

Oregon Farm to School Education Grant Allowable/Non-Allowable Purchases and Claim Reimbursement Procedure

Applies to the Mini Grant AND Full Grant

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 implementation 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;
- Indirect costs; administrative costs (**capped at 25% of the award**)
- Fencing is allowable
- Portable items such as greenhouses that don't have footings/stick built.
- Food: but ONLY when associated with a local (Oregon grown/processed) lesson.

In addition, travel, staff time and registration for participation in the Oregon Farm to School and School Garden Summit, are allowable expenses, in the planning and development expense category. **NOTE:** you may have to adjust/revise your budget and resubmit to ODE if your expenses are deviating from the scope of what you initially planned

Non-Allowable Expenses

- Capital equipment: This grant will not cover items that are permanent structures or vehicles.
- **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.
- Food (see allowable expenses above) just for feeding students and not associated with a local food lesson.

Administrative expenses: You must be specific when describing administrative costs.

LABOR: Full positions or FTE cannot be funded; however, broken out labor expenses can be that are justified to the educational activity; must be listed as hours x wage rate + benefits.

Example: School Garden educator for garden programming:

<u>Labor</u>	<u>Amount</u>
100 hours x \$14/hr	\$1,400
Benefits @ 50%	\$700
Total	\$2,100

Reimbursement Claim Procedure

This grant is a reimbursement program. ODE will allow grantees to have up to 25% of their award given to them in the form of an advance. In order to do this, the grantee must request the amount up to 25% of their award in an email to farmtocnp@ode.oregon.gov. Then, the award reverts back to the normal claiming process that will be described below.

If the grantee received an advance, the items purchased with those funds must be reviewed by ODE by submitting items purchased on a claim reimbursement excel worksheet, and submitting invoices or receipts to support those purchases to farmtoCNP@ode.oregon.gov before further claiming can take place. You could copy and mail the receipts to the Department of Education Child Nutrition Programs at 255 Capitol St NE, Salem OR 97301, or preferred method: you can scan and email them.

Reimbursement claim process:

- ***DO NOT simply put the \$ amount in EGMS first!**
 - ODE has to look over the claim reimbursement request to see if the costs are allowable first. If they are not, and you put the funds in EGMS already, we will need to go in and reject the claim, and it can get messy accounting-wise.
- Download the excel reimbursement claim worksheet (in the resources section on the grant website).
- Fill in the worksheet; using the appropriate tab for the item getting reimbursed:
 - Put the items relating to educational activities on the activities tab
 - put the items relating to planning/development or administration on the “other” tab
- Submit the excel reimbursement claim worksheet to farmtoCNP@ode.oregon.gov
- (Keep invoices, receipts, etc. on hand to justify worksheet -do NOT send those to ODE!)
- ODE looks over and lets the grantee know that it is ok to put \$ amount in EGMS.

- Once ODE determines the costs are allowable, ODE will reply to your email and attach an updated claim form with the last (TOTALS) tab updated. It will show your updated balance.
- When you get the above email from ODE telling you that your reimbursement claim request was approved, you then go into EGMS and put in your dollar amount in the system.
- ODE gets notified that your reimbursement claim was entered into EGMS; ODE confirms and approves the reimbursement in EGMS. You should receive your reimbursement within two weeks of ODE approving your claim in EGMS.