Tell us how your district intends to utilize the grant – be very specific. For example, are you planning to purchase equipment to improve the quality of meals to meet the dietary guidelines; purchase cold/hot holding equipment, refrigeration, milk coolers, freezers; replace outdate, energy-demanding equipment; purchase equipment for serving meals in non-traditional settings or better utilize cafeteria space. How would this grant benefit your overall food service including increased participation and/or expansion of a feeding program?
2. Describe the procurement process to be used, to spend the funds within 3 months of the grant award.

3. What anticipated barriers might you have in purchasing equipment, meeting the proposed timeline, and how do you propose to overcome these barriers?
4. Include details as to the specific equipment to be purchased in the format indicated below. Include a detailed budget with anticipated costs. Costs of delivery, installation, or removal of old equipment may be included.

Quantity	Equipment Description	Unit Cost	Total Cost	School Name
<u>2</u>	<u>Pass-through Refrigerators</u>	<u>\$2,400</u>	<u>\$4,800.00</u>	<u>John Smith Elementary</u>
<u>1</u>	<u>Delivery charge</u>		<u>\$125.00</u>	<u>John Smith Elementary</u>
	<i>S A</i>	<i>M P</i>	<i>L E</i>	

5. Tell us why we should select your district. How will the students in your district benefit from the Equipment Assistance funding? Will the assistance enable the district to improve the nutritional quality of the school meals? How? Will it be used to increase efficiency and/or safety, or provide cost savings? How?

Special note: All submitted material should be presented, in an organized, complete, clear, and concise manner. Although well-written material may be rated highly, objective measurements such as innovative ideas or feasibility are important as well.

## APPLICATION REVIEW & SCORING CRITERIA

The application process for the 2009 Foodservice Equipment Assistance Grants is competitive. Applications will be selected based on percentage of free and reduced priced eligible students, types of equipment to be purchased as compared to the focus goals of the grant program, and the ability to utilize the funding within a **THREE MONTH TIMELINE**. In addition, efforts will be made to distribute these funds to a diverse selection of districts throughout the state. Proposals will be evaluated based on the specific criteria noted below:

### 1. Focus of SFA Grant

*(Maximum of 30 points)*

- Equipment that lends itself to improving the quality of school foodservice meals that meet the dietary guidelines. (e.g., purchasing an equipment alternative to a deep fryer),
- Equipment that improves the safety of food served in the school meal programs. (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc.),
- Equipment that improves the overall energy efficiency of the school foodservice operations (e.g. purchase of an energy-efficient walk in freezer replacing an outdated, energy-demanding freezer),

- Equipment that allows LEAs to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space)

**2. Usage and Timely Spending of Funds** *(Maximum of 30 points)*

The authority for the grant was provided in the context of the overall effort to stimulate activity within the American economy. To provide timely impact on the economy, equipment assistance grants are expected to be fully expended (or at least obligated) within three (3) months of the award. Consideration will be made based on the LEAs verification of their ability to meet this timeline for its equipment requests.

**3. Degree of Need** *(Maximum of 20 Points)*

Greater consideration will be given to those applications indicating a large number of students who would benefit from an enhanced quality of meal service and where there is an expected increase in participation or number of sites in which school meals are to be served. Other justified needs will be taken into consideration as it relates the LEAs budgetary constraints.

**4. Why Your School(s) Should be Selected** *(Maximum of 20 points)*

Reasons should be indicated as to why the school(s) should be selected and how students will benefit from the equipment purchases, renovations, or replacements.

**5. Innovative Ideas**

Districts that demonstrate equipment needs that support innovative ideas to increase meal participation or improve nutritional quality of the meals will be given special consideration; for example a request for equipment that would facilitate the use of locally grown fresh fruits and vegetables.

**Complete and return all requested information on both pages of Attachment A in order to be considered for these grant funds:**

**I. DISTRICT INFORMATION**

Name of District \_\_\_\_\_

District Address \_\_\_\_\_

County \_\_\_\_\_

Agreement Number \_\_\_\_\_

District Enrollment \_\_\_\_\_

Demographics of district:

Urban                       Suburban                       Rural

Contract with Food Service Management Company?

Yes                       No

Name of company \_\_\_\_\_

Person to Coordinate the Equipment Funding:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Administrator Responsible for the Equipment Funding:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

School District Food Service Director:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**ATTACHMENT A, p. 2 of 2**

**II. SCHOOL DATA**

Provide information for each school for which equipment funding is requested. Include enrollment/eligibility **data from March 2009**.

<b>Name of School</b>	<b>Grades</b>	<b>Enroll.</b>	<b>Free</b>	<b>Red.</b>	<b>Programs (NSLP, SBP ASSP)</b>	<b>Type of Kitchen (Prep, satellite, vended)</b>

**ATTACHMENT B**

**CERTIFICATION OF GRANT PROPOSAL – Must be returned with application packet,  
with original signatures:**

We have reviewed this application and attest to the accuracy of the information provided. If selected, we agree to utilize funding as outlined above and purchase food service equipment in a manner and timeframe consistent with the policies and procedures established by USDA. Further, we agree to participate in any USDA-sponsored evaluations and to provide the information requested by the specified deadlines.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____
School Business Administrator		
_____	_____	_____
Grant Coordinator		
_____	_____	_____
Food Service Director		

