

## Farm to School Grant Program | Grantee Onboarding Checklist

Order of Tasks	Tasks	Complete
<b>Step 1</b>	<b>Review Terms and Conditions:</b> New grantees should review all terms and conditions of the grant, which are included in the award package sent by the Grant Officer.	<input type="checkbox"/>
<b>Step 2</b>	<b>Sign and Return FNS-529 Form:</b> Review, sign, scan, and return FNS-529 to your Grant Officer via email. You must sign the FNS-529 in ink. Send the completed ASAP Information Request Document (see Step 3), along with your FNS-529.	<input type="checkbox"/>
<b>Step 3</b>	<p><b>ASAP Enrollment and Define Account:</b> Automated Standard Application for Payment (ASAP) is the system used for withdrawing Farm to School Grant funds. You have <b>45 days</b> from receipt of your enrollment email to enroll, define your officials, and enter banking information. The Farm to School Grant Program’s <a href="#">ASAP Information Page</a> includes detailed instructions and support information.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ASAP Information Request Document is provided by Grant Officer along with the award letter via email.</li> <li><input type="checkbox"/> Grantee completes ASAP Information Request Document and submits to Grant Officer, along with the completed FNS-529 (from Step 2). Receive email from the U.S. Department of the Treasury when ASAP enrollment is initiated. The email should come from a <i>fiscal.treasury.gov</i> email address.</li> <li><input type="checkbox"/> Verify identity with ID.me and link account to ASAP.</li> <li><input type="checkbox"/> Point of Contact logs into ASAP and completes the following actions: verify access, add user roles, approve officials, and define banking information.</li> <li><input type="checkbox"/> Access ASAP at: <a href="https://www.asap.gov">https://www.asap.gov</a>.</li> </ul>	<input type="checkbox"/>
<b>Step 4</b>	<p><b>Submit Contact Information:</b> Please provide the following key points of contact for your organization to the farm to school mailbox (<a href="mailto:SM.FN.FarmToSchool@usda.gov">SM.FN.FarmToSchool@usda.gov</a>). Include first and last name and email address for each role identified. The same person can be listed under multiple roles.</p> <ul style="list-style-type: none"> <li>• Progress Report Contact</li> <li>• Financial Report Contact</li> <li>• Project Manager</li> <li>• Backup Contact</li> </ul>	<input type="checkbox"/>
<b>Step 5</b>	<p><b>Food Programs Reporting System (FPRS) Enrollment:</b> All financial quarterly reports must be submitted in FPRS. The Farm to School Grant Program’s <a href="#">FPRS Information Page</a> includes instructions and support information. To begin enrollment in FPRS, complete the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To create a verified identity with Login.gov, go to the <a href="#">FPRS Login page</a> and follow the instructions provided. Use the same email address that will be used for the FPRS account.</li> <li><input type="checkbox"/> Complete the FNS-674 once you receive your form and instructions from FNS.</li> <li><input type="checkbox"/> Submit completed FNS-674 back to Grant Specialist, copying your Grant Officer.</li> <li><input type="checkbox"/> Receive email granting access to FPRS.</li> </ul>	<input type="checkbox"/>

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Step 6	<p><b>Attend Grantee Onboarding Webinar and Trainings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Each grantee should have at least one representative attend the Grantee Onboarding Webinar which will be held live August 7, 2024 at 3:00pm-4:00pm ET. This webinar will cover grantee setup, reporting requirements, upcoming trainings, and more. <a href="#">Register for the Grantee Onboarding Webinar here.</a></li> <li><input type="checkbox"/> An ASAP Enrollment Training will be held August 8, 2024 at 3:00pm-4:00pm ET. It is recommended that the individual who will be managing the project financials attend this training. <a href="#">Register for the ASAP Enrollment Training here.</a></li> <li><input type="checkbox"/> A recorded reporting webinar will be posted on the <a href="#">Grantee Resources page</a> when available.</li> <li><input type="checkbox"/> Regional Farm to School Specialists will invite grantees in their region to a virtual onboarding and networking meeting. Grantees whose projects are multi-State and cross-regional will be invited to an onboarding and networking meeting specific for grantees with cross-regional projects.</li> </ul>	<input type="checkbox"/>
Step 7	<p><b>Attend Grantee Gathering:</b> The Grantee Gathering provides training, network, and support for grantees. Additional information will be sent by Event Source Professionals.</p> <ul style="list-style-type: none"> <li>• <b>Register and Attend:</b> Each grantee sends up to two representatives to attend annual Grantee Gathering.</li> <li>• <b>Location:</b> Hilton Omaha in Omaha, Nebraska</li> <li>• <b>Date:</b> September 10-12, 2024. Plan for full days except September 12 which will be a half day.</li> <li>• <a href="#">Register here</a> by August 16.</li> <li>• The last day to reserve using the group rate for the <a href="#">Hilton Omaha - Downtown Omaha Hotels near Old Market</a> is August 20.</li> </ul>	<input type="checkbox"/>
Step 8	<p><b>Financial Reports Submittal Dates:</b> Quarterly financial reports are required and must be submitted in FPRS by the following dates of each year of the project:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> October 30</li> <li><input type="checkbox"/> January 30</li> <li><input type="checkbox"/> April 30</li> <li><input type="checkbox"/> July 30</li> </ul>	<input type="checkbox"/>
Step 9	<p><b>Progress Reports Submittal Dates:</b> Progress reports must be submitted to: <a href="mailto:SM.FN.FarmSchRprt@usda.gov">SM.FN.FarmSchRprt@usda.gov</a>, copying the Regional Mailbox and Grant Specialist when submitting progress reports.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> October 30: Quarters 3 &amp; 4 Progress Report</li> <li><input type="checkbox"/> April 30: Quarters 1 &amp; 2 Progress Report</li> </ul> <p>Coming soon: Farm to School Progress Report requirements webinar for support on completing your FNS-908 progress report form.</p>	<input type="checkbox"/>

If you have any questions, please contact your [Regional Farm to School Specialist](#) or email: [SM.FN.FarmtoSchool@usda.gov](mailto:SM.FN.FarmtoSchool@usda.gov)