

CITY COUNCIL

The City of Orange Township, New Jersey

DATE April 16, 2024

NUMBER 225-2024

TITLE: A RESOLUTION TO ACCEPT GRANT FUNDS FROM THE NEW JERSEY DEPARTMENT OF AGRICULTURE FOR THE 2024 SUMMER FOOD SERVICE PROGRAM (SFSP) IN THE AMOUNT OF \$158,432.46.

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

WHEREAS, the City of Orange Township recognizes that the Summer Food Program provides nourishing meals for school age children and that it is incumbent upon not only public officials but the entire community to take action to prevent food insecurity in our communities; and

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

WHEREAS, the City of Orange Township received an award notification from the State of New Jersey Department of Agriculture to fund the 2024 Summer Food Service Program with the projected budget amount of \$158,432.46; and

WHEREAS, The City of Orange Township acknowledges the terms and conditions for administering the Summer Food Program, including the administrative and audit requirements.


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 2024 USDA Summer Food Service Program award.

BE IT FURTHER RESOLVED that the Mayor of the City of Orange Township be and is hereby authorized and directed to execute said program for and on behalf of the City of Orange Township pursuant to this Resolution which shall be attested to by the. Municipal Clerk.

Adopted: **April 16, 2024**

Joyce L. Lanier
City Clerk

Tency A. Eason
City Council President

 A. MIZRATH

City of Orange Township (Agreement #: 13200014) - Essex - Sponsor Application Approved

DoNotReply_SFSP@ag.nj.gov <DoNotReply_SFSP@ag.nj.gov>

Wed 3/27/2024 8:10 AM

To:Wendy Sykes <wsykes@orangenj.gov>:

Agreement Number: 13200014

FAIN-FOOD #241NJ304N1099

FAIN-ADMIN #241NJ304N1099

CFDA #10.559

GRANT PERIOD 10-1-2023 TO 9-30-2024

We are pleased to inform you that your 2024 Summer Food Service Program application has been approved, and you are now eligible to receive reimbursement for meal service. The 2024 funding approved for your organization is \$158,432.46.

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 2023-2024 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 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 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.

Agreement Number: 13200014

Sponsor Name: City of Orange Township

Address: 29 N. Day Street, 3rd Fl. Health Dept., Orange, NJ, 07050-0001

Vendor Number: V22600217800

Federal ID Number: 2260021780

If the name or address or any other program changes occur during the 2024 summer operations, you must make the changes within ten days of the change.

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.

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 over claim 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