Farm to School GRANT PROGRAM Application Instructions

* Please read this document thoroughly as failure to comply with any of these instructions will likely result in an incomplete application and therefore, not be considered.

Application Overview

Eligibility - A public school district, charter school or private school with prekindergarten classes, a kindergarten program or elementary school classes through the eighth grade, or center-based preschool that is located and operates within this Commonwealth, may apply for funding. **School districts wishing to submit multiple applications <u>must have the individual schools</u> <u>apply</u>. This means that the applicant information must reflect the individual building, not the district or an individual person.**

STEP 1

Please download the **Application Template** and **Budget Template** from the Pennsylvania Department of Agriculture Farm to School Grant page. Ensure that you are using the most recent version of Adobe Reader. You can update or download the application here: Install Acrobat and Reader updates (adobe.com). **Do not print and scan the document or save it in a different format before uploading it to the Single Application for Assistance system. These actions will disable the scrolling features of the application and not allow reviewers to see your full proposal.**

STEP 2

Read these instructions in their entirety and ensure you understand all the requirements and which ones specifically apply to your project.

Example: If your project entails training for staff to execute agricultural curriculum, then "a list of farmers that have agreed to supply local product" will not apply to your project.

STEP 3

Use these instructions to complete your Application Template and your Budget Template. Save both files as PDFs and use the naming convention described in Section VI.B. of these instructions. In all parts of your application, keep in mind that someone will be reading this and judging the merits of your proposal. Ask yourself, "If I were reading this for the first time, would I fully understand the intent? Have I painted a clear picture of what I plan to accomplish with this

grant money?" Remember that writing more words does not necessarily provide a clearer picture. Tell the story, be specific, and state how you will measure success toward your project goals.

STEP 4

Log into the Single Application for Assistance. If your school or center does not have a Keystone Login Account, you will need to register for one. The email address used in registration for the Keystone Login Account must match the email of the signatory authority for your grant contract.

Example: If the Superintendent of your school district is the person who signs contracts for your school, then their email address must be used for the Keystone Login Account.

Follow the instructions in Section VII. of these instructions to complete the Single Application and upload your Application and Budget Templates.

> **For the purposes of this program, the broadest definition of local is defined as <u>within the commonwealth of Pennsylvania</u>. You are free to define it more narrowly, but food may not be purchased outside of our borders.**

Completing the Application

In the instructions below, you will notice that each section is numbered. These numbers correspond with the sections of the Application Template to facilitate the application process. Follow this numbering convention closely using the linked resources in this document for the best result

I.   Required Information

This section comprises a mix of demographic and technical information about you, known as the applicant, and your proposed project. Most of this information will need to be input to the Single Application system as well. We will cover more on the Single Application later in this document.

- **A. General Project Information –** Complete all fields in this table and check each box that reflects the activities you will include in your project. If you do not know your SAP Vendor #, check with your business manager. If you do not have an SAP Vendor #, follow this guide to register for one, or use your FEIN #.
  - o   If you don't know the percentage of your food service budget spent on local products, make an educated, conservative guess. If you don't currently procure local products, enter zero (0).
- **B. Site Information –** Complete all fields in this table. If you do not have a free and reduced lunch rate (FRLR) for your school or center, please contact the closest

public school building and get their rate. If you have multiple sites, complete information for each site in your project. If you do not need one of the pages, you may delete it.

- o You **must** complete the House District(s) and Senate District information for your application to be accepted and reviewed.
- o You will also need to input your site information to the Single Application system, which is covered later in these instructions.

C. **List of Farms –** If your project includes purchasing products from local farms to include in your foodservice operations, then you must supply the list of farmers with whom you have made agreements, their contact information and the products you intend to procure. There is no minimum number of farms and you are not tied to the exact list of products you list here

- o If you are not purchasing local products, then you may delete this page.
- o It is allowable for these farmers to be sourced through a distributor, if they are verifiable, and the origin farm is clearly identified on the delivered packaging.

II.   Summary

This is a shortened description of the proposed activities that highlight the important aspects and goals of your project. After reading your summary, the reviewer should easily understand the structure and goals of your project. Include a **descriptive** title for your project. Do not use generic names like "Farm to School Project." **The maximum character count is 500**, so save the details of your project for the narrative.

III.   Narrative

This is an extended and detailed look at the work you are proposing. The narrative should **include methodology** and conclude with **expected outcomes** that you will focus on in your reporting. Also, illustrate the timeline of activities in your project. **The maximum character count for your narrative is 8000**.

Example: It is not enough to say, "Students will receive nutritional instruction and gain an understanding of how fresher vegetables are better." It is better to state, "Our district will purchase the "Good Food Is Good For You" curriculum and implement 3.5 hours per week of instruction for all 125 third graders. This curriculum has been shown to increase students' awareness of fresh vegetables and the correlation to nutrition by 95%."

IV.   Budget Narrative

Here you will briefly describe how the funds will be leveraged to accomplish the goals of your proposal. Every expense that appears in your budget must be discussed in your narrative and/or justified here in the budget narrative. **The maximum character count for your budget narrative is 6000**.

Example: $500 will cover transportation and meal costs for 50 first-grade students to visit the Smith Farm. This trip is vital in providing context for the classroom instruction during phase two of our project.

V.   Budget

The budget is to be completed in the separate Excel workbook titled <u>PA F2S Budget Template 2023</u>. This template will allow you to create a budget that meets the requirements of the program. You may add or delete rows to create new budget categories, but the main categories listed cannot be removed, even if they do not apply to you. Regarding the *In-Kind* section of the budget, you may add categories or delete them as it relates to your project.

*Please note that there is an example budget on a separate tab in the workbook.

> *** It is important to budget only for things that you can document and are discussed in your narrative. In the case of equipment, you must demonstrate that it is integral to the project. For instance, perhaps the equipment will help staff process whole fresh produce, thus allowing you to buy from a local farmer.**

VI.   Saving/Naming Your Files

   A. The Application is already a PDF so just ensure that you save it before closing every time. You must also save the Budget Template as a PDF. Ensure that you save only your budget and not the example budget.
   B. Follow the naming convention [Name Unit] - [Project Name] - [Year]. Public Schools and districts should use SD as their unit, other schools use SCH, and centers use CTR.

   Example: Super Cool School District has a project titled, "Groovy Greenhouse for Kiddos." The File would be named "Super Cool SD – Groovy Greenhouse for Kiddos – 2022."

   C. Keep both files handy so you can upload them to the Single Application system when you come to the correct section.
   D. **Do not** upload any extraneous documents.

VII.   Single Application for Assistance

   Use the instructions on the following pages for logging into and navigating the <u>Single Application system</u>. This is where your Application and Budget documents will be uploaded, but you must complete forms in the online application first.

   A. You must complete all required fields even if they are duplicative.
   B. You only need to enter your total award sought in the budget field

1. Log in to your account at www.esa.dced.state.pa.us. If you do not currently have an account, you will need to register to create one. ***BE SURE TO KEEP TRACK OF YOUR <u>USERNAME, PASSWORD & THE EMAIL ADDRESS LINKED WITH THE ACCOUNT</u>, AS THEY WILL BE NEEDED TO SIGN A GRANT CONTRACT IF YOUR PROJECT IS APPROVED FOR FUNDING! THE PRIMARY MEANS OF COMMUNICATION WILL BE VIA EMAIL!***

Log in with your username and password here.

If you don't have a username and password, register for an account here. ***Be sure to link a valid email address to your account and check your email often for grant related correspondence.**

2. Once you have logged in to your account, you will be prompted to Begin a New Application. Enter a meaningful Project Name specific to your proposed project, and make sure the box asking "Do you need help selecting your program" is marked as "Yes". Click "Create a New Application".

1. Insert a specific Project Name. This name should describe your project. Do not use a generic name like "Farm to School."

2. Make sure this is marked "Yes"

3. Click "Create New Application" to proceed.

3. On the Select Program page, check the box next to "Department of Agriculture" and make sure no other boxes are checked. Scroll down the page and click the "Search" button.

Home   Help   Save   Print   Contact Us   Logout

Program

Agency: Pennsylvania Department of Community and Economic Development
Applicant: Web Application #: 8375070
Program: DCED

1. Check box for "Department of Agriculture"

Select Program
Below is a listing of the types of organizations and project ~~~ are

Agencies
Select ~~~ the search results.
☑ Dept of Agriculture   ☐ PCA   ☐ DCED   ☐ DEP   ☐ L&I   ☐ Office of the Budget   ☐ PEMA   ☐ PENNDOT   ☐ PHMC

Clear Agencies

Non-Profit/Government Enterprise Types (Display For-Profit Program Finder)
If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).
☐ Authority

☐ College/University

☐ Economic Development Provider

   Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).
☐ Municipality

   County, Government and Councils of Governments (COGs) should also check this option for eligible programs.
☐ Other Government or Non-Profit

   Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.

Use of Funds
Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for funding. If the project does not match any of the options listed below, leave this section blank to view all programs.
☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.

☐ Community Services - Examples include Low Income Assistance projects and Emergency Responsers programs.

☐ Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.

☐ Machinery and Equipment

☐ Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.

☐ Workforce Development - Including Education and Job Training.

2. Click Search.

Sort By
[Show Single Application Programs First ▽]

[SEARCH]

4. All available Department of Agriculture Grants will now be displayed at the bottom of the page. Scroll until you see "Farm to School Grant Program" (the grants are listed in alphabetical order). You may have to go to the 2nd page of grants to find it. Click "Apply" to begin filling out the application.

Farm to School Grant Program
Pennsylvania Department of Agriculture

The purpose of the Farm-to-School Program is to educate prekindergartners through fifth graders and their families about the importance of choosing healthy, locally produced foods and increase awareness of Pennsylvania agriculture. This initiative will also aid Pennsylvania farmers in gaining access to new markets within this Commonwealth.

Additional Information: Program Fact Sheet

✏ Apply

Farm Vitality Planning Grant
Pennsylvania Department of Agriculture

The purpose of the Farm Vitality Planning Grant Program is to enhance the long-term vitality of Pennsylvania's farms through sound business planning, efficient transitions of farm ownership, strategic farm expansion, diversification of agricultural production, and building a team of financial and technical expertise as a resource for Pennsylvania's farmers.

✏ Apply

Specialty Crop Block Grant Program
Pennsylvania Department of Agriculture

The Pennsylvania Department of Agriculture (PDA) receives grant funding from the United States Department of Agriculture (USDA) to enhance the competitiveness of Pennsylvania's specialty crops. PDA accepts competitive applications for specialty crop grant funds annually.

✏ Apply

Specialty Crop Multi-State Program
Pennsylvania Department of Agriculture

This program is not currently accepting applications. Please read the Program Fact Sheet for more information.
The Specialty Crop Multi-State Program (SCMP) offers grants to solely enhance the competitiveness of specialty crops by funding collaborative, multi-state projects that address the following regional or national level specialty crop issues: food safety; plant pests and disease; research; crop-specific projects addressing common issues; and marketing and promotion.

5. The first page will be a Pre-Application Requirement, which will need to be completed to ensure you are an eligible entity for this grant. You will need to select "Yes" then "Continue" in order to proceed.

Home   Help   Save   Print   Contact Us   Logout

Program   Requirements

Agency: Pennsylvania Department of Agriculture
Applicant: **Web Application #:** 8184378
Program: Farm to School Grant Program
Program Fact Sheet   Program Guidelines

Red Diamond (♦) = Required Field.
Blue Diamond (♦) = Conditional Required Field.

❌ **REVIEW INFORMATION BELOW**

- Before you can apply for Farm to School Grant Program, you must complete the Pre-Application Requirements section below.

Requirements

1. The applicant is a school district, charter school or private school with prekindergarten classes, a kindergarten program or elementary school classes through the fifth grade, or center based preschool that is located and operates within this Commonwealth.
♦

[Yes ▾]

Continue

6. Once you begin an application, you will need to work through and complete the necessary information in each section shown in the orange bar at the top of the page. You can work through the sections in any order. Each time you switch to a different section, your work will be saved automatically.

Home   Help   Save   Print   Contact Us   Logout

Program   Requirements   Applicant   Project Overview   Project Site   Narrative   Addenda   Certification

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm to School Grant Program
Program Fact Sheet   Program Guidelines

Red Diamond (♦) = Required Field.
Blue Diamond (♦) = Conditional Required Field.

These links can be used to view the Program Fact Sheet & Guidelines.

Please note, red & blue diamonds indicate required fields for application submission. You may ignore the DUNS number and UEI number fields.

7. **Applicant Section**. Please enter all required information.

*Once you place your cursor in this field, a series of dropdown menus will appear. In the first two menus, select "Educational Services." In the third menu, select the most appropriate designation.

Please be sure to include a valid email address that can be used to contact you. Email will be the primary means of contacting you about the grant application.

8. Project Overview. The only required information on this page is assigning a Project Name.

| Program | Requirements | Applicant | **Project Overview** | Project Site | Narrative | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm to School Grant Program
Program Fact Sheet   Program Guidelines

Web Application #: 8184378

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Project Overview

Project Name: ◆

Farm to School Test   ✕

Is this project related to another previously submitted project?

No ▾

If yes, indicate previous project name:

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9. Project Site. Please enter information regarding the location of your operation.

| Program | Requirements | Applicant | Project Overview | **Project Site** | Narrative | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm to School Grant Program
Program Fact Sheet   Program Guidelines

Web Application #

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Project Site Location(s)
To add Project Site Locations, please see the Project Overview section.

Site 1

Address:

City:

State: PA

Zip Code:

County: -- Select County -- ▾ ◆

Municipality: -- Select Municipality -- ▾ ◆

PA House: ◆ ⎤
                          These two items will be
                          automatically filled in after you
PA Senate: ◆ ⎦   select your county and
                          municipality above.

Designated Areas: ☐ Ac
                      ☐ En
                      ☐ Keystone Innovation Zone   ☐ Keystone Opportunity Zone
                      ☐ Prime Agricultural Area   ☐ Uses PA Port

10. Narrative. Please enter a <u>detailed</u> narrative describing your project. Please note that you must enter at least 100 characters. You may copy and paste your narrative from the detailed work plan document that is uploaded in the addenda.

| Program | Requirements | Applicant | Project Overview | Project Site | Narrative | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm to School Grant Program
Web Application #: 8184378
Program Fact Sheet   Program Guidelines

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Project Narrative

Adequate answers to the Project Narrative questions below are required. Uploaded attachments or mailed documents are no longer permitted in this section of the application. If a more detailed narrative is required for the Program selected, instructions will either be provided in the Addenda section or the Program Guidelines.

What do you plan to accomplish with this project? ◆
Identify the problem(s) that need(s) to be resolved.
(Must enter at least 100 characters.)
Character Count: 0/8000 characters.

> Copy and paste project narrative here.

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8. Addenda. Please complete this entire section.

| Program | Requirements | Applicant | Project Overview | Project Site | Narrative | Addenda | Certification |

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm to School Grant Program
Web Application #: 8184378
Program Fact Sheet   Program Guidelines

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Blue Diamond (◆) = Conditional Required Field.

Addenda

Below are additional application requirements specific to the program you selected. If you are having problems completing the Addenda because your org...

1. Please upload a document that includes a detailed work plan and budget, as described in the Addenda Instructions document. ◆
Download PAF2S_Instructions_2021.pdf

2. Please download the budget template and complete all areas. Upon completion, please upload and submit. ◆
Download PAF2S_Budget_Template_2021.xlsx

> Use these links to download the Instructions, Application template and Budget template. The templates constitute your actual application.

Upload Files
Use the control below to select your file. Each file can be no larger than 30MB.

File 1 [   ] Browse...

> Upload your completed Application and Budget here. Don't forget to save your budget as a PDF first.

Signatory

The Pennsylvania Department of Agriculture has implemented an electronic contracting procedure for awarded funds using... n authorized individual who will execute a contract, *if awarded*. The signatory must be the President/Chief or Board of Director. (Please note that the email address provided below must be registered with the Keystone Login system prior to contracting, should you receive an award.)

3. Name: ◆
Title: ◆
Email: ◆

> Please complete the Signatory information to designate the individual with signatory authority for the application. This will be the person who is authorized to sign and execute a contract, *if awarded*. This person must be an authorized individual of the group or organization. **<u>The email address provided here must match the one linked with the Keystone Login system.</u>**

12. Certification. The certification section is where you can view any items that need to be completed before the submitting the application. Once all required components are complete, you can submit your application for review.

Program	Requirements	Applicant	Project Overview	Project Site	Narrative	Addenda	Certification

Agency: Pennsylvania Department of Agriculture
Applicant:
Program: Farm to School Grant Program
Program Fact Sheet   Program Guidelines

Web Application #: 8184378

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Application Certification

The following sections are in

• All required fields marke
• All conditional fields ma

You can click the blue headings to be taken back to that specific section to enter any missing required information.

Applicant

• Entity Type is required.
• Applicant Name is required.
• NAICS Code is not a valid four digit code.
• FEIN Number is required.
• Top Official/Signing Authority is required.
• Title is required.
• Contact Name is required.
• Contact Title is required.
• Phone Number must be a valid phone number, please use "" instead of space
• Phone Number is required.
• Mailing Address is required.
• City is required.
• Zip Code is required.
• Enterprise Type is required.
• Applicant Information has not saved correctly

Any items listed under the section headings on this page need to be entered in order to submit the application. As the information is entered in the appropriate sections, these items will disappear from the list.

Once all required information has been entered, the applicant will need to electronically sign and can submit the application.

Program	Requirements	Applicant	Project Overview	Project Site	Narrative	Addenda	Certification

Agency: Pennsylvania Department of Agriculture
Applicant: Andrea Reiner
Program: Farm to School Grant Program
Program Fact Sheet   Program Guidelines

Web Application #: 8184378

Red Diamond (◆) = Required Field.
Blue Diamond (◆) = Conditional Required Field.

Application Certification

All of the required sectio

Check this box to verify the information provided is true and correct.

r be able to make changes.

Electronic Signature Agreement:
☐ By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials submitted via the Internet and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

○ I am the applicant.
○ I am an authorized representative of the company, orga
○ I am a "Certified" Partner representative.

Select the appropriate option.

Type Name Here:
[   ]

Type your name here to electronically sign the application.

Electronic Attachment Agreement:
☐ Along with the web application, if you have been requested or need to send any documentation to Dept of Agriculture please print and send a copy   supporting documents.
You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

Once all information is entered, click "Submit Application"

Helpful to Know

Matching Funds: The money you are requesting can fund up to 75% of your project. You must provide the other 25%. So, if you request $15,000, it will look like this:

* $15,000 requested grant funds (75%)
* $5,000 match (25%)
* $20,000 project total

> *** Please read this section carefully as there are tips that could help prevent an error in your application.**

Another way to think about this is in fractions. Let's use an award of $10,000.

* $10,000 requested grant funds (¾)
* $3,333 match (¼)
* $13,333 project total

The match may consist of the following:

* **In-Kind Cash**
  * You may not use State funds of any kind as a match.
* **In-Kind Labor**
  * In-kind labor is hours worked by someone at a predetermined rate ($/hour) toward your project, which we then monetize. Farmer Julie comes to the school and provides technical assistance for 10 hours setting up and managing the new school garden. Julie states that she values her time at $35/hour. You are not paying Julie so you may value her time at $350 toward your match requirement.

* **In-Kind Materials**
  * In-kind materials are donated materials of which we know, or can discover, the value. If the school donates a ream of paper for printing booklets, the business manager for the district then can show that the district pays $8 per ream, and you may use that $8 value toward your match.
  * All in-kind items must be included in your budget spreadsheet AND in your budget narrative.

Procurement Projects:

* The Department will reimburse 75% of any invoice for local purchases (or local items on an invoice with mixed local and non-local items) up to $15,000.
* You must include marketing activities to inform the students and parents that you are serving local products, where the product came from, when they will be served and the benefits of sourcing locally. This fulfills the requirement of paragraph 2.b.1. of the solicitation and guidelines.

Notes on Procurement of Food:

* Funds received through the Pennsylvania Farm to School Grant Program are state funds; if state and federal funds are co-mingled, procurement regulations for federal child nutrition programs apply.
* The threshold for micro-purchases has increased from $3,500 to $10,000.

- o The micro-purchase method may be used for noncompetitive procurement when the total purchase amount is less than $10,000 and the price is deemed reasonable (by the bid reviewer).
  - o Micro-purchases must be documented and equitably distributed among qualified vendors.
  - o Purchases cannot be split arbitrarily to fall below the micro-purchase threshold.
  - o Program operators should utilize the procurement method that is most economical.

- The federal informal procurement (simplified acquisitions) threshold has also increased from $150,000 to $250,000.
  - o Procurement Resources:
    - ▪ [Informal Procurement Webinar](#)
    - ▪ [Leveraging Geographic Preference Webinar](#)
    - ▪ [Procuring Local Foods Guide](#)

Questions?

For more program information, contact Patrick Andrews at the PA Department of Agriculture Bureau of Market Development: 717-772-1429, or RA-AGFARMTOSCHOOL@pa.gov.

For assistance with the Single Application system, contact the help desk at the Department of Community and Economic Development: 800-379-7448, or RA-dcedcs@pa.gov.