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>Childcare Sponsors</th>
<th>School Districts</th>
<th>Summer Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>38</td>
<td>1</td>
</tr>
<tr>
<td>$75,066</td>
<td>$1,427,807</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
Agenda

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 of Final Award Notification - August 31, 2022

• Expense Reports and Claims 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](http://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](http://SAM.gov) 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](http://SAM.gov) prior to the expiration date.

  *Verification of current active registration in SAM.gov is required to receive Final Budget Approval.*

  *Please contact Annette for assistance.*
Next Steps: Budget Approval

**Budget Approval:**

*Submit your budget (your awarded amount) in iGrants.*

1. [Log in to iGrants](#) and select the organization’s Form Package (189):
2. Click on the Budget icon and then click on “New” to open the budget calculator.
3. Click on “calculate.”
4. Click on “continue.” The budget worksheet will open.
5. Next, enter budget amounts on the worksheet. For this grant, the funding award amount indicated above should be entered in the “Food” category on Line 42, Object 5. Leave all other budget cells blank.
6. Select the “Mark completed” icon.
7. A red icon will appear that says “Req OSPI Review.” Select this icon which will generate an email to Child Nutrition Services that notifies our office that you completed the budget and are requesting review.

*Once all conditions are met, we will approve the budget and you will receive a Final Award Notification from iGrants.*
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, 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*
- Farms, ranches, and fisheries
- 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 final award notification – 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.
You've made your purchase, how do you get reimbursed?

• Part 1: Request Expense Approval

• Part 2: Submit Claim for Reimbursement
Part 1: Request Expense Approval

2. Grantee emails the completed report to farmtoschool@agr.wa.gov.
3. Grant specialist reviews the monthly report to approve expenses.
4. Grant Specialist sends confirmation email with total approved monthly expense amount to grantee.

Grantees will be reimbursed for 100% of approved eligible expenses up to the total award amount.
Part 2: Submit Claim for Reimbursement

Instructions for School Districts

Submit claim for the total approved monthly expense amount in the EDS Grants Claims system.

Instructions for Non-School Districts (childcare centers, private schools, CBOs)

1. Complete the CBO Monthly Claim Form.
   - Enter the approved claim amount on Line 42, Object 5.

2. Email the form to Michelle.Sartain@k12.wa.us for processing.
Reimbursement Process

CBO Monthly Claim Form:

Enter the approved monthly claim amount on Line 42, Object 5.

Reminder: Click the "Enable Editing" button to be able to enter and save your claim amount.
<table>
<thead>
<tr>
<th>Expense Month (when you make the payment)</th>
<th>Expense Report Due</th>
<th>Claim Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2022</td>
<td>February 5, 2022</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>February 2022</td>
<td>March 5, 2022</td>
<td>March 15, 2022</td>
</tr>
<tr>
<td>March 2022</td>
<td>April 5, 2022</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>April 2022</td>
<td>May 5, 2022</td>
<td>May 15, 2022</td>
</tr>
<tr>
<td>May 2022</td>
<td>June 5, 2022</td>
<td>June 15, 2022</td>
</tr>
<tr>
<td>June 2022</td>
<td><strong>June 27, 2022</strong></td>
<td><strong>July 8, 2022</strong></td>
</tr>
<tr>
<td>July 2022</td>
<td>August 5, 2022</td>
<td>August 15, 2022</td>
</tr>
<tr>
<td>August 2022</td>
<td>September 5, 2022</td>
<td>September 15, 2022</td>
</tr>
</tbody>
</table>
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 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.

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

- **FORMS FOR USDA CHILD NUTRITION SPONSOR GRANTEES**
  - [Monthly Expense Report](#)
  - [CBO Monthly Claim Form](#) (for non-school districts)
  - [Documenting 51% Washington State Processed Food Products](#)

**GRANTEE ORIENTATION AND TRAINING WEBINAR**

Webinar held on Tuesday, January 25, 2022 for USDA Child Nutrition Program Sponsors:
- Webinar Recording - coming soon
- Webinar Slides - coming soon

Webinar held on Wednesday, January 26, 2022 for Tribal Programs:
- Webinar Recording - coming soon
- Webinar Slides - coming soon
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:
- [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](#)
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)
Q & A