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 27, 2018
Submission Date: June 1, 2018 by 5:00 P.M. EST
Estimated Award Date: June 22, 2018
TABLE OF CONTENTS

I. OVERVIEW AND BACKGROUND
II. ELIGIBILITY AND REQUIREMENTS
III. AWARD LEVELS
IV. TIMELINE
V. ISSUING FUNDS
VI. APPLICATION AND SUBMISSION INFORMATION
VII. APPLICATION SCORING CRITERIA
VIII. ASSURANCE OF CIVIL RIGHTS COMPLIANCE
IX. NON-DISCRIMINATION STATEMENT
APPENDIX
APPLICATION FORM
DATA COLLECTION FORM (SAMPLE)
IMPLEMENTATION PLAN (SAMPLE)
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. Collect 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. Measure data and analyze trends 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 group conference calls with FDACS and other award winners.

c. Complete progress report surveys on activities outlined in the final implementation plan.*

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 2019.

* Progress report surveys and data will be due to FDACS every four months, as follows:

   - July, August, September, October data and report due no later than 11/30/18
   - November, December, January, February data and report due no later than 3/29/19
   - March, April, May, June data and report due no later than 7/31/19

III. AWARD LEVELS

SFAs will qualify for an award level based on their percentage of Florida agricultural products purchased during the 2017-2018 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 2017-2018 school year through March 2018. 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 lunch enrollment. The total enrollment for SFAs will be determined by the 2017 October data in the Florida Automated Nutrition System (FANS). To verify your enrollment per October 2017 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 27, 2018: Request for Applications is released.

June 1, 2018: Completed applications must be sent via email to 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 22, 2018: Estimated time to notify applicants of selection or rejection.
July 30, 2018: 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 2017-2018 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.

- August 2018: Issuance of 25% of award funds from FDACS.
- November 2018: Issuance of 25% of award funds from FDACS upon receipt of data from July 2018 – October 2018, completion of progress report survey, and completion of quarterly group conference calls.
- March 2019: Issuance of 25% of award funds from FDACS upon receipt of data from November 2018 – February 2019, completion of progress report survey, and completion of quarterly group conference calls.
- July 2019: Issuance of 25% of award funds from FDACS upon receipt of data from March 2019 – June 2019, completion of progress report survey, and completion of quarterly group conference calls.

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 Friday, June 1, 2018. 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:

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

Applications must include the SFA’s sponsor number, total 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 works 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, 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, 2018. 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 data of all agricultural products purchased from all vendors for 2017-2018 school year. This must include data from the beginning of the 2017-2018 school year through March 2018. Any previous years of data will contribute more points to your application score. 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

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></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>• 2017-2018 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><strong>Total:</strong> 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 Dori.Landsberg@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

2018 Application Form

School Food Authority (SFA): ____________________________________________

Sponsor Number: ______________________________________________________

Total Lunch Enrollment (Per October 2017 Data): _________________________

Percentage of FL Product Purchased by SFA in School Year 17-18: _________ %

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 Friday, June 1, 2018.
Data Collection Form (Sample)
Available in Microsoft Excel [.xls] format upon request.

Include data of agricultural products purchased for the 2017-2018 school year. This must include data from August 2017 - March 2018. 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>Florida</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>Other</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>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>
Implementation Plan (Sample)
(SFA Name)

Objective: By October 2018, hire a Farm to School coordinator.
- Activity: Compose a job description and advertise the position.
  - Timeline: By August 2018
- Activity: Conduct interviews of qualified applicants.
  - Timeline: By September 2018
- Activity: Hire and train new coordinator.
  - Timeline: By October 2018

Objective: By January 2019, identify supply chain partners to work with to increase procurement of Florida-grown foods.
- Activity: Identify local farmers and contact distributor(s)
  - Timeline: By August 2018
- Activity: Host initial meeting w/ potential farmers and distributor(s)
  - Timeline: By October 2018
- Activity: Follow up with all parties
  - Timeline: By January 2019