



United States Department of Agriculture

Agricultural Marketing Service Commodity Procurement Program





Local Food for Schools (LFS) Cooperative Agreement Program



PROGRAM OVERVIEW

Purpose and Authorization

- The Local Food for Schools (LFS) program will help states deal with the challenges of supply chain disruptions brought on by the pandemic. The program will also strengthen the food system by helping to build a fair, competitive, and resilient local food chain and expand local and regional markets.
- State agencies will enter into non-competitive cooperative agreements with USDA for the purchase of local domestic foods, with purchases targeting socially disadvantaged farmers and ranchers and small businesses.
- All purchased food will be distributed to schools.
- All food purchased must be unprocessed or minimally processed.
- Program is authorized and funded under Section 5(c) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714c)

Three Overarching Goals

1



Provide an opportunity for States to **strengthen their local and regional food system.**

2



Help to support local and **socially disadvantaged farmers/producers and small business** through building and expanding economic opportunities.

3



Establish, **strengthen**, and **broaden partnerships** with farmers/producers and schools to ensure distribution of fresh and nutritious foods.

Key Differences Between LFPA and LFS

LFPA	LFS
\$400M	\$200M
ARP (American Rescue Plan) Act Funds	CCC (Commodity Credit Corporation)
2 Year period of performance	1 Year period of performance
Eligible applicants include states agencies, territories, or Tribal Governments	Eligible applicants include state agencies or territories
Targets purchases from socially disadvantaged producers and suppliers	Targets purchases from socially disadvantaged producers and suppliers and small business
Distribution targets underserved communities; could occur at food banks, food hubs, churches, schools, etc.	Distribution will occur at schools only (reporting will occur through the NSLP).
Processed foods are OK	Unprocessed or minimally processed foods only
Direct costs for food, outreach, program development, and administrative costs (salaries, etc) and indirect costs are allowable.	Direct costs for food, storage, and distribution ONLY

How it will work...

Procurement

- State agencies will procure domestic, local, unprocessed or minimally processed foods from local farmers and ranchers.
- Purchases will target socially disadvantaged farmers and ranchers and small businesses to expand existing local food networks.
- Documented procurement procedures must be in place and consistent with applicable State and local laws and regulations, and conform to the procurement standards identified in 2 CFR § through 2 CFR § 200.327.

Distribution

- State agencies will distribute food to schools within their state. Eligible schools are those that participate in the National School Lunch Program and/or School Breakfast program.
- States must ensure equitable distribution to individual school districts as is required in 7 CFR 250.58(b).
- States are required to ensure equitable distribution of food to tribal schools as required for the National School Lunch Program.

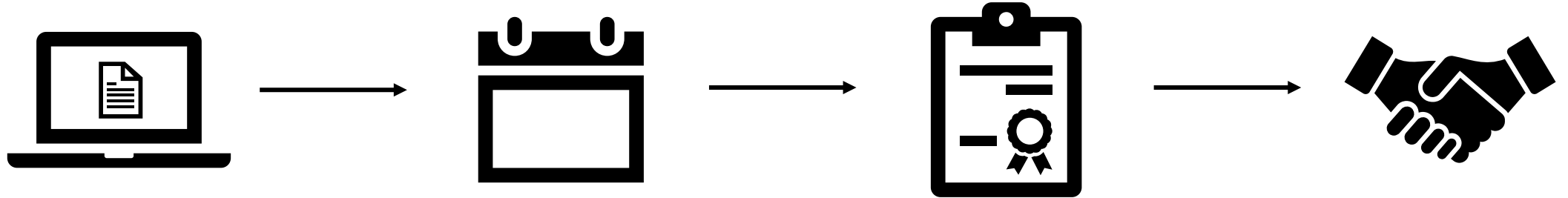
Program Funding

- \$200 million for 50 states and U.S. territories.
- One-year period of performance from the time of award (2022 – 2023)
- Section 2.5 of the Request for Applications (RFA) includes a table with the allocation available by state or territory.
 - https://www.ams.usda.gov/sites/default/files/media/LFS_RFA.pdf
 - Allocations are based on enrollment and earnings data from schools participating the National School Lunch Program. States must ensure equitable distribution to individual school districts as is required in 7 CFR 250.58(b).

Eligible Applicants

- State agencies, commissions, or departments that are responsible for agriculture, procurement, food distribution, emergency response, administration of the National School Lunch Program, or similar activities within the State.
- One award per State or territory; agencies within the State must coordinate if more than one agency wishes to implement this program.

Program Timeline



Request for Applications (RFA) released on March 17, 2022

Applications due June 17, 2022

Awards will be made as they are submitted, reviewed, and approved

Cooperative Agreements will be in place for up to 1 year

Technical Assistance

Cooperative Agreement support

- Proposal preparation assistance
- Grants.gov, and ezFedGrants assistance
- Office Hours

Implementation Support

- Dedicated outreach resource website
- Coordination between award recipients to share best practices
- Provide contracting expertise



APPLICATION PROCESS

Application Package

- Registration at both Grants.gov and ezFedGrants.gov
- Standard Form 424 (Fillable PDF in Grants.gov)
- Project Narrative Form (not more than 20 additional pages)

Project Narrative

Executive Summary

- Summary of 250 words or less about the project's purpose and expected outcomes, suitable for dissemination to the public.

Alignment and Intent

- List objectives the project hopes to achieve
- Project beneficiaries

Proposal Narrative

Work Plan

Describe how you will meet the objectives of the program. This includes demonstrating that your organization and subrecipients can carry out the procurements with ample:

- Planning
- Resources
- Financial controls
- reporting ability
- risk management plans
- Timeline & milestones

Achievability

Data collected will measure the impact of the program.

- Outcome 1- Purchase related (socially disadvantaged producers)
 - Number of local producers/vendors
 - Value of food purchases
- Outcome 2- Purchase related (small businesses)
 - Number local producers/vendors
 - Value of food purchases

Achievability

- Outcome 3 - Applicants will include a narrative estimating the following:
 - New marketing opportunities established by;
 - Purchasing from local and regional farmers and ranchers
 - Purchasing from socially disadvantaged farmers and ranchers
 - Purchasing from small businesses
- Outcome 4 – (Optional) Unique outcome not covered by outcomes 1-3

Allowable Costs

- **In addition to the purchase of food, applicants may request direct costs for:**
 - Storage
 - Distribution
- **Unallowable costs:**
 - Administrative expenses (salaries, program development, outreach, technical assistance)
 - Indirect costs
 - Equipment purchases
 - Capital Investment (repair or upgrade)
 - Construction
 - Production costs (seed, fertilizer, etc)



AWARDING AGREEMENTS

The LFS Award Process

- Program funds will be awarded through a noncompetitive process.
- Applications for cooperative agreement will be awarded based on acceptability and ability to meet the goals of the Program.
- Awards will be made on a rolling basis; application can be submitted at any time after issuance of the RFA and prior to the application due date.



REPORTING REQUIREMENTS

Quarterly and final reports are required.

Quarterly Report:

Recipients are required to provide quarterly progress and financial reports. Quarterly reports will include:

- data on procurements to ensure program goals are met.

Final Report:

Recipients are required to provide a Final report at the end of the performance period. The report will include:

- a summary of the data from the quarterly progress reports.
- narrative addressing the new marketing opportunities for local and regional farmers/producers, socially disadvantaged farmers/producers, and small businesses.

Single Audit Requirement

- Federal law requires audits of all entities that spend \$750,000 or more in Federal funding within their fiscal year
- Evaluates operations and internal controls
- Requires financial statement that includes:
 - Schedule of expenditures
 - Notes that describe accounting policies
 - Summary schedule of prior audit findings, if applicable
 - Corrective action plan for findings



SUBMITTING AN APPLICATION

Submitting the Application

1. Obtain a SAM UEI
Number

www.sam.gov

1. Register with System for
Award Management
(SAM)

*Steps 1 and 2 can take up to
3 to 4 weeks*

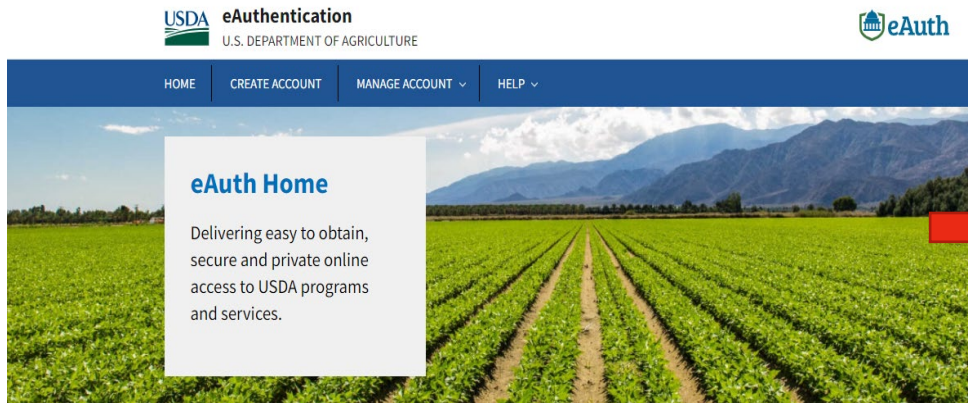


Grants.gov



Must Register on ezFedGrant.gov (eFG)

Create an eAuth account



EzfedGrants.gov



About ezFedGrants



Need Assistance?

eAuthentication Account Creation

Contact the eAuthentication Help Desk:

- 1-800-457-3642 (Option 1)
- eAuthHelpDesk@ftc.usda.gov

24/7 Grants.gov support

- support@grants.gov
- 1-800-518-4726
- [Grants.gov webpage](https://www.grants.gov/web/grants/support.html) (<https://www.grants.gov/web/grants/support.html>)

EzFedGrants questions

- Help Desk at ezFedGrants-cfo@usda.gov.
- External User Onboarding- https://nfc.usda.gov/FSS/Training/Online/ezFedGrants/Resources/JA-Onboarding_Quick_Reference.pdf



CONTACTS & RESOURCES

Outreach Resources

An outreach resources website has been established that includes:

- Resources for states
- Resources for socially disadvantaged producers and small businesses

<https://www.ams.usda.gov/selling-food-to-usda/lfpacap/outreach-resources>

For more information

- LFS website

<https://www.ams.usda.gov/selling-food-to-usda/lfs>

- Additional questions

MRP.AMS.LFS@usda.gov