Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

Florida Farm to School Award Program
Request for Applications

Dates:
RFA Release Date: March 23, 2017
Submission Date: May 23, 2017 by 5:00 P.M. EST
Estimated Award Date: June 23, 2017
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I. OVERVIEW AND BACKGROUND

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) amended Section 18 of the Richard B. Russell National School Lunch Act (NSLA) to establish a Farm to School initiative in order to assist eligible entities, through grants and technical assistance, in implementing Farm to School programs that improve access to local foods in eligible schools.

The Florida Department of Agriculture and Consumer Services’ (FDACS), Division of Food, Nutrition and Wellness is charged with implementing Farm to School initiatives at the state level. In accordance with Section 595.406(3), Florida Statutes, FDACS may recognize School Food Authorities (SFA) who purchase at least 10% of the food they serve from local Florida farms. As such, the FDACS is offering funding to SFAs through the Florida Farm to School Award Program.

Funds will be made available on a competitive basis, subject to availability. Funds may not be used for equipment, however, funding can be used for expenses related to Farm to School, including personnel, contractors, meeting expenses, travel and trainings. The purpose of this award program is to measure the amount of Florida agricultural products served in Florida schools in an effort to increase healthier menu options to Florida’s school children and promote Florida agriculture. The award program will:

a. Measure data on Florida commodities being purchased by schools.

b. Implement activities that support the expansion of a successful Farm to School initiative and increase the amount of Florida agricultural products purchased by schools.

c. Establish at least one year of accurate baseline data of Florida commodities being purchased in schools.

For purposes of this request for application, products must be clearly identified as Florida agricultural products and contain a minimum of 51% Florida agricultural product, excluding water and packaging.

II. ELIGIBILITY AND REQUIREMENTS

Funding is available to support school-based programs. Eligible applicants are considered pre-K-12 SFAs that participate in the National School Lunch Program. To be eligible, SFAs must meet the intent of Florida Statute 595.406(3) by purchasing at least 10% of the food they serve from local Florida farms.

Once funding is awarded, SFAs will be required to:

a. Submit a final FDACS approved implementation plan based on the objectives, activities and timeline outlined in their application.
b. Participate in quarterly one-on-one consultations or phone calls and periodic surveys with FDACS.

c. Submit written progress reports on activities in the final implementation plan. Progress reports and data will be due to FDACS every four months as follows:
   - July, August, September, October data and report due 11/30/17
   - November, December, January, February data and report due 3/30/18
   - March, April, May, June data and report due 7/31/18

d. Collect and submit data on purchases of Florida agricultural products, including:
   - Month Purchased
   - Distributor Used
   - Product Description
   - Unit of Measure
   - Quantity Ordered
   - Origin - Florida and Other
   - Price per unit (if possible)
   - Producer/farmer (if possible)

e. Participate in a “Farm to School Best Practices” training conducted by FDACS in spring 2018.

III. AWARD LEVELS

SFAs will qualify for an award level based on their percentage of Florida agricultural products purchased during the 2016-2017 school year. This percentage will be determined by the SFA’s total dollars spent on Florida agricultural products divided by the SFA’s total dollars spent on agricultural products from the beginning of the 2016-2017 school year through March 2017. These totals must be comprised of all agricultural products purchased by the SFA for use in NSLP.

\[
\text{Percentage of Florida Product Purchased by SFA} = \frac{\text{Total dollars spent on Florida agricultural products}}{\text{Total dollars spent on all agricultural products}}
\]

FDACS anticipates awarding one SFA per award level. Remaining funding may be available at a lower award amount not to exceed the award amount for which the SFA qualifies. Awardees will qualify for a level of funding by their total lunch enrollment. The total lunch enrollment for SFAs will be determined by the 2016 October data in the Florida Automated Nutrition System (FANS). To verify your enrollment per October 2016 data, please contact the Division of Food, Nutrition and Wellness at (850) 617 – 7400. These levels are defined in the following groups:
- Group A: Less than 1,000
- Group B: 1,000 - 4,999
- Group C: 5,000 - 14,999
- Group D: 15,000 - 40,000
- Group E: Greater than 40,000

FDACS anticipates awarding approximately $350,000 in funding. The following table shows the estimated amounts for each award level.

<table>
<thead>
<tr>
<th>Award Levels</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Minimum 10% FL Products Purchased by SFA</td>
<td></td>
</tr>
<tr>
<td>• Group A SFA</td>
<td>$2,500</td>
</tr>
<tr>
<td>• Group B SFA</td>
<td>$5,000</td>
</tr>
<tr>
<td>• Group C SFA</td>
<td>$10,000</td>
</tr>
<tr>
<td>• Group D SFA</td>
<td>$20,000</td>
</tr>
<tr>
<td>• Group E SFA</td>
<td>$25,000</td>
</tr>
<tr>
<td>B. Minimum 15% FL Products Purchased by SFA</td>
<td></td>
</tr>
<tr>
<td>• Group A SFA</td>
<td>$5,000</td>
</tr>
<tr>
<td>• Group B SFA</td>
<td>$10,000</td>
</tr>
<tr>
<td>• Group C SFA</td>
<td>$20,000</td>
</tr>
<tr>
<td>• Group D SFA</td>
<td>$30,000</td>
</tr>
<tr>
<td>• Group E SFA</td>
<td>$50,000</td>
</tr>
<tr>
<td>C. Minimum 20% FL Products Purchased by SFA</td>
<td></td>
</tr>
<tr>
<td>• Group A SFA</td>
<td>$7,500</td>
</tr>
<tr>
<td>• Group B SFA</td>
<td>$15,000</td>
</tr>
<tr>
<td>• Group C SFA</td>
<td>$30,000</td>
</tr>
<tr>
<td>• Group D SFA</td>
<td>$40,000</td>
</tr>
<tr>
<td>• Group E SFA</td>
<td>$75,000</td>
</tr>
</tbody>
</table>

Note: The percentage of Florida products purchased by SFA, as is required to qualify SFAs in the appropriate award level, must be derived from actual dollar amounts.

**IV. TIMELINE**

March 23, 2017: Request for Applications is released.

May 23, 2017: Completed applications must be sent via email to [FNWgrants@FreshFromFlorida.com](mailto:FNWgrants@FreshFromFlorida.com) by 5:00 P.M. EST.

*NOTE:* Applications received after the deadline date and time may be deemed ineligible and may not be reviewed or considered.

June 2017: Estimated date to notify applicants of selection or rejection.
July 2017: Final implementation plans due.

V. ISSUING FUNDS

Funding of applications will be provided through the award process, via electronic transfer of funds, or by other payment method as determined by FDACS, upon receipt of a properly executed agreement and subject to the availability of funding.

One-quarter of funds will be paid upon receipt and approval, by FDACS, of the awardee’s final implementation plan, complete 2016-2017 school year data (as outlined in Section VI) and executed agreement. The remaining funding will be paid every four months upon receipt and approval, by FDACS, of the awardee’s data and progress reports.

July/August 2017: Issuance of 25% of award funds from FDACS.

December 2017: Issuance of 25% of award funds from FDACS upon receipt of data from July 2017 – October 2017 and progress report.

April 2018: Issuance of 25% of award funds from FDACS upon receipt of data from November 2017 – February 2018 and progress report.

August 2018: Issuance of 25% of award funds from FDACS upon receipt of data from March 2018 – June 2018 and progress report.

VI. APPLICATION AND SUBMISSION INFORMATION

Completed applications must be sent via email to FNWgrants@FreshFromFlorida.com or received by mail by 5:00 P.M. EST on Tuesday, May 23, 2017. Applications received after the deadline may be deemed ineligible and may not be reviewed or considered.

Inquiries:
If you have questions about the application or the timeline, contact:

Sean Doran
Florida Department of Agriculture and Consumer Services
600 South Calhoun Street
Tallahassee, Florida 32399
Phone: (850) 617-7429
Fax: (850) 617-7402
Email: Sean.Doran@FreshFromFlorida.com
Application - What to Include:

Applications must include the SFA’s sponsor number, total lunch enrollment and the percentage of Florida agricultural products purchased. Complete the attached Application Form and include the Narrative and Supporting Documentation as typed attachments.

1. **Narrative (Maximum 8 pages):**
   Applications should include a narrative of current or relevant historical Farm to School activities. The following elements may be provided as a part of a strong application:

   **Current or Previous Farm to School Objectives and Activities:**
   If available, provide details of current or previous Farm to School objectives and activities. Activities that support these objective(s) could include the following:

   - **Procurement**
     - Partnering with local growers or producers to aggregate product not sent to retail markets.
     - Procurement/purchasing initiatives.
     - Inclusion of Farm to School language within procurement documents.

   - **Staffing**
     - Contracting with or hiring of staff that focuses on Farm to School initiatives, especially those focused on purchasing Florida products.

   - **Outreach**
     - Agriculture and nutrition education within the cafeteria and/or classroom.
     - Incorporating a Farm to School plan within an existing wellness policy, HealthierUS School Challenge (HUSSC) application, garden to cafeteria policy, etc.

   **Proposed Implementation Plan**
   Clearly state project objectives and proposed activities to expand your Farm to School initiative. Use descriptive statements that specifically describe what you hope to accomplish and include deadlines. The project timeline should begin after July 1, 2017. If awards are made after the expected award date, the timeline may be adjusted as needed. See Appendix for Implementation Plan sample.

   **Evaluation Plan**
   Describe how you will track and measure proposed objectives and activities.

2. **Supporting Documentation:**
   Include baseline data of all agricultural products purchased from all vendors for 2016-2017 school year. This must include data from the beginning of the 2016-2017 school year through March 2017. Any previous years of data will contribute more points to your application score. Data must include the following:
VII. APPLICATION SCORING CRITERIA

Scoring criteria for applications are outlined below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form Narrative:</td>
<td>5 Points</td>
</tr>
<tr>
<td>• Current or Previous Farm to School Objectives and Activities:</td>
<td>10 points</td>
</tr>
<tr>
<td>• Proposed Implementation Plan</td>
<td>20 Points</td>
</tr>
<tr>
<td>• Evaluation Plan</td>
<td>5 Points</td>
</tr>
<tr>
<td>• SFA has not received previous FDACS Farm to School funding</td>
<td>25 points</td>
</tr>
<tr>
<td>Supporting Documentation:</td>
<td></td>
</tr>
<tr>
<td>• 2016-2017 School Year Data</td>
<td>20 Points</td>
</tr>
<tr>
<td>• Additional School Years’ Data (Up to 3 years) – 5 Points Per Year</td>
<td>5 - 15 Points</td>
</tr>
<tr>
<td>Total: 100 points</td>
<td></td>
</tr>
</tbody>
</table>

In the event of a tie, applicants will be awarded based on criteria set forth in Florida Statute 287.087.

VIII. ASSURANCE OF CIVIL RIGHTS COMPLIANCE


Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance.
IX. NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer and lender.

APPENDIX

Please carefully examine the forms attached to this RFA. First, the Application Form must be completed in full by all applicants. Second, the Data Collection Form is for reporting data for both this application and the following school year, should the applicant be awarded. This template is available in Microsoft Excel (.xls) format upon request (Email Sean.Doran@FreshFromFlorida.com). The final form is a sample Implementation Plan.
Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

Florida Farm to School
Award Program

2017 Application Form

School Food Authority (SFA): ________________________________

Sponsor Number: __________________________________________

Total Lunch Enrollment (Per October 2016 Data): _______________

Percentage of FL Product Purchased by SFA in School Year 16-17: _________ %

Contact Name: ____________________________________________

Contact Position: __________________________________________

Contact Email: ____________________________________________

Contact Phone: ____________________________________________

Completed applications, including this form, narrative and supporting documentation must be sent via email to FNWgrants@FreshFromFlorida.com or received by mail by 5:00 P.M. EST on Tuesday, May 23, 2017.
**Data Collection Form (Sample)**
Available in Microsoft Excel [.xls] format upon request.

Include baseline data of agricultural products purchased for the 2016-2017 school year. This must include data from August 2016 - March 2017. Data must include the following:

- Month Purchased
- Distributor Used
- Product Description
- Unit of Measure
- Quantity Ordered
- Origin - Florida and Other

If possible, also include the following:
- Price Per Unit
- Farmer/Producer

<table>
<thead>
<tr>
<th>Month Purchased</th>
<th>Distributor Used</th>
<th>Product Description</th>
<th>Unit of Measure</th>
<th>Quantity Ordered</th>
<th>Price Per Unit</th>
<th>Farmer / Producer</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>ABC Produce</td>
<td>Orange</td>
<td>Case</td>
<td>20</td>
<td>$30.00</td>
<td>Sunny Hills Farms</td>
<td>Florida</td>
</tr>
<tr>
<td>January</td>
<td>Tomato Man</td>
<td>Tomato</td>
<td>Pint</td>
<td>3</td>
<td>$3.99</td>
<td></td>
<td>Florida</td>
</tr>
<tr>
<td>February</td>
<td>XYZ Fresh</td>
<td>Cucumber</td>
<td>5LB</td>
<td>10</td>
<td>$22.50</td>
<td></td>
<td>Other</td>
</tr>
<tr>
<td>March</td>
<td>XYZ Fresh</td>
<td>Corn</td>
<td>Case</td>
<td>6</td>
<td>$33.33</td>
<td>Green Pastures</td>
<td>Florida</td>
</tr>
<tr>
<td>March</td>
<td>ABC Produce</td>
<td>Apple</td>
<td>Bag</td>
<td>15</td>
<td>$12.75</td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>
Implementation Plan (Sample)
(SFA Name)

Objective: By October 2017, hire a Farm to School coordinator.
  • Activity: Compose a job description and advertise the position.
    • Timeline: By August 2017
  • Activity: Conduct interviews of qualified applicants.
    • Timeline: By September 2017
  • Activity: Hire and train new coordinator.
    • Timeline: By October 2017

Objective: By January 2018, identify supply chain partners we could work with to increase our procurement of Florida-grown foods.
  • Activity: Identify local farmers and contact distributor(s)
    • Timeline: By August 2017
  • Activity: Host initial meeting w/ potential farmers and distributor(s)
    • Timeline: By October 2017
  • Activity: Follow up with all parties
    • Timeline: By January 2018