WSDA Farm to School Purchasing Grants
Application Information Session

Annette Slonim, Farm to School Lead
WSDA Regional Markets

Nichole Garden, Farm to Child Nutrition Program Specialist
OSPI Child Nutrition
WSDA Regional Markets

Farm to School Programming:

• Taste Washington Day
• Trainings and workshops
• Technical assistance
• Resources and publications
• Research and surveys
• Special projects
• Farm to School Purchasing Grants
Grant Overview

Farm to School Purchasing Grant Background

The Washington State Legislature provided $5 million in the 2021-23 state budget to make grants and expand the WSDA Farm to School program.

WSDA Farm to School is excited to offer Farm to School Purchasing Grants to support the purchase and use of Washington-grown foods in child nutrition programs.

This is a competitive reimbursement grant administered in partnership with the Office of Superintendent of Public Instruction (OSPI).
Grant Overview

Grant Goals

• Support the development and sustainability of farm to child nutrition program efforts

• Increase the amount and variety of local foods served in child nutrition programs

• Increase purchasing from small and mid-size farmers and food producers

• Increase purchasing from historically underrepresented farmers and ranchers
January 2022 – August 2022

Round 1:
>$1.5 million awarded to 52 Grantees
250+ products sourced from 100+ local farmers and producers.

Top categories include:

- Produce
- Dairy
- Meat & Poultry
- Bread & Bakery
- Fish & Seafood
- Beans & Lentils
Key Changes for 2022-2023

• **Funding Period**
  September 1, 2022 – June 30, 2023 (summer months not included)

• **Additional Funding Available**
  ~ $3 million, based on October 2021 lunch count

• **Non-Food Costs Allowed**
  Must directly support the development and sustainability of farm to child nutrition program efforts
Eligible Applicants

Who Can Apply

• Active sponsors of the National School Lunch Program (NSLP)

• Active sponsors of the Child and Adult Care Food Program (CACFP, childcare only)

• Tribal schools

• Tribal early learning centers
SAM.gov is the federal system for award management. Registration is FREE.

The SAM Unique Entity ID is replacing the DUNS number as the federal government’s official entity identifier.

Check with your Business Office to find out if your organization is registered in SAM.gov and to request your SAM.gov Unique Entity ID.

If awarded, you must have a current, active registration in SAM.gov to receive grant funds.

- SAM Quick Start Guides
- SAM Entity Registration and Entity Management Video
- Federal Service Desk: For FREE help registering in SAM
Application Timeline

NSLP and CACFP Sponsors

• **Application Guide Posted**: Monday, May 16, 2022

• **Form Package 189 opens in iGrants**: coming soon!

• **Application Closes (in iGrants)**: Monday, July 11, 2022 at 4:00 PM

• **Awards Announced**: August 2022

• **Grant Period**: September 1, 2022 – June 30, 2022
Application Timeline

Tribal Schools and Early Learning Centers

• **Application Guide Posted**: Monday, May 16, 2022

• **Official Application Form Posted**: Thursday, May 19, 2022

• **Application Closes (form due to WSDA)**: Monday, July 11, 2022 by 4:00 PM

• **Awards Announced**: August 2022

• **Grant Period**: September 1, 2022 – June 30, 2022
How to Apply – NSLP and CACFP Sponsors


2. Follow the instructions to create an account in iGrants.

3. Gather the required information and prepare your answers to the application questions.

4. Develop your Purchasing Plan.

5. Submit your application in iGrants by Monday, July 11, 2022 at 4:00 PM.
How to Apply – Tribal Programs

1. Download the Application Guide for Tribal Programs.

2. Gather the required information and prepare your answers to the application questions.

3. Develop your Purchasing Plan.

4. Submit your application to WSDA by email or regular mail by Monday, July 11, 2022 at 4:00 PM.
<table>
<thead>
<tr>
<th>Tier</th>
<th>Applicant Type</th>
<th>October 2021 Lunch Count</th>
<th>Maximum Funding Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School district</td>
<td>More than 30,000</td>
<td>Use formula: October lunch count x 9 months x 12 cents</td>
</tr>
<tr>
<td>2</td>
<td>School district</td>
<td>10,000 – 30,000</td>
<td>$32,400</td>
</tr>
<tr>
<td>3</td>
<td>School district</td>
<td>Less than 10,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>4</td>
<td>CACFP childcare or Tribal early learning center</td>
<td>More than 18,500</td>
<td>Use formula: October lunch count x 9 months x 12 cents</td>
</tr>
<tr>
<td>5</td>
<td>CACFP childcare or Tribal early learning center</td>
<td>Less than 18,500</td>
<td>$20,000</td>
</tr>
</tbody>
</table>
**Tier 1 and Tier 4 Only - Large Programs**

- Use this [funding calculator](#) to determine the maximum amount of funding you may request.

<table>
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<td>Use formula: October lunch count x 9 months x 12 cents</td>
</tr>
</tbody>
</table>
Grant Amounts

Tier 1 and Tier 4 Only

➢ Use this funding calculator to determine the maximum amount of funding you may request.
Allowable Food Costs

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

Minimally processed foods include steps such as refrigerating, adjusting size (peeling, slicing, dicing, cutting, chopping), washing, packaging and adding ascorbic acid or other preservatives to prevent oxidation of produce.

Salad greens from Olympia School District student farm.
Processed or packaged foods containing at least 51% agricultural raw materials grown or raised in Washington State by weight or volume.

For example, yogurt containing at least 51% milk from cows raised in Washington, pizza dough or other bakery items containing at least 51% flour from wheat grown in Washington.

Sample Form:
Documenting 51% Washington State Processed Food Products
Ineligible Vendors & Products

An objective of the program is to encourage new vendor relationships with a diversity of Washington farms and to encourage incorporation of new and additional Washington products, beyond what is already commonly purchased.

Ineligible Products & Vendors:

• Washington-produced fluid milk, including fluid milk substitutes, will not be reimbursed as part of this grant program.
  • Manufactured dairy products such as cheese or yogurt made with at least 51% Washington-produced milk are allowable expenses.

• Products purchased through DOD Fresh, USDA Foods, the USDA Fresh Fruit & Vegetable Program (FFVP), or the USDA Pilot Project for Unprocessed Fruits & Vegetables
Allowable Non-Food Costs

Up to 25% of total funds may be requested for allowable non-food costs, such as:

**Equipment:** cutting boards, chef knives, salad spinners, vegetable processors (slicing / dicing), food processors, immersion blenders, cold storage

**Materials and Supplies:** promotional materials, tasting cups / utensils, books or other educational materials on food and agriculture

**Staff Time:** training to use new equipment, scratch cooking techniques, labor for processing and preparing whole foods, labor for preserving foods for season extension (e.g. pickling, canning, freezing, etc.), to communicate with families and community members about nutrition program’s farm to school activities

**Distribution costs:** mileage, time
Application Sections

1. Applicant Contact Information
2. Baseline Farm to School Purchasing
3. Program & Community Characteristics
4. Short Response Questions
5. Purchasing Plan
Baseline Farm to School Purchasing

• What total dollar ($) amount of your 2020-2021 school year budget did you spend on local, Washington-grown items? Estimates are acceptable.

• What percent of your 2020-2021 school year budget did you spend on local, Washington-grown items? Estimates are acceptable.

• What type(s) of Washington-grown products do you currently purchase for use in school or child care meal programs?

• **Sourcing Information**: Please tell us about how you source local foods.
Application Sections

Program & Community Characteristics

• Average Free and Reduced Price Meal Eligibility (%)

• Child Food Insecurity Rate (%): Find the rate in your county on this website: https://map.feedingamerica.org/county/2019/child/washington

• Tribal Program (Yes / No)

• Best Practices to Increase Participation in School Meals (school districts only):
  • At-Risk After School Meals Program
  • Breakfast After the Bell (BAB)
  • Seamless Summer Options or Summer Food Service Program (SSO/SFSP)
  • Participating in or applying for the Community Eligibility Provision (CEP)
Short Response Questions (1,2,3 of 6)

Local Purchasing Planning and Implementation:

• Please indicate your level of experience purchasing local foods for your child nutrition program.

• Please describe the specific activities you will use to incorporate new Washington-grown foods into your school or childcare meal program.

Student and Child Engagement:

• Please describe how you plan to engage students and children as part of your farm to school or farm to childcare program.
Application Sections

Short Response Questions (4,5 of 6)

*Diversity, Equity, and Inclusion:*

- Please describe how you plan to incorporate and promote culturally relevant menu items for your children or student population.

- Please describe how you will partner with and purchase from historically under-represented farmers or food producers, which may include those that identify as Black, Indigenous, Latinx, or other people of color, refugee or immigrant farmers, beginning farmers, limited resource farmers, LGBTQ+, women, or veteran farmers.
Non-Food Costs to Support Farm to School and Early Learning (only if requesting funding for non-food costs):

• Please explain how your non-food costs and associated activities will support the development and sustainability of your efforts to purchase and promote more local foods in your meal program.
Preparing Your Purchasing Plan

Complete your Purchasing Plan: Estimates are acceptable!
1. Determine all non-food costs
2. Determine local products you want to serve and when
3. Determine how much of the item you will need
4. Explore sourcing options *(direct from farm, food hub, farmers market, etc.)*
5. Determine the unit price
6. Plan will need to be uploaded to iGrants as part of your application
What’s in Season?

Seasonality charts

➢ WA Seasonality Chart - Veggies & Legumes

➢ WA Seasonality Chart - Fruits & Herbs
### Cooked Butternut Squash

<table>
<thead>
<tr>
<th>FOOD ITEM</th>
<th>PREPARATION</th>
<th>AMOUNT TO PREPARE</th>
<th>AMOUNT TO PURCHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Vegetable (2 servings)</td>
<td>Fruit or 2nd Vegetable (2 servings)</td>
</tr>
<tr>
<td>APPLES</td>
<td>UNPEELLED, COOKED, SQUISHED</td>
<td>1 lb</td>
<td>3.5 pounds</td>
</tr>
<tr>
<td>AVOCADOES (APPROX. 2 1/2 INCHES BY 3 1/2 INCHES, SQUISHED)</td>
<td>SQUISHED</td>
<td>5 cups</td>
<td>6 cups</td>
</tr>
<tr>
<td>BANANAS (7 to 9 INCHES LENGTH)</td>
<td>WHOLE OR SQUISHED (5 francs = 3/4 cup)</td>
<td>1 lb</td>
<td>3.5 pounds</td>
</tr>
<tr>
<td>BEETS (WITHOUT TOPS)</td>
<td>SQUISHED, COOKED</td>
<td>5 cups</td>
<td>6 cups</td>
</tr>
<tr>
<td>BLUEBERRIES</td>
<td>WHOLE</td>
<td>0.5 lb</td>
<td>2 cups</td>
</tr>
<tr>
<td>BROCCOLI (FLORETS)</td>
<td>COOKED, TRIMMED</td>
<td>1 lb</td>
<td>4 pounds</td>
</tr>
<tr>
<td>BROCCOLI (FLORETS, TRIMMED, READY-TO-GO)</td>
<td>RAW</td>
<td>0.5 lb</td>
<td>2 cups</td>
</tr>
<tr>
<td>BUTTERNUT SQUASH, WINTER (WHOLE)</td>
<td>SQUISHED, COOKED, PARED, COOKED</td>
<td>2 lb</td>
<td>6.75 pounds</td>
</tr>
</tbody>
</table>

**Source:** Growing Minds, North Carolina

- **Produce Guide Instructions**
- **Produce Guide for Ages 1-2**
  - Excel/ PDF
- **Produce Guide for Ages 3-5**
  - Excel/ PDF
- **Produce Guide for Ages 6-18**
  - Excel/ PDF
<table>
<thead>
<tr>
<th>Direct Sources:</th>
<th>Indirect Sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Washington farms and ranches</td>
<td></td>
</tr>
<tr>
<td>• Farmers markets, farm stands</td>
<td></td>
</tr>
<tr>
<td>• Food hubs or farmer cooperatives</td>
<td></td>
</tr>
<tr>
<td>• School or childcare gardens</td>
<td></td>
</tr>
<tr>
<td>&amp; farms (up to 25% of grant funds)</td>
<td></td>
</tr>
<tr>
<td>• Grocery store, coop, bakery, butcher, or other specialty food store</td>
<td></td>
</tr>
<tr>
<td>• Processors</td>
<td></td>
</tr>
<tr>
<td>• Produce or broadline distributors</td>
<td></td>
</tr>
</tbody>
</table>
Finding Local Food

**Washington Food & Farm Finder**

Search the wholesale listings or view farms on the map:

https://eatlocalfirst.org/wholesale

WSDA also has other resources on their [Finding Farms webpage](https://eatlocalfirst.org/wholesale).
### Pricing

- Prices listed on purchasing plan need to only be estimates.
- Request fresh sheets from farmers, food hubs and distributors: [Sample FreshSheet 1.pdf](wa.gov)
- Review Food Hub and distributor pricing.
Reimbursement Process

Grantees submit monthly expense reports detailing all food and non-food expenses paid for in that month.

- Save all invoices, receipts and other supporting documentation for expenses claimed for a period up to 6 years.
- Other documentation may be requested to verify items are Washington-grown.

Grantees will be reimbursed for **100% of eligible expenses** up to the total award amount.
Grant Reporting

• Grantees are required to submit 1 interim report and 1 final report.

• The surveys are designed to assess progress, evaluate the Farm to School Local Purchasing Grant program, and identify opportunities for improvement.
Technical Assistance – We are here to help!

Staff from WSDA, OSPI, and partner organizations are available to help you with your grant application. This list is in development, last updated on 6-6-22. Check the [grant webpage](#) for additional contacts.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Region(s) Served</th>
<th>Name &amp; Contact Information</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>State-wide</td>
<td>Annette Slonim <a href="mailto:farmtoschool@agr.wa.gov">farmtoschool@agr.wa.gov</a> 206-714-2757</td>
<td>WA State Department of Agriculture, Farm to School</td>
</tr>
<tr>
<td>All</td>
<td>State-wide</td>
<td>Nichole Garden <a href="mailto:nichole.garden@k12.wa.us">nichole.garden@k12.wa.us</a> (564) 999-3566</td>
<td>Office of Superintendent of Public Instruction, Child Nutrition Services</td>
</tr>
<tr>
<td>Childcare</td>
<td>Spokane County</td>
<td>Kendra Dean <a href="mailto:kendra.dean@ccasternwa.org">kendra.dean@ccasternwa.org</a> 509-290-7559</td>
<td>Catholic Charities Eastern WA, Food for All Program</td>
</tr>
<tr>
<td>Childcare</td>
<td>State-wide</td>
<td>Chris Mornick <a href="mailto:Chris.Mornick@doh.wa.gov">Chris.Mornick@doh.wa.gov</a> 360-280-2517</td>
<td>WA State Department of Health, Healthy Eating Active Living</td>
</tr>
<tr>
<td>School districts, Childcare</td>
<td>Kitsap County, Jefferson County, Clallam County, Pierce County</td>
<td>Diane Fish <a href="mailto:d.fish@kitsapcd.org">d.fish@kitsapcd.org</a> 360-620-8101</td>
<td>Kitsap Conservation District</td>
</tr>
</tbody>
</table>
Additional Resources

Resources for all applicants:

1. Washington Food & Farm Finder: Use this directory of Washington farmers to search for specific items or locate farms in your area.
2. Buying Direct from Farms: Use this resource from the WSDA Farm to School Toolkit to learn how to purchase products directly from local farmers and producers.
3. USDA Food Hub Directory: The Food Hub Directory lists businesses or organizations that actively manage the aggregation, distribution, and marketing of source-identified food products to multiple buyers from multiple producers.
5. Fresh Produce Purchasing & Prep Guide: Use this resource to determine required quantities of local produce.
6. Washington State Farm to School Network: The Washington State Farm to School Network connects farm to school practitioners to learn from each other, create and share resources, set common goals, and amplify the impacts of farm to school for all communities in Washington State.
7. Farm to Child Nutrition Programs: Visit this new website from OSPI Child Nutrition for resources to support Farm to School, Farm to Summer, and Farm to CACFP, including promotional tools and activities.

Resources for childcare and early learning applicants:

1. Farm to Early Care & Education Community of Practice: Learn about Farm to ECE and resources specific to childcare centers and programs.
2. Summary of Farm to Early Child Care Education Resources: Collection of information and resources to support childcare programs.
3. FREE - Online Farm to Early Care and Education (Farm to ECE) Training (for STARS credit): Participants learn the basics of Farm to ECE, including ideas for Farm to ECE activities, gardening, and family and community engagement.
Q & A
Contact:

**Annette Slonim**, *she/her/hers*
Farm to School Purchasing Grant Specialist
WSDA Regional Markets Program
206-714-2757 | [farmtoschool@agr.wa.gov](mailto:farmtoschool@agr.wa.gov) | [agr.wa.gov/farmtoschool](http://agr.wa.gov/farmtoschool)

**Nichole Garden** *she/her*
Farm to Child Nutrition Program Specialist, Child Nutrition Services
Office of Superintendent of Public Instruction (OSPI)
360-725-6200 | [nichole.garden@k12.wa.us](mailto:nichole.garden@k12.wa.us)
[k12.wa.us/policy-funding/child-nutrition/farm-child-nutrition-programs](http://k12.wa.us/policy-funding/child-nutrition/farm-child-nutrition-programs)