# Attachment A

# Superintendent’s Memo #150-19

# June 28, 2019

## Virginia Department of education

## Office of school nutrition

## Farm to School Grant

## Request for Applications

Release date: June 28, 2019

Submission deadline: September 5, 2019, 4:00pm EST.

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Virginia Department of education

Office of school nutriton

Farm to School Grant

request for APPLICATIONS

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### About the Grant

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) wants to ensure that every student has access to fresh, healthy, locally produced food and nutrition education. To assist with this objective, VDOE-SNP will allocate $200,000 of funding to create a Farm to School Grant for the 2019-2020 school year.

### Program Goals

Grant funds will help school divisions develop comprehensive Farm to School initiatives, in the classroom, cafeteria, school gardens, and community.

The funds are intended to:

* Increase access to Virginia Grown foods in school and child nutrition programs
* Enrich education opportunities to connect school cafeterias, classrooms, school gardens, and communities
* Create Farm to School teams comprised of community partners and internal stakeholders

**Grant funds will cover projects with a comprehensive and integrated approach to Farm to School programming including increased local food procurement in the school nutrition meal program with connections to classroom curriculum and enhanced educational opportunities in classrooms, gardens, and cafeterias.**

### Award Amount

**$10,000−$25,000 per school division**

### Required Project Outcomes

* Increase access to Virginia Grown products in school and child nutrition programs
* Divisions create a pilot Farm to School program connecting local food procurement and promotion in the cafeteria with classroom initiatives, school garden education, and community engagement
* School divisions create Farm to School teams comprised of internal and external stakeholders to implement a school(s) pilot programs and develop a divisionwide plan
* SFAs establish a systems to track annual local and Virginia Grown purchases

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### Optional Project Outcomes

* Incorporate cultural education and awareness
* Initiatives that link nutrition and agriculture education to Virginia Standards of Learning in classrooms, cafeterias, and school gardens

### Grant Timeline

* Announcement: June 28, 2019
* Deadline for submissions: September 5, 2019
* School Food Authorities (SFAs) must submit the signed and dated grant application with division superintendent’s original signature in blue ink to VDOE via email at [www.snppolicy@doe.virginia.gov](http://www.snppolicy@doe.virginia.gov) by 4:00 p.m. on Friday, September 5, 2019
* Grant awards will be announced during VA Farm to School Week, October 7-11, 2019
* Grant funds must be utilized between October 1, 2019 and September 30, 2020
* Grant projects must be complete by September 30, 2020
* Requests for reimbursement must be submitted by October 30, 2020
* All final reports due by November 30, 2020

### Eligibility

All school divisions in Virginia participating in the National School Lunch Program and School Breakfast Program in good standing are eligible to apply.

### 2019 Application Instructions

All applications must be received by VDOE-SNP no later than **4:00 p.m. EST on Friday, September 5, 2019 via email to snppolicy@doe.virginia.gov.**

VDOE-SNP anticipates awarding up to $200,000 via this process for 2019 for the Virginia Department of Education Farm to School Grant.

**For questions about the grant program or completing the application, please contact:**

Trista Grigsby, SNP Farm to School Specialist by phone (804) 225-2331 or by email at Trista.grigsby@doe.virginia.gov or Sandy Curwood, Office of School Nutrition Director at 804-225-2074 or by email at Sandra.curwood@doe.virginia.gov.

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### Funding Will Cover

* Professional development for culinary skills such as knife skills, *mise en place*, speed scratch cooking, utilizing school garden herbs and products, and preparing Virginia Harvest of the Month featured items
* Equipment and supplies needed to increase incorporation of seasonal, local foods into menus such as food processing equipment, corers, slicers, wedgers, knives, salad bars, storage containers, or similar needed equipment
* Implementation of a system for tracking local food procurement
* Farm to School team development to institutionalize Farm to School initiatives; for example: procurement, nutrition and agriculture education, and school garden use and maintenance plans
* Creation and implementation of a school garden food safety plan
* School garden supplies that enrich agriculture and nutrition education opportunities and increase the amount of school garden produce used in school nutrition and education. All school garden supplies must be allowable costs in accordance with Office of Management and Budget (OMB) Guidance under the “Cost Principles for State, Local, and Indian Tribal Governments”. See USDA Memos [SP 32-2009](https://fns-prod.azureedge.net/sites/default/files/cn/SP32-2009os.pdf) and [SP 06-2015](https://fns-prod.azureedge.net/sites/default/files/resource-files/SP06-2015os_0.pdf) for additional information
* Development of food literacy campaigns that include seasonal, local products and community input
* Curriculum development that incorporates seasonal products, nutrition education, and agricultural education into school gardens, classrooms, and cafeterias
* Taste tests, special Farm to School events, farmer visits to schools, field trips to local family farms and farmers markets, and family education and outreach

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### Funding Will Not Cover

* Local food purchases for meal production
* Garden maintenance labor or staff labor
* Costs incurred prior to award
* Advertising and public relations
* Bad debts, including uncollectible accounts and other claims, related collection costs, and related legal costs
* Donations, inkind contributions, including property and services, made by the applicant, regardless of the recipient
* Entertainment, amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, alcohol, and gratuities)
* Fundraising including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used
* Indirect costs
* Investment management costs, including costs of investment counsel and staff, and similar expenses incurred to enhance income from investments
* Land purchases
* Lobbying or political activities, including costs of membership in organizations substantially engaged in lobbying or political activities

### Grant Award Evaluation

Points will be granted as outlined below, with partial credits given within each point section total.

* **20 points:** Proposal demonstrates that the proposed project will increase the use of Virginia Grown agricultural products
* **15 points:** Proposal connects local food procurement and promotion in the cafeteria with classroom initiatives, school garden education, and community engagement**.** Proposal integrates cultural education and awareness with students, and families and Virginia Standards of Learning
* **10 points:** Proposed project features the Virginia Harvest of the Month materials
* **10 points:** Proposal builds a sustainable divisionwide Farm to School Team of internal stakeholders such as school and division administration, school nutrition staff, core curriculum educators, Career and Technical Education educators

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* **10 points:** Farm to School Team includes external stakeholders such as Virginia Cooperative Extension agents, non-government organizations, farmers, parents and students
* **10 points:** Proposal includes strong letters of commitment for the project: at least two letters from external stakeholders and at least one from an internal stakeholder on letterhead, signed
* **10 points:** Plan for project sustainability and local food procurement tracking system are established as a result of the grant
* **5 points:** Proposal is clear, concise, and complete
* **10 points:** Plan is thorough and realistic, and projects will be completed by September 30, 2020
* **Total: 100 points**

### Review Process

Proposals will be reviewed by a committee composed of VDOE staff and external reviewers. Applicants, both successful and unsuccessful, will be notified in writing approximately four to six weeks following the application deadline. Unsuccessful applicants may receive reviewer comments upon request. Reviewers may recommend the partial funding of a project.

### Payment Process

Reimbursement is made by submission of invoices to the Virginia Department of Education, Office of School Nutrition with supporting documentation and consistent with approved budget. Grantees must provide a 6-month progress report and a final progress report, demonstrating that grant project work has been completed. Grantees may receive monitoring visits at the discretion of VDOE-SNP.

### Public Data

* Names and addresses of grant applicants will be public data once proposed responses are opened
* All remaining data in the application responses (except trade secret data) will be public data after the evaluation process is completed
* All data created or maintained by VDOE-SNP as part of the evaluation process will be public data after the evaluation process is completed

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### Grantee Responsibilities and Record Keeping

Upon approval of an application, the applicant is required to sign a Grant Award Notification indicating their intention to complete the proposed tasks. The agreement also authorizes VDOE-SNP to monitor the progress of a project.

Grant Award Notifications must be signed by the division superintendent and the school nutrition program administrator and returned to VDOE-SNP within 60 days of receipt. Failure to submit the signed agreement may result in loss of the grant award.

### Reporting Requirements

* Recipients will submit local food purchasing data for 2018-19 and 2019-2020 school year at the conclusion of the grant cycle
* Recipients will report on Farm to School team development, projects, events, and program sustainability at the six-month grant period (May 2020) and the final grant period (October 2020)
* Photos and/or videos of best practices that can be shared by VDOE on social media are required
* All receipts and supporting documentation pertaining to the Farm to School Grant must be submitted to VDOE to receive reimbursement

### Procurement Requirements

All funded applicants are required to follow federal, state, and local procurement guidelines for all purchases related to this grant.

### Data Collection

The data collected from this application will be used to support the farm to school program. You are not required to provide VDOE-SNP with the data requested in this grant proposal application; however, failure to do so will result in VDOE-SNP’s inability to process your 2019 Virginia Department of Education Farm to School Grant proposal.

After all proposals have been reviewed and the grantees determined, all the information in the proposal will become public data except for trade secret data, if present.

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### Audits

Grantee records, documents, and accounting procedures and practices of the grantee or other parties relevant to the grant are subject to examination by the granting agency or USDA as appropriate. This requirement will remain in effect for a minimum of four years from the grant agreement end date, receipt, and approval of all final reports, or the required time to satisfy all state and federal program retention requirements, whichever is later.

### Submission Procedures

* All proposals must be received by VDOE-SNP no later than **4:00 p.m. EST on Friday, September 5, 2019.** VDOE-SNP is not responsible for any email problems resulting in VDOE-SNP not receiving a proposal on time. It is the responsibility of the responder to ensure that all submittals are received by VDOE-SNP before the deadline
* Grant applications are submitted via email to snppolicy@doe.virginia.gov
* Answer all questions completely within specified character or page limits. Use Times New Roman, 12-point font, single space