Farm to School Purchasing Grant
Orientation and Training Webinar

Annette Slonim, Farm to School Purchasing Grant Specialist
WSDA Regional Markets – Farm to School Program

Kendra Vandree, Farm to Child Nutrition Program Specialist
OSPI Child Nutrition
Congratulations!

The Farm to School Purchasing Grant Program supports and expands farm to school, childcare and summer meal programs in Washington state by providing funding for new and increased purchases of a variety Washington-grown foods from diverse farmers and food producers.

<table>
<thead>
<tr>
<th>Total Applications Awarded</th>
<th>52</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funds Awarded</td>
<td>$1,503,874</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Early Learning Programs</th>
<th>Schools &amp; School Districts</th>
<th>Summer Meal Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>13</td>
<td>38</td>
<td>1</td>
</tr>
<tr>
<td>Amount</td>
<td>$75,066</td>
<td>$1,427,807</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
1. Key Dates
2. Next Steps
3. Eligible & Ineligible Expenses
4. How to Request Reimbursement for Grant Purchases
5. Interim and Final Reports
6. Sourcing Washington-grown foods
7. 1-1 Technical Assistance
Key Dates

• Year 1 Funding Period:
  
  Date Contract is Signed - August 31, 2022

• Expense Reports and Invoices are due monthly

• Interim Report: April 2022

• Final Report: August 2022

A second round of funding is planned for Sept 2022 – June 2023. Applications are tentatively scheduled to open this spring.
Next Steps: SAM.gov

**Requirement:**
All grantees must maintain current active registration in [SAM.gov](https://www.sam.gov)

*If we were unable to verify your registration, please:*
- Provide proof of current active registration to [farmtoschool@agr.wa.gov](mailto:farmtoschool@agr.wa.gov)
- OR
- Register your entity in SAM.gov and provide proof of registration to [farmtoschool@agr.wa.gov](mailto:farmtoschool@agr.wa.gov).

**All Grantees:**
- If your registration is set to expire before August 31, 2022, please [renew your registration](https://www.sam.gov) prior to the expiration date.

*Verification of current active registration in SAM.gov is required in order to execute the grant contract.*
Next Steps: Statewide Vendor Registration

• A **Statewide Vendor/Payee Number** is required to receive reimbursement from WSDA. This number is required on all invoices.

• If you do not have a statewide vendor/payee number, please visit the [Statewide Vendor Payee Services Website](#) to register.

• Once you have registered, you may also complete the [Direct Deposit Form](#). We recommend direct deposit as it can reduce the time it takes to receive payment.
Next Steps: Contract Signing

• Contracts are being finalized now. If not provided already, I will reach out to you to confirm the name and email of the person who will sign your grant contract.

• When your contract is ready, it will be emailed to your organization's signer via DocuSign for electronic signature.

• WSDA will then sign the contract. You will receive a copy of the signed contract, at which point you can begin making purchases for reimbursement with grant funds.
Eligible Expenses

All purchases will be reviewed and approved by a WSDA or OSPI grant specialist prior to reimbursement.

Items eligible for reimbursement include:

• Whole and minimally processed fruits, vegetables, herbs, meat, seafood, legumes, and grains that are 100% grown, raised, harvested, or caught in Washington state.

• Processed or packaged foods containing at least 51% agricultural raw materials, by weight or volume, grown or raised in Washington state.

*Use the WA grown seasonality charts to help plan purchases.*
Eligible Expenses

Washington-grown food products may be purchased from:

Direct options:
- Site-based gardens & farms*
- Farmers, ranchers, and fishermen
- Farmers markets, farm stands
- Food hubs, farmer cooperatives

Indirect options:
- Grocery stores and retailers
- Distributors

*Up to 25% of grant funds may be used to reimburse purchases from school or childcare gardens and farms.

Grantees must follow all applicable federal and state procurement rules and regulations when purchasing foods for reimbursement with grant funds.
Ineligible Expenses

Expenses that are determined to be ineligible will not be approved for reimbursement.

Ineligible expenses include:

• Non-food expenses.

• Food expenses that do not meet the Washington-grown requirements.

• Purchases made outside of the funding period *(date of signed contract – August 31, 2022)*

• Washington-produced fluid milk, including fluid milk substitutes.

• Products purchased through DOD Fresh, USDA Foods, the USDA Fresh Fruit & Vegetable Program (FFVP), or the USDA Pilot Project for Unprocessed Fruits & Vegetables.
Reimbursement Process

Detailed Steps:

1. Make purchases of eligible products.
2. Download and complete the Monthly Expense Report template. *Click 'Enable editing' at the top of the sheet if prompted.*
3. Download and complete the monthly Invoice Form.
4. Email the completed monthly expense report and invoice form to farmtoschool@agr.wa.gov.
5. Grant specialist reviews the monthly report and approves invoice for payment.
Reimbursement Process

Reminders:

• Purchases can be made at any time during the funding period. Purchases made before the date of your signed contract or after August 31, 2022 will not be reimbursed.

• If any expense is considered ineligible for reimbursement, you will be asked to provide an updated invoice with the approved reimbursement amount.

• Grantees will be reimbursed for 100% of approved eligible expenses up to the total award amount.
## Expense Report & Claim Dates

<table>
<thead>
<tr>
<th>Expense Month (when you make the payment)</th>
<th>Expense Report &amp; Invoice Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2022</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>February 2022</td>
<td>March 15, 2022</td>
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<tr>
<td>March 2022</td>
<td>April 15, 2022</td>
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<td>July 15, 2022</td>
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<tr>
<td>July 2022</td>
<td>August 15, 2022</td>
</tr>
<tr>
<td>August 2022</td>
<td>September 15, 2022</td>
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Documentation Requirements

Grantees must retain records and supporting documentation for all expenses to demonstrate expenses meet the Washington-grown requirement. Records may include: receipts, paid invoices, or other financial records, product labels, case labels, vendor reports or other documentation indicating the farm or source name and location.

For processed items, please submit documentation with your monthly expense report demonstrating the item meets the 51% Washington-grown requirement. You may use this sample form "Documenting 51% Washington State Processed Food Products" or equivalent.

All records and supporting documentation must be retained for a period of six (6) years and must be provided to WSDA upon request to verify eligible expenses or upon audit of the grant by WSDA or other authorized state or federal authorities.
Grantees must retain records of your expenses and supporting documentation to demonstrate expenses meet the Washington-grown requirement. Records may include receipts, paid invoices, or other financial records, product labels, case labels, or vendor reports indicating the farm name and location. Records must be retained for a period of six (6) years.

Supporting documentation must be provided to WSDA upon request to verify eligible expenses and/or in the case of an audit.

Reports

Grantees will be required to complete two (2) grant reports in the form of a short survey.

A link to the report survey will be emailed to you from farmtoschool@agr.wa.gov.

The Interim Report is scheduled for April 2022.

The Final Report is scheduled for August 2022.
Grantees must retain records of their expenses and supporting documentation to demonstrate expenses meet the Washington-grown requirement. Records may include receipts, paid invoices, or other financial records, product labels, case labels, or vendor reports indicating the farm name and location. Records must be retained for a period of six (6) years.

Supporting documentation must be provided to WSDA upon request to verify eligible expenses and/or in the case of an audit.

Visit the [grant website](#) for links to today's presentation and slides along with key documents and forms:

**FORMS FOR TRIBAL PROGRAMS**

- Monthly Expense Report
- Invoice Form
- Documenting 51% Washington State Processed Food Products
- Statewide Vendor Payee Services Website: register here for vendor payee number if you do not already have one.
- Direct Deposit Form
Sourcing Washington-grown Foods

Getting Started:

- WSDA Farm to School Toolkit: Getting Started
- OSPI Farm to Child Nutrition Program
- WA Food & Farm Finder
- WA Farm to School Network
Farm to ECE Resources

Farm to Early Childcare Education (ECE):
- WA State Farm to ECE Community of Practice
- Farm to ECE Local Procurement Resources
- Fresh Produce Purchasing & Prep Guide
- City of Seattle Farm to Table
Sourcing Tribal and Traditional Foods

Traditional Foods in USDA Child Nutrition Programs:

• **Local Procurement Resources & Tools**
  
  o USDA Factsheet: *Bringing Tribal Foods and Traditions into Cafeterias, Classrooms and Gardens*
  
  o USDA-FNS memos:
    • *Procuring Local Meat, Poultry, Game, and Eggs*
    • *Child Nutrition Programs and Traditional Foods*
    • *Service of Traditional Foods in Public Facilities*

Traditional Foods and Foodways in Early Learning Programs:

The Washington State Farm to School Network [Farm to ECE Community of Practice](#) is working to support traditional foods in Tribal early learning programs. Reach out to Chris Mornick, Farm to ECE Community of Practice Coordinator at chris.mornick@doh.wa.gov, and Sophia Riemer, Farm to ECE Project Coordinator at sophiarriemer@gmail.com to schedule a one-on-one call and share your work, discuss additional support needed and connect with other Tribal early learning programs bringing traditional foods into classrooms and onto menus. You can also visit the [farm to ECE website](#) for general and Tribal specific resources, trainings and success stories.
1-1 Technical Assistance:

We are here to help! One-on-one support is available by phone, video conference, e-mail, and in-person.

Annette Slonim, she/her/hers
Farm to School Purchasing Grant Specialist
WSDA Regional Markets Program
206-714-2757 | farmtoschool@agr.wa.gov | agr.wa.gov/farmtoschool

TBD – Recruiting Soon!
Farm to Child Nutrition Program Specialist, Child Nutrition Services
Office of Superintendent of Public Instruction (OSPI)