Oregon Department of Agriculture
Farm to School
Equipment and Infrastructure Grant
Program Guidelines
2020-2021
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INTRODUCTION

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation process to award funds under the Oregon Farm to School Equipment and Infrastructure Grant Program to Oregon producers, ranchers, seafood harvesters, and processors who intend to sell food produced or processed in Oregon to any of the following food sponsors identified in ORS.335.431 (3)(a):

- A school district participating in the National School Lunch Program (NSLP);
- A provider of center-based programs for children in the Child and Adult Care Food Program (CACFP); and
- an entity that provides meals through the Summer Food Service Program (SFSP).

The Oregon Department of Agriculture and National Farm to School Network recognize the following core elements of Farm to School: 1) education, 2) procurement and 3) school gardens. Farm to School programs serve locally grown, raised, harvested or processed foods in school cafeterias, improve student nutrition; provide agriculture, health, and nutrition education opportunities; and support local and regional farmers. Over the past several years, the Oregon Department of Agriculture’s Farm to School Program has grown to reach more than 300 producers and processors that have sold an annual average of $15 million of Oregon products to schools. Despite this success, many producers and processors face obstacles to enter the school marketplace and scale their businesses to meet school service demand.

To encourage the success of the ODE Farm to School Program, House Bill 2579 authorizes the Oregon Department of Education to enter into an agreement with ODA to distribute funding for infrastructure and equipment to persons who intend to sell food produced or processed in Oregon to the eligible entities listed above.
IMPORTANT DATES AND TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Stakeholder Feedback Meeting</td>
<td>January 7, 2020</td>
</tr>
<tr>
<td>Location: Food Innovation Center</td>
<td></td>
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<tr>
<td>1207 NW Naito Parkway</td>
<td></td>
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<tr>
<td>Portland, OR 97209</td>
<td></td>
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<tr>
<td>Time: 1:00 – 3:00PM</td>
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<tr>
<td>Conference line: 888-557-8511</td>
<td></td>
</tr>
<tr>
<td>Participant #: 6582870</td>
<td></td>
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<tr>
<td>Open Request for Applications (RFA)</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td>Webinar / Outreach #1</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td>Webinar/ Outreach #2</td>
<td>February 5, 2020</td>
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<tr>
<td>Last day to ask questions about RFA</td>
<td>March 4, 2020</td>
</tr>
<tr>
<td>RFA Closes</td>
<td>March 9, 2020 at 5:00pm PST</td>
</tr>
<tr>
<td>Screen Applications for Qualifying Proposals</td>
<td>March 10-13, 2020</td>
</tr>
<tr>
<td>Proposals reviewed by Grant Evaluation Committee</td>
<td>March 14 - 27, 2020</td>
</tr>
<tr>
<td>Meet with Director Taylor for final selection</td>
<td>March 27-April 15, 2020</td>
</tr>
<tr>
<td>Awards announced</td>
<td>April 20, 2020</td>
</tr>
</tbody>
</table>

ELIGIBILITY

Eligible Applicants

Person(s) who intend to sell food produced or processed in the state of Oregon to a school district participating in the National School Lunch Program (NSLP), a provider of center-based programs for children in the Child and Adult Care Food Program (CACFP) or an entity that provides meals through the Summer Food Service Program (SFSP), are eligible for funding.
under this program. For simplicity, the food sponsors identified in ORS.335.431 (3)(a) will be referred to as “schools” in the grant guidelines.

For the purposes of this program, “intend” is defined as persons who 1) have a history of selling food products to schools; 2) currently sell food products to schools; or 3) do not currently sell food products to schools, but plan to do so in the future.

To be eligible for grant funds under the program, an applicant must be a “producer.” A “producer” includes any of the following entities:

- a person who leases, rents, or owns Oregon land, whether the land is publicly-owned, privately-owned, or Tribal land, on which crops are cultivated or livestock is raised;
- an Oregon seafood harvester;
- an Oregon business that increases the use and processing of Oregon agricultural products for schools, including a for-profit business whose primary function involves production, processing, packaging or distribution of food service products or some combination thereof; and
- an agricultural cooperative or aggregation group (such as physical Food Hubs) that produces, processes and sells agricultural products or services for the mutual benefit of members.

Additionally, to be eligible, an applicant producer must be registered to do business and in good standing with the Oregon Secretary of State, and have an acceptable performance history in ODA programs. All grant awards will be conditioned upon the applicant’s execution of a grant agreement in form and substance acceptable to ODA in its sole discretion.

All applicants will be asked to meet a level of food safety consistent with their farm or business operations. Applicants will be expected to work with ODA to determine what food safety schemes are best suited for their farm or business. If you do not know what food safety requirements may be necessary for your proposed project call ODA Food Safety at 503-986-4720.

Applications will not be evaluated based on current food safety practices or certifications and applicants may use funds for costs to obtain necessary food safety requirements for proposed projects. This may include, but is not limited to, obtaining appropriate food safety certification, preparing on-farm food safety plans, participating in an on-farm readiness audit, attending a FSMA class, and others as identified.
Eligible Projects

Projects must:

- Aim to increase sales of Oregon agricultural products by increasing production and/or processing capacity to meet school marketplace demand.
- Grant request may not be less than $5,000 or more than $100,000.
- Not begin until an executed agreement is signed by all parties.
- Be completed by June 30, 2021. Contracts cannot be extended beyond this date.

Grant funds must be used solely for equipment and infrastructure projects that will increase the production and processing capacity of producers. Accordingly, all food products must be either produced in the State of Oregon; more than minimally processed in the State of Oregon; or both produced and processed in the State of Oregon. See OAR 581-017-0430(2). Moreover, acceptable food products do not include fluid milk sold or served in cartons or other containers 8 ounces in size or less, fluid milk sold in bladders or bags for use in self-service milk or beverage dispensers on the serving line, breads, buns, rolls, pan sprays, margarine, and mayonnaise. See OAR 581-017-0430(4).

Equipment:

Qualifying machinery and equipment can be new or used capital asset(s) that depreciates in value over time (“Qualifying M&E”). Examples of Qualifying M&E include, but are not limited to, conveyors for moving and handling product, washing stations, sorting and sizing bins, product bins and totes, coolers and refrigeration units, grading and inspection equipment, tractors, refrigerated vehicles, compressors, blanchers, peelers, wrapping and packaging equipment, sanitation and food safety equipment such as water filtration systems and/or byproduct waste management and treatment systems.

Infrastructure:

Infrastructure includes food safety certification or licensure and physical systems necessary for a business such as, but not limited to, technology improvements, transportation, communication and electrical systems. Infrastructure expenses that may be eligible under this program include improvements to existing buildings or facilities, grading or paving roads or driveways, providing broadband or fiber-optic systems, and software systems.
Funds are intended to support businesses that will:

- Start or expand processing and aggregating capacity to sell Oregon products to schools
- Increase the use and/or processing of Oregon agricultural products
- Purchase Qualifying M&E or cover costs associated with infrastructure improvements to start, upgrade or modernize value-added businesses
- Benefit more than one producer or organization

**Labor:**

Labor associated with installation of Qualifying M&E and construction of infrastructure will be an allowable expense under the project.

A list of potential eligible projects is below. This is not an exhaustive list - other projects that align with the funding purpose will be considered.

**Eligible projects include, but are not limited to:**

- Purchase and installation of equipment used in the production of value-added agricultural products
- Grading, packing, labeling, packaging, or sorting equipment for raw agricultural products
- Equipment that helps to maintain the identity and traceability of products
- Processing equipment or physical improvements for production and/or value-added processing facility to reduce food safety risks
- Cooler walls and refrigeration units
- Creamery or milk product processing and packaging equipment
- Livestock care, feeding or slaughter equipment
- Seafood harvesting equipment
- Contractor costs and materials for installation of approved equipment, including, for example, plumbing, drainage, venting, and electrical work
- Refrigerated vehicles, fishing vessels, tractors
- Renewable energy production equipment
- Certification and licensing fees
- Aquaponics or aquaculture equipment related to processing produce or fish
- Labor costs associated with the design and installation of project
- Building retrofit or upgrade
- Physical systems necessary for business such as technology improvements, electrical and facility system improvements

**Ineligible Projects:**

- Biodigesters or biomass plant projects
- Supplies, consumables, ingredients and items that are not reusable
- Land and building purchases
Fines, penalties and other settlement expenses resulting from failure of applicant to comply with Federal, State, Local or Indian Tribal laws and regulations
- Indirect costs
- Advertising, public relations or marketing materials
- Bad debts, related collection costs and legal costs
- Lobbying and political activities
- Fundraising, including financial campaigns, solicitation gifts and bequests, and similar expenses incurred to raise capital or obtain contributions

FUNDING

Tracks
There is $500,000 available for the ODA F2S Equipment and Infrastructure Grant Program.

Two funding tracks are available:
- **Small Equipment and Infrastructure Track** $5,000 - $34,999
- **Large Equipment and Infrastructure Track** $35,000 - $100,000

Grant funds will be available for projects between **April 2020 and June 2021** and cannot be expended before a project initiation date is provided by ODA.

Matching Funds

Matching funds are required for this grant program. All applicants must provide documentation of match funds in the application and will be required to track matching funds towards the project. Matching funds can be in the form of in-kind contributions such as labor associated with the design, installment or construction of the project, cash, loans, other grants or liquid capital assets dedicated to the project.

Matching requirements are as follows:

- **20%** matching funds of total project cost for applicants that have sold to schools for more than 5 years
- **15%** matching funds of total project cost for applicants that have sold to schools for 1-4 years
- **10%** matching funds of total project cost for applicants that have no experience selling to schools
FUNDING PERIOD

The anticipated start date for the ODA Farm to School Equipment and Infrastructure Grants is April 20, 2020. All activities proposed under this grant must be completed, and all expenses incurred under the grant must be expended by June 30, 2021.

Distribution of Funds

This is an Advance Funds Grant. Successful applicants will receive 50% of requested funds upon execution of the grant agreement. Successful applicants may also be subject to documentation of information ODA deems necessary for award. The remaining balance of awarded funds will be distributed as follows:

- 25% of awarded funds upon both (i) submission of a progress report accompanied by a bill of sale/invoices and financial expenditure worksheet (templates provided by ODA) and (ii) completion of one monitoring site visit by ODA staff
- 25% of awarded funds upon submission of a final report and financial expenditure worksheet

PROGRAM PRIORITIES (in no order of preference)

To help the Agency achieve diversity in the distribution of awards, ODA will give preference to eligible applicants that meet any of the following characteristics:

- Beginning Farmer, Rancher or Seafood Harvester (USDA AMS SCBG 7 CFR §1291.2)
- Women, People of Color, or Veteran – Owned Farm or Businesses (ORS COBID)
- Members of federally recognized Tribes or Native/Indigenous-Owned Businesses
- Socially Disadvantaged Producer or Seafood Harvester (USDA AMS SCBG 7 CFR §1291.2)
- Small to Medium-Sized Farmer, Rancher, or Seafood Harvester (USDA FNS F2S)
- Person(s) with Disabilities
APPLICATION REQUIREMENTS AND PROCEDURES

Applicants may collaborate with others to prepare a proposal and may subcontract out for the delivery of services under the project. Applicant must specify in the application who will manage the project and who the point contact for the project will be. If multiple partners will manage a proposed project, an applicant must specify how the partner organizations will work with each other and who is responsible for which parts of the project. Applicants should consider preparing a Scope of Work (SOW) to ensure agreed upon deliverables and payments.

Oregon Department of Agriculture Farm to School Equipment and Infrastructure Grant Program Guidelines, and Request for Applications (RFA) is available at: https://oda.direct/F2S

Proposals must provide detailed information for the following areas of the project:

- Project Name
- Grant Track
- Total Project Cost and Grant Request
- Matching Funds
- Expected Project Start and End Date
- Project Description
- Program Priorities Addressed
- Food Safety
- Experience Selling to Schools
- Business Readiness and Financial Sustainability
- Impact on Oregon Agriculture and School Market Access
- Workplan
- Budget and Budget Detail
- Letters of Support from Schools (NSLP), Child Care Centers (CACFP) or Summer Meal Sites (SFSP) (required)
- Support from Federal or State Grant or Loan Programs (optional)
- Letters of Support from Financial/Business Institution. Do not include confidential business information or trade secrets in the letter. (optional)

*Letters of support from schools, child care centers or summer meal sites you intend to sell Oregon product to are a requirement for this grant program.*
SUBMISSION DETAILS

Before completing this Request for Application (RFA) read the ODA F2S Equipment and Infrastructure Grant Program Guidelines for eligibility criteria, requirements, allowable and unallowable expenses and project preferences. They can be found at https://oda.direct/F2S.

Applications must be received or postmarked by ODA by 5:00pm on Monday March 9, 2020. ODA may not review or consider applications (or additions or revisions) received after the deadline. You may email, mail or drop off your application. You may mail or drop off your completed application at this location:

Food Innovation Center
Attention: Amy Gilroy
Oregon Department of Agriculture
1207 NW Naito Parkway
Portland, OR  97209

Email Instructions

You may also email your completed application to Amy Gilroy at agilroy@oda.state.or.us. The subject line of your email should be “ODA F2S EI Application”. Make sure you have all of the documents in the following formats before you email your completed application. Be sure to save files in the preferred file name in the application checklist below:

<table>
<thead>
<tr>
<th>Material</th>
<th>File Names</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet</td>
<td>Include your applicant name in the file: FirstnameLastname_coversheet2020</td>
<td>MS Word, Calibri Font, Size 10, two pages</td>
</tr>
<tr>
<td>Proposal &amp; Project Description</td>
<td>Include your applicant name in the file: FirstnameLastname_proposal2020</td>
<td>MS Word, Calibri Font, Size 12, up to XX pages maximum</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>Include your applicant name in the file: FirstnameLastname_budgetdetail2020</td>
<td>MS Word, Calibri Font, Size 12, no page limit</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>Include your applicant name in the file: FirstnameLastname_LOS_schooldistrictname_2020</td>
<td>MS Word or PDF, Times Font, Size 12, one page limit per letter</td>
</tr>
</tbody>
</table>

Proposals over the page limit or are not responsive to the grant requirements above are subject to rejection.
REVIEW CRITERIA AND PROCESS

Review Criteria

ODA’s intent is to use available funds to catalyze business development and profitability for Oregon producers and processors, and to fund projects that produce the highest degree of measurable benefits in relation to each dollar spent.

Scoresheet

A scoresheet will be developed with weighted criteria across grant areas:
- Project Addresses Overall Program Goals
- Business Readiness and Financial Sustainability
- Impact on Diversification of School Marketplace
- Impact on Oregon Agriculture
- Workplan
- Budget and Match
- Diversity and Inclusion

Process

The first level of review is an administrative review to determine whether proposal requirements are met and the application is complete. If applicable, an assessment of the applicant’s past ODA grant performance will also be conducted. The second level is a technical review to evaluate the merits of the proposals.

An ODA Farm to School Grant Review Evaluation Committee along with the ODA Internal Review Team will perform the technical review. The committee is made up of growers, industry, public agencies and representatives from non-profits with technical interest and expertise in farm to school and agricultural systems. The committee will evaluate the applications against the scoring criteria.

The ODA has ultimate authority to decide which applications are approved and funded, and may consider other priorities when granting awards, such as, but not limited to, geographic diversity and a range of projects from rural and urban areas.

If funding is not sufficient to fund all applications that merit awards, ODA reserves the right to fund applications at lesser amounts than requested. ODA may choose to fund partial aspects of a project. The final selection process is completed by the ODA Director, after which grantees and award amounts will be announced.
POLICIES AND REQUIREMENTS

Unless an applicant receives an award notice, any contact from ODA does not constitute a notice of a grant award. Pre-award or pre-agreement costs incurred prior to the effective start date of the project or fully executed agreement are unallowable costs. Only the recognized ODA authorized signature on a grant agreement can bind the ODA to the expenditure of funds.

ODA reserves the right to:
- Reject any or all proposals received;
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant;
- Provide partial funding for specific proposal components that may be less than the full amount requested in the grant application;
- Require a good faith effort from the grantee to work with ODA subsequent to project completion to develop reporting data or implement the project results, where applicable;
- Withhold any payments that do not meet grant conditions;
- Require return or refund of grant monies used for expenditures that are not allowed or unauthorized.

POST AWARD MANAGEMENT AND REQUIREMENTS

Grantees must be sure to:

1. Comply with the grant criteria in the ODA Farm to School Equipment and Infrastructure Grant Guidelines;
2. Make adequate progress toward achieving the grant project;
3. Expend grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant cost principles;
4. Comply with records retention and access requirements (6 years retention of all records and documents pertaining to award post final check received on agreement); and
5. Use State funds responsibly and spend the entire grant award during the biennium for which the grant was awarded

Grantees that are not making adequate progress towards the items above may be removed from the grant program and be required to return unspent funds and if unable to complete awarded projects must reimburse ODA for costs associated with equipment and infrastructure purchases, labor and contractual services, and any and all other expenditures made with the advancement of State funds.
Change of Key Personnel

When it is necessary to change the project contact for a period of more than three (3) months, grantee must submit a written request (email is acceptable) to ODA. Request should contain the new individual’s name and contact information.

Change in Project Scope

When it is necessary to modify the scope of the project, grantee must submit a written justification for the change along with the revised scope of the award to ODA. ODA must review and approve any and all changes to a previously approved project. ODA reserves the right to deny changes based on the original intent of project and impact on school sales.

Extension of Grant Agreement

Where an extension of time is required to complete a project; the extension(s) must be received in writing no later than December 31, 2020. The extension request must contain the following information:

- The length of additional time required to complete project objectives; and a justification for the extension;
- A summary of progress to date (status of project timeline and objectives);
- An estimate of remaining funds on the scheduled expiration date;
- A projected timetable to complete the project for which the extension is being requested;
- Updated workplan from originally submitted project proposal; and
- Signature of the Project Contact

Budget Changes

If it becomes necessary to modify the budget, to a lesser amount than originally requested, a request for the change must be submitted to ODA in writing for prior approval. The request for a budget change shall include a description of the change and a justification for the change. **Budget change requests will not be accepted after December 31, 2020.**

**NOTE:** a formal amendment to the Budget will be completed only if funds will be transferred between Budget Categories or new activities are being proposed through a scope change. If requested changes affect existing activities only, prior approval in writing is sufficient for the change.
Monitoring Site Visits and Financial Reconciliations

The grant agreement allows ODA to monitor the progress of the project. The ODA may perform a monitoring visit for all grantees before a final payment is approved.

ODA may audit or otherwise review the documents and information evidencing a grantee’s use of grant funds. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by ODA.

REPORTING REQUIREMENTS

The Department will provide required templates for submission of reports. A progress report at the end of year 1 and a final report due June 1, 2021 will be required to receive 50% of the grant funds in two equal installments after the initial advance of 50% of the total grant award.

The Progress Report template is projected to include, at a minimum, the following sections to detail progress after year 1:

1. Project Title (must be approved title and Grant ID #)
2. Expenditures to Date
   Using the template provided by ODA - list the expenditures to date for your project by cost category
   • Personnel/Labor
     - Contractual Services
   • Equipment and Infrastructure
   • Matching
3. Activities Performed
   Using the template provided by ODA - Address the below sections as they relate to this period of performance.

   Accomplishments: Estimate the total percentage (%) of work completed on the project. List your accomplishments for this period of performance and indicate how these accomplishments assist in the fulfillment of your project’s objective.

   Challenges and Developments: Provide any challenges to the completion of your project or any positive developments outside of the project’s original intent that you experienced during this period of performance. If those challenges or developments resulted or will result in corrective actions and/or changes to the project include those as well.

A Final Report will be due June 1, 2021. ODA will provide a final reporting period notice to grantees and will request the following information:
1. **Project Title**
2. **Expenditures to Date**
   a. Personnel/Labor
   - Contractual Services
   b. Equipment and Infrastructure
   c. Matching
3. **Activities Performed**
   
   Using the template provided by ODA - Address the below sections as they relate to this period of performance.

   **Accomplishments**: Estimate the total percentage (%) of work completed on the project. List your accomplishments for this period of performance and indicate how these accomplishments assist in the fulfillment of your project’s objective.

   **Challenges and Developments**: Provide any challenges to the completion of your project or any positive developments outside of the project’s original intent that you experienced during this period of performance. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those.

4. **Impact on Oregon Agriculture and School Market Access**

   Describe how the project helped you get your Oregon products into the school marketplace and what, if any, remaining activities need to be completed to make a sale to a school.

5. **Lessons Learned**: Provide recommendations or advice that others may use to improve their performance in implementing similar projects.

**Records Retention**

Grant recipients should retain all records relating to the grant for a period of six years after the final financial status report has been received by ODA or until final resolution of any audit finding or litigation.
FAQs

FAQs will be available on the ODA Farm to School webpage at https://oda.direct/F2S and will be updated periodically during the open RFA cycle.

CONTACT INFORMATION AND ASSISTANCE

For questions about eligible entities, projects, allowable costs and the ODA Farm to School Program contact:

Amy Gilroy, MPH
Farm to School Manager, Agricultural Marketing and Development Program
Oregon Department of Agriculture
Email: agilroy@oda.state.or.us
Phone: 503-709-5360

For questions about grant administration, disbursement of funds, and reporting requirements contact:

Gabrielle Redhead
Specialty Crop Block Grant Coordinator, Market Access and Certifications Program
Oregon Department of Agriculture
Email: gredhead@oda.state.or.us
Phone: 503-986-6473