



## Instructions for Application Submittal School Kitchen Infrastructure Improvement (SKII)

By DFA:

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# Application Overview

## School Kitchen Infrastructure Improvement (SKII) Funding Grant Application Overview

- ▶ Section 1 - Contact Information & Eligibility
- ▶ Section 2 - Funding Categories & Selection Criteria
- ▶ Section 3 - Budget Summary
- ▶ Section 4 - Project Terms

# Section 1 - Contact Information & Eligibility

## Eligible Applicants

- ▶ Charter Schools operating the National School Lunch Programs (NSLP) or School Breakfast Program (SBP) or will operate one of these programs within the next school year (2024-2025).

# Section 1 - Contact Information & Eligibility (continued)

## Application Form Fields

- ▶ Entity Name - The name of the entity requesting funding.
- ▶ Contact Person - Contact person for the entity name listed in question 1.
- ▶ Contact Person Title - Title of the contact person listed in question 2.
- ▶ Contact Phone Number - Phone number of the contact person listed in question 2.
- ▶ Contact email - Email of the contact person listed in question 2.
- ▶ Entity Location - which NM county do you primarily serve?

# Section 2 - Funding Categories & Selection Criteria

- ▶ Project proposals from an eligible applicants will be considered in two areas:
  - ▶ (A) Kitchen Infrastructure and Equipment; and
  - ▶ (B) Kitchen Renovation and Construction.
- ▶ The Department will select applications for funding based upon analysis of the submitted response.

# Section 2 - Funding Categories & Selection Criteria (continued)

## Application Form Fields

- ▶ Funding Categories - Select the categories that best fit your funding request.
  - ▶ **Kitchen Infrastructure and Equipment**
    - ▶ to include cooking, service, refrigeration, and storage equipment; electrical and plumbing upgrades associated with new equipment; transportation of ingredients, meals, and equipment between meal sites; and processing, packaging, storage, and transportation equipment for food waste reduction efforts.
  - ▶ **Kitchen renovation and construction**
    - ▶ to construct a structure or space; electrical and plumbing upgrades; and any other support infrastructure needs or equipment that improves the quality of – and access to – fresh and nutritious school meals.

# Section 2 - Funding Categories & Selection Criteria (continued)

## Application Form Fields - (limit 4000 characters, including spaces)

### ▶ **Impact to School Meal Quality**

- ▶ The applicant can articulate how the proposed project will increase the preparation of school meals that are scratch cooked and freshly prepared. Funding requests must be clearly tied to improving meal quality for New Mexico students. The applicant should provide projected outcomes, including the number of students served and the number of meals and/or pounds of food to be impacted by school meal quality improvements. (limit 4000 characters, including spaces)

### ▶ **Demonstrated Need**

- ▶ The project is high need and required for the applicant to improve meal quality for New Mexico students. The applicant should provide reasoning and justification for the request - including, but not limited to - a breakdown of recent capital improvements and equipment purchases, non-profit food service account funds available for equipment and capital improvement uses, and more. (limit 4000 characters, including spaces)

### ▶ **Sustainability of Efforts**

- ▶ The applicant's efforts can be sustained beyond initial funding and have the potential to be broadened, replicated, and scaled to improve meal quality school or district-wide. Project must demonstrate that ongoing operational and maintenance costs can be adequately addressed. (limit 4000 characters, including spaces)

# Section 2 - Funding Categories & Selection Criteria (continued)

## Application Form Fields - (limit 4000 characters, including spaces)

- ▶ Budget Narrative
  - ▶ The applicant should explain how the funds will be utilized. Budget revenue sources - including outside sources of matching funding - should be explained in detail.
- ▶ Project Start Date - (a date must be entered)
  - ▶ The anticipated start date for the project. The awards should be made no later than July 1, 2024. The start date should be as soon as possible after the awards are made. If the entity cannot begin the project in a timely manner, then funding may not be considered at this time.
- ▶ Project End Date - (a date must be entered)
  - ▶ The anticipated end date for the project. The end date should be June 30, 2026, or as soon as possible after the awards are made.



# Section 3 - Budget Summary

- ▶ Provide the expense categories, amounts, and justifications for each category selected (Not all categories may be selected so only answer questions 15 through 19 for those categories selected). Also provide information regarding any available matching funds.
- ▶ Please email all quotes or estimates relevant to the funding request to:

[HungerFree.NM@dfa.nm.gov](mailto:HungerFree.NM@dfa.nm.gov)

- ▶ Proposals must include an adequate budget for the proposed project. Applicants must provide quotes or estimates for equipment, vehicles used for transportation equipment for food waste reduction efforts, and construction, renovation or improvements to real property/buildings that improves the quality of – and access to – fresh and nutritious school meals.
- ▶ Equipment, vehicle, and real property/building line items without quotes will not be eligible for consideration.
- ▶ State and local procurement policies must be complied with for the duration of the project.

# Section 3 - Budget Summary (continued)

## Application Form Fields

- ▶ Expense Category - (Multiple can be selected)
  - ▶ Personnel, Equipment, Real Property/Buildings, Vehicles, and Other
- ▶ Please enter total amount requested.
  - ▶ The total amount of all categories should be entered in this field. This will be your total amount requested for funding.
- ▶ Equipment
  - ▶ The total amount for Equipment should be entered here. Do not enter an amount if there is not a request for Equipment.
- ▶ Real Property/Buildings
  - ▶ The total amount for Real Property/Buildings should be entered here. Do not enter an amount if there is not a request for Real Property/Buildings.
- ▶ Vehicles
  - ▶ The total amount for Vehicles should be entered here. Do not enter an amount if there is not a request for Vehicles.
- ▶ Other
  - ▶ The total amount for Other items that are not included in the categories above should be entered here. Do not enter an amount if there is not a request for Other.

# Section 3 - Budget Summary (continued)

## Application Form Fields

- ▶ Available Matching Funds
  - ▶ Please list all matching funds available for this project. This list should include other state funding, local funding, donations, federal funding, etc.
  - ▶ Please also include these matching funds in the Exhibit 1 (Budget Summary Form) to be emailed to: [HungerFree.NM@dfa.nm.gov](mailto:HungerFree.NM@dfa.nm.gov).

# Section 4 - Projects Terms

- ▶ Funds will be provided on a reimbursement basis. Grantees must submit clear copies of invoices and proof of payment. Documentation regarding personnel expenses will be required.
- ▶ LEGAL NOTICE: By clicking "submit" on the online application form, I certify that the information provided in this application is true and that the expenses will not be reimbursed through other funding sources. I understand this grant is for expenses incurred after the grant agreement has been fully executed, and awarded projects are expected to be complete by June 30, 2025.
- ▶ I understand that knowingly making a false statement to obtain this grant or providing expenditures that do not qualify may result in the applicant refunding all reimbursed expenditures to the Department of Finance & Administration.
- ▶ The department reserves the right to offer an award amount different than the amount requested.

# Section 4 - Project Terms (continued)

## Application Form Fields

- ▶ Do you understand and agree to the Project Terms as stated in the description above?
  - ▶ This is a yes or no answer. If you do not agree to the terms stated in Section 4, then funding will not be considered at this time.

# Thank you!

Your response was submitted. If you have any questions or would like additional information, please contact Ryan Serrano at [RyanS.Serrano@dfa.nm.gov](mailto:RyanS.Serrano@dfa.nm.gov).

Thank you!

School Kitchen Infrastructure Improvement Funding Grant Administrators