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| ODE farm to school logo | ODE Farm to Child Nutrition Program Education Grant  **Program Guidelines**  **School Years 2019-2020 & 2020-2021** |

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NOTE: This is an application guide for the Farm to School Education Grant, the amounts awarded from this portion are intended to be from $10,000-$100,000. During the stakeholder process, it was brought up to have a simpler application for smaller amounts, theoretically for smaller communities and less intensive projects. So, we are introducing Mini Grants that will be awarded in the amounts of $2,000- $10,000.

**I. INTRODUCTION**

**A. Farm to Child Nutrition Touch Points**

*Oregon Department of Education and National Farm to School Network recognize the following Core Elements of Farm to Child Nutrition: 1) education, 2) procurement and 3) school gardens. When there are references to “farm to child nutrition” throughout this document we are referring to all of these Core Elements.*

Farm to child nutrition programs serve locally grown or processed foods in school cafeterias, improve student nutrition; provide agriculture, health, and nutrition education opportunities; and support local and regional farmers. Robust programs involve the cafeteria, the classroom, outdoor learning spaces, farms, home and family, and the greater community.

**B. Oregon Farm to Child Nutrition Program Education Grant**

The Oregon Farm to Child Nutrition Program Education Grant provides funding to eligible entities (See section II Eligibility Information) through a competitive process to help pay the costs incurred to provide food-based, agriculture-based or garden-based educational activities in a school district.

Eligible entities that receive an Oregon Farm to Child Nutrition Education Grant shall use the grant for costs directly associated with educational activities offered to children enrolled in either a public school or public charter school within a school district. Sponsors who participate in the Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP) are eligible as well.

ODE consults with the Oregon Department of Agriculture to develop the grant program and assembles a grant selection committee comprised of education, nutrition/dietetics, agricultural/industry and nonprofit leaders in Oregon. Oregon Department of Education (ODE) distributes and manages these funds.

**C. Oregon Farm to Child Nutrition Program Impact**

There is tremendous interest in farm to child nutrition programs nationally and in Oregon. Oregonians are excited about the potential of farm to school programs to increase local economic development opportunities, bridge the urban-rural-coastal divides and support children’s health and academic achievement.

Farm to child nutrition programs have shown promise in increasing children’s access to healthier foods, particularly fresh fruits and vegetables and minimally processed foods, as well as increasing their exposure to healthful, local foods through tasting tables, school gardens, and local farms. Farm to school programs have increased knowledge of, desire to eat, and actual consumption of such foods. Consequently, these methods can be effective at reducing the risk of children developing poor health outcomes later in life, such as type II diabetes, obesity, and related chronic diseases. In addition, the increased use of local foods in school meals and educational activities provides new and stable markets for local food producers and processors, and positively influences job creation and economic growth.

These multiple societal benefits are important features of farm to child nutrition programs because they may help secure and sustain community-wide participation and build the capacity of school leaders, producers, parents, and school food service administrators to develop effective programs to negate poor health outcomes, drive economic development and support careers in agriculture.

**II. ELIGIBILITY INFORMATION**

1. **Eligibility**

Eligible groups to apply for this grant include:

* School districts
* Nonprofit organizations
* Education Service Districts
* Federally recognized Indian tribes, schools overseen by the Bureau of Indian Education
* Commodity commissions or councils recognized under ORS 576.051 to 577
* Soil and water conservation districts organized under ORS 568.210 to 568.455 and 568.900 to 568.933
* Providers of Center-based programs for children in the Child & Adult Care Food Program (CACFP) & Summer Food Service Program (SFSP).
* Producers of food produced or processed in Oregon, including farmers, ranchers and seafood harvesters
* Applications may be submitted for project(s) specifically for (examples):
  + One school
  + Multiple school sites within one school district
  + Multiple sites across districts, providing these schools participate in the National School Lunch Program (NSLP).
  + Charter schools may qualify if their charter identifies them as school districts and if they participate in the NSLP. Private schools are eligible, when they are nonprofit organizations and participate in the NSLP.
  + For CACFP & SFSP operations, the same format applies. One site, multiple sites or CACFP & SMSP sites in conjunction with NSLP sites may apply for the grant.
* Projects must ensure that propose educational activities that benefit a high percentage (at least 40%) of students that are eligible for free & reduced priced meals. Projects that do not benefit sponsors with a high percentage (at least 40%) of students that are eligible for free & reduced priced meals are ineligible to apply.
* In an effort to achieve geographic diversity and parity in the distribution of funded projects across the State of Oregon, ODE and ODA will give preference to eligible applicants that have not directly received a Farm to Child Nutrition Education Grant in the past, nor were subcontractors under other education grants. Applications from Tribal entities and indigenous communities, as well as individual producers, Commodity Commissions. Education Service Districts, CACFP and SFSP are particularly encouraged to apply. Former grantees are also eligible.
* The delivery of the educational activities must take place during SY 2019-20 and/or 2020-21. All funds must be expended by June 30, 2021.

1. **Fiscal Agent Requirements**

Applicants may collaborate with other organizations for the delivery of educational activities and may subcontract with those organizations to do so; however, applicants must be the fiscal agent and responsible for managing (including meeting reporting deadlines) awarded funds.

Applicants must specify in the application who will be managing the project. Specifically, which organization. If there are multiple partners managing this grant, applicants must specify how the partner organizations work with each other and who is responsible for which project objectives. Applicants should consider preparing a SOW (Scope of Work) or MOU (Memorandum of Understanding) to ensure agreed upon deliverables, payment, and expectations.

Fiscal agents are responsible for the following:

* Ensuring that any subcontractor who receives funding for services provided under this grant comply with the terms and conditions of the Oregon Farm to Child Nutrition Education Grant;
* 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 or participating in CACFP or SFSP sponsored organization;
* Ensuring that the educational activities offered satisfy the criteria identified in OAR 581-017-0432, the Request for Applications (RFA), and any related guidance documents produced by the Oregon Department of Education;
* Maintaining all records regarding the educational activities offered and costs paid with grant funds; and
* Delivering those records and any completion reports regarding the funded educational activities and the expenditure of grant funds to the Oregon Department of Education.
* Training Webinar: Upon successful award of the grant, the Project Director (person who manages the grant) must attend a live webinar or view a recorded version. The webinar will cover the Electronic Grant Management (EGMS) system and claim submission process.

The grantee may lose its eligibility to apply for an Oregon farm to school Education Grant during the succeeding biennium, or to may cease to receive grant dollars previously awarded, if the grantee does not:

* Comply with the applicable provisions of Oregon Laws 2019, chapter xxx, section xx –(Enrolled House Bill 2579); *Actual chapter/section will be assigned in the near future*.
* Comply with the provisions of OAR 581-017-0432 to 581-017-0447;
* Comply with the grant criteria included in the Program Guidelines for the Oregon Farm to Child Nutrition Program Education Grant and any related guidance documents produced by the Oregon Department of Education;
* Spend the entire amount of the grant (*by submitting reimbursement claims, detailed in item E of Section VII*) award during the biennium for which the grant was awarded; and
* Spend the majority of the grant award on food-based, agriculture-based, or garden-based educational activities for the benefit of children enrolled in a public school or other qualified recipients (*see allowable and unallowable expenses section*).

**III. IMPORTANT DATES, DEADLINES**

**A. Important Dates/Timeline (***updated 3/3/2020)*

* March 6, 2020 – Applications released for both large grant and mini grant
* March 11, 2020 –Webinar -*see website link on bottom of page*)
* March 12, 2020 – Webinar posted on website
* April 3, 2020 – Last day to ask questions
* **April 10, 2020 – Proposals due (DEADLINE)**
* May 8, 2020 –Awards announced and funds available. *NOTE: Funding is not retroactive. Project funds spent before signed grant agreement is in place with ODE will not be reimbursed*.
* May 19, 2020 -Mandatory webinar for successful awardees of grant (recording will be available afterwards)
* September 30, 2020 – Progress report due
* June 30, 2021 – All funds must be spent and any products must be received.
* July 30, 2021 – All funds must be processed in in EGMS. Funds not processed by this date will be liquidated.
* September 30, 2021 –Final Report due

**B. Grant Application Deadlines**

* **The complete application must be submitted before midnight (Pacific Time) on April 10, 2020.** ODE will not review or consider applications (or additions or revisions) received after the deadline. Applications must be submitted using the Application Form on the ODE Farm to School Grant website (*see link on bottom of page*)
* Send completed application with all required attachments to [farmtoCNP@ode.state.or.us](mailto:farmtoCNP@ode.state.or.us). ODE will not accept mailed, faxed, or hand-delivered applications.

**C. Award Notices**

* ODE will announce awarded projects by May 8, 2020, subject to availability of funds.

**IV. AWARD AMOUNT AND PERIOD**

$1,000,000 is available for the grant program described here during the second round, during the 2019-2021 biennium. This amount is subject to change.

**AWARD AMOUNTS**

The amount of each competitive Oregon Farm to Child Nutrition Program Education Grant awarded by the department in any biennia will be at least $10,000 and no more than $100,000. The highest amount awarded the last time we offered $100,000 awards was $86,734. The average award then was $44,636. Mini grants will range from $2,000-10,000.

**AWARD PERIOD**

* This Grant covers the remainder of the 2019-2020 school year and 2020-2021 school year from May 8, 2020 until June 30, 2021. Applicants are encouraged to submit applications for activities taking place during that period.
* All activities must be completed, and all expenses incurred with the grant must be received by June 30, 2021. All funds must be processed in ODE’s Electronic Grant Management System (EGMS) by July 30, 2021, or the funds will be liquidated.
* Depending on the quality and quantity of applications received in response to this RFA, ODE *may* open another application period later in this biennium. ODE is not obligated to award any or all available funds to applicants under this RFA.

**V. APPLICATION SELECTION AND AWARD CRITERIA**

ODE will convene a Grant Review Committee to consider the merit of each grant application. Applications will be initially screened for eligibility and completeness of application. Each application that passes initial screening will be given to the Grant Review Committee to be evaluated and scored. **The Committee will score each application using the evaluation criteria and points specified in the RFA.**

ODE has ultimate authority to decide which applications are approved and funded, and may consider other priorities when granting awards besides ranked scores.

ODE may consider ***but is not limited*** *to* other priorities such as ensuring geographic diversity and a range of projects from rural and urban areas.

ODE will submit a list of all applications deemed eligible for award to the Oregon Deputy State Superintendent for final decision regarding funding.

If funding is not sufficient to fund all applications that merit awards, ODE reserves the right to fund applications at lesser amounts than requested. ODE may choose to fund partial aspects of a project.

ODE may:

* Reject any or all proposals received,
* Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant,
* Withhold any payments that do not meet grant conditions.

Unless an applicant receives an award notice, any contact from ODE 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 are unallowable costs. Only the recognized ODE authorized signature on a grant agreement can bind the ODE to the expenditure of funds.

**VI. ALLOWABLE AND UNALLOWABLE EXPENSES**

**Allowable Expenses**

* Labor and benefits for the planning and implementation of agriculture, food and garden-based educational activities, including regular staff, special-event support, or outside experts (to carry out specific grant activities), paid as hourly wages, salaries, benefits or contractual costs
* Materials, equipment and supplies for the delivery of agriculture, food and garden-based educational activities, such as seeds, shovels, gloves, soil, compost bin materials, cooking equipment for classroom demonstrations, etc.;
* Travel expenses for field trips to farms, ranches, gardens, docks, food processing facilities, or other sites relevant to food, gardens, and agriculture;
* The educational activities described above may include education and outreach to families in addition to students;
* At least 75% of the grant must be spent on costs associated with the implementation, planning and coordination of food-; agriculture-; or garden-based educational activities to schoolchildren in NSLP, CACFP or SFSP programs. Allowable activities include, but are not limited to, outdoor activities, classroom nutrition, food or agricultural lessons, farm field trips, school garden lessons and activities, engagements and activities in the cafeteria or meal site setting, such as, taste tests and other similar activities. Costs associated with supplies and materials are inclusive in this amount and include, but are not limited to, items such as Oregon products for taste tests, school garden supplies, curriculum materials and others listed above.
* Administration costs for the grant, including Indirect costs and things not directly associated with the educational activities, should not exceed 25% of the total grant award.

**Non-Allowable Expenses**

* Capital equipment: This grant will not cover items that are permanent structures.
* **NOTE**: Regardless of the type of product or service purchased, all funds must be spent in accordance with federal, state and local procurement statutes and regulations. Products or services must be competitively procured through free and open competition to ensure maximum value returned for funds expended. Funds not spent in accordance with procurement guidelines will not be reimbursed.

***This document does not list ALL possible allowable and unallowable expenses. Please refer to the Frequently Asked Questions (FAQ) on ODE’s Farm to School Grant Website (see below for link) for specific questions about allowable/unallowable expenses***

**VII. POST-AWARD MANAGEMENT**

**A. Grantee's Responsibility – Grantees must ensure they are:**

* Making adequate progress toward achieving the grant project’s goals and objectives. See FAQ (*link at the bottom of the page*) for specific examples of adequate progress.
* Expending grant funds in a way that is consistent with activities proposed in their Application and meets provisions of pertinent statutes, regulations, and ODE administrative requirements
* In compliance with records retention and access requirements
* Using funds responsibly.

Awardees that are not making adequate progress in the above items may be removed from this grant program, but will first be notified by ODE. This is a reimbursement grant. Awardees must submit (*at least*) quarterly reimbursement claims for allowable expenses for the Farm to Child Nutrition Program Education Grant.

**B. Change Key Personnel**

When it is necessary to change the Program Contact(s) for a period of more than one month, grantee shall submit a written notice (email is acceptable) to ODE. Request should contain the replacement or substitute individual’s name and contact information.

**C. Scope of Work or Objectives**

When it is necessary to modify the scope or objectives of the award, grantee shall submit a written justification for the change along with the revised scope or objectives of the award to ODE. ODE must approve the modified scope of work or objectives prior to additional reimbursement. This is only necessary in the case of a “major shift” in the scope or objective of the original proposal.

***Example****: if someone plans to present tasting tables about beets - and the beet crop fails, they can do a tasting table for another crop instead without needing to request authorization. However, if they now want to switch from a tasting table program to a different educational program about a hydroponic gardening system, they should submit a change request.*

**D. Budget Changes**

When a modification to the approved budget is required, the modification must be approved in writing by ODE if the amount of such modifications exceeds twenty percent (20%) of the approved project budget. A request for a budget change shall include: (a) a description of the change and (b) a justification for the change, and (c) the Project Coordinator signature(s). Note that if the cumulative amount of allowable budget changes is less than twenty percent (20%), prior ODE approval is not required.

**E. Fund Disbursement Process**

ODE uses Electronic Grant Management System (EGMS). Grantees that are not in the EGMS system will need to sign up with ODE. An information packet for this system will be made available to all grantees. This is a reimbursement grant. Awardees must submit (at least) quarterly claims to be reimbursed for allowable expenses for the Farm to Child Nutrition Program Education Grant.

* Funds will be provided via electronic transfer of funds, or by other payment method as determined by ODE, and subject to the availability of funding. ODE will approve the request and then notify the Grantee to submit the approved amount in the EGMS system. This process in turn generates funds to be transferred to the Grantee.
* Grantees may receive up to 25% of their grant award up front, within two weeks of both returning a properly executed grant agreement and establishing an account in EGMS. If this is an option the applicant grantee wants to pursue, then the following must happen:
  + Grantee must include an itemized detailed description, budget narrative, of exactly what the advance will be used for.
  + After the advance is given to a grantee, they must justify the advance by providing all items purchased via the advance on the Excel reimbursement worksheet (*located at the grant website in the resources section; see link at the bottom of the page*). Then, purchased items must be justified via detailed backup documentation, such as invoices, receipts, etc. for these funds within four months of the advance. Subsequent reimbursement funds will be withheld if the advance documentation is not submitted on time. OR Subsequent reimbursement funds will be released once advance documentation is received. The advance must be spent and justified as outlined above before submitting regular/additional reimbursement claims.
* Subsequent funds will be available on a **reimbursement basis**, for qualified expenses only.
* Funds spent prior to execution of a signed grant agreement will not be covered by this grant.
* All grant funds must be spent and products or services received by June 30, 2021. All grant funds must be processed in EGMS by July 30, 2021, or the remaining funds will be liquidated.

**F. Administrative Review**

A number of recipients will be chosen at random for administrative review. When this occurs, the recipient will supply receipts and invoices to justify one of the claims via a desk audit.

**G. Reporting Requirement**

The grantee will be responsible for managing and monitoring the progress of the grant project activities, performance and financial records.

A progress report will be due on September 30, 2020 and a final report is due on September 30, 2021. The award document will indicate the reporting format and schedule for submitting progress reports. Any additional reporting requirements will be identified in the award terms and conditions.

**H. Evaluation and Impact**

All applicants must submit an evaluation plan in their application. See question regarding evaluation in the RFA. Upon receiving an award, grantees will be required to submit periodic reports (see Reporting Requirements for due dates) that include information on progress towards grant objectives and additional data of interest to ODE.

**I. Records Retention**

In accordance with state regulations, grant recipients should retain all records relating to the grant for a period of six years after the final financial status report has received by ODE or until final resolution of any audit finding or litigation, whichever is longer.

**VIII. CONFIDENTIALITY AND CONFLICT OF INTEREST**

1. **Public Records**

When an application results in an award, the application and award become public records and is available to the public upon specific request. Any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. An application may be withdrawn at any time prior to the final award date of December 13, 2019 Applications cannot be withdrawn from the public record after this date.

1. **Confidentiality of the Review Process**

The identities of the reviewers will remain confidential throughout the entire process. **Any or all parts of submitted applications may be released or used by ODE to highlight the grant program.**

1. **Conflict of Interest**

The agency requires all Grant Review Committee members to sign a Conflict of Interest Statement to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process.

**IX. FREQUENTLY ASKED QUESTIONS**

The FAQ document is available on ODE’s Farm to School Grant website (see bottom of page) in the resources section, and will be updated after each training webinar, and new questions from each webinar will be incorporated into the document.

**X. CONTACT INFORMATION AND ASSISTANCE**

Please review all application materials and appendices in detail before placing a call or sending an email. If you still have questions after reading this request for applications (RFA) and supporting materials, you can direct your question to:

Rick Sherman

Farm to School / School Garden Coordinator

Child Nutrition Programs

Oregon Department of Education

Phone: (503)947-5863

Email: [farmtoCNP@ode.state.or.us](mailto:farmtoCNP@ode.state.or.us)

For more information on ODE’s Farm to School activities, or to access resources associated with Farm to School, please visit the grant website (*see below for link*).