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Oregon Farm to School Program Grant

581-017-0432 Definitions

As used in OAR 581-017-0432 to 581-017-0447:

(1) “Commodity commissions or councils” means a commodity commission or council organized under ORS 576.051 to 576.455, the Oregon Beef Council, and the Oregon Wheat Commission.

(2) “Including” means including but not limited to.

(3) “Nonprofit organization” means:

(a) A nonprofit business corporation incorporated under ORS chapter 65;

(b) A foreign nonprofit business corporation authorized to transact business in the state of Oregon; or

(c) An organization that is recognized as tax exempt under section 501(c)(3) of the Internal Revenue Code of 1986.

(4)(a) “School district” means an Oregon common school district, joint school district, union high school district, or public charter school.

(b) “School district” does not include an education service district.

Stat. Auth.: Oregon Laws 2015, chapter 840, section 13

Stats. Implemented: Oregon Laws 2015, chapter 840, section 13

581-017-0435 Purpose

(1) The purpose of the competitive Oregon Farm to School Program grant is to assist entities in paying the costs they incur providing food-based, agriculture-based, or garden-based educational activities in a school district.

(2) A school district, nonprofit organization, or commodity commission or council that receives a competitive Oregon Farm to School Program grant may use the grant for costs directly associated with the educational activities offered to children enrolled in either a public school or public charter school within a school district, including staff time, supplies, equipment, and travel.

Stat. Auth.: Oregon Laws 2015, chapter 840, section 13

Stats. Implemented: Oregon Laws 2015, chapter 840, section 13

581-017-0438 Eligibility

(1) A school district, nonprofit organization, or commodity commission or council may apply for a competitive Oregon Farm to School Program grant.

(2)(a) A school district, nonprofit organization, or commodity commission or council that applies for a competitive Oregon Farm to School Program grant may partner with one or more organizations to provide food-based, agriculture-based, or garden-based educational activities in a school district. Grant applicants that partner with other organizations to provide educational activities must serve as the fiscal agent for the partnered organizations.

(b) Fiscal agents are responsible for:

(A) Ensuring that their partner organizations comply with the terms and conditions of the competitive Oregon Farm to School Program grant;

(B) Overseeing the delivery of food-based, agriculture-based, or garden-based educational activities to children enrolled in either a public school or public charter school within a school district;

(C) Ensuring that the educational activities offered satisfy the criteria identified in OAR 581-017-0441, the request for proposals, and any related guidance documents produced by the Oregon Department of Education;

(D) Maintaining all records regarding the educational activities offered using, and costs paid for with, grant funds; and

(E) Delivering those records and any completion reports regarding the educational activities funded with, and the expenditure of, grant funds to the Oregon Department of Education.

(3) A school district, nonprofit organization, or commodity commission or council may lose its eligibility to apply for a competitive Oregon Farm to School Program grant during the succeeding biennium, or continue receiving a previously awarded grant, if the school district, nonprofit organization, or commodity commission or council does not:

(a) Comply with the applicable provisions of Oregon Laws 2015, chapter 840, section 13 (Enrolled Senate Bill 501);

(b) Comply with the provisions of OAR 581-017-0432 to 581-017-0447;

(c) Comply with the grant criteria printed in the competitive Oregon Farm to School Program grant request for proposal and any related guidance documents produced by the Oregon Department of Education;

(d) If awarded a competitive Oregon Farm to School Program grant, spend the entire amount of the grant award during the biennium for which the grant was awarded; or

(e) If awarded a competitive Oregon Farm to School Program grant, spend the majority of the grant award on food-based, agriculture-based, or garden-based educational activities for the benefit of children enrolled in either a public school or public charter school within a school district.

Stat. Auth.: Oregon Laws 2015, chapter 840, section 13

Stats. Implemented: Oregon Laws 2015, chapter 840, section 13

OAR 581-017-0441 Application process and criteria

(1) The Oregon Department of Education shall establish a request for proposal solicitation and approval process to be conducted each biennium for which competitive Oregon Farm to School Program grant funds are available.

(2) The department shall notify school districts, nonprofit organizations, and commodity commissions or councils of the proposal process and the dates when proposals are due, and make available necessary guidelines and application forms.

(3)(a) School districts, nonprofit organizations, and commodity commissions or councils must submit their grant proposals on the most current form prescribed by the department. The department shall publish the current request for proposals solicitation forms on the department's website.

(b) If a school district, nonprofit organization, or commodity commission or council that has applied for a competitive Oregon Farm to School Program grant is unable to provide the information required in the request for proposals, then the grant applicant must provide an explanation why the information cannot be provided. Grant applicants may submit additional information that will aid the department in evaluating their grant proposals.

(4) To be considered by the department, the grant proposals submitted by school districts, nonprofit organizations, or commodity commissions or councils must include the following information:

(a) The name of school district in which the educational activities will be offered;

(b) The name of person who will serve as the grant applicant's primary contact regarding the grant proposal and that person's contact information, including the primary contact's email address and telephone number;

(c) The name of the organizations which the grant applicant either has partnered, or is intending to partner, with for the purpose of providing food-based, agriculture-based, or garden-based educational activities for the benefit of children enrolled in either a public school or public charter school within a school district;

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(d) The name and contact information of the persons who will serve as the partner organizations' primary contacts regarding the grant proposal and the educational activities the grant applicant and its partner organizations intend to provide;

(e) A description of the educational activities the grant applicant proposes to offer;

(f) An explanation of how the educational activities the grant applicant proposes to offer with grant funds will address the grant criteria and benefit children enrolled in either a public school or public charter school within a school district;

(g) An estimate of the costs associated with providing the proposed educational activities; and

(h) An analysis of the proposed educational activities and the proposed means of delivering those programs using the Equity Lens adopted under OAR 581-017-0010.

(5) Grant applicants' proposals will be reviewed for completeness and how well they address the evaluation criteria adopted by the department. Educational activities proposed by grant applicants must:

(a) Be well designed;

(b) Promote healthy food activities;

(c) Have clear educational objectives mapped to applicable state standards;

(d) Involve parents, the local community, nutrition services staff, teachers, or school administrators;

(e) Be connected to a school district's farm-to-school procurement activities; and

(f) Be culturally relevant to the students being served.

(6) Additional information may be required and additional criteria may be identified in the applicable request for proposal and guidelines published by the department.

(7) Recipients of a competitive Oregon Farm to School Program grant will represent a variety of school sizes and geographic locations, and schools that serve a high percentage of children who qualify for free or reduced price school meals under the United States Department of Agriculture's National School Lunch Program.

Stat. Auth.: Oregon Laws 2015, chapter 840, section 13

Stats. Implemented: Oregon Laws 2015, chapter 840, section 13

OAR 581-017-0444 Awarding and using competitive Oregon Farm to School Program grants

- (1) The Oregon Department of Education shall allocate funds for competitive Oregon Farm to School Program grants.
- (2) Competitive Oregon Farm to School Program grants will be awarded to those school districts, nonprofit organizations, or commodity commissions or councils whose grant proposals are judged by the department as best addressing the applicable evaluation criteria.
- (3) The department will notify those school districts, nonprofit organizations, or commodity commissions or councils selected for a proposed competitive grant award by either mail or email. Within two weeks of receiving notice, the entity must notify the department whether it accepts the award.
- (4) The department will award the first competitive Oregon Farm to School Program grants for the biennium beginning on July 1, 2015, and ending on June 30, 2017. If funding is available, additional competitive grants will be awarded in subsequent biennia.
- (5) The amount of each competitive Oregon Farm to School Program grants awarded by the department in any biennia will be at least \$2,000.00 and no more than \$100,000.00.
- (6) A school district, nonprofit organization, or commodity commission or council which is awarded a competitive Oregon Farm to School Program grant may use up to ten percent of the total amount awarded for each of the following:
 - (a) Administrative costs, including administrative labor and supplies; and
 - (b) Costs associated with developing and implementing the food-based, agriculture-based, or garden-based educational activities the grant recipient proposes to offer for the benefit of children enrolled in either a public school or public charter school within a school district.
- (7) Grant funds awarded for use in one biennium may not be carried over to the following biennium, and will revert to the department at the end of the biennium, unless otherwise determined by the department.
- (8) Each competitive Oregon Farm to School Program grant award will be disbursed in two phases.
 - (a) The payments disbursed in the first phase may not exceed forty percent of the total amount of the grant award and are for planning.
 - (b) The payments disbursed in the second phase are for implementation.

(9) Grant recipients must deposit the grant funds they receive in a separate account, or assign them a separate account or index number. Grant funds may only be used for the purpose of providing the food-based, agriculture-based, or garden-based educational activities it proposed to offer for the benefit of children enrolled in either a public school or public charter school within a school district.

(10) Grant recipients may not charge indirect costs to their grant award.

Stat. Auth.: Oregon Laws 2015, chapter 840, section 13

Stats. Implemented: Oregon Laws 2015, chapter 840, section 13

OAR 581-017-0447 Performance measures and reporting

(1) The Oregon Department of Education shall publish performance measures for recipients of a competitive Oregon Farm to School Program grant in the request for proposals solicitation forms and any related guidance documents produced by the department.

(2) The department shall provide grant recipients with a template for an interim and final grant report. To receive the final disbursement of grant funds, grant recipients must submit both a completed interim and final grant report to the department.

Stat. Auth.: Oregon Laws 2015, chapter 840, section 13

Stats. Implemented: Oregon Laws 2015, chapter 840, section 13