

MDA Farm to School Grantee Kick off!

For FY 2024 Grantees

Hosted by the MDA and IATP

February 20, 2024



Welcome!

Please introduce yourself in the chat

- Name, location, role in Farm to School



AGENDA

- Grant Overview
- Making Your Grant Purchases
 - Local Food Purchases
 - Equipment
- Reporting
- Resources & Support
- Q&A



AGRI Farm to School & Early Care Grant

AGRI Farm to School & Early Care Grant Program

Purpose: Increase the amount of Minnesota grown and raised foods served in schools and early care centers, and expand market opportunities for Minnesota producers

- Approximately \$1 million in annual funding
- Funding to purchase:
 - Minnesota grown and raised foods
 - Kitchen equipment to help schools buy, prepare and serve more local foods

New for FY 2024: welcome early care centers!

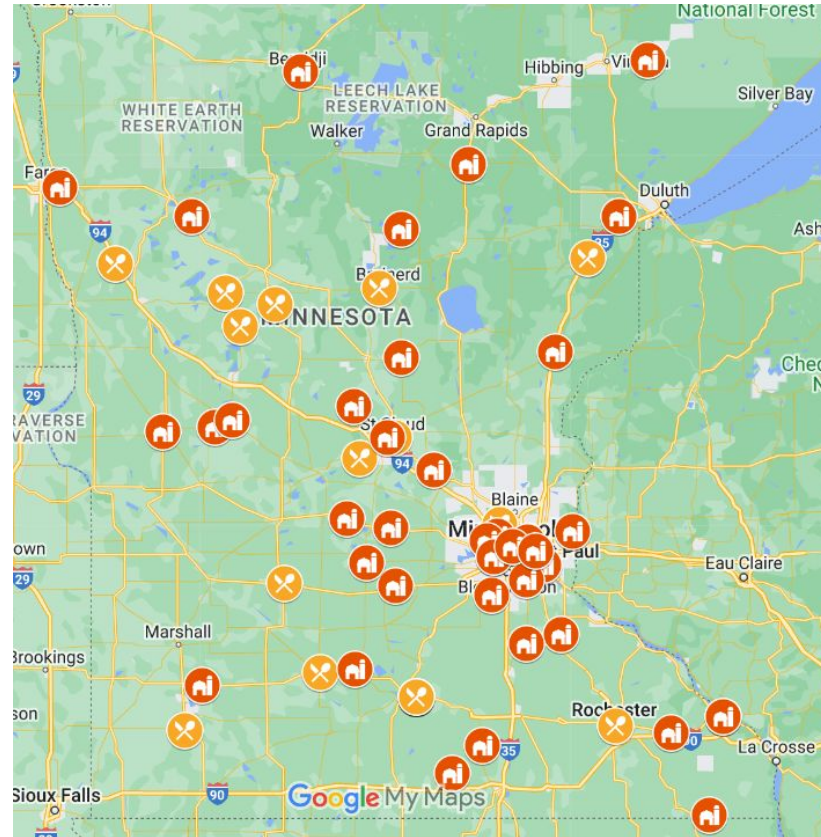
FY 2024 Grant Recipients

Farm to School Food Grants: \$723,931

- 🍴 21 First Bite Grants
 - \$76,850 Food
- 🍲 41 Full Tray Grants
 - \$647,081 Food

Farm to School Equipment Grants:

- 📦 17 Equipment Grants
 - \$214,555



FY24 Grant Timeline

Food Contracts

Grant Start Date:

When contract signed by all parties

Grant End Date & Final Purchases:

January 2027

Match Requirement:

1:1 match, Full Tray grants

No match, First Bite grants

Equipment Contracts

Grant Start Date:

When contract signed by all parties

Grant End Date:

January 2027

Match Requirement:

1:1 match requirement



Local Food Purchases

Eligible Food Uses/Programs for FY24

✓ Food can be used for:

- School Breakfast Program
- National School Lunch Program
- Summer Food Service Program
- Child and Adult Care Food Program (CACFP)

✗ Food cannot be used for:

- Family/community events
- Classroom lessons and activities
- Fresh Fruit & Vegetable Program



Eligible Foods for FY24

Whole/Unprocessed or Minimally Processed Foods

- At least 80% grown or raised in Minnesota
- *Examples: vegetables, yogurt, ground beef, wild rice*

Processed Foods

- Made in Minnesota with at least one primary ingredient (excluding water) that is 80% grown or raised in Minnesota.
- Need to be certified as Minnesota-eligible by the company.
- *Examples: brats and hot dogs, tofu, bread, granola*

NOTE: Eligible foods are different for FY23 grants - reach out if you have questions

FY 2024 Examples of Eligible & Ineligible Foods

ELIGIBLE

- Fruits and vegetables
- Meat, Fish, and Poultry
- Dairy products (eg. cheese, yogurt, butter)
- Eggs
- Beans/Legumes
- Grains & flour
- Honey and maple syrup

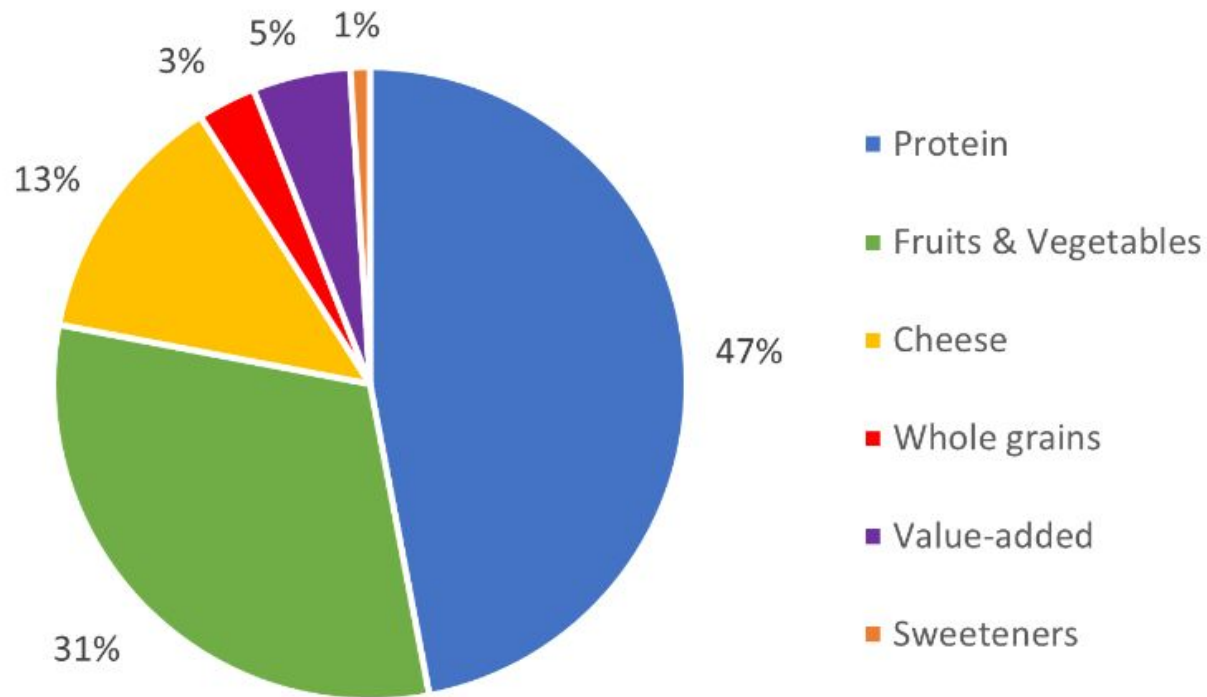
NOT ELIGIBLE

- Fluid milk
- Food grown or raised outside of Minnesota
- Processed products *without* a primary Minnesota grown/raised ingredient
- School garden produce
- Items purchased for classroom activities, after school programs, special events

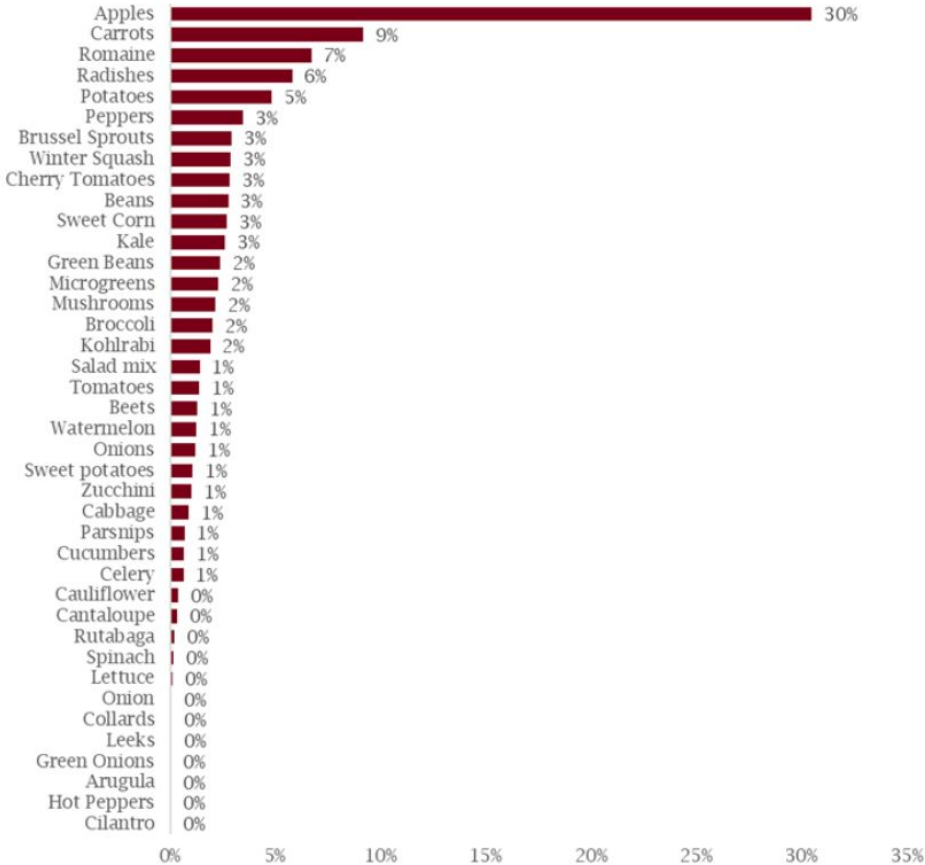
NOTE: Eligible foods are different for FY23 grants - reach out if you have questions

Categories of Food Purchases

Figure 3: Products by category and percent of total dollars spent



Produce Purchases





Sourcing from emerging farmers

- including farmers of color; American Indian or Alaskan Native farmers; women; veterans; farmers with disabilities; young farmers; beginning farmers; LGBTQAI+ farmers; and urban farmers.

Unprocessed or minimally processed foods

- Consider a wide variety of items, including culturally relevant foods

How to Source Local Foods



Farm



School



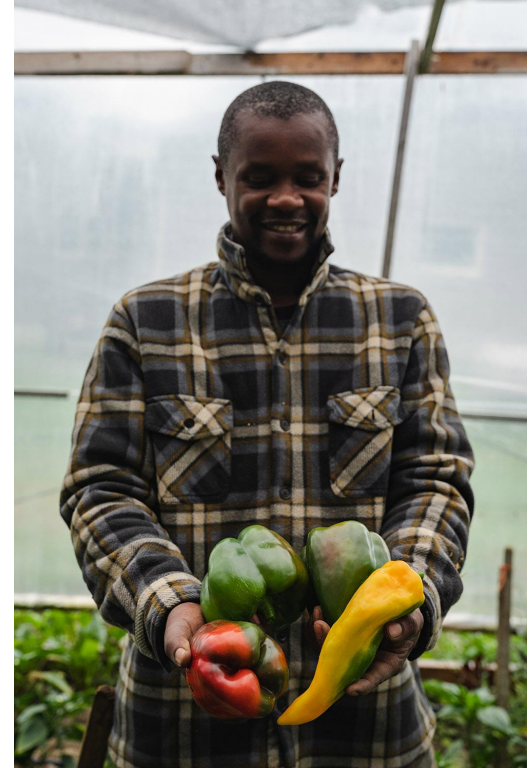
Food Hub/
Aggregator

Distributor



Finding Farmers

- Search the [Minnesota Grown Wholesale Directory](#)
- Visit your local farmers market - [Find a Market Near You](#)
(Minnesota Farmers Market Association)
- Attend local food shows & events
- **Ask around!**
 - Where do schools (or retailers or restaurants) near you buy from?
 - Reach out to community connectors
 - County-based extension educators
 - Local SHIP coordinators
 - Farm Service Agency office
 - Regional farm chapters





minnesotagrown.com



Search Directory



Wholesale Directory



Recipes & More


Search for Wholesalers

SEARCH DIRECTORY

NARROW BY DISTANCE

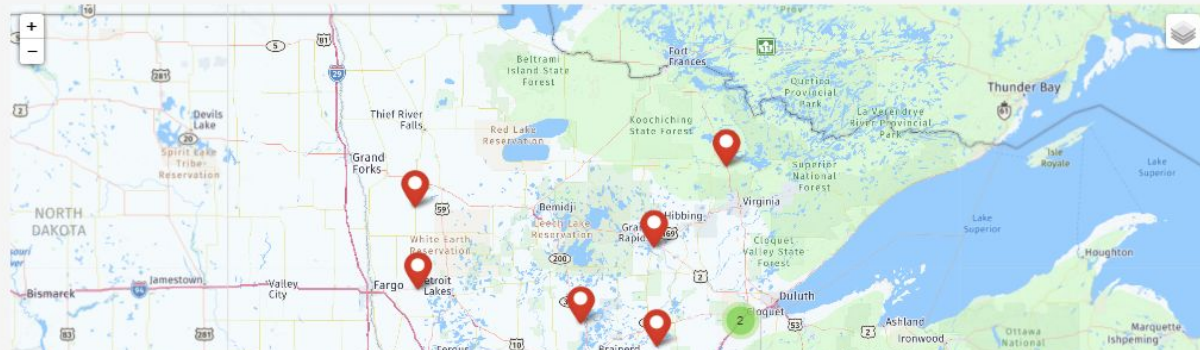
SEARCH

DISTANCE

Additional Filters ▼



Tips for the Wholesale Directory

- Zoom in on the map near you
- Search by keyword
- Use the additional filters
 - Filter by products
 - NEW: Filter by producer identity
- Check out the **Business Experience & Distribution**
- Visit linked websites



Source of FY2021 Purchases

Figure 2: Total sales (including match) by source



Procurement Standards

- Full and Open Competition
- Responsible and Responsive Vendors
- Geographic Preference



Procurement Methods

FIGURE 3

Informal and Formal Procurement

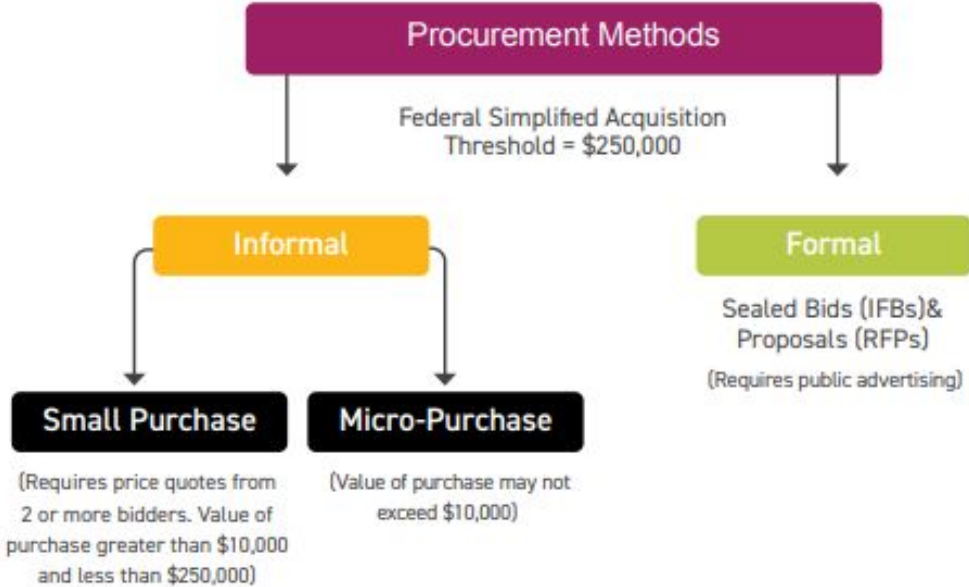


TABLE 11

Comparing Procurement Methods

| | Micro-purchase | Small Purchase | Sealed Bids: IFB | Proposals: RFP |
|--|--|---|--|---|
| When To Use | The aggregate value of the purchase falls below \$10,000 | The value of the purchase falls below the applicable simplified acquisition threshold | A complete, adequate, and realistic specification is available and the contract can be awarded on the basis of price | Factors other than price will be considered in the contract evaluation criteria |
| How to Get Bids | Contact vendors directly | Advertise or solicit quotes by phone, email, fax, etc. | Publicly advertise | Publicly advertise |
| Type of Contract | Firm fixed-price | Fixed-price | Firm fixed-price contract; no price negotiation | Fixed-price or cost-reimbursable; cost negotiations possible |
| Geographic Preference | Allowed | Allowed | Allowed | Allowed |
| Other Ways to Target Local Products | <p>Approach only local sources, use specifications, use technical requirements</p> <p>Equitably distribute purchase from available qualified sources</p> | Approach only local sources; use specifications | Include checklist for responsiveness and include elements such as able to offer farm visits, farm of origin labeling, or taste testing; use specifications | Include other evaluation criteria such as ability to offer farm visits, source identification, or taste testing; use specifications |

Product Specifications

Once you know what local foods you'd like to buy:

- How much do you need? How often?
- What size, shape, quality do you need
 - Think how you will be using it: salad bar, roasted, in a soup or sauce?
- How do you want to receive it
 - Washed?
 - How should it be packed?
 - Do you want it frozen?
- When do you need it, and how much flexibility do you have?

[USDA Local Foods Procurement Guide](#)



It's ok if you don't know the answers to all of these questions! Answer what you can.

Sample Specifications: MPS



Minneapolis Public Schools & Russ Davis Wholesale – Farm to School Item Cheat Sheet – 2015/2016

| Produce Item | Product Description | How will it be processed/served? | Product Size | Pack Size | Product Image | Wash Description |
|--------------------------|---|---|---|--|---|---|
| Yukon Gold Potato | Potato with thin, light skin. | RDW will repack into 5# cases. School sites will chop and boil for mashed potatoes with the skin on. | A size, 2 1/2" or larger diameter. Bigger the better. | 50# sack/box  |  | Rinsed, free of debris and soil. |
| Red Potato | Red-skinned potatoes. | RDW will wash, dice and pack into 5# cases for schools to roast. | A size, 2 1/2" or larger diameter. Bigger the better. | 50# sack/box (See Yukon Gold Potato) |  Top potato is smallest we'd want. Bigger = better. | Rinsed, free of debris and soil. |
| Russet Potato | Potato with dark, hearty skin. | RDW will wash, wedge, and pack into 5# cases for schools to roast. | Consistent sizing. Grade B preferred | 50# sack/box (See Yukon Gold Potato) |  Top potato is Grade B | Rinsed, free of debris and soil. |
| Butternut Squash | Mishapen, nicks and dings are ok. The bigger the better! | Skinned and cubed, roasted on site. Potentially used in a grain salad. Occasionally skinned, cubed and boiled down for a butternut squash bake. | Bigger the better for a good yield. | Bushel 1/9 box, about 35# or bulk bin  |  These are small; big=better | Dirt knocked off, free of debris, not too much dirt in container. |
| Green Pepper | Cosmetic imperfections are okay, some misshaping is ok. Some scars and dings or turning red/purple is ok. | Diced or sliced on salad bars or in bean/grain salads. | Larger than 2 1/2" diameter and 2 1/2" tall (XLG - LG). | Bushel 1/9 box  |  | Fully washed. Should be pre-cooked (+50°F) |

Product Specifications

| | | | | |
|-----------------------|--|--|--|----------------------|
| <p>Carrot, Orange</p> | <p>Orange carrots for coins, sticks, dicing, and matchstick. Large, long carrots with wide, relatively uniform diameter >3/4". Ideally for use un-peeled. Some cosmetic defects okay as long as yield is good.</p> | <p>Rinsed, free of excess soil/debris. Packed in 25# or 50# sacks.</p> | <p>June-early Aug: 500#, one delivery</p> <p>-----</p> <p>Sept-April: 34,000#: weekly or biweekly deliveries</p> | <p>34,500# total</p> |
|-----------------------|--|--|--|----------------------|

carrot zanahoria

size

pack 25.0

+

5/9

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no

yes



Reporting & Reimbursements

Reporting Schedule

Annual Reports

Due December 2024, 2025, 2026

Final Report

Due March 2027 (or when contract is completed)

FY24 grant reports and accompanying documentation must be submitted to Emily.Mehr@state.mn.us.

- Required for any food *or* equipment contract over \$25,000
- Need to be completed prior to your final reimbursement request
- *Reach out to us if you have a special date in mind!*



Food Reimbursements

How to receive payment:

1. F2S Reimbursement Worksheet
2. Proof of Purchase
3. Proof of Payment

Requests can be submitted
as-needed

Purchases must be complete by
January 2027

1:1 match requirement for Full
Tray contracts

FY24 Farm to School Food Reimbursement Worksheet

| Exhibit | Farm Name | Distributor (if applicable) | Farm City/County | Date of Purchase | Tollar Dollar Amount | Proof of Purchase (invoice, detailed receipt, etc.) | Proof of Payment (zero-balance invoice, bank statement, etc.) |
|---------|--------------------|--------------------------------|---------------------|---------------------|-------------------------|--|---|
| 1 | Fresh Organics | N/A | Northfield/Rice | 10/3/22 | \$ 354.00 | Invoice #1234 | Check #4567 |
| 2 | Free Range Farm | Sprout MN | Gregory/Morrison | 10/15/22 | \$ 1,600.00 | Invoice #5678 | Oct Bank Statement |

Equipment Reimbursements

- 1:1 Match Requirement
 - State will pay 50% of eligible equipment expenses submitted up to the total award amount
- Reimbursement documents can be submitted as-needed
- Separate reimbursement worksheet
 - Not included in food reports

FY24 Farm to School Equipment Reimbursement Worksheet

| Exhibit | Business/Vendor | Date of Purchase | Amount | Proof of Purchase | Proof of Payment | Eligible Total | Source of Match |
|---------|-----------------|------------------|-------------|-------------------|------------------|----------------|-----------------|
| 1 | Culinex | 5/10/2023 | \$22,567.50 | Invoice 123 | Check 4567 | \$22,567.50 | Equipment |
| | | | | | | | |

MDE Equipment Approvals

MDE Child Nutrition Programs Equipment List

- List of pre-approved capital expenditures
- \$5,000 threshold
 - Below Threshold = Purchase through appropriate procurement methods, no pre-approval needed
 - Above Threshold = Submit for pre-approval, upon approval, purchase through appropriate procurement methods
- Use of grant funding
 - Depends on amount spend by SFA, not the total amount of purchase

UFARS Expense Codes

Food: E02-XXX-770-701-490

Equipment: E02-XXX-770-701-530

UFARS Revenue Code

R02-XXX-770-701-300

XXX - school code

FY22 & FY23 Grantees

A quick reminder!

| Grant Year | End Date | Reimbursement Schedule |
|-----------------------|---|-------------------------------|
| FY22 Food & Equipment | January 31, 2025 | As-needed |
| FY23 Food | January 31, 2025* <i>(If granted extension)</i> | Quarterly |
| FY23 Equipment | August 31, 2025 | As-needed |
| FY24 Food | January 2027 | As-needed |
| FY24 Equipment | January 2027 | As-needed |

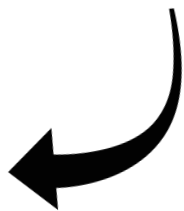


Resources & Support



MINNESOTA HARVEST OF THE MONTH

- Free posters, stickers, clings, etc.!
- Recipe hub
- Standards-based lessons plans and activities
- Access to monthly webinars, training, and gatherings
- NEW: monthly newsletter



Minnesota Grown Promotional Materials

**LOCAL FOODS
BROUGHT TO
YOU BY:**



**LOCAL FOOD
*BE BUZZIN'***



*Free posters, stickers,
clings, laminated signs!*



minnesotagrown.com

Farm to School District of the Year Contest

Sponsored by the Minnesota Grown Program

- New annual contest during Farm to School Month in October
- Opportunity to show your Farm to School spirit!
- **Enter to win next year!**

“Parents and staff are so freaking excited and we're receiving great feedback from our community...It has really turned into a great way to get our "team" energized.”



District of the Year

Minnesota Agriculture in the Classroom

Curricular Tools - Aligned with MN K-12 Academic Standards **Student Engagement**

- Virtual field trips
- Farm and Food Book Week
- Farm Camp for 5-12 grade students

Teacher Professional Development

- Customized, hands-on workshops
- Summer Teacher Tours
- 1:1 Support for K-12 teachers



<https://minnesota.agclassroom.org/>

Stay in the Know with Farm to School!

**Sign-Up to Receive the MN
Farm to School Newsletter!**



THE ROOT REVIEW

minnesota farm to school
leadership team

Recordings of previous Farm to School webinars:

- Local foods around the tray
- Local Proteins
- Purchasing local produce

And more - check out all the previous recordings of Farm to School webinars on the Farm to School MN site.

<https://www.farmentoschoolmn.org/resources>

Upcoming Webinars

- **Farm to School Food Safety Series:**
 - **March 6 - Reduced Oxygen Packaging**
 - **April 17 - Local Animal Proteins**
 - **May 1 - Wild Foods and More**
- **Find more details and the registration links at:**
<https://www.farmtoschoolmn.org/events-1>.

Farm to School and Early Care Technical Assistance (TA) Office Hours

- ***Second Wednesday of the month, 2:30-3:30 PM***
- Come with your Farm to School and Early Care questions and find answers, resources, and support!
- [Register once](#)

Grant Evaluation



Minnesota Department of Agriculture Farm To School Grant Evaluation

Economic impact, grant administration,
grantee successes and challenges



Prepared by the Institute for Agriculture and Trade Policy
and the University of Minnesota Extension



2021 MDA Farm to School Grants Impact Evaluation

BACKGROUND AND SUMMARY

The Minnesota Department of Agriculture's (MDA) grants supporting Farm to School activities launched in 2013, with the intent to support Minnesota school districts that want to begin or expand purchasing and serving Minnesota agricultural products in the meals they serve to students. In a huge win for schools and farmers, grant funding was expanded to include reimbursement for actual purchases from MN farms for the first time in 2021. **MDA Farm to School Grants allocated nearly \$300,000 to Minnesota schools for local purchases in 2021-22.** These local purchases, combined with schools' match dollars and economic ripple effects, have **created an estimated nearly \$1.2 million in economic impact on Minnesota's economy** so far!



In 2021, there were 27 MDA Farm to School Grants awarded: 12 "First Bite" Grants for schools just starting out with local purchasing and 15 "Full Tray" Grants for schools with more experience. Nine 2021 grantees were located in the Twin Cities metro area, and the remaining two-thirds of grantees were distributed across the state. Grant funds were expended between May 2021 and August 2022.

Program participants, including farmers and school food service professionals, reported positive outcomes including expanded market opportunities and increased school meal participation. High demand for Farm to School grants indicates a need for increased and sustained funding for these beneficial programs.

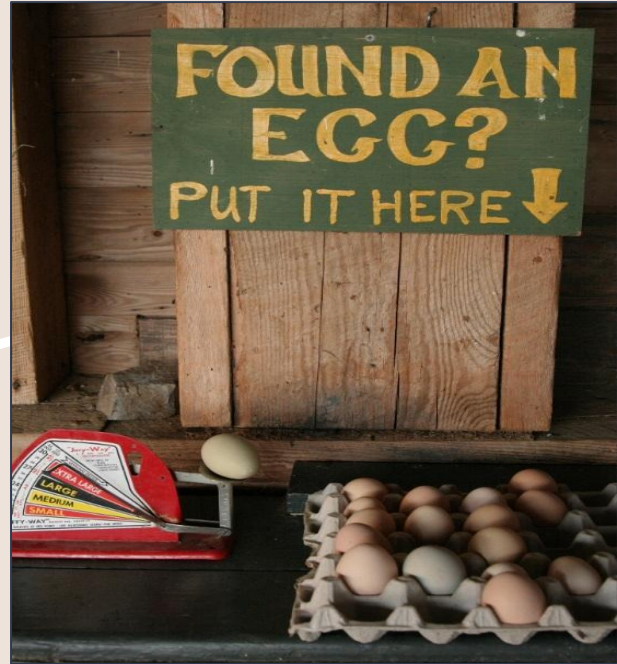
KEY TAKEAWAYS

- Demand exceeds current level of funding and continues to grow:** 2021 MDA Farm to School Grants received requests for more than \$400,000 and awarded \$292,407. In 2022, MDA received requests for more than \$4.5 million dollars.
- Economic impact analysis found that the program generated positive ripple effects on the Minnesota state economy.** The \$595,000 of direct investment in Farm to School (the combined total of MDA's \$292,407 in grant awards and the matching funds from participating schools) through the procurement grant had a total impact of \$1.2 million on the state of Minnesota when adding the induced and indirect effects together with the grant spending. **Overall, for every one dollar spent by schools using the farm to school procurement grant, an additional dollar of impact is generated in economic activity in the state.**

Emerging Farmers: In the selection process, MDA prioritizes applicants that purchase Minnesota grown and raised foods from socially disadvantaged and "emerging farmers." This category includes farmers of color; American Indian or Alaskan Native farmers; women; veterans; farmers with disabilities; young farmers; beginning farmers; LGBTQ+ farmers; and urban farmers.



Questions & Comments



MDA Staff Contract Info



Emily Mehr, Grant Coordinator

Emily.Mehr@state.mn.us

Grant contracts, reporting, and reimbursement



Kate Seybold, Farm to Institution Coordinator

Kate.Seybold@state.mn.us

Technical support & general questions - finding farmers, farm to school resources, trainings



Jayme Anderson, MDE

Jayme.anderson@state.mn.us

Farm to School and early care technical support, procurement specifics



Nora Shields-Cutler, IATP

nshieldscutler@iatp.org

Farm to School and early care technical assistance, evaluation

FEAST! Local Foods Tradeshow

WHEN: Thursday March 21, 10 AM - 4 PM*

*Buyers' Expo 10 AM - 2 PM

WHERE: The Grand O2 Event Center, Cannon Falls

Buyer registration is FREE!

<https://www.local-feast.org/tradeshow2024>



Thank you!

