USDA Food and Nutrition Administration
U.S. DEPARTMENT OF AGRICULTURE

Growing Your Farm to School Project
Getting Your Ducks in a Row

FY 2027 Administrative Onboarding

Cohort 3

November 5, 2026



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Welcome



Agenda

- Welcome
- Support Team + Resources
- Getting Set Up
- Reporting
- Next Steps
- Questions

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Congratulations!



Share the News

- Get added to newsletters and eBlasts
  - Share your successes with us for The Dirt!
- Post on social media
  - Tag @USDANutrition
  - Social media frames
- Publish a press release
- Host an event
- Invite a local reporter to your site
- Post on your blog



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Support Team + Resources



Grantee Roles + Responsibilities

- Meet the terms and conditions of the grant award.
- Enroll in the online systems (ASAP and FPRS).
- Achieve the goals, objectives, and activities.
- Submit all financial and progress reports on time.
- Ensure that all parties involved follow the grant rules and regulations.



Grant Support Team





Grant Officer

- Distribute award documents.
  - The Grant Officer emailed award letters on October 28, 2026.
  - Process 529 forms, ASAP Information Request forms, and FPRS forms (FNS-674).
- Monitor and ensure compliance via financial reports.
- Execute program and budget changes that require formal FNA approval.



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Farm to School Specialists



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Farm to School Specialist Roles

- Serve as main point of contact for grantees.
- Help grantees meet goals and objectives of the project.
- Support grantees to meet federal compliance and monitoring requirements.
- Review revision requests.
- Help coordinate site visits.



CFSD National Office Grants Staff



Travis Hearn



Brandee Kitzmiller



T. Starr Hicks-Wilson



Midian Yohannes



Aubree Roth

Contacting Your Grant Support Team



Sample subject line:
FY2027 – Samplesville District – Financial Report Question

Resources for Current Grantees

Getting Started

Contact Information

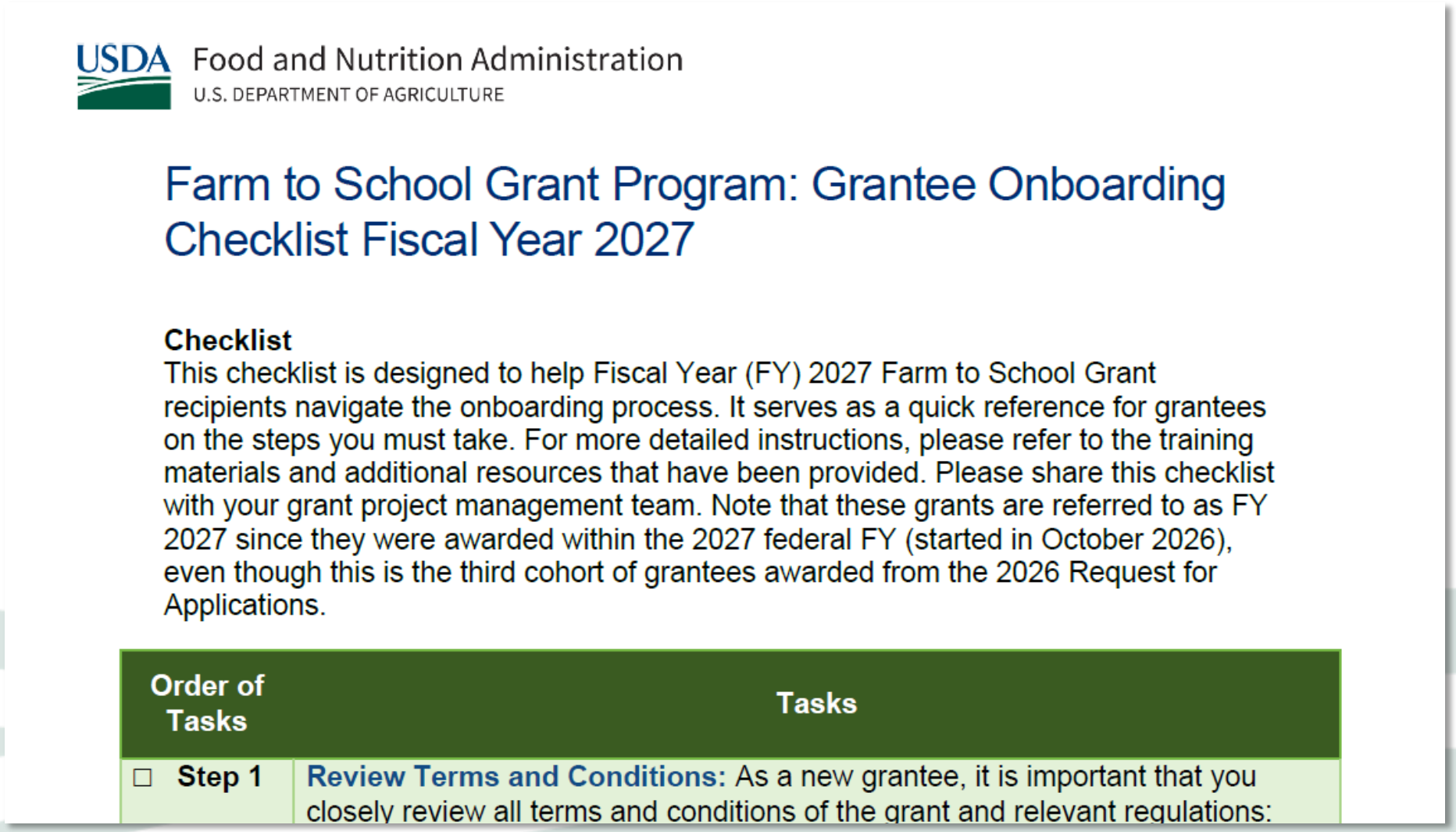
Financial Reporting and Budget

Progress Reporting and Evaluation

Project Modification and Budget Revisions

fna.usda.gov/f2s/grant/current-grantees

Grantee Onboarding Checklist



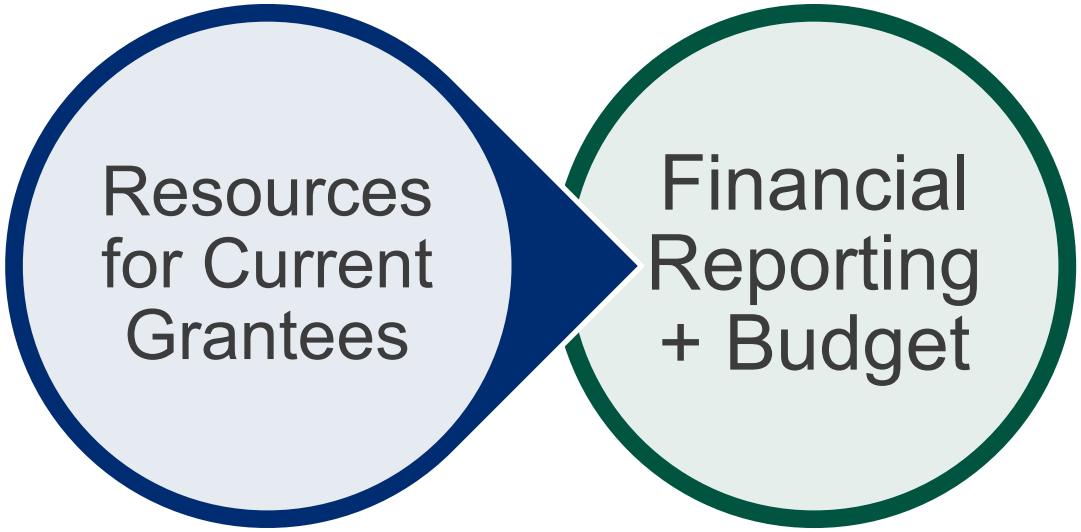
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Farm to School Grant Program: Grantee Onboarding Checklist Fiscal Year 2027

Checklist
This checklist is designed to help Fiscal Year (FY) 2027 Farm to School Grant recipients navigate the onboarding process. It serves as a quick reference for grantees on the steps you must take. For more detailed instructions, please refer to the training materials and additional resources that have been provided. Please share this checklist with your grant project management team. Note that these grants are referred to as FY 2027 since they were awarded within the 2027 federal FY (started in October 2026), even though this is the third cohort of grantees awarded from the 2026 Request for Applications.

Order of Tasks	Tasks
☐ Step 1	**Review Terms and Conditions:** As a new grantee, it is important that you closely review all terms and conditions of the grant and relevant regulations:

Grant Modifications



Action to take: update the start and end dates in Activities/Indicators Tracker Table and submit by **January 30, 2027** to SM.FN.FarmSchRprt@usda.gov and your Farm to School Specialist's mailbox.

Upcoming Onboarding Opportunities

Growing Your Farm to School Project: Sowing the Seeds

- December 2, 2026, at 12:00pm – 3:00pm ET
- Register for Sowing the Seeds

Financial Reporting Office Hours

- January 20, 2027, at 2:00pm ET
- Register for Office Hours

Grantee Calls

- More information to come!

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Getting Set Up



Set up Steps

- Award Package
- ASAP Enrollment
- Submit Contacts
- FPRS Enrollment

Top Priority: Award Package

- Review Award Package
  - General USDA Terms and Conditions
  - FNA Term and Conditions
  - 2 CFR 200
- Submit signed FNS-529
- ASAP Information Request



Online System Enrollment

ASAP

- **Official name:** Automated Standard Application for Payments
- **Often pronounced:** a-sap
- **Purpose:** Used to draw down funds

FPRS

- **Official name:** Food Program Reporting System
- **Often pronounced:** fippers
- **Purpose:** Used to submit financial reports (SF-425)

Note: These systems are NOT connected!

ASAP Enrollment Key Information

- **Resource Page:**
  - fna.usda.gov/f2s/grant/current-grantees/asap
- **Site:**
  - asap.gov
- **Step 1:** Submit the ASAP Information Request Form to the Grant Officer.
- **Step 2**: Follow ASAP Enrollment training steps.



ASAP Drawing Down Funds



You can make as many draws for funds as often as needed.



Advance payments should be limited to the minimum amount needed to meet actual and immediate cash needs.



Do NOT draw down the full award amount.

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Break

10 minute break



Set up Steps

- ✓ Award Package
- ✓ ASAP Enrollment
- Submit Contacts
- FPRS Enrollment

Provide Contacts

- Provide the first name, last name, phone number, and email address for each of following roles:
  - Project Manager
  - Backup Contact
  - Financial Report Contact
  - Progress Report Contact
- The same person can be listed under multiple roles.
- Submit using the Contacts Collection page.
- Due: November 20, 2026



FPRS Enrollment: Step 1

Obtain a Login.gov verified identity account.

To create a Login.gov verified identity account, go to the FPRS Login page fprs.fns.usda.gov and follow the instructions provided.

Make sure that you verify your identity, which can be done online right away, or you can visit a Local Registration Authority in your State to do it in person.

Support: See the FAQ eauth.usda.gov/eauth/b/usda/faq?gid=PublicCustomer

Resource page: fna.usda.gov/f2s/grant/current-grantees/fprs

If you still cannot solve the issue, notify your Grant Officer.

FPRS Enrollment: Steps 2-3

Step 2: Complete the provided FNS-674 form following the instructions you will be provided along with the FNS-674. Sign in ink. Send to Grant Officer and copy your Farm to School Specialist.

Step 3: After processing, you will receive notification granting FPRS Access.

Access FPRS at: fprs.fns.usda.gov
NOTE: Access may take several weeks to process.

If you experience technical issues with FPRS, first contact Grant Officer.

FPRS Help Desk:
1-866-336-3777 or SM.FN.FPRSSupport@usda.gov

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Reporting



Federal Fiscal Year

October 1 – September 30

Quarter 1	Quarter 2	Quarter 3	Quarter 4
October 1 – December 31	January 1 – March 31	April 1 – June 30	July 1 – September 30

Financial Reports

Report	Form	Frequency	Due Dates	Submission Method
Financial Report	SF-425	Once a quarter	• Quarter 1: January 30 • Quarter 2: April 30 • Quarter 3: July 30 • Quarter 4: October 30 • Final financial report due 120 days after your project's end date	Submitted in FPRS

Program Reports

Report	Form	Frequency	Due Dates	Submission Method
Semi-Annual Progress Report	FNS-908	Twice a year	• Quarters 1&2 (October – March): April 30 • Quarters 3&4 (April – September): October 30	Farm to School Reporting mailbox: SM.fn.FarmSchRprt@usda.gov and copy your Farm to School Specialist's mailbox
Final Report	FNS-908	Once, 120 days after your project's end date	Based on your project's end date on your most recent FNS-529	Farm to School Reporting mailbox: SM.fn.FarmSchRprt@usda.gov and copy your Farm to School Specialist's mailbox

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Next Steps



Next Steps

- Sign and Return 529
- Enroll in ASAP
- Provide Points of Contact
- Enroll in FPRS
- Update Activities/Indicators Timeline
- Attend Future Trainings

Grant Officer

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Additional Contacts

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Farm to School **Reporting** Mailbox:
SM.fn.FarmSchRprt@usda.gov

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Questions?



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Thank You

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