

CITY COUNCIL

The City of Orange Township, New Jersey

DATE April 7, 2020

NUMBER 144-2020

TITLE: A RESOLUTION TO ACCEPT EXCESS 2019 SUMMER FOOD SERVICES PROGRAM (SFSP) GRANT FUNDS IN THE AMOUNT OF \$151,346.55.

WHEREAS, the State of New Jersey has created the Summer Food Program funded through the Department of Agriculture; and

WHEREAS, In 2019 the City of Orange Township received an application from the New Jersey Department of Agriculture and submitted application prior to state deadline; and

WHEREAS, On May 10, 2019 the City of Orange Township received an award letter from the State of New Jersey Department of Agriculture to fund the 2019 Summer Food Program with the projected budget amount of \$281,814.80; and

WHEREAS, The City of Orange Township, through several years of streamlining the SFSP and achieving higher meal counts, was reimbursed funds in excess of the award amount for the 2019 SFSP; and

WHEREAS, the total SFSP reimbursement is \$433,161.35; and

WHEREAS, the excess funds equal \$151,346.55.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orange Township, that the City Council has authorized the acceptance of the 2019 USDA Summer Food Service Program excess fund in the amount of \$151,346.55 and the insertion of said funds into the 2020 SFSP budget.

Adopted:

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
PO BOX 334
TRENTON NJ 08625-0334

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

January 13, 2020

WENDY SYKES
DIRECTOR
CITY OF ORANGE
29 N DAY STREET
ORANGE, NJ 070503608

Agreement Number: 07-0051

Dear WENDY SYKES:

The funding you have received through advance payments and reimbursement for your 2019 Summer Food Service Program totaled \$433,161.35 (\$399,393.00 in Food Services and \$33,768.35 in Administrative). Your eligible program reimbursement, based upon the number of eligible meals served, amounts to \$433,161.35 (\$399,393.00 in Food Services and \$33,768.35 in Administrative).

The amount of payments received is equal to the amount of eligible reimbursement. Therefore, financial reconciliation of the 2019 Summer Food Service Program is complete.

Should you have any questions regarding this matter, please contact me at (609) 292-4498.

Sincerely,

Tracii Butler Proctor, Coordinator
Summer Food Service Program



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
PO Box 334
TRENTON NJ 08625-0334

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

May 10, 2019

Mayor Dwayne D. Warren
City of Orange Township
29 North Day Street Room 200
Orange, NJ 07050

Ms. Wendy Sykes
Director
City of Orange Township
29 North Day Street Room 200
Orange, NJ 07050

Dear Mayor Warren and Ms. Sykes:

Agreement #07-0051

FAIN-FOOD #191NJ304N1099

FAIN-ADMIN #191NJ304N1099

CFDA #10.559

GRANT PERIOD 10-1-2018 TO 9-30-2019

We are pleased to inform you that your 2019 Summer Food Service Program application has been approved, and you are now eligible to receive reimbursement for meal service. The 2019 estimated funding approved for your organization is \$281,814.80.

As a reminder, area eligibility is good for 5 years. Those sites with current area eligibility are noted with an "A" on the Schedule A. Sites noted with an "E" will be required to submit the annual documentation required to obtain or renew site eligibility.

As a sub-recipient of New Jersey Department of Agriculture funds, it is imperative that you provide the above listed FAIN numbers, CFDA number, and Grant Period to your CPA. This requirement is in accordance with the Uniform Administrative Requirements, Costs Principles, and the Audit Requirements for Federal Awards.

The New Jersey Department of Education (NJDOE) has approved school district and charter school restricted and unrestricted indirect cost rate applications for the year 18-19 School year. If the NJDOE approved indirect cost rate is utilized, it must be documented and charged consistently across all programs.

If you have never received a negotiated indirect cost rate, you may elect to charge a rate of 10% of modified total direct costs indefinitely. If this election is made, you must use this rate consistently for all Federal Awards and all charges must be documented. If you have any questions, please contact our Division's fiscal office at 609-984-1439.

Federal requirements for participation, management and records are as follows:

7 CFR 225.14 (c) (1) (2), Requirements for Sponsor Participation. No applicant sponsor shall be eligible to participate in the Program unless it (i) demonstrates financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service; and (ii) has not been seriously deficient in operating the Program.

7 CFR 225.14 (d) (3), Requirements for Sponsor Participation. Sponsors which are units of local, municipal, county, or State government, and sponsors which are private nonprofit organizations, will only be approved to administer the Program at sites where they have administrative oversight. Administrative oversight means that the sponsor shall be responsible for:

7 CFR 225.14 (d) (3) (i), Requirements for Sponsor Participation. Maintaining contact with meal service staff, ensuring that there is adequately trained meal service staff on site, monitoring the meal service throughout the period of Program participation, and terminating meal service at a site if staff fail to comply with Program regulations.

7 CFR 225.15 (a) (4), Management Responsibilities of Sponsors. Sponsors must maintain documentation of a nonprofit food service including copies of all revenues received and expenses paid from the nonprofit food service account. Program reimbursements and expenditures may be included in a single nonprofit food service account with funds from any other Child Nutrition Programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, except the Special Supplemental Nutrition Program for Women, Infants, and Children. All program reimbursement funds must be used solely for the conduct of the nonprofit food service operation. The net cash resources of the nonprofit food service of each sponsor participating in the Program may not exceed one month's average expenditures for sponsors operating only during the summer months and three month's average expenditures for sponsors operating Child Nutrition Programs throughout the year. State agency approval shall be required for net cash resources in excess of the requirements set forth in this paragraph (a) (4). Sponsors shall monitor Program costs and, in the event that net cash resources exceed the requirements outline, take action to improve the meal service or other aspects of the Program.

7 CFR 225.15 (c) (1), Records and Claims. Sponsors shall maintain accurate records which justify all costs and meals claimed. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the United States Secretary of Agriculture and Comptroller General and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year.

Enclosed are copies of your Schedule A, menu, sponsor management plan approved new site information sheet and pink copy of the Agreement. Please review the information on the Schedule A for accuracy. If errors are identified, please notify our office immediately to allow for necessary corrections.

According to your Summer Food Service Agreement, your agreement number, official name address, Vendor ID number and Federal ID number are:

07-0051
City of Orange
29 N. Day Street
Orange, NJ 07050
Vendor ID Number 226002178 00
Federal ID Number 226002178

If the name or address or any other program changes occur during the 2019 summer operations, you must notify the Summer Food Service Program within ten days of the change. You will then receive a revised Schedule A which must be attached to your Agreement.

Note: Changes shall not be made on the meal count record form at any time. Meals that are disallowed by the state monitor cannot be claimed. In addition, please refrain from using white out on any documents. If a mistake is made, cross out the mistake and correct it with red pen. The re-creation of meal count forms is prohibited.

Each sponsor must ensure that they are maintaining a nonprofit food service operation and must restrict all income accrued from the Summer Food Service Program to use solely for the operation or improvement of the food service.

A supply of pre-slugged reimbursement vouchers, envelopes and an instruction memo will be mailed to your agency under separate cover no later than June 30th.

All correspondence should be mailed to:

Summer Food Service Program
State of New Jersey
Department of Agriculture
P.O. Box 334
Trenton, New Jersey 08625-0334

If documents are being hand delivered to our office, the address is 22 South Clinton Avenue, Building 4, 3rd Floor, Trenton, NJ 08609.

AUDIT REQUIREMENTS

The audit requirements for Program sponsors, pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and/or New Jersey OMB Circular 15-08, include the following:

Recipients whose funding is \$750,000 or more in state and/or federal financial assistance within their fiscal year must have a single audit performed in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recipients whose funding is less than \$750,000 but more than \$100,000 in state and/or federal financial assistance within their fiscal year must have either a financial statement audit performed in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit performed in accordance with circular letter NJ 15-08-OMB. The type of Audit required is dependent upon the source of funding.

Recipients whose funding is less than \$100,000 in federal and/or state funding within their fiscal year are not required to have an audit performed.

The completed audit is due to the cognizant agency, the one which provided most of the funding, within 9 months of sponsor's fiscal year end. The audit must be performed by an independent CPA. Federal funds cannot be used to pay for any required audit.

State funds expended during the sponsor's fiscal year derived from a vendor relationship are not subject to audit requirements. Determination of a vendor relationship status of funds expended can only be made by the cognizant agency, in conjunction with the other funding agency or agencies if necessary.

Failure to comply with audit requirements may result in an overclaim to sponsor's Program and/or a seriously deficient determination.

Please contact your Nutrition Program Specialist at (609) 292-4498 for information regarding program operation and issues.

Best wishes for a successful summer.

Sincerely,



Tracii Butler Proctor, Coordinator
Summer Food Service Program

Enclosures: Sponsor Management Plan, Schedule C-Menu, Pink Agreement, Site Information Sheet, Schedule A