

Oregon Department of Agriculture

Farm to School

Equipment and Infrastructure Grant

Program Guidelines

2022-2023

Dates

Publication Date: April 18, 2022

Application Due Date: May 23, 2022

Estimated Award Date: July 5, 2022



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INTRODUCTION

The Oregon Department of Agriculture (ODA) is pleased to announce a competitive solicitation 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); or
- 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 the Farm to School Program: 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

Event	Date
Request for Applications (RFA) Opens	April 18, 2022
Grant Informational Webinar	<p>April 25, 2022</p> <p>2:00 – 3:30pm</p> <p>Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 503-446-4951,791306766# United States, Portland Phone Conference ID: 791 306 766# Find a local number Reset PIN Learn More Meeting options</p>
RFA Closes	May 23, 2022
Screen Applications for Qualifying Proposals	May 23, 2022 – May 31, 2022
Proposals reviewed by Grant Evaluation Committee	June 16, 2022
Recommended Proposals reviewed by Directors Office	Week of June 20, 2022
Awards announced	July 5, 2022

ELIGIBILITY

Eligible Applicants

Person(s) who intend to sell food produced or processed in the state of Oregon to any one or more of the following: i) school district participating in the National School Lunch Program (NSLP), ii) a provider of center-based programs for children in the Child and Adult Care Food Program (CACFP), or iii) 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 these grant guidelines.

For the purposes of this program, “intend” is defined as persons who i) have a history of selling food products to schools, ii) currently sell food products to schools, or iii) 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 borrows, 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 Oregon agricultural products or services for the mutual benefit of members.

Additionally, to be eligible, an applicant must be registered to do business and in good standing with the Oregon Secretary of State, and have an acceptable performance history in ODA grant programs (if applicable). 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 meet 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 (Food Safety Modernization Act) FSMA class, and others as identified.

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
- Produce Oregon grown or raised crops and/or livestock

Eligible Projects

Projects must:

- Aim to increase sales of Oregon agricultural products by increasing production and/or processing capacity to meet school marketplace demand.
- Request funds greater than \$5,000 and less than \$60,000
- Not begin until an executed agreement is signed by all parties.
- Be completed by June 30, 2023. Awarded grants 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 and any other ineligible foods published by ODE on its website. See OAR 581-017-0430(4).

Equipment:

Qualifying machinery and equipment may be new or used capital asset(s) that depreciate in value over time (“Qualifying M&E”). Examples of Qualifying M&E include, but are not limited to, seeders, transplanters, cultivators, conveyors for moving and handling product, washing stations, sorting and sizing bins, product bins and totes, coolers and refrigeration units, grading and inspection equipment, tractor implements or attachments, 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, but is not limited to, food safety certification or licensure and physical systems necessary for an agricultural 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, greenhouses, high tunnels, fees for food safety licensure, grading or paving roads or driveways, providing broadband or fiber-optic systems, and software systems.

Labor:

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

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

Eligible items 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 dairy 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
- Renewable energy production equipment
- Food safety certification and licensing fees
- Aquaponics or aquaculture equipment related to processing produce or fish
- Labor costs associated with project design/engineering
- Building retrofit or upgrade
- Physical systems necessary for business such as technology improvements, electrical and facility system improvements

Ineligible items:

- Biodigesters or biomass plant projects
- Consumables, ingredients and items that are not reusable
- Land and building purchases
- Refrigerated vehicles, fishing vessels, tractors
- Fines, penalties and other settlement expenses resulting from failure of applicant to comply with Federal, State, Local or Indian Tribal laws and regulations
- Indirect (overhead) costs
- Product research and development
- 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

There is \$200,000 available for the ODA F2S Equipment and Infrastructure Grant Program.

Applicants may request no less than \$5,000 and no more than \$60,000 for proposed projects.

Grant funds will be available for projects between July 5, 2022 and June 30, 2023 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 if awarded. Detailed matching sources will be required as part of the contract agreement with ODA if awarded. 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 match is defined as real cash contributions towards the project. Cash match does not include other state proceeds, for example, the proceeds of grants from other state programs.

Examples may include but are not limited to:

- Cash contributed by your organization
- Equipment/infrastructure to be purchased by your organization for project activities

In-kind match is defined as paid or given in goods, commodities, or services instead of money.

Examples may include but are not limited to:

- Personnel time given to the project
- Use of existing equipment or facilities
- Person on loan from another organization/business

Matching requirements are as follows:

- A minimum 20% matching requirement of requested funds for applicants that have sold to schools for more than 5 years.
- A minimum 15% matching requirement of requested funds for applicants that have sold to schools for 1-4 years.
- A minimum 10% matching requirement of requested funds 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 July 5, 2022. All activities proposed under this grant must be completed, and all expenses incurred under the grant must be expended by June 30, 2023.

Distribution of Funds

Successful applicants will receive 75% 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 remaining awarded funds upon (i) submission of a progress report accompanied by bill of sale or purchasing orders and financial expenditure worksheet (template will be provided by ODA if project is awarded) of all proceeding funds and (ii) completion of one monitoring site visit by ODA staff.
- A final report will be required detailing the expenditures of the remaining 25% of funds.

PROGRAM PRIORITIES (in no order of preference)

Pursuant to Oregon Revised Statute (ORS) Chapter 200, the Agency encourages the small businesses certified by the Oregon Certification Office for Business Inclusion and Diversity (“COBID”) to apply.

This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. Agency also encourages joint ventures or subcontracting with certified small business enterprises.

For more information, visit:

<https://www.oregon.gov/biz/programs/COBID/Pages/default.aspx>

To help the Agency achieve diversity in the distribution of awards, ODA encourages applications from women and people of color – owned or operated farms and businesses. Additionally, ODA will provide preference to eligible applicants that identify as any of the following:

- Small to Medium-Sized Farmer, Rancher, or Seafood Harvester, which is an individual or entity that operates a farm, ranch, or seafood harvest operation in Oregon that produced and sold no more than \$1 million (gross) of agricultural products during the previous calendar year.
- Beginning Farmer, Rancher or Seafood Harvester, which is as an individual or entity that has not operated a farm, ranch, or seafood harvest operation for more than 10 years and that substantially participates in the operation of the farm, ranch, or seafood operation, as the case may be.
- Oregon processor that sources at least 51% of raw agricultural ingredients from Oregon
- Service-disabled veteran, as that term is defined in ORS 200.005(9)

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. An applicant must specify how 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.

Public Records

Please note that, unless an exemption applies, all information and records submitted to ODA are subject to disclosure under the Public Records Law, ORS 192.311 to 192.478.

The Oregon Department of Agriculture Farm to School Equipment and Infrastructure Grant Program required application materials including templates for the Proposal Form, Work Plan, Budget Detail Sheet, Letter of Intent to Buy and Applicant Certifications Form are available at <https://oda.direct/F2S>. Please download these required documents to complete your full application.

APPLICATION INSTRUCTIONS

You must completely answer all questions and prepare required materials in entirety within the word or page limits specified in the Application Checklist on page 15. In the Appendices you will find samples of: Proposal Form (Appendix A), Work Plan (Appendix B), Budget Detail Sheet (Appendix C), Letter of Intent to Buy (Appendix D). The Scoresheet, including the criteria indicating how applications will be evaluated, is included in Appendix E. Answers that do not meet requirements will be invalid and the application will be rejected.

Proposal Form

Proposals must provide detailed information for the following areas of the project. The proposal form is provided in Appendix A for reference.

- Project Title
- Total Project Cost and Grant Request
- Expected Project Start and End Date
- Executive Summary
- Business/Organization Background
- Experience Selling to Schools
- Equipment and Infrastructure Needs
- Business Readiness and Financial Sustainability
- Impact on Oregon Agriculture and School Market Access
- Matching Funds
- Food Safety

Work Plan

A work plan is required for your proposed project. A sample of a completed work plan can be found in Appendix B. When completing your work plan include specific steps you will take to successfully complete your project. For example, you may include target dates for requesting quotes, installing and testing equipment, or your anticipated first date of sale to a school. You may add additional lines as necessary to the work plan template. The work plan must be no more than two pages. Work plans that exceed the two-page limit will be rejected.

Budget Detail

A budget detail for your proposed project is required. A sample budget is provided as a reference in Appendix C. When completing the budget detail sheet, provide an estimation to the best of your ability on project costs, (labor, equipment, etc.), item quantities and funds requested for your proposed project. Provide sources for estimated costs of equipment and infrastructure requests. As a reminder, indirect (overhead) costs, including project management, are not allowable under this grant. As a reminder, labor is an allowable cost including both personnel and contracted services. Matching funds are required for this grant (at minimum, 10%, 15% or 20% depending upon your experience selling to schools). Review the matching requirements on page 10 of this document. You may add additional lines or pages as necessary for the budget detail. The budget detail must be no more than five pages. Budgets that exceed the page limit will be rejected.

LETTER(S) OF INTENT TO BUY

Letter(s) of Intent to Buy from schools and food sponsors identified in ORS.335.431(3)(a) are a requirement under this grant program. The Letter of Intent must describe how this project will contribute to the food sponsors' effort to source Oregon products and include specific information about the product they will purchase. While it is not a requirement that a successful applicant sells to a school during the grant period, only applications that provide a timeline clearly defining when the first sale is intended to occur will be competitive. You may submit up to three letters from sponsors that are part of your proposed project and each letter must be no more than one page. A sample of Letter of Intent is provided in Appendix D.

APPLICATION CHECKLIST

Material	File Names	Acceptable File Formats
Proposal Form, Budget Detail, Work Plan	Include applicant name in the file: FirstnameLastname_proposal2022	MS Word, Google Document, PDF, maximum 20 pages
Letter(s) of Intent to Buy	Include applicant name in the file: FirstnameLastname_LOI_nameofsponsor2022	MS Word, Google Document, PDF, maximum 1 page per letter, submit up to 3 letters
Application Certifications Form	Include applicant name in the file: FirstnameLastname_certifications2022	Scanned image, PDF, 1 page

SUBMISSION DETAILS

NOTE: Carefully read the ODA F2S Equipment and Infrastructure Grant Program Guidelines (this document) before completing the application materials found at <https://oda.direct/f2s>.

Applications must be received by ODA by 11:59pm on May 23, 2022 via the File Transfer Protocol. All mailed, faxed or applications that are dropped off, must be received by 5:00pm on May 23, 2022. ODA will not review or consider applications (or additions or revisions) received after the deadline.

File Transfer Protocol

ODA prefers that applicants upload application materials to the Agency's File Transfer Protocol. However, ODA will accept handwritten, mailed, or faxed applications.

Mail & Fax

Mailed applications must be received by 5pm on May 23, 2022. Please send mailed applications to:

Oregon Department of Agriculture
Farm to School Program
Attention: Amy Gilroy
635 Capitol Street NE
Salem, OR 97301

To fax your application, please include a cover sheet that includes the title “ODA Farm to School Producer Infrastructure Grant”, attention to Amy Gilroy, and the total number of pages sent.

Fax number: 503-986-4737

Drop Off

You may drop off your application in person before the deadline May 23, 2022 by 5:00pm. For Salem, you may drop off your application any day before the deadline by going to the main entrance at 635 Capitol Street NE Salem, OR 97301.

For Portland, you may drop off your application on May 23, 2022 by 5:00pm at the Food Innovation Center located at 1207 NW Naito Parkway.

Appointment

You may also make arrangements to drop off your application by making an appointment. Please contact Amy Gilroy at amy.gilroy@oda.oregon.gov or 503-709-5360 to schedule.

FILE TRANSFER PROTOCOL INSTRUCTIONS

Make sure all documents are in the formats required in the Application Checklist table (page 15) before uploading to the ODA File Transfer Protocol.

Step 1: Enter <https://files.oda.state.or.us/?Login=macpa> in your browser window

Step 2: Complete the input form, providing full name, email address and phone number

This is the upload form for the MAC Program Area.
Please complete this form and submit your files.

Name:

Email Address:

Phone Number:

Step 3: Upload all appropriate documents by dragging documents into the upload box, or select the documents from a file on your computer

File Upload

or

Drag files into this box for upload.

Step 4: Include in the comment box “Farm to School – Equipment and Infrastructure Grant Application” and list each uploaded file by name.

Step 5: Click on the “Begin Upload” button.

Step 6: “File has been successfully sent” message will appear on confirmation page after files are uploaded

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 that intend to sell to schools, and to fund projects that produce the highest degree of measurable benefits in relation to each dollar spent.

Scoresheet

A scoresheet will be used to evaluate applications and determine the merit of projects. The scoresheet can be found in Appendix E. The Scoresheet will include criteria for the following:

- Business Mission and Financial Standing
- Project Purpose and Business Readiness
- Impact on Oregon Agriculture and School Market
- Budget and Matching Funds
- Diversity and Inclusion

Process

The first level of review is an administrative review to determine whether minimum 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:

- Comply with the grant criteria in the ODA Farm to School Equipment and Infrastructure Grant Guidelines;
- Make adequate progress toward achieving the grant project;
- Expend grant funds in a way that meets provisions of pertinent statutes, regulations, ODA administrative requirements, and relevant cost principles;
- 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
- 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 by April 1, 2023. 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 April 1, 2023.

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. Recipient must submit a progress report no later than January 31, 2023.

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 between June 30, 2023 and August 29, 2023. 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 (if you were able to during the grant period) 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 applicants, eligible projects, allowable costs, school partners and the ODA Farm to School Program contact:

Amy Gilroy
Farm to School Manager, Agricultural Marketing and Development Program
Oregon Department of Agriculture
Email: amy.gilroy@oda.oregon.gov
Phone: 503-709-5360

Appendix A PROPOSAL FORM

Name of Applicant(s):	Grant Contact (Daily contact for project):
Business/Organization Name:	Name/Title:
Mailing Address:	Email:
Applicant Email:	Phone:
Applicant Phone:	
Project Title:	

To be eligible for the F2S EI Grant Program you must be one of the following: a) an individual producer, b) for profit business, or c) agricultural cooperative whose primary function involves producing, processing, packaging and distributing of food service products produced or processed in Oregon, or some combination of.

1. YOU MUST ANSWER “YES” TO AT LEAST ONE OF THE QUESTIONS BELOW TO BE ELIGIBLE FOR FUNDING.

Are you a producer who cultivates crops or raises livestock on borrowed, leased, public or privately-owned land, or Tribal lands?

Yes No

Are you a seafood harvester, for profit business, or agricultural cooperative that increases the use and processing of Oregon agricultural products for eligible entities under the ODE procurement grant program (ORS.336.431(3)(a)?

Yes No

2. CONFIRM THE FOLLOWING STATEMENTS APPLY TO YOUR BUSINESS.

- Your business is in good standing with the State of Oregon including compliance with current state regulations, acceptable performance in past ODA grant programs, and financially solvent.
 - Your business is in Oregon or authorized to conduct business in Oregon.
 - No work has started on the proposed project nor will start until notification of award.
-

3. TELL US ABOUT YOUR EXPERIENCE SELLING TO SCHOOLS.

- I have sold to schools for more than 5 years. (20% Match Requirement)
 - I have sold to schools for 1-4 years. (15% Match Requirement)
 - I have no experience selling to schools and would like to start. (10% Match Requirement)
-

4. WHAT ARE YOU APPLYING FOR?

- Equipment
 - Infrastructure
 - Equipment and Infrastructure
-

5. TELL US ABOUT YOUR FOOD SAFETY PRACTICES, LICENSES, AND CERTIFICATIONS. CHECK ALL THAT APPLY.

- GAP/GHP certified
- On - farm food safety plan
- FSMA Produce Safety Training Certificate
- I have the appropriate food safety license for my food or agriculture business
- I am a new or beginning producer or business and intend to meet food safety requirements if awarded funds



6. TO ENSURE EQUAL OPPORTUNITY AND TRACK PROGRAMMATIC OUTCOMES, WE ENCOURAGE YOU TO IDENTIFY IF YOU ARE YOU A PRODUCER OR PROCESSOR THAT IDENTIFIES AS ANY OF THE CATEGORIES BELOW. SUBMISSION OF THIS INFORMATION IS VOLUNTARY AND YOU MAY CHECK ALL THAT APPLY.

- A business defined by Oregon Certification Office for Business Inclusion and Diversity (ORS 200.055 COBID) (check all that apply):
 - disadvantaged business enterprise
 - minority-owned business
 - woman-owned business
 - emerging small business
 - A person of color
 - Female
 - Person with a Disability
-

7. ARE YOU A PRODUCER OR PROCESSOR THAT IDENTIFIES AS ANY OF THE CATEGORIES IDENTIFIED BELOW?

- Small Farmer, Rancher or Seafood Harvester, which is an individual or entity that operates a farm, ranch, or seafood harvest operation in Oregon that produced and sold no more than \$1 million (gross) of agricultural products during the previous calendar year.
- Beginning Farmer, Rancher or Seafood Harvester, which is as an individual or entity that has not operated a farm, ranch, or seafood harvest operation for more than 10 years and that substantially participates in the operation of the farm, ranch, or seafood operation, as the case may be.
- Oregon processor that sources at least 51% of raw agricultural ingredients from Oregon
- Business that a service-disabled veteran owns, as defined by ORS 200.055(9).



8. HOW DID YOU HEAR ABOUT THE ODA FARM TO SCHOOL EQUIPMENT AND INFRASTRUCTURE GRANT PROGRAM? CHECK ALL THAT APPLY.

- ODA announcement Word of Mouth Notification from another organization

Executive Summary

Include a brief description of the project and goals you expect to accomplish. The executive summary will be disseminated for public use if awarded. (minimum 50 words, maximum 100 words)

Project Start Date _____ Project End Date _____

Total Project Cost (including Match): _____

Total Grant Request: _____

A. Business/Organization Background Provide a summary of your business or organization including mission and goals, leadership and ownership structure and products/services provided by your organization or business. (minimum 100 words, maximum 250 words)

B. Experience selling to schools Describe your experience selling to schools. Include past or current accounts with school districts, description of products you have sold to schools, and how long you have sold to schools (in years). Include the percentage of your agricultural sales from schools over the past five years. If you have not sold to a school district in the past, describe the schools, summer sites or early child care centers (ORS.336.431(3)(a) you intend to sell to and how you work together if your project is awarded. (minimum 250 words, maximum 500 words)

C. Equipment and Infrastructure Needs Provide a description of your proposed project and describe the type of equipment and/or infrastructure needs to help you sell or expand your sales of Oregon grown or processed products to eligible entities under the ODE Farm to School Procurement Program (ORS.336.431(3)(a). Include the names of suppliers/vendors that carry the types of equipment or infrastructure in your proposed project and describe the type of customized equipment or infrastructure you need if applicable. Describe how the equipment or infrastructure will increase your production or processing capacity for your project and how the project will be managed by your business/organization. (minimum 500 words, maximum 1000 words)

D. Business Readiness and Financial Sustainability Describe the financial health/cash flow of your organization over the past three years. Explain how this proposed project fits into your business plan including how this project will financially benefit your business/organization. Do not include confidential business information or trade secrets in this section. (minimum 500 words, maximum 1000 words)

E. Impact on Oregon Agriculture and School Market Access Provide an estimate of the total dollar value of Oregon agricultural products you expect your project to use in input and outputs. Describe how your proposed project will increase the sale of Oregon grown or processed products to school markets. Describe the timeframe in which you expect you'll execute your sale to school(s). (minimum 500 words, maximum 1000 words)

F. Matching Funds Describe how you intend to meet the match requirement for your project and track your progress towards the match requirement. (minimum 100 words, maximum 250 words)

G. Food Safety 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. However, applicants must clearly address food safety in their proposal. Describe your food safety plan and any current certifications or licensure you have to sell into institutional, retail, wholesale or export markets. If you do not have a food safety plan, describe what you need or how you will implement a food safety plan or practice in your proposed project. (minimum 250 words, maximum 1000 words)

Appendix B WORK PLAN

Timeframe	Description of Task/Action Item	Responsible Party
June 2022	Request quotes for rotating oven	Sales Assistant
June 2022	Sign contract with Avalen Construction & Installation	General manager
August 2022	Kitchen expansion starts	Avalen Construction Contractor
November 2022	First food safety inspection	General Manager
May 2023	First sale to Star Bright School District	Foodservice Sales Specialist

SAMPLE

Appendix C BUDGET DETAIL

SAMPLES ONLY

Budget Summary

Cost Category	Estimated Cost	Funds Requested	Match
Personnel	\$4,000	\$2,000	\$2,000
Equipment & Infrastructure	\$63,500	\$58,000	\$5,500
Supplies	\$430	\$430	\$0
Contractual	\$0	\$0	\$0
Other (i.e. food safety certification fees)	\$613	\$613	\$
TOTAL	\$68,543	\$61,043	\$7,500
TOTAL ESTIMATED COST (Funds Requested + Match) = \$68,543			
TOTAL MATCH = \$7,500 (12%)			
TOTAL FUNDS REQUESTED: \$61,043			



Personnel Costs

Name/Position	Level of Effort (# of hours OR % FTE)	Funds Requested
Joe Smith, Operations Manager	20 hours @ \$75/hr	\$1,500
TOTAL		\$1,500

Fringe Benefits

Name/Position	Fringe Benefit Rate	Funds Requested
Joe Smith, Operations Manager	20 hours @\$25/hr	\$500
TOTAL		\$500

Equipment and Infrastructure Costs

Item	Quantity	Cost Per Unit	Total Estimate	Funds Requested	Source of Estimate
R 15 Vertical Cutter Mixer	1	\$9,000	\$9,000	\$9,000	Robot Coupe
Buffalo Chopper	1	\$2,500	\$2,500	\$2,500	Chop Chef
Continuous Feed Processor 2000	2	\$500	\$1,000	\$1,000	Avantico
Rotating Oven	1	\$30,000	\$30,000	\$30,000	Univex
Walk in Cooler	1	\$15,000	\$15,000	\$15,000	Hobart
QC software system	1	\$500	\$500	\$500	Metronics
TOTAL				\$58,000	

Supplies Costs

Item	Quantity	Cost Per Unit	Total Estimate	Funds Requested	Source of Estimate
Connectors	10	\$15	\$150	\$150	Hardware Supplies, Inc
Fittings	10	\$15	\$150	\$150	Hardware Supplies, Inc
Mounting hardware kit	1	\$30	\$30	\$30	Hardware Supplies, Inc
Circuit cables	5	\$12	\$60	\$60	Hardware Supplies, Inc
Fan exhaust attachment	2	\$20	\$40	\$40	Hardware Supplies, Inc
TOTAL				\$430	



Contractual Costs

Item	Quantity	Cost Per Unit	Total Estimate	Funds Requested	Source of Estimate
				\$0	
TOTAL				\$0	

Other Costs

Item	Quantity	Cost Per Unit	Total Estimate	Funds Requested	Source of Estimate
Food Processing Establishment Licensing Fee	1	\$474	\$474	\$474	
Food Storage Warehouse Licensing Fee	1	\$139	\$139	\$139	
TOTAL				\$613	

Matching Funds

Expense Category	Description	Cash	In-kind
Personnel	Labor for construction of kitchen expansion and installation of new equipment (20 hrs @ \$100/hr)		\$2,000
Equipment	Purchase of TSM commercial dehydrator	\$5,500	
Subtotals		\$5,500	\$2,000
TOTAL = \$7,500			

Appendix D Letter of Intent to Buy

[School District, Early Childcare Center, or Summer Meal Site Letterhead]

Date:

Project Title:

Name of School District, Early Child Care Center, or Summer Meal Site:

Describe how this project will contribute to your effort to source Oregon products in your student meal programs:

Oregon product(s) description and standards:

Volume of product:

Estimated frequency of purchases:

How many students reached or meals served with product:

Intent to Buy Agreement

By signing this document, the [Name of Organization] manifests its intent to purchase products identified in this letter at a price negotiated with the [Name of Grant Applicant]. Both parties will make a good faith effort to execute the sale of product(s) as described in the terms above by **June 30, 2023**.

Signature of School District, Early Childcare Center, or Summer Meal Site Authority

Date

Signature of Applicant

Date



Appendix E SCORESHEET

Project #: _____

Reviewer #: _____

Date: _____

Criteria	Reviewer Score	Points Available	Notes
Business Mission and Financial Standing. 5 points each. - Business/Organization is financially solvent and capable of school market expansion - Products that business produces (or intends to) meet school market demand		10	
Project Purpose and Business Readiness. 10 points each. - Business sets forth a project with clear business goals to meet school market demand - Business has identified specific equipment and/or infrastructure improvements needs - Business provides an achievable project workplan and timeline		30	
Impact on Oregon Agriculture and School Market. 10 points each. - School markets are identified and supportive - Project demonstrates a realistic increase in sales of Oregon agricultural products to schools and the timeframe for executing the sale is clear - Project improves the Oregon agricultural economy		30	
Budget and Matching Funds. 4 points each. - Budget clearly identifies sources of estimated costs for equipment and/or infrastructure - Budget is financially feasible - Budget is detailed enough to provide picture of how grant funds will be used to implement project - Project includes matching funds related to the project - It's clear how matching funds will be tracked throughout the project		20	
Diversity and Inclusion. 2.5 points each. - Applicant is a small to medium sized farmer, rancher or seafood harvester - Applicant is a beginning farmer, rancher, or seafood harvester - Applicant is a processor that sources at least 51% of raw agricultural ingredients from Oregon - Applicant is a service-disabled veteran		10	
TOTAL		100	

****End of Document****

