



Food Security Planning Grant Program

Application Checklist

Instructions:

1. Please create an account in the NJEDA Application Center to access the Food Security Planning Grant Program application. You can refer to the [Food Security Planning Grant FAQ](#) for more information on how to create an account.
2. Fully complete the [online application](#) to be considered for the grant program
3. Prepare all documents separately for each section and attach as a PDF file
 - a) Label All Attachments in the following manner:
 “Applicant Name – Section Title” (example: Townville – Work Plan)

Required Applicant Information	
Applicant Information – Entity Type, Federal Employer ID, Address, Contact information	
Authorized Representative Information—Who is the point of contact for this application?	
<p>New Jersey Tax Clearance Certification (TCC) [attach document]</p> <p>While this is not a required document at the time of application, the Authority encourages applicants to provide one if available.</p> <p>Please note this is not required at the time of application but will be required prior to approval.</p> <p>Government entities must apply for a TCC from the NJ Division of Taxation using a paper application and submit payment via check or money order. The TCC application may be found here and more information about TCCs may be found here.</p>	
Project Details	
Project Title	

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Project Site Address—Address of the distressed asset that will be the subject of the planning grant proposal	
Food Desert Community (FDC) for which the applicant is applying The distressed asset proposed as part of the planning grant must be located within the boundaries of an FDC. To see if the proposed site is within an FDC please use the Department of Community Affairs New Jersey Food Desert Community mapping tool .	
Composite Food Desert Factor Score To learn more about the Composite Food Desert Score, please click here	
List of supporting municipalities/ counties or other agencies	
List of other partnering organizations	
Project Documentation	
Distressed Asset Description <i>Please upload a PDF document</i>	
The narrative should specifically address: <ul style="list-style-type: none"> - Prior use and ownership of the property - Number of years property is distressed - Total square footage - Current site/facility owner and any known encumbrances on the site - A detailed explanation as to why the subject property become distressed - How the subject property may be impending growth or expansion of the local economy - Additional information relevant to the application about the status and condition of the subject property 	
Pictures or other relevant files pertaining to the distressed asset	
Plan Description/Specifications/Statement of Work <i>Please upload 4 separate PDF documents answering the questions in this section</i>	
1. Details on how the subject property can help improve food access and food security in the FDC	
2. Intended use of the grant funding and the proposed plan. Plan must clearly communicate how the grant funding and the identified distressed asset will be used by the applicant to address food access and food security. Potential uses may include, but are not limited to: <ul style="list-style-type: none"> ○ Determining cost-benefits of retrofitting, redeveloping or greening the property or properties ○ Driving economic growth for the locality and region ○ Creating greater social, economic, and environmental sustainability ○ Stakeholder engagement and facilitation to identify community desires and need ○ The identification of appropriate additional funding sources to support community led re-use of one or more properties 	

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<ul style="list-style-type: none"> ○ Economic analysis relating to the feasibility of various redevelopment and/or reuse scenarios 	
<p>3. Detailed explanation as to how this proposed plan meets the needs of the local community as it relates to improved food access and food security. Responses must include explanation of:</p> <ul style="list-style-type: none"> ○ Ability to address local, community-specific needs and challenges ○ Long term viability and adaptability of a given concept ○ Ability to consider and mitigate any past difficulties that created challenges for a given asset/grouping of assets 	
<p>4. Explanation on how the proposed plan will advance any local or regional plans as it relates to food access and food security</p>	
<p>Detailed Work Plan</p>	
<p><i>Please upload 2 separate PDF documents answering the questions in this section</i></p>	
<p>1. Description of the project’s milestones and how they will be measured and achieved. Please include Specific Measurable Achievable Relevant Time-bound (SMART) goals in the work plan.</p>	
<p>2. Must provide staffing details (names, roles, and responsibilities) of individuals contributing to development of the plan. This can include any in-kind support from other partnering entities</p>	
<p>Organizational Capacity - Applicant Background & Viability</p>	
<p><i>Please upload separate PDF documents answering the questions in the sections below</i></p>	
<p>Section 1 (Questions 1,2, &3)</p>	
<ol style="list-style-type: none"> 1. Explanation of any inherent challenges the municipality, county or redevelopment agency faces in developing a plan focused on improving food access and food security leveraging the distressed asset and the planning process overall 2. If the applicant has entered a partnership for the purposes of this application and the completion of the planning process, please describe the nature of this partnership including the roles that the partners will serve in the proposed plan. If there are multiple partners, please be specific about the role of each individual partner. 3. Describe what resources your organization would seek to leverage to implement the proposed plan. Are you working with other funding sources to help support the completion of the proposed plan? 	
<p>Section 2 (Question 4)</p>	
<ol style="list-style-type: none"> 4. Information demonstrating the ability of the applicant to execute the planning project. This may include, but is not limited to: <ul style="list-style-type: none"> ○ Experience in successful completion of planning projects similar in size and scope ○ Description of experience, capacity, and skills of planning team 	

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<ul style="list-style-type: none"> ○ Description of any existing redevelopment plans impacting the proposed planning project area. ○ Description of any existing market and/or feasibility studies related to the application. ○ Description of current partnerships with entities addressing food security 	
<p>Community Engagement <i>Please upload 1 PDF document answering all questions in this section</i></p>	
<ol style="list-style-type: none"> 1. Must include a description on how the community stakeholders were engaged 2. Must include prior experience working with community stakeholder, members, or advocates in addressing food insecurity 3. Must include how the plan will build and promote social and economic equity 	
<p>Letters of Support <i>Please upload three separate PDF documents to meet the requirements in this section</i></p>	
<p>Letter of Support from Office of the Mayor or the Chief Executive of the municipality where the asset is required</p>	
<p>Letter of Support from at least one stakeholder located within the boundaries of the Food Desert Community</p>	
<p>Letter of Support from the property owner (as applicable)</p> <ul style="list-style-type: none"> • For property owned by a NJ County – the applicant must upload a letter of support from the property owner or their designee. This letter must be signed by the Chief Executive of the government entity, independent agency, or authority of their designee • For property owned by a private individual or by a non-governmental for profit, or non-profit entity – the applicant must upload a letter of support signed by the owner, co-owner, corporate officer, or their designee 	
<p>Budget and Budget Justification <i>Please upload a PDF document for the planning grant program detailing the following</i></p>	
<ol style="list-style-type: none"> 1. The requested level of funding must be broken down by line items and clearly illustrated in the budget justification 2. The requested level of funding must be reasonable for proposed activities within the timeline 	
<p>20% Matching Contribution Narrative</p>	

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<p><i>Please upload a PDF document demonstrating the applicant's ability to provide a 20 percent matching contribution, which may be in-kind</i></p>	
<p>Common Application Questions</p>	
<p>Understanding and Agreement to share ownership of program deliverable and participation in the EDA hosted events</p>	
<p>OPTIONAL Diversity, Equity, & Inclusion Questionnaire Information about the diversity of your organization. Answers have no impact on eligibility for assistance and providing information is optional, to be used for tracking purposes only.</p>	
<p>Language Access Support</p>	
<p>NJEDA Legal Questionnaire To access this form, please click here</p>	
<p>Certification of non-involvement in prohibited activities in Russia or Belarus To access this form, please click here</p>	
<p>Certificate of Application</p>	
<p>Fee Acknowledgement (unless waived)</p>	
<p>Fees can be paid via Credit Card or Check Amount: \$1000 Check payable to: New Jersey Economic Development Authority Mailing address: New Jersey Economic Development Authority 36 West State St PO Box 990 Trenton, NJ 08625-0990</p> <p>Reference the Common Application ID number in the memo/notes field</p>	
<p>Fees for this program may be waived under the Hardship Waiver Option for municipal governments and redevelopment agencies located in municipalities with 2020 Municipal Revitalization Index (MRI) scores in the top 10% of all municipalities statewide. To determine if your municipality qualifies for a fee waiver, please consult the 2020 MRI rankings here (municipality must have an MRI rank between 1-57).</p>	
<p>Electronic Signature to confirm submission</p>	