



Food and Nutrition Service

DATE: September 20, 2022

MEMO CODE: SP 17-2022

Braddock Metro Center

SUBJECT: Supply Chain Resiliency

1320 Braddock Place Alexandria VA 22314

TO: State Directors
Child Nutrition Programs
All State Agencies

CC: Regional Directors
Special Nutrition Programs
All Regional Offices

Regional Directors
Grants Management Administrative Services
All Regional Offices

Issuing Agency/Office:	FNS/Child Nutrition Programs
Title of Document:	Farm to School State Agency Formula Grant
Document ID:	
Z-RIN:	
Date of Issuance:	09/20/2022
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Summary:	(1) This memorandum provides implementing guidance pursuant to the statutory requirements outlined in Section 1001 of the American Rescue Plan Act (ARPA, P.L. 117-2) (2) This memorandum provides instructions and administrative procedures for participating in the Farm to School State Agency Formula Grant
Disclaimer:	

General

Pursuant to Section 1001 of the American Rescue Plan Act (P.L. 117-2), the Food and Nutrition Service (FNS) will provide \$60 million in American Rescue Plan Act (ARPA) funds to the 54 State agencies¹ administering the National School Lunch Program (NSLP) to improve food and agricultural supply chain resiliency (supply chain resiliency). The funds will support State agency efforts to coordinate and provide technical assistance to build and increase the capacity of participating institutions to procure and use local foods in program meals as well as provide agricultural education opportunities for participating children.

¹ Four territories operate the NSLP including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands and are included as State agencies in the Farm to School State Agency Formula Grant.

The importance of the Farm to School infrastructure to supply chain resiliency became evident during the supply chain disruptions related to the COVID-19 pandemic. School food authorities and State agencies with strong Farm to School practices already in place were better able to adapt to the disruptions. Providing the Farm to School State Formula Grants to all State agencies prioritizes improvement of supply chain resiliency as a whole across State agencies. The agricultural education opportunities for participating children also contribute to agricultural supply chain resiliency because such opportunities build a stronger consumer base and demand for agricultural products as well as increase interest in supporting or even becoming an agricultural producer in the future.

Purpose and Scope

The non-competitive Farm to School State Formula Grant will provide \$60 million in grant funding in Fiscal Year (FY) 2022. The formula provides each NSLP State agency a minimum grant of \$600,000 and distributes the remaining funds according to each State's share of total NSLP enrollment, resulting in an average amount of \$1,111,111 per State. The amount of funds allocated to each State agency was determined by FNS based on NSLP enrollment data from October 2019. This time period provides a more accurate depiction of typical enrollment than recent school years which were severely impacted by the COVID-19 public health emergency. State allocation levels are shown in the table on page six. The period of performance for each grant is four years (September 30, 2022, through September 30, 2026).

Funds Distribution

To receive these funds, States will be required to submit a SF-424 Grants Application Package, a signed FNS-529, and a detailed budget to FNS demonstrating that they will use the funds for their targeted purposes to strengthen and expand farm to school implementation. A suggested budget template is provided as Attachment 2.

Only those costs that are necessary, reasonable, and allocable under Child Nutrition Program (CNP) rules and meet the specific farm to school objectives will be allowed. The specific objectives of this funding are: 1) to build and increase the capacity of participating institutions to procure and use local food in program meals; and 2) to provide agricultural education opportunities for participating children. Activities conducted by States to support farm to school may include but are not limited to:

- Local food procurement capacity building and coordination (such as value chain coordination, grower/buyer matching tools, etc.);
- Training and technical assistance for local producers and program operators;
- Local food promotional and educational activities for participating institutions and children (such as Harvest of the Month promotions or “crunches”); and
- Outreach to local producers or participating institutions not engaged in farm to school.

States may directly fund State level farm to school staff and projects and may choose to provide funds to partner organizations to conduct allowable activities, or to participating institutions, through contracts, subrecipients, or incentive payments.

How to Apply

To apply for a Farm to School State Formula Grant, State agencies must submit a SF-424 Grants Application Package, as well as a signed FNS-529, Grant Award Agreement **to their respective FNS Regional Office at the points of contact** listed below. The application packages and signed SF-529s must be received **no later than 11:59 PM Eastern Time on September 23, 2022**.

State agencies may reach out to their respective FNS Regional Office with questions or technical assistance requests when preparing the submission. The SF-424 Grants Application Package is accessible via links below to the standard forms. The FNS-529, Grant Award Agreement with accompanying terms and conditions are attached (Attachment 1). While the SF-424 Grants Application Package and FNS-529 (Grant Award Agreement) must be submitted no later than September 23, 2022, FNS will not make funds available for States to draw upon until the budget information has been returned and approved.

Please note, the SF-424(a), Budget Summary document of the SF-424 package is not required, as FNS is seeking budget information via a separate budget template, also provided as an attachment (Attachment 2). Use of the FNS Budget Template is optional, however, the information contained within the template must be provided to FNS for consideration no later than October 31, 2022.

FNS Regional Office	Point of Contact (email)
Mid-Atlantic Regional Office	Howard.Lockstein@usda.gov
Midwest Regional Office	Mike.Chambers@usda.gov
Mountain Plains Regional Office	Cynthia.Archuleta@usda.gov
Northeast Regional Office	Li.Liu@usda.gov
Southeast Regional Office	Izra.Brown@usda.gov
Southwest Regional Office	Jeff.Wingate@usda.gov
Western Regional Office	Rebecca.Hobbs@usda.gov

A complete application (due September 23, 2022) will include:

- SF-424 Grants Application Package (hyperlinks provided)
 - [SF-424](#) Application for Federal Assistance
 - [SF-424B](#) Assurances for Non-Construction Programs
 - [SF-LLL](#) Disclosure of Lobbying Activities
- Signed SF-529 (Attachment 1)
 - **Note:** State agencies should enter their grant amount (found on page six of this memo) to blocks 11, 12, and 13 of the SF-529.

While efforts will be made, FNS cannot guarantee that awards will be funded if the signed FNS-529, Grant Award Agreement, is returned by the State agency later than September 23, 2022. A fully executed FNS-529 Grant Award Agreement, with terms and conditions, will serve as the official grant agreement and be returned to the State once fully executed. The Catalog of Federal Domestic Assistance (CFDA) number for this grant project award is 10.645.

Reporting, and Recordkeeping Accountability, Oversight,

State agencies will be required to submit quarterly SF-425, Financial Status Report entitled, *PAN-CN-ARPA-F2S-FG-CN F2S State Agency Grants* in FNS' Food Program Reporting System. Additionally, States will submit an annual FNS- 908, Performance Progress Report, using the narrative portion of the form. The FNS-908 should be submitted via email to the FNS Regional Office in PDF format. Specific reporting requirements, to include program office contacts for the FNS-908 Performance Progress Report, will be outlined in the terms and conditions of the FNS-529 award package. This includes the expectations for the narrative progress report on State performance to show achievement of grant goals and objectives as required by 2 CFR 200.301 and 200.329.

FNS Regional Offices will review each State agency's quarterly FNS-425 and annual FNS-908 Performance Progress Report. In addition, FNS may conduct onsite Management Evaluations (MEs) and/or Financial Management Reviews (FMRs). FNS may initiate and pursue claims against the State agency or other entities for improper use of funds provided under the Farm to School State Formula Grant.

The Farm to School State Formula Grant funds will be subject to all single audit requirements in accordance with 2 CFR 200.501 Subpart F to the extent that they apply to the entity that receives funding. Any Non-Federal entity receiving Federal awards as a subrecipient or a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities, will be subjected to the audit requirements stipulated by 2 CFR 200.331.

Reallocation of Funds

In the event that State Formula Grant funds are not accepted by State agencies, FNS will recover the funds. FNS may reallocate recovered funds via the formula distribution.

Further details on the funding formula, operational requirements, and reallocation are found in the Questions and Answers (Attachment 3) included with this memorandum.

The following table provides important dates of these grants:

Important Dates and Deadlines:

September 23, 2022	Date by which State agencies return their SF-424 Grants Application Package and signed FNS-529 Grant Award Agreement.
September 2026	The period of performance for each grant will run from September 30, 2022, to September 30, 2026. This means that State agencies must obligate funds no later than September 30, 2026. Each State agency will have until January 31, 2027, to close-out funding.

State agencies with questions regarding this memorandum should contact their respective FNS Regional Office contacts listed in the table above.

Julie Brewer
Director
Community Food Systems Division
Child Nutrition Programs

Attachments:

- 1) *FNS-529, Grant Award Agreement with Terms and Conditions*
- 2) *Budget Template*
- 3) *Question and Answer Document*

FUNDING ALLOCATION BY STATE

State	<i>State Allocation Amount</i>
Alabama	\$998,310
Alaska	\$659,589
Arizona	\$1,176,026
Arkansas ¹	\$850,011
California	\$3,906,412
Colorado	\$1,049,935
Connecticut	\$863,466
Delaware	\$679,103
District of Columbia	\$649,244
Florida	\$2,147,080
Georgia	\$1,535,397
Guam	\$616,474
Hawaii	\$696,317
Idaho	\$761,595
Illinois	\$1,534,244
Indiana	\$1,197,948
Iowa	\$892,116
Kansas	\$874,528
Kentucky	\$997,213
Louisiana	\$1,010,250
Maine	\$698,955
Maryland	\$1,114,114
Massachusetts	\$1,113,251
Michigan	\$1,395,832
Minnesota	\$1,081,005
Mississippi	\$857,279
Missouri	\$1,099,405
Montana	\$682,693
Nebraska	\$787,691
Nevada	\$850,015
New Hampshire	\$689,627
New Jersey	\$1,282,386
New Mexico	\$769,829

¹ In Arkansas, a separate State agency (AR DHS) administers NSLP/SBP in private schools. This agency will receive the following sum, deducted from the total listed for Arkansas in the table: \$7,192.

State	<i>State Allocation Amount</i>
New York	\$2,124,235
North Carolina	\$1,409,256
North Dakota	\$669,834
Ohio	\$1,556,301
Oklahoma ²	\$964,406
Oregon	\$914,738
Pennsylvania	\$1,526,960
Puerto Rico	\$778,784
Rhode Island	\$681,901
South Carolina	\$1,027,899
South Dakota	\$679,980
Tennessee	\$1,133,648
Texas	\$3,472,451
Utah	\$955,364
Vermont	\$645,207
Virginia	\$1,291,069
Virgin Islands	\$607,037
Washington	\$1,190,864
West Virginia	\$743,436
Wisconsin	\$1,457,968
Wyoming	\$651,322
Total	\$60,000,000

² In Oklahoma, a separate State agency administers NSLP/SBP in private schools. This agency (OK DHS) will receive the following sum, deducted from the total listed for Oklahoma in the table: \$5,635.