Farm to School Purchasing Grant
Orientation and Training Webinar

Claire Finnerty, Farm to School Purchasing Grant Specialist
WSDA Regional Markets – Farm to School Program
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
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>83</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funds Awarded</td>
<td>$3,579,647</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Childcare</th>
<th>School Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>20</td>
<td>63</td>
</tr>
<tr>
<td>Funds</td>
<td>$247,473</td>
<td>$3,332,173</td>
</tr>
</tbody>
</table>
Agenda

1. Key Dates
2. Conditions of the Award
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
Conditions of the Award

• All grantees must be currently active in System for Award Management (SAM) and have a Unique Entity ID. If your entity is set to expire prior to June 30, 2023 be sure to allow time to renew your entity.

• Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any Federal or State department or agency from participating in transactions.

• This funding was allocated to WSDA through the Coronavirus Local Fiscal Recovery fund, as part of the American Rescue Plan Act and is subject to the requirements set forth in the Uniform Guidance
Key Dates

• 2022-2023 Funding Period:
  
  **September 1, 2022- June 30, 2023**

• Monthly Expenditure Reports are due on the 10th

• Interim Report: January 2023

• Final Report: July 2023
**Conditions of the Award**

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

**All Grantees:**
- If your registration is set to expire before June 30, 2023, please renew your registration prior to the expiration date.

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

*Please contact Claire for assistance.*
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, poultry, 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.

• Non-food costs such as equipment, materials and supplies, staff time, distribution costs, and direct administrative costs - 25% of total award

*Follow all food safety guidelines. Meat served in schools must be slaughtered in a USDA inspected facility.
Eligible Expenses

Washington-grown food products may be purchased from:

Direct options:
• Farms, ranches, and fisheries
• Farmers markets, farm stands
• Site-based gardens & farms*

Indirect options:
• Food hubs, farmer cooperatives
• Grocery stores and retailers
• Distributors

*Up to 25% of food costs 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.
Eligible Expenses

School Gardens and Farms

- 25% of food costs can come from site-based gardens and farms
  - Ex: If your award is $10,044
    - How much can you spend on non-food costs? $2,511
    - How much can you spend on food from school gardens? $1,883.25

- Food Safety
  - Work with your local health department
  - USDA 4 Steps to Maintaining Food Safety in the Garden

- Other Resources
  - Whole Kids Foundation | Garden to Cafeteria Toolkit
  - Bellingham School District/ Common Threads Garden to Cafeteria Toolkit
  - Michigan State University Garden to Cafeteria Guide.pdf

- Pricing - use comparable market price
Eligible Expenses

Non-Food Costs

- **Equipment**: Cutting boards, Chef knives, Salad spinners, Vegetable processors, Food processors, Blenders, Immersion Blenders, Refrigerator, freezer storage

- **Materials and Supplies**: Promotional materials, Tasting cups, utensils, Books 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, Staff time to communicate with families and community members about farm to school activities

- **Transportation costs to pick up / deliver local foods**: Mileage, Staff time, delivery fees

- **Direct Administrative Costs – Labor and Supplies**: Staff time to complete grant reports, Staff time to plan and communicate with farms, Supplies needed to document local purchases
Ineligible Expenses

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

Ineligible expenses include:

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

• Purchases made outside of the 2022-2023 funding period (9/1/2022 - 6/30/2023)

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

• Garden inputs such as seeds, soil, tools, etc.

• Non-food Costs that do not directly support the development and sustainability of farm to school efforts to purchase and promote foods grown and raised in Washington State
Reimbursement Process

Once your Washington grown food or non-food costs have been:

1. Ordered
2. Received
3. Paid

You can now start the reimbursement process.
Reimbursement Process

Send in Monthly Expenditure Reports

1. Grantee completes a Monthly Expenditure Report and Invoice Form. The total amount requested on the invoice should match the total expenses.
2. Grantee emails the completed report and invoice 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 expenditure amount to grantee. If any expenses are found to be ineligible, you will be asked to submit an updated invoice to reflect the total approved expense amount.
5. WSDA will process all approved claims for reimbursement. No further action will be needed by your organization.

Grantees will be reimbursed for 100% of approved eligible expenses up to the total award amount.
Reimbursement Process

**Contact Form**

[2022 - 2023 WSDA Farm to School Purchasing Grant Contacts Survey ( surveymonkey.com )](https://surveymonkey.com)

**Monthly Expenditure Report**

## Expenditure Report Due Dates

<table>
<thead>
<tr>
<th>Report Month</th>
<th>Monthly Expenditure Report Initial Due Date (For reimbursement within 30 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2022</td>
<td>October 15, 2022</td>
</tr>
<tr>
<td>October 2022</td>
<td>November 15, 2022</td>
</tr>
<tr>
<td>November 2022</td>
<td>December 15, 2022</td>
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<tr>
<td>December 2022</td>
<td>January 15, 2023</td>
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<tr>
<td>January 2023</td>
<td>February 15, 2023</td>
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<tr>
<td>February 2023</td>
<td>March 15, 2023</td>
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<tr>
<td>March 2023</td>
<td>April 15, 2023</td>
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<tr>
<td>April 2023</td>
<td>May 15, 2023</td>
</tr>
<tr>
<td>May 2023</td>
<td>June 15, 2023</td>
</tr>
<tr>
<td>June 2023</td>
<td>July 10, 2023</td>
</tr>
</tbody>
</table>
Reimbursement Process

When do you want to get reimbursed?

Option 1: All your September expenses are paid for before October 15th.
  • Send in your Monthly Expenditure Report by October 15th.
  • Receive reimbursement within 30 days from when the invoice is approved (by November 15th).

Option 2: All your September expenses are NOT paid by October 15th.
  • Wait until all your September expenses are paid to turn in your September Monthly Expenditure Report
  • Receive reimbursement within 30 days from when the invoice is approved.

Option 3: All your September expenses are NOT paid by October 15th.
  • Send in your Monthly Expenditure Report by October 15th with only the paid invoices. Receive reimbursement within 30 days from when the invoice is approved.
  • Include unpaid September expenses on a future monthly expenditure report after the expense is paid. The final deadline to submit expenses for reimbursement is July 10, 2023.
Notes for Returning Sponsors

- Any funds you did not spend prior to August 31st are **included** in your total award amount for the 2022-2023 school year.

- Items **received in September** are claimed as a part of the 2022-2023 grant.
Reimbursement Process

Notes for Returning Sponsors

• Items received in August must be claimed as a part of the 2021-2022 grant.

• If you have not claimed all your purchases received in August, you have until November 5th to send in your August Expense Report.
Food Costs

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.

### Documentation Requirements

<table>
<thead>
<tr>
<th>Type of Non-Food Cost</th>
<th>Information to enter on the Monthly Expenditure Report</th>
<th>Required Documentation to submit with the Monthly Expenditure Report</th>
<th>Record Keeping (Keep for 6 years after the end of the grant period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation (mileage reimbursement or delivery fee)</td>
<td>Mileage, description, Mileage Reimbursement rate is currently $0.625 <a href="#">Travel Calculator</a> Mileage reimbursement rates must not exceed the rates published in <a href="#">SAAM Ch. 10, Sec. 90</a>, which may be periodically updated.</td>
<td>N/A</td>
<td>Mileage Log, Invoice and Proof of Payment or Receipt</td>
</tr>
<tr>
<td>Staff Time/Labor</td>
<td>Hours, pay rate, description *only direct costs (S&amp;B)</td>
<td>N/A</td>
<td>Expanded General Ledger, Timesheets</td>
</tr>
<tr>
<td>Equipment, Materials and Supplies</td>
<td>Description, quantity, price</td>
<td>N/A</td>
<td>Invoice and Proof of Payment or Receipt</td>
</tr>
<tr>
<td>Equipment over $5000</td>
<td>Description, quantity, price. <a href="#">Prior approval needed</a></td>
<td>Invoice and Proof of Payment or Receipt</td>
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</tr>
</tbody>
</table>
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.

Documentation Requirements

Equipment over $5,000

- Prior approval needed. Send Capital Expenditure Pre-Approval Request Form to farmtoschool@agr.wa.gov
- Prior to the release of funds, invoices and proof of payment must be submitted to OSPI.
- Follow all federal procurement rules according to 2 CFR 200 Uniform Guidance.
- Maintain property records that include:
  - Equipment description
  - Identification number
  - Source of funding (Federal Coronavirus State and Local Fiscal Recovery Fund)
  - Title holder
  - Purchase date
  - Cost
  - Percentage of total cost paid for with grant funds
  - Physical location
  - Condition (i.e. good, fair, poor, scrap)
  - Disposition information
- Conduct a physical inventory once every two years to update property records.
- Develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- Equipment purchased with grant funds must remain in use for the intended purpose for at least 3 years from the end of the grant period.
- Disposition Requirement:
  - Anything valued at $5000 or less can be retained, sold or otherwise disposed of after 3 years from the end of the grant period.
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 January 2023.

The Final Report is scheduled for July 2023.
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
Sourcing Washington-grown Foods

Buy Seasonally

- Use the WA grown seasonality charts to help plan purchases
- Swap out your fruits or vegetables for what's in season
- Host a Harvest of the Month or taste testing day
Farm to School Programming:

- **Taste Washington Day** – Wednesday, October 5th
  - WA Apple Crunch - Noon
- **Farm to School Month** - October
- **Farm to CACFP Week** - First week in October
- Trainings and workshops
- Technical assistance
- Resources and publications
- Research and surveys
- Special projects
- **Farm to School Purchasing Grants**
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.

Social Media

#WAfarmtoschool #TasteWADay #WSDAFarmtoSchoolGrant #WAFarmtoCACFP

@WAStateDeptAg and @OSPI
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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
- 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
Technical Assistance:

Office Hours

• Monthly:
  • For Child Care Centers: Second Tuesday from 2-3PM on Zoom
  • For School Districts: Fourth Tuesday from 2-3PM on Zoom

• Resource sharing, grant FAQs, troubleshooting, peer to peer learning, seasonal trainings
Technical Assistance:

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

Claire Finnerty, she/her/hers
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WSDA Regional Markets Program
360-974-9752 | farmtoschool@agr.wa.gov | agr.wa.gov/farmtoschool

Nichole Garden, she/her/hers
Farm to Child Nutrition Program Specialist, Child Nutrition Services
Office of Superintendent of Public Instruction (OSPI)
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Q & A