

National School Lunch Program Local Food for Schools Grant

The Local Food for Schools (LFS) funding opportunity is available for Montana school districts to increase purchases of local and regional foods for service in reimbursable school meals. The Montana Office of Public Instruction has \$727,981 available to award via sub-grants ranging from \$5,000 to \$30,000 to Montana school districts for the 2023-2024 school year.

The Local Food for Schools Cooperative Agreement Program (LFS) is authorized by section 5(c) of the Commodity Credit Corporation Charter Act.

Application

- The LFS grant application is available at [OPI SNP Webpage](#).
- One application per school district.
- Minimum request amount is \$5,000. Maximum request amount is \$30,000.

Eligibility

- School district must participate in the NSLP for school year 2023-2024.

Goal of the Grant

- The goal of this program is to increase the purchase of local and regional foods for distribution to schools, and build partnerships with local and regional producers, small businesses, socially disadvantaged farmers/producers, and schools.
- A desired outcome of the LFS is that these partnerships continue after the program concludes.

Timeline

- September 29, 2023 – Completed application must be received by the Office of Public Instruction electronically through google form or email.
- October 31, 2023 – Districts will be notified of the grant award.
- May 31, 2024– Grant funds should be expended.
- June 30, 2024 – Final spending report is due.

Procurement Guidelines

- The district must follow all Federal, State, and Local procurement laws when making purchases with these grant funds. Refer to the [OPI School Nutrition Programs procurement resources](#) for more information.
- For this program, local and regional food is defined as being raised, produced, aggregated, stored, processed, and distributed in the region where the final product is marketed. Only domestic products are allowable.
 - Locally and Regionally Produced Food means food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is

marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same state or territory. Food must also meet the requirements of the definition of “domestic food” in the Request for Applications

- Examples of allowable food products include fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and fluid milk and other dairy foods such as cheese and yogurt. Foods in a wide variety of minimal processing states (whole, cut, pureed, etc.) and/or forms (fresh, frozen, canned, dried, etc.) are also allowable.
- Foods that are generally understood to be significantly processed or prepared are unallowable. Examples of unallowable products would include baked goods such as breads, muffins, or crackers; prepackaged sandwiches or meals; other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating (chicken nuggets, muffins, rolls, pre-made pizzas).
- School officials and local policymakers should work collaboratively with parents, teachers, students, and funders to identify and implement strategies for meeting the cultural interests of their community.

PROCUREMENT GUIDELINES FOR **LOCAL FOOD FOR SCHOOL GRANT**

*Unprocessed or minimally processed foods
Must be sourced within Montana or 400 miles*

ALLOWABLE COST

Milk, Cheese and Yogurt



Grain Products

such as pastas and rice



Meats: whole, pieces or ground



Fruits and Vegetables

including whole, cut, pureed, fresh, frozen canned, dried, and 100% juice



Beans and Legumes



UNALLOWABLE COST

Foods that are significantly processed or prepared



Non-Domestic Food Products



Pre-prepared Foods
such as pre-made Pizza



Baked Goods
such as muffins and breads



Produce for other programs
such as FFVP and ASP



Equipment and Labor Cost



*Documentation of all purchases made with LFS grant funds must be tracked for reporting

Reporting Requirements

Throughout and upon completion of the program, OPI is required to gather data about LFS purchases and will provide districts with a form to report the necessary information. Districts are required to fully obligate funds by May 31, 2024. Reporting requirements include:

- Items and quantities purchased.
- Total cost for each item, provide invoices or receipts for all purchases.
- Suppliers used:
 - Who are the suppliers (contact information etc).
 - Size and classification of supplier.
 - Supplier location (ZIP code).
- Narrative to include plans for future purchases arising from LFS procurement relationships, best practices, challenges, and recommendations.

Example:

Suppliers Contact Info	
Business Name:	Contact Name:
Phone Number:	Email Address:
Business Address: Street, City, State and Zip	Size and Classification of Supplier

Food Item	Amount Purchased	Amount Spent

Local Food for Schools Grant Application Checklist

Make sure your application is complete by following the checklist below prior to submitting.

- Complete the 3-page PDF or Google Form Grant Application.
- The person listed in MAPS as the School Nutrition Programs Authorized Representative has reviewed the certification statement and signed the application.
 - The signature confirms that the district will carry out the proposed grant plan.
 - The signature confirms that the district will submit a summary of purchases to OPI School Nutrition Programs by June 30, 2024.

Submit the completed application by September 29, 2023.

Three Options to submit are listed below:

- Preferred Option:** Fill out application in Google Forms
 - [LFS ONLINE APPLICATION](#)
- Option 2:** Email PDF version of LFS Application
 - Open the application found at [OPI SNP Webpage](#)
 - Download and save it to your computer.
 - Next, open the program, Adobe Acrobat, on your computer then open your saved grant application document within Adobe Acrobat instead of opening the file within a web browser.
 - Complete the application. Save the completed application and email to amber.lyman@mt.gov
- Option 3:** Manually Fill Out and Send Electronically
 - Print out the application and complete it by hand.
 - Application can be found at [OPI SNP Webpage](#)
 - Scan and email to amber.lyman@mt.gov
 - Please note that only pages 6-8, which is the LFS application section, need to be emailed.

Local Food for Schools Grant Scoring Criteria and Acceptance

This section to be filled out by OPI

Requirement and Scoring Section 1	Yes (1)	No (0)
Grant application received by due date		
Food Items listed are allowable under program requirements*		
Estimated Pricing for Food Items are listed		
Applicant acknowledges District Commitments regarding Grant Requirements		
Total Points for Section 1 One Point Each Points available 0-5		

*OPI may adjust or reject funding amount if requested products are found to be unallowable.

Requirement and Scoring Section 2	Scale of 1-5				
Applicant adequately described how receiving the LFS Funds will help achieve each of the Program Goals Listed Below	Scoring is based on little to no response to clearly explaining each program goal				
Increase the purchase of local and regional foods	1	2	3	4	5
Build partnerships with local and regional producers	1	2	3	4	5
Strengthen supply chain for schools	1	2	3	4	5
Purchase from socially disadvantaged farmers/producers	1	2	3	4	5
Total Points for Section 2					

Total Amount Awarded:

State Agency Representative:

Date

Local Food for Schools Grant Application – Page 1 of 3

School District Name _____

Agreement Number _____

Grant Contact Name _____

Grant Contact Title _____

Grant Contact Email Address _____

Grant Contact Phone Number _____

Purpose of Funding

This program will strengthen the food system for schools by helping to build a fair, competitive, and resilient local food chain, and expand local and regional markets with an emphasis on purchasing from historically underserved producers and processors. A desired outcome of the LFS is that these partnerships continue after the program concludes. See Procurement Guidelines section on page two of this packet for examples of allowable products.

District Commitment

- I certify that the district has the commitment to create menus that meet meal pattern requirements, uphold food safety standards, and expand access to the school lunch and breakfast programs through assistance of this grant.
- I certify that the funds will only be used for food purchases as outlined in this document.
- I certify to be in compliance with the civil rights statutes that govern nondiscrimination in Federally assisted programs, to make the school lunch and breakfast programs available to all students within the school; serve meals that meet federal nutrition requirements provided in 7 CFR §§ 210 and 220; and provide free and reduced-price meals to children determined eligible under 7 CFR § 245.
- I certify to follow all Federal, state, and local procurement laws, policies and procedures as outlined under the National School Lunch Program guidelines for the LFS grant opportunity.
- I agree to fully obligate LFS grant funds by May 31st, 2024.
- I agree to submit the closeout report to the Office of Public Instruction by June 30th 2024 to summarize the outcomes of this funding.

Optional Resources

- Recipients are encouraged to use [MT Team Nutrition’s Roadmap to Quality School Meals](#) to set LFS procurement goals and track progress.
- Recipients are encouraged to utilize [Montana Harvest of the Month](#) resources in connection with LFS purchases.
- Recipients are encouraged to request the farmer’s on-farm food safety plan, Good Agricultural Practices (GAPs) audit results, and/or other document demonstrating food-handling procedures. Recipients may also use the sample [Local Produce Procurement Checklist](#) for unprocessed fruits and vegetables.

Local Food for Schools Grant Application – Page 2 of 3

School District Name _____

Please list any food items expected to be purchased and estimated cost. There is no specified number of items required. Districts should decide what is manageable and beneficial for their unique situation. If assistance is needed for identifying suppliers, please indicate in the Procurement Assistance Needed column.

Food Item	Estimated Total Cost (including delivery)	Procurement Assistance Needed
Eg: Apples	\$1,234.56	Eg. Who are my local suppliers and how do I get in contact with them?
Eg: Bison	\$5678.90	Eg. If my supplier is out of Bison but also raises Cattle, can I purchase Beef instead of Bison?
Eg: Lentils	\$123.45	Eg. N/A I feel comfortable with our schools purchasing practices and do not need any further assistance

Total amount requested	\$ _____
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Local Food for Schools Grant Application – Page 3 of 3

School District Name _____

Please describe how receiving the LFS funding will help meet each of the program goals.

- Up to 5 Points for each Program Goal Response (Scale of 1-5) Total of 20 points possible
- If more space is needed please attach a separate page titled: LFS Program Goals Continued-(Name of School District)

Please Describe how receiving the LFS Funds will help achieve each of the Program Goals	5 Points Possible for Each Response
1. Increase the purchase of local and regional foods.	
2. Build partnerships with local and regional producers.	
3. Strengthen supply chain for schools.	
4. Purchase from socially disadvantaged farmers/producers.	
<p><i>Example:</i> <i>Q: Purchase from socially disadvantaged farmers/producers.</i> <i>A: Develop business relationships with growers that are located on traditional tribal lands.</i></p>	

X _____

Signature of Authorized Representative

Date

X _____

Printed Name

USDA FOOD AND NUTRITION SERVICE STANDARD TERMS AND CONDITIONS

REGULATORY AND STATUTORY REQUIREMENTS are documented in the Code of Federal Regulations. The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. An electronic version of the CFR be found at [eCFR :: Home](#)

Office of Management and Budget (OMB) Guidance: This Federal financial assistance award is subject to the following rules and regulations:

Government-Wide Regulations

- 2 CFR Part 25: “Universal Identifier and System for Award Management”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR 400: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
- 2 CFR Part 415: USDA “General Program Administrative Regulations”
- 2 CFR Part 416: USDA “General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments”
- 2 CFR Part 417: USDA “Non-Procurement Debarment and Suspension”
- 2 CFR Part 418 USDA “New Restrictions on Lobbying
- 2 CFR Part 421: USDA “Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3: “Debt Management”
- 7 CFR Part 16: “Equal Opportunity for Religious Organizations”
- 41 U.S.C. Section 22 “Interest of Member of Congress”
- Privacy Act. The Cooperator/Recipient shall follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the “Freedom of Information” regulation (5 U.S.C. 552)
- In accordance with Section 5 of the Executive Order on Combating Race and Sex Stereotyping (issued on September 22, 2020), the Recipient, as a condition of receiving a grant, shall certify that it will not use Federal funds to promote the concepts that (a) one race or sex is inherently superior to another race or sex; (b) an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously; (c) an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex; (d) members of one race or sex cannot and should not attempt to treat others without respect to race or sex; (e) an individual’s moral character is necessarily determined by his or her race or sex; (f) an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex; (g) any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex; or (h) meritocracy or traits such as a hard work ethic are racist or sexist, or were created by a particular race to oppress another race. Although training and education for employee development may otherwise be an allowable cost under 2 CFR 200.472, training or education on the divisive concepts specified in the Executive Order is not an allowable cost unless otherwise provided by law.

AGRICULTURAL MARKETING SERVICE GRANTS DIVISION GENERAL TERMS AND CONDITIONS

The Agricultural Marketing Service (AMS) Grants Division [general terms and conditions](#) apply to all AMS grant agreements and provide the requirements for a recipient's grant. The general terms and conditions are determined by statutory, regulatory, and agency requirements, as well as by administrative policies. By accepting a grant agreement with AMS, recipients accept responsibility for all applicable terms and conditions. Failure to comply may result in actions described in section 17.0 Remedies for Noncompliance. AMS transitioned all agreements from ezFedGrants to GrantSolutions (GS) online grants and agreements management system and to the Payment Management System (PMS). AMS grant recipients with ezFedGrant registration will receive a new username and password from Grants Solution to access grant-related documents. The Notice of Award references these terms and conditions and provides a link to the AMS website that contains all related documents to manage the award. Throughout the AMS general terms and conditions, the word "must" is used it indicates a requirement. The use of the word "should" or "may" indicates a best practice or recommended approach rather than a requirement and permits discretion.

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

All applicants are required to certify that they are in compliance with the civil rights statutes that govern nondiscrimination in Federally assisted programs. In other words, your organization can not discriminate or prevent participation in your program or activity on the basis of race, color, national origin (including limited English proficiency), disability, age and sex.

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity: Policies and Procedures

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
Section 504 of the Rehabilitation Act of 1973 (29 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, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap In Federally Assisted Programs

Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations, and directives. The Grantee gives this assurance inconsideration of and for the purpose of obtaining the funds provided under this agreement.

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in employment (Title I), state & local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.