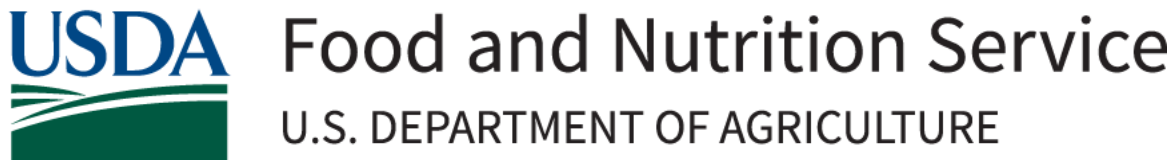


Information Collection: 0584-0512
Expiration date: 07/31/2025



Patrick Leahy Farm to School Grant Program

Fiscal Year 2026 Request for Applications (RFA)
Assistance Listing Number (ALN): 10.575

Release Date: September 10, 2025

Application Due Date: December 5, 2025; 11:59 pm, Eastern Standard Time (EST)

Anticipated Award Date: June 2026

This information is being collected to assist the Food and Nutrition Service in collecting information from grant applicants that is needed to evaluate and rank applicants and protect the integrity of the grantee selection process. This is a voluntary collection and FNS will use the information to solicit applications to the Patrick Leahy Farm to School Grant Program. This collection does request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 60 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Food and Nutrition Service, Office of Evidence, Analysis, and Regulatory Affairs, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0512). Do not return the completed form to this address.

Application Checklist

This Application Checklist provides applicants with a list of the required actions and documents that must be completed. However, FNS expects that applicants will read the entire RFA prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

Complete the following **at least four weeks** prior to submission:

- ☐ Obtain a Unique Entity Identifier (UEI) number;
- ☐ Register the UEI number in the System for Award Management (SAM); and,
- ☐ Register in [Grants.gov](https://www.grants.gov).

When **preparing your application**, ensure:

- ☐ Application format and narrative meet the requirements included in [Section 4.0](#) – Application Content Information. This includes page limits, priorities outlined in [Section 5.0](#) – Application Review Information, and all necessary attachments.

When **preparing your budget**, ensure the following information is included:

- ☐ All key staff proposed to be paid by this grant.
- ☐ The percentage of time the Project Director will devote to the project in full-time equivalents (FTEs).
- ☐ Your organization's fringe benefit rate and amount, as well as the basis for the computation.
- ☐ The type of fringe benefits to be covered with Federal funds.
- ☐ Itemized travel expenses (including type of travel), travel justification, and basis for lodging estimate.
- ☐ Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- ☐ Information for all contracts and justification for any sole-source contracts.
- ☐ Justification, description, and an itemized list of all consultant services.
- ☐ Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists the applicant may charge up to 15% de minimis). If an applicant is requesting the de minimis rate or indirect costs are not required, please state this in the budget narrative.
- ☐ At least a 25 percent cash or in-kind match is provided with a detailed description and signed commitment letter for ALL matching funds. **Applicants failing to provide the match contribution documentation will be deemed ineligible and removed from further consideration.**

When **submitting** your application, ensure you have submitted the following:

- ☐ SF-424 – [Application for Federal Assistance](#) (fillable PDF in Grants.gov)
- ☐ SF-424A – [Budget Information and Instruction Form](#) (fillable PDF in Grants.gov)
- ☐ SF-424B – [Assurances for Non-Construction Programs](#) (fillable PDF in Grants.gov)
- ☐ SF-LLL – [Disclosure of Lobbying Activities](#)
- ☐ AD-3030 – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (fillable PDF in Grants.gov). This document is only required if your organization is a corporation. The form is located in the optional tab of the Grants.gov application package.

- ☐ FNS-906 – Grant Program Accounting System & Financial Capability Questionnaire (fillable PDF in Grants.gov)
- ☐ Negotiated Indirect Cost Rate Agreement
- ☐ Application Project Summary
- ☐ Project Narrative – including Cover Sheet as first page
- ☐ Budget Narrative
- ☐ Match Letter(s) – A signed letter accounting for every source of matching funds, totaling a minimum 25 percent of the total project cost
- ☐ Partnership letter(s), if applicable
- ☐ Up to three resumes of key staff
- ☐ 501(c) letter, if applicable (must document current status)

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1.0 Program Description and Objectives

1.1 Executive Summary

The Patrick Leahy Farm to School Grant Program, authorized in the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1751 et seq.), is designed to increase the availability of local foods in Child Nutrition Program (CNP) operations and connect students to the sources of their food through education, taste tests, school gardens, field trips, and local food sourcing for CNP meals. Grants can be used to launch new farm to CNP¹ programs or expand existing efforts. The objective of the Fiscal Year (FY) 2026 Farm to School Grant is **to improve access to local foods in eligible CNP sites through comprehensive farm to CNP programming that includes local sourcing and agricultural education efforts**. These grants are expected to improve child health and nutrition and reinvigorate American agriculture by better connecting American farmers and producers with USDA's Child Nutrition Programs.

This Request for Application (RFA) differs significantly in several important ways from past Farm to School Grant Program solicitations, including eligibility, funding amounts available, and project scope. Please read the RFA thoroughly for complete information.

1.2 Program Description

Section 18 of the NSLA (42 U.S.C. 1751 et seq.) authorizes the Secretary of Agriculture to “carry out a program to assist eligible schools, State and local agencies, Indian Tribal Organizations (ITOs), agricultural producers or groups of agricultural producers, and non-profit entities through grants and technical assistance to implement farm to school programs that improve access to local foods in eligible schools.”

The FY 2026 Farm to School Grant program will fund projects of 24 months in length for requests ranging from a minimum of \$100,000 to a maximum of \$500,000. As mandated by the NSLA, grant projects selected for an award are limited to no more than \$100,000. However, in recent years, Congress provided authority for USDA to award grant projects of up to \$500,000, at their discretion. In anticipation of this authority being provided in FY 2026, USDA will consider proposals for up to \$500,000 pending FY 2026 appropriations. Applicants are required to provide matching support of at least 25 percent of the total project budget in the form of cash or in-kind contributions.

Eligible applicants are State agencies, ITOs, CNP operators, local agencies, agricultural producers and groups of agricultural producers, and non-profit organizations. While State agencies and ITOs may apply as a single entity, please note that in FY 2026, in a change from previous Farm to School Grants all other eligible entities are required to apply as a part of a partnership. One partner must serve as the coordinating entity for the purposes of this grant program. Partnerships must be composed of no fewer than three confirmed partners (including the coordinating entity), at least one of which must be an eligible CNP operator. Please read the RFA thoroughly for full eligibility requirements, available in [Section 3.0](#).

¹ Note that “Farm to School” is used to refer to the “Patrick Leahy Farm to School Grant Program” while “farm to CNP” is used to refer to the kinds of activities that applicants may propose under this solicitation, to reflect the pursuit of “farm to” activities in all CNPs, not only those operating at schools.

The FY 2026 Farm to School Grant Program takes multiple steps in support of USDA's initiatives to put [farmers first](#) and promote healthy choices, healthy families, and healthy outcomes. This year's opportunity streamlines the application process by requiring less paperwork and providing additional instructions for forms that are required. The Grant Program supports expanding access for small family farms to markets and infrastructure by facilitating connections to the child nutrition marketplace, particularly through the new partnership model. Furthermore, the Grant Program's commitment to educating children about the source of their food and support for agricultural education helps prepare the next generation of farmers. USDA's commitment to serving farmers through the Farm to School Grant Program will help farmers start and stay in business for generations to come.

1.3 Key Objective

The program objective for the FY 2026 Farm to School Grant Program is below:

Improve access to local foods in eligible CNP sites through comprehensive farm to CNP programming that includes local sourcing and agricultural education efforts.

As noted in [Section 4.4](#), within the "Activities/Indicators Tracker," proposed activities should clearly align with the objective and their associated activities and indicators. Note that if awarded, grantees will be required to report on the progress of activities aligned with the required objective and must use the FNS-908 Performance Progress Report. Careful consideration of proposed activities and indicators will prepare grantees for their progress reporting requirements if awarded.

Examples of project activities that could be supported by FY 2026 Farm to School grants and support the required objective include, but are not limited to:

- Launching a pilot program that creates opportunities for eligible entities to create farm to CNP initiatives;
- Incorporating more unprocessed and value-added, minimally processed, locally or regionally sourced meal components into the CNP meals;
- Ready producers to participate in the CNP food marketplace by providing training on procurement regulations, Good Agricultural Practices, and other food safety-related topics;
- Improving infrastructure to accommodate new local ingredients or local menu items in CNP meals;
- Solving distribution bottlenecks that limit the feasibility of sourcing more locally or regionally produced items by working closely with intermediaries (e.g., distributors, food hubs);
- Integrating agricultural education with career and technical preparation programs to encourage the next generation of agricultural producers;
- Expanding experiential learning opportunities at CNP sites, such as creating school gardens, developing school-based farmers markets, providing support to agriculture/food clubs, and/or increasing exposure to local farms and on-farm activities;
- Encouraging increased consumption of fruits and vegetables in CNP sites through promotional activities, taste tests, and other activities featuring local products;
- Adopting agricultural education curricula that encourage the sharing of Indigenous traditional knowledge between generations, such as native plant varieties and planting practices; and

- Developing and implementing integrated curriculum to reinforce food and nutrition-based learning throughout the school environment or on a local farm(s).

2.0 Federal Award Information

The following information is intended to provide applicants with information to help make informed decisions about proposal submissions.

- Total amount of funding expected: \$18 million
- Anticipated number of awards: 50
- Minimum award amount (award floor): \$100,000
- Maximum award amount (award ceiling): \$500,000
- Anticipated award announcement date: June 2026
- Anticipated period of performance (start and end date of the award): July 2026 – June 2028
- Application due date: December 5, 2025

Please note:

- Grant awards are subject to the availability of funding and/or appropriations of funds.
- FNS reserves the right to use this solicitation and the results of this competition to award additional grants this year or the subsequent fiscal year, should additional funds become available.

2.1 Allowable Costs

To accomplish Farm to School Grant Program goals, grantees (including sub-awardees) must ensure that the best use of the available funding is achieved. Expenditures and purchases need to contribute to an approved project activity. In approving grant or subaward expenditures, a positive answer should always be sought to the following questions:

- Is the cost applicable to my grant and/or the subaward's objectives?
- Is the cost allowable according to program cost principles?
- Is the cost reasonable, appropriate, and necessary?

Budgets may also include expenses related to personnel, contractors, equipment and supplies, meeting expenses (**other than meals**), travel, and trainings.

Please refer to the general guidance under the Cost Principles found in [2 CFR 200](#).

Equipment and Supplies

Expenditures for both equipment (i.e., items of personal property having a useful life of more than one year and a cost of \$10,000 or more, such as walk-in freezers, coolers, processing equipment, hoop houses, salad bars, and ovens) and supplies (e.g., knives, cutting boards, gardening or farming implements, and food processors) are allowable expenses. Note that all equipment purchases require prior approval. FNS reserves the right to approve/disapprove these expenditures based upon the needs of the Agency and the proposed project.

Equipment and supplies purchased using Farm to School Grant Program funds must be used during the grant period of performance for the sole purpose of accomplishing the stated project objective. If purchased equipment or supplies are not fully dedicated to the grant project objective, including beyond the grant period end date, the applicant must allocate the cost

accordingly, i.e., determine what percentage of the good's time or space will be dedicated to project activities. This percentage must then be applied to the value of the good to determine the amount of Federal funds that can be used to purchase said good. All equipment over \$10,000 have specific reporting and disposition requirements outlined at [2 CFR 200.313](#).

For example: Purchase of a large walk-in freezer that will store local foods for CNP site(s) but will also store food for the community food pantry.

- Walk-in freezer total cost: \$12,000
- 25 percent of freezer space used to store food that will be served in CNP site(s)
- $\$12,000 \times 25 \text{ percent} = \$3,000$ (amount of Federal funds that can be used to make this purchase)

Evaluation

As proposals should include an evaluation component, costs associated with evaluation activities are allowed. The evaluation methods and measurement tools in the proposal must be appropriate for the grant objective.

Food Expenses

No more than 10 percent of the Federal share of grant funds may be used for food purchases, and the use must be clearly delineated in the grant budget. The goal of funded projects should be to make local food products available on menus long-term. Food purchases must be limited to **educational purposes only**, such as at farm to CNP sample tables, taste tests, or promotional use. Food costs related to conducting a test offering of a new local or regional product are also deemed an appropriate use of funds. Any food purchase must be clearly identified within the submitted budget narrative.

Greenhouses

A greenhouse may be an allowable use of Farm to School Grant funds when supported by the scope of the project. However, the grant funds cannot be placed in the school food service account at any time. As with the Equipment and Supplies subcategory, the applicant must determine what percentage of the greenhouse's time or space will be dedicated to project activities. This percentage must then be applied to the value of the good to determine the amount of Federal funds that can be used to purchase said good. Federal funds may be used for all costs associated with the greenhouse including labor, irrigation, electricity, building, and maintenance supplies. All equipment over \$10,000 has additional reporting and disposition requirements. Awarded applicants must adhere to the requirements contained at [2 CFR 200.313](#).

Promotional Items

The purchase of promotional items is allowed if they are directly related to the grant proposal's objective, and the need must be clearly described in the application. Any cost associated with such promotions must be reasonable in comparison to the grant funding. Individual items may not exceed a per unit cost of \$5.

Staff Development and/or Substitute Pay

Farm to School Grant funds may be used to hire substitute school staff while school staff attend workshops and training related to the activities of the awarded grant. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Stipends

Stipends may be an allowable expense, but the applicant should describe how they will be used and how the amount was determined. Please refer to [2 CFR 200.1](#) and [2 CFR 200.456](#), Participant Support Costs, for further information.

Subawards

Applicants that provide subawards are expected to:

- Ensure that funds support the grant objective.
- Clearly describe their process for awarding subawards in the project narrative, to include subaward objectives, allowable costs, and plans for management and oversight of subawards.
- Provide oversight to subaward recipients to ensure that expenditures authorized under the subawards are allowable, allocable, and reasonable.
- Ensure that all expenditures are consistent with all local, State, and Federal policies, regulations, and procedures.
- Ensure that expenditures do not exceed that which would be incurred by a prudent person under similar circumstances and would qualify as a sound business practice.

Please note that all costs allowed for subawards must be allowable costs per this RFA. For example, if a cost is unallowable per this RFA and associated regulations, it is also unallowable for subawards. The applicant must perform a substantive portion of the project, and no more than 49 percent (Federal and matching funds) as determined by budget expenditures, may be subawarded.

Please refer to 2 CFR 200 for complete information on requirements for subawards, primarily [2 CFR 200.331](#) and [2 CFR 200.332](#).

Travel

Reimbursement for travel and hotel costs for project staff or participants to attend trainings and activities related to the grant is allowable. A clear oversight process must be in place to ensure the appropriate use of funds according to established travel allowances.

2.2 Funding Restrictions

All costs proposed in the budget and detailed in the budget narrative must be allowable, reasonable, necessary, and allocable. Refer to [2 CFR Part 200 Subpart E – Cost Principles](#) for a detailed description of allowable and unallowable costs. This section is not intended to serve as a comprehensive reference for all unallowable costs; it is provided to support applicants in navigating some common scenarios for the Farm to School Grant Program.

Pre-award Costs

Pre-award costs will not be permitted for this grant project.

AmeriCorps and FoodCorps

Because AmeriCorps and FoodCorps programs are Federally funded programs, Farm to School Grant funds may not be used to pay for AmeriCorps/FoodCorps service member stipends or benefits, either directly or as matching funds. Additionally, service member time may not be used as match for a Farm to School Grant. However, service site fees that do not support service member stipends or benefits, or project activities conducted by AmeriCorps/FoodCorps programs, sites, and/or service members may be allowable grant costs. Applicants must confirm in their

narrative that they are not requesting Farm to School Grant funds for items or activities that are already funded with Federal dollars.

Entertainment

Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable (such as mascot costumes, etc.) unless there is a programmatic purpose and prior approval is granted by FNS.

Gift Cards

Gift cards are not an allowable expense under this grant opportunity. For the purposes of this grant opportunity, “gift cards” refers to any token, voucher, ticket, certificate, or other item with cash value that serves as a substitute for cash.

Meals or Snacks for Training or Meeting Attendees

Meals and snacks for training or meeting attendees are not an allowable expense under this grant opportunity.

Advertising and Public Relations

Advertising costs and other promotional costs associated with advertising and public relations are unallowable. The term “advertising costs” means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, and electronic or computer transmittals ([2 CFR 200.421 Advertising and Public Relations](#)).

Vehicles

Purchasing a vehicle with grant funds is not an allowable cost. Applicants can consider leasing a vehicle or purchasing a trailer/attachment if there is a clear need for delivery of the grant project. Trailers and/or attachments are not permitted to be self-propelling (i.e., have an engine).

3.0 Eligibility Information

3.1 Eligible Applicants

The following are eligible entities, which are described in more detail below.

Note: Under this RFA, all entities marked with an asterisk (*) must be part of a Partnership to be eligible to apply:

- State agencies
- Indian Tribal organizations
- Child Nutrition Program operators*
- Local agencies*
- Agricultural producers*
- Groups of agricultural producers*
- Non-profit organizations*
 - All non-profit organizations must include their 501(c)(3) determination letter issued by the Internal Revenue Service (IRS).

Organizations applying as any of the entities specified above, but which do not meet the eligibility definitions will be deemed ineligible and removed from competition without further consideration.

State Agencies

Any statewide government agency that administers or works in partnership with the agency that administers the Federal CNPs (e.g., Office of Public Instruction, Department of Education, Department of Agriculture, Department of Health, etc.). Eligibility is not restricted to the State agency that administers the CNP(s).

ITOs

An Indian Tribe, Band, or Group recognized by the Department of the Interior; an Intertribal council or group which is an authorized representative of Indian Tribes, Bands, or Groups recognized by the Department of the Interior and which has an ongoing relationship with such Tribes, Bands, or Groups for other purposes and has contracted with them to administer a Federal CNP located in an eligible school; and Tribal entities recognized as charitable under Section 7871 of the Internal Revenue Code (<https://www.irs.gov/government-entities/indian-tribal-governments/irc-section-7871-treatment-of-indian-tribes-as-states>). For the purposes of this grant program, Alaska Native Corporations are considered ITOs.

Child Nutrition Program Operators

Schools and school districts, childcare institutions, and summer sponsors that participate in the NSLP, CACFP, or SFSP as authorized under the NSLA or the SBP established under Section 4 of the Child Nutrition Act of 1966. The applicant and any other institution(s) and site(s) that comprise the primary focus of the grant project must have an agreement with the appropriate administering State agency to participate in the NSLP, CACFP, SFSP, and/or SBP, and must be in good standing. Where a school food authority (SFA) exists, the application must come from the SFA, and only one application per SFA is allowed. Schools that are **not** CNP operators are ineligible, even if they supply a partnership letter from a CNP operator. Individual day care homes are not eligible entities, based on the definition of “day care home” in [7 CFR 226.2](#), but a sponsoring organization may apply as the applicant for a project serving one or more day care homes it sponsors. **CNP operators must be part of a partnership to apply.**

Local Agencies

Any unit of government within a State, including but not limited to a county, borough, municipality, city, town, township, parish, special district, or council of governments. Note: For the purposes of this RFA, school districts, SFAs, and other institutions operating CNPs are not considered local agencies and should apply as a CNP operator. **Local agencies must be part of a partnership to apply.**

Agricultural Producers

Agricultural producers include any individual or entity that produces an agricultural commodity or agricultural food product. Please note that agricultural producers are not limited to those producing fruits, vegetables, or grains, but also include fishers, ranchers, and those raising other livestock for consumption. For the purposes of this RFA, an eligible agricultural producer is any individual or entity who operates a small-to medium-sized farm. A small-to medium-sized farm is any place from which up to \$1 million (gross) of agricultural products were produced and sold, or normally would have been sold, during the previous calendar year. Alternatively, a small-to medium-sized farm is any place with land acreage measuring less than 1,582 acres that produced and sold or normally would have sold agricultural products. **Agricultural producers must be part of a partnership to apply.**

Groups of Agricultural Producers

Cooperatives, food hubs, or non-profit membership organizations that represent independent producers whose mission includes working on behalf of independent producers and the majority of whose membership and board of directors comprised of independent producers representing eligible agricultural producers. Groups of agricultural producers must represent small-to medium-sized agricultural producers as their primary stakeholders. **Groups of agricultural producers must be part of a partnership to apply.**

Non-profit Entities

Any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For the purposes of this Grant Program, non-profit entities are required to have 501(c) status and must include a 501(c) determination letter issued by the Internal Revenue Service (IRS) with their application. For the purposes of this Farm to School Grant Program, the term “non-profit entity” excludes private schools, colleges and universities, college and university foundations, cooperative extension services, hospitals, hospital foundations, and State, local, and Federally recognized Indian Tribal governments. **Non-profit entities must be part of a partnership to apply.**

3.2 Partnerships

For the purposes of the FY 2026 Farm to School Grant Program, a partnership is a group of three or more entities, including a coordinating entity, that will participate in the Farm to School Grant projects. Partnerships must identify a coordinating entity to lead the project and to serve as the applicant and grantee (if selected). A partnership applicant must list at least two partners in the project narrative in addition to the coordinating entity and must submit **two partnership letters** (one page maximum in length) to be eligible for this funding opportunity. Each partnership letter must indicate the partner’s full commitment to the proposal and articulate their contribution to the project’s overarching objective. The coordinating entity is understood to be a member of the partnership; therefore, the partnership letters cannot be from the coordinating entity. Although partnerships may include three or more entities, only two partnership letters are required; additional letters will not be considered. For more information regarding partnership letters please see [Section 4.7](#) of the RFA.

Coordinating entities must be an eligible entity. The following eligible entities must apply via a partnership, or their application will be removed from consideration:

- Child Nutrition Program operators
- Local agencies
- Agricultural producers
- Groups of agricultural producers
- Non-profit organizations

The coordinating entity will submit the proposal in Grants.gov and be responsible for the grant administration in the post-award period. Note that ineligible entities may serve as partners; however, if the coordinating entity is NOT a CNP operator/administrator, then **at least one of their partners must be a CNP operator/administrator**. For definitions of eligible entities, including those pertaining to CNP operators and administrators, please see [Section 3.1](#).

By submitting an application in Grants.gov, the coordinating entity agrees to bear responsibility for overseeing the project throughout the entire period of performance and ensuring that all partners comply with applicable Federal grant requirements. All partners must actively engage in the project implementation and work collaboratively to optimize the use of project funds.

Awards will be issued solely to coordinating entities, which will serve as the primary recipients of the funds. Coordinating entities may elect to issue subawards to partner organizations or directly cover project related costs on their behalf.

If awarded the grant, the coordinating entity will be expected to:

- Request and gain access to the Food Programs Reporting System (FPRS) and the Automated Standard Applications for Payments (ASAP), the two systems used by the farm to school recipients to submit progress reports and request grant payments, respectively.
- Coordinate all grant activities and serve as lead for all reporting and evaluation. Submit all Program Reports and Financial Reports on behalf of the partnership as described in the grant contract agreement.
- Communicate regularly with their partners to ensure the project stays on track.
- Confirm partner activities and spending have concluded by the period of performance end date.
- Identify a Project Coordinator (either full or part-time) for the grant who has experience with skills that will ensure overall project success (e.g., grant management, strong communication skills, experience in leading/overseeing collaborations).
- Sign and maintain responsibility for the award documents.

Entities can only serve as the coordinating entity for one application. If the same entity is the coordinating entity in multiple applications, all applications submitted by that organization will be removed from consideration. For example, if a CNP operator submits one application as the coordinating entity with two non-profits and then the same CNP operator submits a second application as the coordinating entity with a local agency and an agricultural producer, BOTH applications will be removed from consideration.

Note that coordinating entities may serve as partners on other applications but must not contribute or receive grant funds from one project to support another. Projects must be clearly segregated to ensure that multiple grant awards are not used to fund activities awarded under another FY 2026 Farm to School Grant.

3.3 Geographic Location

There are no geographic restrictions on the location of the partner entities in relation to the applicant; partners may be based in any U.S State, District of Columbia, or U.S territory that operates the Federal CNPs. International (non-U.S. or non-U.S. territories) entities are NOT eligible to apply. Entities located in the U.S. Virgin Islands, Puerto Rico, and Guam are eligible to apply, given their participation in NSLP and SBP. Entities located in Northern Mariana Islands, American Samoa, and the Freely Associated States (Federated States of Micronesia, Republic of Palau, and Republic of Marshall Islands) are **ineligible** for this funding opportunity because they receive a Nutrition Assistance Program block grant.

3.4 Failure to Submit Required Documents or Forms

In cases where an applicant is deemed nonresponsive for failing to submit required elements or documents associated with this RFA, they will be considered ineligible and removed from consideration. **IN ADDITION:** Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

3.5 Cost Sharing or Matching Considerations

Federal funds must constitute no more than 75 percent of the total project budget. Applicants may not use any Federal funds as the source of any part of their match. The grant recipient must show evidence of matching support of at least 25 percent of the total budget in the form of cash or in-kind contributions, including facilities, equipment, or services provided by State and local governments, non-profit organizations, and private sources as defined in the NSLA (42 U.S.C. 1751 et seq.). **Applications that fail to provide evidence of matching support of at least 25 percent of the total budget will result in a nonresponsive determination and be removed from consideration for award. This evidence must be in the form of a match letter, described in [Section 4.6](#).**

Calculating Required Match

You must calculate match as a percentage of the total project cost. For example:

Federal Grant Request: \$100,000

Match Amount: \$33,334

Total Project Cost: \$133,334

Match Percent: 25 percent (match ÷ total project cost)

USDA Percent: 75 percent (grant request ÷ total project cost)

If you know how much Federal funding you would like to request, you can identify how much non-Federal match you must provide by dividing your grant request by 0.75 to find the total project cost (since the Federal request will be 75 percent of the total project cost), then subtracting your Federal grant request. For example:

$(\$100,000 \text{ Federal Request} \div 0.75) - \$100,000 \text{ Federal Request} = \$33,334 \text{ Match Contribution}$. In this example, the total project cost would be \$133,334

Note that the match contribution in the example above is rounded up from the actual amount of \$33,333.33. **All request amounts must be in whole dollars and you must round up. In this example, if you rounded down to \$33,333, the match contribution would be 24.99 percent, would not meet the 25 percent requirement, and your application would be removed. Rounding up to calculate the match contribution percentage is prohibited.**

Please note, the Farm to School Grant Program has received applications requesting \$100,000 in Federal funds with a proposed \$25,000 match. The total project cost in this case is \$125,000, so \$25,000 would be a 20 percent match and the application would be removed from consideration. If you request \$100,000 with a \$25,000 match, your application will be removed as \$25,000 is not sufficient match for that request amount.

Total Project Cost	Federal Grant Request (i.e. Federal Share)	Match Amount (i.e. Grantee Share)
\$133,334	\$100,000	\$33,334
\$300,000	\$225,000	\$75,000
\$666,667	\$500,000	\$166,667

Allowable and Unallowable Non-Federal Match

In-kind contributions are generally defined as the value of goods or services provided by a third-party for the benefit of the grant program, where no funds transferred hands. Applicants may not use Federal funds of any kind, including Federal food service funds, as a match for this grant program.

Matching funds may be in the form of allowable direct or indirect costs. For example, the value of buildings and/or property are unallowable costs for the Farm to School Grant, and therefore unallowable as a source of matching funds. Additional information about allowable and unallowable costs is available in Sections [2.1](#) and [2.2](#), respectively. The basis for determining the value of cash and in-kind contributions must be in accordance with [2 CFR 200.306](#).

The host agency contribution to support AmeriCorps and FoodCorps service member stipends is unallowable as a match because both AmeriCorps and FoodCorps are Federally funded programs.

The match contributions reflected in the submitted grant proposal must be documented, including the basis for the value determination, as well as be reasonable, allocable, and allowable under the criteria for this grant award.

Maintaining Written Records

If awarded, the grantee must maintain written records to support all allowable costs claimed as being a match contribution, as well as costs paid by the Federal Government. In the event the grantee does not provide the minimum amount of cost share in the post-award period, as described in the budget and budget narrative, the Government's contribution will be reduced in proportion to the grantee's contribution. These requirements will be described in more detail in the Terms and Conditions provided upon award.

3.6 Pre-Award Screening Requirements

In reviewing applications in any discretionary grant competition, prior to making a Federal award, Federal awarding agencies, in accordance with [2 CFR 200.205](#), are required to review information available through any OMB-designated repositories of government-wide eligibility qualifications or financial integrity information. Additionally, Federal awarding agencies are required to have a framework in place for evaluating the risks posed by applicants before they receive Federal awards. The FNS review of risk posed by applicants will be based on the following:

- SAM.gov, the *System for Award Management*, the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, EPLS, and FAPIIS.
- FNS Risk Assessment Questionnaire (FNS-906)
 - Applicants must complete the Grant Program Accounting System & Financial Capability Questionnaire that allows FNS to evaluate aspects of the applicant's financial stability, quality of management systems, and history of performance,

reports, and findings from audits. The questionnaire contains a number of questions that may be an indicator of potential risk.

The evaluation of the information obtained from the designated systems and the risk assessment questionnaire may result in FNS imposing special conditions or additional oversight requirements that correspond to the degree of risk assessed.

3.7 Acknowledgement of USDA Support

As outlined in [2 CFR 415.2](#), grant recipients shall include acknowledgement of USDA FNS support on any publications written or published with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity. Grant recipients may be asked to host USDA officials for a site visit during the course of their grant award. All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.

3.8 Current and Former Farm to School Grantee Eligibility

To be considered for this Grant Program, all entities in receipt of any existing or prior year Farm to School grant must be in good standing and current on required deliverables by the application deadline. Grant deliverables include all progress and financial status reports and an Action Plan, if applicable.

No statement in this RFA supersedes the terms and conditions of a previously awarded grant with respect to the final due date of any deliverables. Submitting all required deliverables, including reports and, if applicable, an Action Plan, is an independent requirement for applicants to the FY 2026 Farm to School Grant Program, regardless of the year of the prior award. FNS strongly advises past grantees interested in applying for the FY 2026 Farm to School grant to contact FNS well in advance of the application deadline to ensure they have completed or are current on all grant requirements for their past grant. See [Section 8.0](#) for the appropriate point of contact for questions about this solicitation.

4.0 Application Content Information

4.1 Special Instructions

- Late application submissions will not be considered in this competition. FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- Applications submitted without the required supporting documents, forms, certification will not be considered.
- Applications missing a written project or budget narrative will not be considered and deemed nonresponsive and removed from further consideration.
- FNS reserves the right to request clarification on any application submitted in response to this solicitation.
- Applications not submitted via Grants.gov will not be considered.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.

- Documents should be formatted to fit on an 8.5 x 11-inch page, with a clearly legible font no smaller than 11-point. Using 10-point font in tables is acceptable.

4.2 Application Project Summary

The application should clearly describe the proposed project activities and anticipated outcomes that would result if the proposal were to be funded.

Clearly summarize, in the third person, the work your organization will do as a result of receiving funding, who it will impact, and which key partners will be involved. If awarded funding, this description will be used in publicly available documents. Submit the project summary using the Project Abstract Summary form in Grants.gov.

4.3 Cover Sheet

As demonstrated in [Appendix A: Project Narrative Template](#), the applicant must include a cover sheet with the following information as the first page of the project narrative. Do not include other project narrative sections on the cover sheet.

Indicate the applicant name. This must match the Legal Name in the SF-424, Box 8a.

Indicate the type of application they are submitting from one of three options:

- State Agency
- ITO
- Partnership

Indicate the applicant's entity type from one of the entity types listed below. Only select one entity type. See [Section 3.1](#) for definitions and entity eligibility criteria. Enter this entity type exactly as it appears in the list below on the SF-424 in Type of Applicant (Box 9) by selecting "X: Other (specify)" then entering the selected type. You may copy and paste from this list.

- Non-profit entity
- CNP: NSLP or SBP Operator
- CNP: CACFP Institution
- CNP: SFSP Sponsor
- Indian Tribal Organization
- State agency
- Local agency
- Agricultural producer or group

4.4 Project Narrative

Applicants **MUST** submit a project narrative that includes the sections in the order they appear below. Applicants should also carefully reference the Evaluation Factors and Criteria in [Section 5.1](#) when writing the project narrative. Using the provided project narrative template ([Appendix A](#)) is **strongly recommended** as it provides the necessary prompts in order. The project narrative must not exceed 14 pages in total if using the provided project narrative template or 10 pages in total if not using the template. The recommended lengths provided for each of the project narrative's subsections are intended to provide a guide for the desired length of the responses. Do not modify the margins of the project narrative template or delete or change any text in it. The project narrative must be formatted to fit on an 8.5 x 11-inch page, may be in landscape or portrait

orientation, using a clearly legible font no smaller than 11-point. Using 10-point font in tables is acceptable.

The applicant should complete the project narrative as one document, save it as a PDF, and attach it to the Grants.gov application package using the “Add Attachments” button under SF-424 item #15.

Project Description

Project Overview

Describe the project’s purpose, activities planned, deliverables, and expected outcomes. The recommended length of this response is 225 words.

Project Need

Describe the need for the project and explain how the specific proposed project is designed to address or meet the need. Include relevant data describing how the need was identified and the status of farm to CNP initiatives within the participant population, partners, and/or organization. The recommended length of this response is 125 words.

Objective Alignment

Describe how your project will improve access to local foods in eligible CNP sites through comprehensive farm to CNP programming that includes local sourcing and agricultural education efforts. The recommended length of this response is 125 words.

Priority Alignment

Projects must meet three (3) of the following priorities. As shown in [Appendix A: Project Narrative Template](#), please indicate and describe which of the listed priorities the project addresses. Include relevant data to demonstrate how you plan to meet the priorities. The recommended length of this response is 225 words.

- Projects that use strategies that scale up and expand the reach of farm to CNP efforts.
- Projects that focus on partnership building through such strategies as collaboration, network building, and peer learning.
- Projects that demonstrate innovative methods to ensure lasting success and impact beyond the immediate target audience, project partners, and period of performance.
- Projects that create new or expand existing opportunities to connect America’s farmers to CNPs.
- Projects that enhance innovation and capacity for States providing Farm to School support.

Activities/Indicators Tracker

Applicants are required to complete the Activities/Indicators Tracker (included in the project narrative template) that identifies specific activities that the grantee will pursue to complete the project proposed in the narrative. Activities shall not begin before July 1, 2026, and must not extend beyond the period of performance end date.

The Activities/Indicators Tracker must contain the following columns, clearly labeled and in the following order:

- Activity
- Indicators and Target Number
- Anticipated Start Date (Month, Year)

- Anticipated Completion Date (Month, Year)

Additional columns will not be considered. The recommended length of the Activities/Indicators Tracker is less than three pages.

A sample table is provided on page 21.

Ensure that the activities and information in the table match the information provided in the narrative. Please note that activities and indicators must align with the objective identified in [Section 1.3](#) and, if awarded, grantees will be required to report on all activities and indicators proposed in their application using the FNS-908 Performance Progress Report provided by FNS. Carefully considering proposed activities and indicators will prepare grantees for their progress reporting requirements if awarded. See [Section 7.3](#) for more information about reporting.

Indicators are defined as any metric you anticipate will be able to be tracked during the period of performance of the grant. Applicants must select at least five of the required indicators listed below. The selected indicators can be from any combination of the categories. The selected indicators must be included at least once in the Activities/Indicators Tracker. Do not edit the indicator language. Applicants need to also include a target number of the participants, sites, resources, etc. for each indicator to estimate the reach of your project's activities. There will be no penalty for not reaching target numbers, this is an estimate to understand the intended reach of your project. An applicant may use more than five of the required indicators but will not be scored higher for using more than the minimum. Please select indicators that are relevant for the activity and are feasible to collect during the grant performance period.

Required Indicators (Select at Least Five Indicators from Any Combination of the Group(s) Below)

Local Purchasing Indicators:

- Dollar value of local fruit purchased/sold/donated
- Dollar value of local vegetables purchased/sold/donated
- Dollar value of local fluid milk purchased/sold/donated
- Dollar value of local other dairy purchased/sold/donated
- Dollar value of local protein purchased/sold/donated
- Dollar value of local grains purchased/sold/donated
- Dollar value of other local foods purchased/sold/donated
- Number of producers selling to project sites

Participating Sites Indicators:

- Number of participating CACFP sites
- Number of participating NSLP/SBP sites
- Number of participating SFSP sites
- Number of CACFP participants
- Number of NSLP/SBP participants
- Number of SFSP participants

Training Indicators:

- Number of trainings (e.g., Webinars, face-to-face training, conferences, etc.)
- Number of technical assistance visits
- Number of people trained

- Number of tastes tests held
- Number of student contact hours (Student contact hours = hours of agricultural education activities x number of children who participated in the activities)

Resource Development Indicators:

- Number of gardens created
- Number of gardens supported
- Number of agricultural education materials developed (e.g., Recipes, cookbooks, curriculum, etc.)
- Number of local procurement resources developed (e.g., Procurement guides, food purchase ordering systems, procurement training materials, etc.)

Partnership Indicators:

- Number of new partnerships established

Subgrants Indicators:

- Number of subawards awarded
- Subaward dollars awarded

Sample Activity/Indicator Tracker Table

Activity	Indicator(s) and Target Number	Anticipated Start Date (Month, Year)	Anticipated Completion Date (Month, Year)
Example: Recruit and convene a local foods student/staff advisory committee	Example: Number of NSLP/SBP participants. Target: 50 Number of student contact hours. Target: 180 contact hours (12 students x 15 hours)	Example: Oct. 2027	Example: June 2028
Example: Deliver training to five farm to school teams, representing multiple States, in a regional farm to school institute.	Example: Number of trainings. Target: 5 Number people trained. Target: 500	Example: June 2027	Example: July 2027

Example: Conduct technical assistance on site for local producers.	Example: Number of technical assistance visits. Target: 10 Number of local procurement resources developed. Target: 15	Example: September 2027	Example: June 2028
Example: Host one national or regional-level networking and training event.	Example: Number of new partnerships developed. Target: 5 Number of trainings. Target: 1 Number people trained. Target: 300	Example: December 2027	Example: March 2028

Project Team

Partners

Partners are required for all applications. State agencies and ITOs must have at least one partner. Partnership coordinating entities must list at least two partners. Applicants must describe each partner's contribution to the project and their experience as it relates to the proposed project. There is no limit on the number of partners listed, but the overall project narrative must remain within the page limit. As shown in [Appendix A: Project Narrative Template](#), list the partners in a table with the following column headings:

- Partner Organization Name
- Role
- Experience

Do not include additional columns or remove columns. The role and experience descriptions should be brief, approximately three sentences each. Please see [Section 4.7](#) for more details on partnership letters.

CNP Operator or Administrator

For all applications, the applying entity or at least one partner must be a CNP operator or administrator. For definitions of eligible entities, see [Section 3.1](#). As shown in [Appendix A: Project Narrative Template](#), identify one CNP operator or administrator who is committed to the project (which could be as the applicant, coordinating entity, or partner) in a table with the following column headings:

- Organization Name
- CNP Program(s)
- Operator or Administrator

Do not include additional columns. If the coordinating entity, State agency, or ITO is the CNP operator or administrator, the Organization Name should match the Legal Name provided in the SF-424 in Box 8a.

Project Staff

List key staff, including applicant personnel and external partners that comprise the project team, their role, their relevant experience in developing and operating projects like those to be conducted under this project. It is not required to include all project staff in this section. Include sufficient information to demonstrate the staff have the ability to execute the project. If a key position has not been filled, include the position title in the Name field and briefly describe the desired knowledge, skills, and education in the other fields.

As shown in [Appendix A: Project Narrative Template](#), provide this information in a table with the following column headings:

- Name, Title, Organization
- FTE Dedicated to the Project
- Role
- Relevant Experience
- Past Successes

Do not add or remove columns. The Role and Relevant Experience and Past Successes fields should be brief, approximately three sentences each. Applicants should include at least one and up to three resumes of key staff listed in the project narrative. See [Section 4.8](#) for more information on resumes.

Project Management

Describe how the project team will ensure the project is successful and complies with requirements. Include quality assurance planning, tracking timelines, progress monitoring, and management approach for staffing and procurement of contractors (if applicable).

If an applicant proposes to use grant funding to award subgrants, the applicant must include a description of the process for making and managing subgrant awards, including reporting and compliance. The recommended length of this response is 125 words.

Evaluation

Evaluation Description

Describe how the overall impact will be evaluated and the evaluation activities you will conduct to meaningfully measure your program. Describe how the required indicators will be collected to ensure successful measurement and reporting. Any additional indicators provided by the applicant beyond the required indicators should be specific, measurable, achievable, relevant, and time bound, and are associated with a specific activity. For more information on evaluation resources, please see the Resources for Farm to School Grant Program Applicants webpage at: <https://www.fns.usda.gov/farmentoschool/resources-farm-school-grant-program-applicants>. The recommended length of this response is 125 words.

Evaluation Roles

Describe roles and responsibilities for monitoring and evaluation. Detail any relevant experience your organization or partner has conducting evaluations. The recommended length of this response is 125 words.

Expanding and Deepening Farm to CNP Efforts

How will program deliverables and outcomes be shared with the target audience, partners, stakeholders, and greater community to contribute to knowledge sharing and a deepening and expanding of farm to CNP practice? Identify how farm to CNP initiatives will be integrated into your organization's operations. Discuss partners' and staff's roles in continuing farm to CNP efforts past the grant period, including how access to local foods will be continued, such as making local foods available on program menus.

Describe how the project will continue beyond the period of performance without additional USDA Farm to School grant funds. Indicate which project components will require continued funding and identify potential sources of such funding (e.g., other grants, in-kind donations, volunteers, integration into organization's long-term budget, etc.). The recommended length of this response is 225 words.

4.5 Application Budget Narrative

The budget narrative, formatted as a table, should correspond with the proposed project narrative and application budget. The narrative must justify and support the bona fide needs of the budget's direct costs. The budget and budget narrative must be in line with the proposed project description. If the budget includes indirect costs, the applicant must provide a copy of its most recently approved Federal indirect cost rate agreement. Budget categories in this table must match those listed on the SF-424A form. The budget table must be formatted to fit on an 8.5 x 11-inch page, with a clearly legible font no smaller than 11-point. Using 10-point font in tables is acceptable. All funding requests must be in whole dollars.

Indirect Cost Rate

A current **Negotiated Indirect Cost Rate Agreement (NICRA)**, negotiated with a cognizant Federal agency, should be used to charge indirect costs. Indirect costs may not exceed the negotiated rate. If a NICRA is used, the percentage and base should be indicated in the budget narrative and a copy of the agreement must be submitted with your application. If the applicant does not have a current Federal negotiated indirect cost rate (including provisional rate) they may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). In this instance, the applicant must indicate they are requesting the de minimis rate. An applicant may elect not to charge indirect costs and instead use all grant funds for direct costs. If indirect costs are not charged, the phrase "none requested" should be stated in the budget narrative. For questions related to the indirect cost rate, please work with the Grant Officer as noted in [Section 8.0](#) of this RFA.

Note: Each organization is assigned to a single Federal agency (by the Office of Management and Budget) that acts on behalf of all Federal agencies in indirect cost rate negotiations and is referred to as the "cognizant agency."

4.6 Match Letters

All applicants are required to submit signed letters verifying matching funds for each and every cash and/or in-kind resource, including applicants whose budgets indicate a match from their own organization. Match letters are considered separate from partnership letters described in [Section 4.7](#), and there are no limits on the number of match letters an applicant may provide. An applicant must include a signed letter verifying matching funds for every cash and/or in-kind match source included in the budget.

What to Include

Each match letter must include the source, exact dollar amount, and description of how the match was calculated. The match letter must include the source of matching funds, even if the match is cash supplied from within the applicant's own organization.

- Match letters that do not include the specific dollar amount, how the calculation was derived, and the source of funds will be deemed insufficient and removed from consideration.
- Match letters may be addressed to "Erica Antonson, Branch Chief, Grants Management Operations Branch."

Insufficient match documentation is a frequent reason for removal from the competition (e.g., amounts in match letters do not align with the amounts in the SF-424 and budget narrative). Please ensure all match documentation provided carefully follows the instructions.

Applicants failing to provide the specific match contribution documentation will be deemed ineligible and removed from further consideration. The documentation provided must detail the source of the matching contribution, even if that source is the applicant's own organization.

4.7 Partnership Letters

State Agency and ITO applicants do not need to submit partnership letters.

In partnership applications, the coordinating entity must submit two partnership letters with their application regardless of the total number of partners involved in the project. Each partnership letter must not exceed one page in length. A partnership letter is not required from the coordinating entity. If the coordinating entity does not operate or administer at least one CNP, then **at least one of the partnership letters must be from a CNP operator/administrator**. Any additional letters over the two-letter limit will not be considered.

The partnership letter should include a description of the partner's:

- Overall support of the project;
- Role and responsibility in achieving the proposed project;
- Commitment to the project through the entire period of performance;
- Demonstrated experience or expertise with executing the assigned role/responsibility; and
- Evidence of existing community support or partnerships with entities that will be involved in the execution of the project, including organizations that will receive funding from or provide a match for the project. Partners must be one of the eligible entities listed in [Section 3.1](#)

Partnership letters must be attached to the Grants.gov application package using the "Add Attachments" button under SF-424 item #15. Partnership letters will not be accepted outside the Grants.gov web portal. Please note that partnership letters are a separate and distinct

requirement from match letters. Partnership letters must be submitted with the application through Grants.gov. Letters submitted separately or via email will not be considered.

FNS does not require Congressional letters of support, and such letters do not carry additional weight during the evaluation process. Congressional letters of support submitted outside of Grants.gov will not be included as a component of the applicant's official submission and will not be considered during the panel review.

4.8 Key Staff Resumes

Applicant should submit at least one and up to three resumes for key project staff noted in the Project Staff section of the project narrative. Any additional resumes will not be considered. Resumes should be no longer than one page each, any additional pages after the first page will not be reviewed. If a key position has not been filled, a job description no more than one page in length, which includes required knowledge, skills, and education has been included in the application in lieu of a resume.

Attach resumes to your grant application within Grants.gov using the "Add Attachments" button under SF-424 item #15.

4.9 501(c) Documentation

For the purposes of this Grant Program, non-profit entities are required to have 501(c) status. Partnership applications with a non-profit as the coordinating entity must provide documentation of their 501(c) status by attaching their determination letter issued by the Internal Revenue Service (IRS).

Attach 501(c) documentation to your grant application within Grants.gov using the "Add Attachments" button under SF-424 item #15.

4.10 Required Grant Application Forms

The required Grants.gov forms may be previewed at grants.gov/web/grants/forms/forms-repository.html. These forms are part of the Grants.gov Workspace application.

- Non-Construction Grant Projects Forms: SF-424 Family
 - Application and Instruction for Federal Assistance (SF-424)
 - Budget Information and Instructions (SF-424A)
 - Assurance-Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF LLL)
 - Indicate on your form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write "Not Applicable" in boxes required to be completed.
- FNS-906 (Grant Program Accounting System and Financial Capability Questionnaire)
- AD-3030 – Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (fillable PDF in Grants.gov). This document is only required if your organization is a corporation. The form is located in the optional tab of the Grants.gov application package.
- Additional Required Information
 - Unique Entity Identifier (UEI) number. Please see [Section 6.2](#) for further information.
 - SAM registration. Please see [Section 6.2](#) for further information.

5.0 Application Review Information

5.1 Review Criteria

FNS will pre-screen all applications to ensure the applicants are eligible entities and are in compliance with all Program regulations. FNS will not approve any waivers from Program regulations for any projects submitted in response to this solicitation.

Project Description (45 points)

- The applicant presents a clear and well-designed proposed project, including appropriate level of detail for the planned activities and deliverables and expected outcomes.
- The applicant clearly establishes the need for the program and explains how their proposed project is designed to address or meet the need.
- The applicant includes relevant data describing how the need was identified and the status of farm to CNP initiatives within the participant population, partners, and/or organization.
- The applicant describes how the project will expand access to local food in eligible CNP sites and generate sourcing from local and regional producers.
- The applicant indicates how they will increase opportunities to access agriculture education.
- The applicant has indicated their project meets at least three of the priorities identified in [Section 4.4](#). The description clearly indicates the project is aligned with the indicated priorities, including providing relevant data.
- Activities do not begin prior to July 1, 2026, and are completed within the period of performance. Required activities are included. Overall, the timeline is realistic.
- The applicant's Activities/Indicators Tracker is formatted correctly, including columns with the same headers in the same order as the instructions and example provided in [Section 4.4](#) and only one activity on each row. Overall, the table is readable.
- At least five required indicators are included as described in [Section 4.4](#). The applicant identifies relevant indicators that will help measure progress. Any additional indicators provided by the applicant are specific, measurable, achievable, relevant, and time bound, and are associated with a specific activity.
- Proposed activities, indicators, and timeline are in alignment with one another. The applicant's activities in the table clearly align with the required objective. The applicant's Activities/Indicators Tracker table is consistent with the information in the project narrative.

Project Team (15 points)

- Roles and responsibilities among partners are clearly outlined. The experience and capacity of the partners involved with the proposed project and/or organizational leadership reflect the expertise necessary to carry out the proposed project.
- Roles and responsibilities among staff are clearly outlined. If a key position has not been filled, a description which includes required knowledge, skills, and education has been included in this section.
- The experience and qualifications of the staff involved with the proposed project and/or organizational leadership reflect the expertise necessary to carry out the proposed project. The level of staff allocation is appropriate for program execution and program evaluation.
- At least one resume or job description of key staff is included.

Project Management (5 points)

- The applicant describes a well-defined and solid project management plan, including quality assurance planning, tracking timelines, progress monitoring, and management approach for staffing and procurement of contractors (if applicable). If the applicant proposes subgrants: Applicant provides a clear and appropriate plan for managing subgrants and ensuring compliance.

Evaluation (10 points)

- The applicant provides a clear plan for meaningfully measuring program success and outcomes. The evaluation plan and indicators are relevant to proposed activities and are feasible to collect.
- The applicant clearly outlines roles and responsibilities for monitoring and evaluating activities (e.g., contractors, designating a current staff member, etc.). The applicant clearly describes the ability of the project team to monitor activities and conduct evaluations.

Expanding and Deepening Farm to CNP Efforts (10 points)

- The applicant describes an appropriate plan to share deliverables and outcomes with the target audience, partners, stakeholders, and greater community with a focus on contributing to expanding and deepening farm to CNP efforts. The applicant includes a variety of strategies, such as policy, systems, and environmental changes, to ensure long-term viability and discusses staff and partner roles in continuing farm to CNP efforts past the grant period. The applicant describes how they will sustain access to local foods, such as making local foods available on program menus.
- The applicant demonstrates the financial sustainability of the project by identifying activities that require additional sources of funding and specifying potential sources of funding (e.g., other grants, in-kind donations, volunteers, integration into organization's long-term budget).

Budget (15 points)

- The total funding amount requested is appropriate for the scope of the project.
- Budget narrative includes a line-item description for allowable costs at an appropriate level of detail and shows how the costs were derived.
- Budget narrative and project narrative align with one another; there should be no items in the budget narrative that are not discussed in the project narrative.

Total Points Available: 100

5.2 Review and Selection Process

Following the initial screening process, FNS will assemble a panel to review and score the technical merits of each application. The panel will evaluate the proposals based on how well they address the required application components and array the applications from highest to lowest score. The panel will recommend applications for a grant award based on the evaluation scoring. FNS may request additional information from the applicant, seeking clarification for items not clearly addressed in their proposal. The Selecting Official reserves the right to accept the panel's recommendation or to select an application for funding out of order to meet agency priorities or geographical representation. FNS reserves the right to use this solicitation and results

of this competition to award additional grants in the next fiscal year should additional funds be made available.

6.0 Application Submission Information

6.1 Submission Date

Complete grant applications must be uploaded by 11:59 PM EST on the due date listed on the cover page.

- Applications must be submitted via Grants.gov. Mailed, emailed, or hand-delivered application packages will not be accepted. For further instructions, see the “Preparing for Electronic Application Submission through Grants.gov” below.
- Late or incomplete applications will not be considered.
- FNS will not consider additions or revisions to applications unless they are submitted via Grants.gov by the deadline. No additions or revisions will be accepted after the deadline.
- If multiple application packages are submitted through Grants.gov by the same applicant in response to this solicitation, FNS will accept the latest application package successfully submitted. All other packages submitted by the applicant will be removed from this competition.
- Those applicants who fail to submit any required documents or forms will be deemed NONRESPONSIVE and therefore will be INELIGIBLE to participate in the competition and removed from further consideration.

FNS strongly encourages applicants to begin the registration process at least **four weeks** before the due date and to submit applications to Grants.gov at least **one week** before the deadline to allow time to troubleshoot any issues should they arise. Please note that upon submission, Grants.gov may send multiple confirmation notices. Applicants should ensure receipt of confirmation that the application was **accepted**.

FNS will not accept applications outside of Grants.gov. Applicants experiencing difficulty submitting applications through Grants.gov should contact applicant support via the toll-free number 1-800-518-4726 and email at support@grants.gov. This service is available 24/7.

6.2 Preparing for Electronic Application Submission through Grants.gov

Applicants must register with [Grants.gov](https://www.grants.gov) and [SAM.gov](https://www.sam.gov) in order to submit an application to FNS via Grants.gov as required.

In order to submit an application, you must:

1. Obtain a UEI number

What is a Unique Entity Identifier (UEI)?

A UEI is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal government. For more information, visit <https://sam.gov/entity-registration>.

Note: Entities can register in SAM.gov and will be assigned their “SAM UEI.” For additional information on the UEI process, please visit [SAM.gov](https://www.sam.gov).

2. Register in the System for Award Management (SAM)

- On April 4, 2022, the UEI used across the Federal Government changed from the DUNS number to the UEI (generated by SAM.gov).
- SAM combines Federal procurement systems and the Catalog of Federal Domestic Assistance into one system. Visit [SAM.gov](https://sam.gov) for additional information.
- To register, you must have your organization's UEI, the organization's Tax ID Number (TIN), and taxpayer name (as it appears on the last tax return). It may take up to 5 to 7 business days or more to register and/or complete the migration of permissions and/or the renewal of an entity record.
- All applicants must have current SAM status at the time of application submission and throughout the duration of a Federal Award in accordance with 2 CFR Part 25.
- FNS strongly encourages applicants to begin this process at least **3 weeks** before the due date of the grant solicitation.

3. Create a Grants.gov Account

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's Unique Entity Identifier (UEI) to complete this process. For more detailed instruction about creating a profile on Grants.gov, visit <https://www.grants.gov/register>.

6.3 How to Submit an Application via Grants.gov

Applicants must apply online using *Workspace*. *Workspace* is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement or RFA, you can create individual instances of a workspace.

For additional training resources, including video tutorials, visit <https://www.grants.gov/applicants/applicant-training>.

Applicant Support: Grants.gov provides applicants 24/7 support (except Federal holidays) via the toll-free number 1-800-518-4726 and email at support@grants.gov. If you are experiencing difficulties with your submission, it is best to contact Grants.gov support and get a ticket number. The Support Center ticket number will assist the Center with tracking your issue.

For programmatic and financial-related questions regarding this specific grant opportunity, please contact the Grant Officer noted in [Section 8.0](#) – Federal Awarding Agency Contacts of this RFA.

6.4 Grants.gov Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 PM EST on the due date listed on the cover page, as detailed in [Section 6.1 – Submission Date](#). Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (e.g., GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and a Grants.gov tracking number in an email serving as proof of their timely submission.

When FNS successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for FNS funding.

Applicants using slow internet, such as dial-up connections, should be aware that transmission could take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

File attachment names longer than approximately 50 characters can cause problems processing packages. Please limit file attachment names. Also, do not use any special characters (This includes periods (.) and spacing followed by a dash in the file). To separate words in naming a file, use underscore

7.0 Federal Award Administration Information

7.1 Federal Award Notice

The Government is not obligated to make any award as a result of this RFA. Unless an applicant receives a signed award document with terms and conditions, any contact from a FNS Grants or Program Officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document (FNS-529). Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

7.2 Administrative and National Policy Requirements

Confidentiality of an Application

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. Any application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

Safeguarding Personally Identifiable Information

"Personally identifiable information" means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual (OMB Circular A-130, *Managing Information as a Strategic Resource*).

Applicants submitting applications in response to this RFA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the USDA Food and Nutrition

Service. All Federal and non-Federal employees (e.g., contractors, affiliates, or partners) working for or on behalf of FNS are required to acknowledge understanding of their responsibilities and accountability for using and protecting PII in accordance with applicable law, regulation, and policy [e.g., the Privacy Act of 1974; Office of Management and Budget (OMB) Memorandum, M-17-12, *Preparing for and Responding to a Breach of Personally Identifiable Information*; OMB Circular A-130, *Managing Information as a Strategic Resource* (this is a non-exhaustive list of requirements in this area)].

By submitting an application in response to this RFA, applicants are assuring that all data exchanges conducted throughout the application submission and pre-award process (and during the performance of the grant, if awarded) will be conducted in a manner consistent with applicable Federal laws, regulations, and policies. By submitting a grant application, applicants agree to take all necessary steps to protect PII, including the following: (1) ensuring that PII and sensitive data developed, obtained or otherwise associated with UDCA FNS funded grants is securely transmitted; (2) ensuring that PII is not transmitted to unauthorized users, and that PII and other sensitive data is not submitted via email; (3) data is transmitted via FNS approved file sharing services or encrypted mobile media storage devices; and (4) ensuring that PII is encrypted and password protected both in transit and at rest.

Conflict of Interest and Confidentiality of the Review Process

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and Tribal governments, submitting an application will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants.

Administrative Regulations

Federal Tax Liabilities Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Felony Crime Conviction Restrictions

None of the funds made available by this or any other Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

Debarment and Suspension 2 CFR Part 180 and 2 CFR Part 417

A recipient chosen for an award shall comply with the non-procurement debarment and suspension common rule implementing Executive Orders (E.O.) 12549 and 12689, “Debarment and Suspension,” codified at 2 CFR Part 180 and 2 CFR Part 417. This common rule restricts sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The approved grant recipient will be required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules prior to approving a sub-grant award by checking the System for Award Management (SAM) at [SAM.gov](https://sam.gov).

Universal Identifier and Central Contractor Registration 2 CFR Part 25

Requirement for System for Award Management. Unless you are exempted from this requirement under [2 CFR 25.110](#), you as the recipient must maintain current information in the SAM. This includes information on your immediate and highest-level owner and subsidiaries, as well as on all of your predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until you submit the final financial report required under this Federal award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another Federal award term.

Requirement for Unique Entity Identifier: If you are authorized to make subawards under this Federal award, you:

- Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you until the entity has provided its Unique Entity Identifier to you.
- May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you. Subrecipients are not required to obtain an active SAM registration but must obtain a Unique Entity Identifier.

Reporting Sub-award and Executive Compensation Information 2 CFR Part 170

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109–282), as amended by Section 6202 of Public Law 110–252, requires primary grantees of Federal grants and cooperative agreements to report information on sub-grantee obligations and executive compensation. FFATA promotes open government by enhancing the Federal Government’s accountability for its stewardship of public resources. This is accomplished by making Government information, particularly information on Federal spending, accessible to the general public.

Primary grantees, including State agencies, are required to report actions taken on or after October 1, 2010, that obligates **\$30,000 or more** in Federal grant funds to first- tier sub-grantees. This information must be reported in the Government-wide FFATA Sub-Award Reporting System (FSRS), now part of SAM.gov. In order to access FSRS a current SAM registration is required. A primary grantee and first-tier sub-grantees must also report total compensation for each of its five most-highly compensated executives. Every primary and first-tier grantee must obtain a UEI prior to being eligible to receive a grant or sub-grant award. Additional information will be provided to grant recipients upon award.

Duncan Hunter National Defense Authorization Act of Fiscal Year 2009, Public Law 110-417

Section 872 of this Act requires the development and maintenance of a Federal Government information system that contains specific information on the integrity and performance of covered Federal agency contractors and grantees. The Federal Awardee Performance and Integrity Information System (FAPIIS) is designed to address these requirements. FAPIIS contains integrity and performance information from the Contractor Performance Assessment Reporting System, information from SAM.gov, and suspension and debarment information from the SAM. FNS will review and consider any information about the applicant reflected in FAPIIS when making a judgment about whether an applicant is qualified to receive an award.

Freedom of Information Act (FOIA) Requests

The Freedom of Information ACT (FOIA), 5 U.S.C. 552, provides individuals with a right to access records in the possession of the Federal Government. The Government may withhold information pursuant to the nine exemptions and the three exclusions contained in the Act.

Application packages submitted in response to this grant solicitation may be subject to FOIA by requests by interested parties. In response to these requests, FNS will comply with all applicable laws and regulations, including departmental regulations.

FNS will forward a Business Submitter Notice to the requested applicant's point-of-contact. Applicants will need to review requested materials and submit and submit any recommendations within 10 days from the date of FNS notification. FNS will redact Personally Identifiable Information (PII).

For additional information on the Freedom of Information (FOIA) process, please contact the FNS Freedom of Information Act officer at FOIA@usda.gov.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Privacy Policy

The USDA Food and Nutrition Service does not collect any personal identifiable information without explicit consent. To view USDA's Privacy Policy, visit: usda.gov/privacy-policy.

Code of Federal Regulations and Other Government Requirements

This grant will be awarded and administered in accordance with the following regulations 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II. Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

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 Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
- 2 CFR Part 400: USDA's implementing regulation of 2 CFR Part 200 "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 CRR Part 16: "Equal Opportunity for Religious Organizations"
- 41 U.S.C. Section 22 "Interest of Member of Congress"
- 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)

General Terms and Conditions (T&Cs) of FNS grant awards may be obtained electronically in advance of an award. For a copy of T&Cs, please contact the Grant Officer noted in the [Agency Contacts](#) ([Section 8.0 – Federal Awarding Agency Contacts](#) of this RFA.)

7.3 Reporting Requirements

Financial Reports

The award recipient will be required to enter the SF-425 (Federal Financial Report) into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain login.gov and USDA e-Authentication, verify their identity, and submit an FNS-674 form, which will be provided by the Grant Officer to access FPRS. A final Financial Status report is due 120 days after the termination date. For additional information on FPRS, visit fprs.fns.usda.gov.

Performance Progress Reports (PPR)

Grantees will be required to submit progress reports to FNS 30 days following the end of each semi-annual period, using the FNS-908 PPR form that will be sent to grantees at the time of award or the initial orientation. All activities reported on the FNS-908 must align with the required objective from [Section 1.3](#). A final report identifying the accomplishments and results of the project will be due 120 days after the end date of the award. Please ensure your organization has software capable of opening and completing a PDF with fillable form fields.

Please note: The FNS-908 PPR form specific to this opportunity will be sent to grantees at the time of award or the initial orientation. Use of the FNS-908 PPR form for progress reports is required. Previous grantees that have not submitted reports timely may be evaluated as high risk. All activities reported on the FNS-908 must align with the required objective(s) from the “Key Objectives” Section above.

8.0 Federal Awarding Agency Contacts

For questions regarding this solicitation, please contact the Grant Officer.

Anna Arrowsmith

Grant Officer, Grants and Fiscal Policy Division

U.S. Department of Agriculture, FNS

Email: Anna.Arrowsmith@usda.gov

9.0 Other Information

9.1 Debriefing Requests

Non-selected applicants may request a debriefing to discuss the strengths and weakness of submitted proposals. This information may be useful when preparing future grant proposals. Additional information on debriefing requests will be forwarded to non-selected applicants. FNS reserves the right to provide this debriefing orally or in written format.

Appendix A: Project Narrative Template

The following template is available for download as a Microsoft Word document in the Related Documents tab within the Grants.gov posting.

Project Narrative Template | Farm to School Grant Program

Review the Fiscal Year (FY) 2025 Farm to School Grant Program Request for Applications (RFA) before completing this Project Narrative Template. The project narrative must not exceed 14 pages in total if using the provided project narrative template or 10 pages in total if not using the template. Do not modify the margins of the project narrative template or delete or change any text in it. The project narrative must be formatted to fit on an 8.5 x 11-inch page, may be in landscape or portrait orientation, using a clearly legible font no smaller than 11-point. Using 10-point font in tables is acceptable. The applicant should complete the project narrative as one document, save it as a PDF, and attach it to the Grants.gov application package using the “Add Attachments” button under SF-424 item #15. Please do not print and scan your document as it makes it difficult for reviewers to read.

Cover Sheet

Lead applicant name. This must match the Legal Name in the SF-424, Box 8a: Type response here.

Type of Application. Indicate the type of application they are submitting from one of three options:

- ☐ State Agency
- ☐ ITO
- ☐ Partnership

Entity Type. Indicate the applicant’s entity type from one of the entity types listed below. Only select one entity type. See Section 3.1 in the RFA for definitions and entity eligibility criteria. Enter this entity type exactly as it appears in the list below on the SF-424 in Type of Applicant (Box 9) by selecting “X: Other (specify)” then entering the selected type.

- ☐ Non-profit entity
- ☐ CNP: NSLP or SBP Operator
- ☐ CNP: CACFP Institution
- ☐ CNP: SFSP Sponsor
- ☐ Indian Tribal Organization
- ☐ State agency
- ☐ Local agency
- ☐ Agricultural producer or group

No additional information should be included on this page after this point.

Project Description

Project Overview

Describe the project’s purpose, activities planned, deliverables, and expected outcomes. The recommended length of this response is 225 words.

Type response here.

Project Need

Describe the need for the project and explain how the specific proposed project is designed to address or meet the need. Include relevant data describing how the need was identified and the status of farm to CNP initiatives within the participant population, partners, and/or organization. The recommended length of this response is 125 words.

Type response here.

Objective Alignment

Describe how your project will improve access to local foods in eligible CNP sites through comprehensive farm to school programming that includes local sourcing and agricultural education efforts. The recommended length of this response is 125 words.

Type response here.

Priority Alignment

Projects must meet three of the following priorities. As shown in Appendix A: Project Narrative Template, please indicate and describe which of listed priorities the project addresses. Include relevant data to demonstrate how you plan to meet the priorities. The recommended length of this response is 225 words.

- ☐ Projects that use strategies that scale up and expand the reach of farm to CNP efforts.
- ☐ Projects that focus on partnership building through such strategies as collaboration, network building, and peer learning.
- ☐ Projects that demonstrate innovative methods to ensure lasting success and impact beyond the immediate target audience, project partners, and period of performance.
- ☐ Projects that create new or expand existing opportunities to connect America's farmers to CNPs.
- ☐ Projects that enhance innovation and capacity for States providing Farm to School support.

Type response here.

Activities/Indicators Tracker

Complete the Activity/Indicators Tracker table below. Add or remove rows as needed. Repeat table headings if table extends to multiple pages. The Activities/Indicators Tracker table must reflect at least five of the required indicators provided in the RFA. The recommended length of the Activities/Indicators Tracker is less than three pages.

Activity	Indicator(s) and Target Number	Anticipated Start Date (Month, Year)	Anticipated Completion Date (Month, Year)

Project Team

Partners

Partners are required for all applications. State agencies and ITOs must have at least one partner. Partnership coordinating entities must list at least two partners. Applicants must describe each partner’s contribution to the project and their experience as it relates to the proposed project. There is no limit on the number of partners listed, but the overall project narrative must remain within the page limit. Do not include additional columns or remove columns. The role and experience descriptions should be brief, approximately three sentences each.

Partner Organization Name	Role	Experience

CNP Operator or Administrator

For all applications, the applying entity or at least one partner must be a CNP operator or administrator. A “CNP operator/administrator” is defined as a school, childcare institution, or summer sponsor operating the NSLP, CACFP, SFSP, and/or the SBP, or a State agency administering NSLP, CACFP, SFSP, and/or the SBP. Identify one CNP operator or administrator who is committed to the project in the table below. Do not include additional columns. If the coordinating entity, State agency, or ITO is the CNP operator or administrator, the Organization Name should match the Legal Name provided in the SF-424 in Box 8a.

Organization Name	CNP Program(s)	Operator or Administrator

Project Staff

List key staff, including applicant personnel and external partners that comprise the project team, their role, their relevant experience in developing and operating projects like those to be conducted under this project. It is not required to include all project staff in this section. Include sufficient information to demonstrate the staff have the ability to execute the project. If a key position has not been filled, include the position title in the Name field and briefly describe the desired knowledge, skills, and education in the other fields. Do not add or remove columns. The Role and Relevant Experience and Past Successes fields should be brief, approximately three sentences each. Applicants should include at least one and up to three resumes of key staff listed in the project narrative. See Section 4.8 in the RFA for more information on resumes.

Name, Title, Organization	FTE Dedicated to the Project	Role	Relevant Experience	Past Successes

Project Management

Describe how the project team will ensure the project is successful and complies with requirements. Include quality assurance planning, tracking timelines, progress monitoring, and management approach for staffing and procurement of contractors (if applicable).

If an applicant proposes to use grant funding to award subgrants, the applicant must include a description of the process for making and managing subgrant awards, including reporting and compliance. The recommended length of this response is 125 words.

Type response here.

Evaluation

Evaluation Description

Describe how the overall impact will be evaluated and the evaluation activities you will conduct to meaningfully measure your program. Describe how the required indicators will be collected to ensure successful measurement and reporting. Any additional indicators provided by the applicant beyond the required indicators should be specific, measurable, achievable, relevant, and time bound, and are associated with a specific activity. The recommended length of this response is 125 words.

Type response here.

Evaluation Roles

Describe roles and responsibilities for monitoring and evaluation. Detail any relevant experience your organization or partner has conducting evaluations. The recommended length of this response is 125 words.

Type response here.

Expanding and Deepening Farm to School Efforts

How will program deliverables and outcomes be shared with the target audience, partners, stakeholders, and greater community to contribute to knowledge sharing and a deepening and expanding of farm to CNP practice? Identify how farm to CNP initiatives will be integrated into your organization's operations. Discuss partners' and staff's roles in continuing farm to CNP efforts past the grant period, including how access to local foods will be continued, such as making local foods available on program menus.

Describe how the project will continue beyond the period of performance without additional USDA Farm to School grant funds. Indicate which project components will require continued funding and identify potential sources of such funding (e.g., other grants, in-kind donations, volunteers, integration into organization's long-term budget, etc.). The recommended length of this response is 225 words.

Type response here.

Appendix B: Budget Narrative Template and Instructions

It is strongly recommended to use the provided budget narrative template. The budget narrative template is provided in a Microsoft Word version and Microsoft Excel version, both available in the Related Documents tab on the Grants.gov posting.

1. PERSONNEL	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
1a. Name, Title			\$-	Hourly wage x # hours per year x # years OR Annual salary x FTE x # years
1b. Name, Title			\$-	
1c. Name, Title			\$-	
1d. Name, Title			\$-	
1e. Name, Title			\$-	
1f. Name, Title			\$-	
1g. Name, Title			\$-	
1h. Name, Title			\$-	
1i. Name, Title			\$-	
1j. Name, Title			\$-	
Personnel Total	\$-	\$-	\$-	

2. FRINGE BENEFITS	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
2a. Name, Title 1a.			\$-	Total salary x fringe rate. Explain what costs are included in fringe rate.
2b. Name, Title 1b.			\$-	
2c. Name, Title 1c.			\$-	
2d. Name, Title 1d.			\$-	
2e. Name, Title 1e.			\$-	
2f. Name, Title 1f.			\$-	
2g. Name, Title 1g.			\$-	
2h. Name, Title 1h.			\$-	
2i. Name, Title 1i.			\$-	
2j. Name, Title 1j.			\$-	
Fringe Benefits Total	\$-	\$-	\$-	

3. TRAVEL	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
3a. Registration fee			\$-	Registration fee per person x # of people
3b. Airfare			\$-	Roundtrip Name of Airport to/from name of Airport, Airline name, fare (base fare + tax and fees) as of date x # people
3c. Checked baggage fee			\$-	Cost per bag x # bags x # people
3d. Mileage			\$-	Roundtrip place of business to/from Airport, type of transportation, \$0.XXX per mile x # miles x # people
3e. Airport parking			\$-	Cost per day x # days x # people
3f. Ground transportation and tolls			\$-	Cost per day x # days x # people
3g. Lodging			\$-	Dates, In-State/out-of-State rate (including taxes and fees) x # days x # people
3h. Per diem (M&IE)			\$-	In-State/out-of-State rate, full day, per day x # days x # people
3i.			\$-	
3j.			\$-	
Travel Total	\$-	\$-	\$-	

4. EQUIPMENT	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
4a.			\$-	
4b.			\$-	
4c.			\$-	
4d.			\$-	

4e.			\$-	
4f.			\$-	
4g.			\$-	
4h.			\$-	
4i.			\$-	
4j.			\$-	
Equipment Total	\$-	\$-	\$-	

5. SUPPLIES	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
5a. Office supplies			\$-	Cost per item x # items
5b. Professional development materials			\$-	Cost per item x # items
5c. Computer(s)			\$-	Cost per computer x # computers x % dedicated to the project
5e. Software/Software Licenses			\$-	Cost per item x # items
5f. Agriculture education materials.			\$-	Cost per item x # items
5g.			\$-	
5h.			\$-	
5i.			\$-	
5j.			\$-	
Supplies Total	\$-	\$-	\$-	

6. CONTRACTUAL	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
6a. Type/Name of contractor			\$-	\$XX per hour x # hours x # years. Describe service to provide.
6b.			\$-	
6c.			\$-	
6d.			\$-	

6e.			\$-	
6f.			\$-	
6g.			\$-	
6h.			\$-	
6i.			\$-	
6j.			\$-	
Contractual Total	\$-	\$-	\$-	

7. OTHER	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
7b. Professional Development			\$-	Training fee per person x # people
7d. Postage, Shipping/Handling			\$-	Shipping cost per item x # items shipped
7e. Publication and Printing			\$-	Printing cost per page or item x # pages or items
7f. Stipends			\$-	Registration fee per person x # people + substitute pay per day x # days x # people OR replacement pay per day x # days x # people
7g. Subawards			\$-	Amount per subawards x # subawards
7h.			\$-	
7i.			\$-	
7j.			\$-	
Other Total	\$-	\$-	\$-	

8. TOTAL COSTS	FEDERAL REQUEST	MATCH	TOTAL	NARRATIVE EXPLANATION
8a. Total Direct Costs	\$-	\$-	\$-	Do not add anything in this field. Ensure the amounts here match the SF-424 and SF-424A.
8b. Total Indirect Costs (or maximum IDC% allowed)				Calculation = total Direct costs x IDC rate. (If applicable, submit NICRA documentation.)
Total	\$-	\$-	\$-	

9. MATCH CALCULATOR	FEDERAL REQUEST	MATCH	TOTAL PROJECT BUDGET	MATCH PERCENT
Total Direct and Indirect Costs	\$-	\$-	\$-	

Appendix C: Budget Narrative Checklist

FOR GRANT APPLICANT USE ONLY. DO NOT RETURN THIS FORM WITH THE APPLICATION.

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

NOTE: The budget and budget narrative, as well as forms SF-424 and SF-424A must be in line with the proposal project description (statement of work) bona fide need. FNS reserves the right to request information not clearly addressed. All funding requests must be in whole dollars.

ITEM	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director will devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example, origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the attendee objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example, include excerpt from travel regulations.		
Equipment		
Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual: (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		

ITEM	YES	NO
Other		
<p>Consultant Services –</p> <p>Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget? The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), number of estimated hours and hourly wages per hour, and all expenses and fees directly related to the proposed services to be rendered to the project.</p>		
<p>For all other line items listed under the "Other" heading –</p> <p>List all items to be covered within "Other" along with the methodology on how the applicant derived the costs to be charged to the program.</p>		
Indirect Costs		
<p>Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.</p>		
<p>2 CFR 200.14 (f) De minimis rate; Recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).</p>		

Appendix D: Match Letter Template

The grant recipient must show evidence of matching support of at least 25 percent of the total budget in the form of cash or in-kind contributions. See [Section 3.5](#) and [Section 4.6](#) for more information regarding match requirements. This template is downloadable as a Microsoft Word document in the Related Documents tab of the Grants.gov posting.

School District/Agency/Organization Letterhead

{Date}

{Name of Entity Providing Match}

{Address}

{City, State, ZIP}

To Erica Antonson, Acting Branch Chief, Grants Management Operations Branch:

The {Organization Name} commits to providing {total \$ amount which must match what is in budget} in matching funds for {applicant's name} in their project, {"Project Title"}.

The {total \$ amount} matching funds will be provided during the project's period of performance. This amount will be distributed as {Describe the source of match, what expenses are being provided, e.g., in-kind personnel expenses, garden supplies, meeting space, etc., and how the calculation was derived} towards the completion of the project.

Should there be any questions regarding this letter, please contact us at {contact information}.

Sincerely,

{Signature}

{Name of Director, CEO, etc.}

{Contact information}

Appendix E: Partnership Letter Template

Partnership applicants are required to submit two partnership letters with their application. A partnership letter is not required from the coordinating entity. If the coordinating entity is not a CNP operator/administrator, then **at least one of their partners *must* be a CNP operator/administrator and one of the letters must be from that entity.** The partnership letter must not exceed one page in length. Any additional letters over the two-letter limit will not be considered. See [Section 4.7](#) for more information regarding partnership letter requirements.

Partner Letterhead

{Date}

{Partner Name}

{Street Address}

{City, State, ZIP}

To Erica Antonson, Branch Chief, Grants Management Operations Branch:

The {Partner's Name} provides this letter to indicate our commitment to serve as a partner for {applicant's name} in their Farm to School project, {"Project Title"}. {Provide information about the Partner, including the role and responsibility in achieving the project, and experience and expertise with executing the assigned role}. {If applicable, identify the specific CNP(s) that the partnering organization operates}. Any combination of one or more of the programs NSLP, CACFP, SFSP, and/or the SBP is acceptable.}. {Partner Name} is committed to the project through the entire period of performance {explain how}.

Sincerely,

{Signature}

{Name of Director, CEO, etc.}

{Contact information}

Appendix F: SF-424 and SF-424A Instructions

SF-424 Instructions Specific to FY 2026 Farm to School Grant Program Applications

The SF-424 is the “Application for Federal Assistance” electronic application form used to display a summary of the organization’s application. Official SF-424 instructions are located in Grants.gov. Supplemental instructions specific to the FY 2026 Farm to School Grant Program are provided below as a resource. Applicants may consider using the instructions below as a guide to completing the electronic form required within the Grants.gov workspace environment titled SF-424. These instructions should not be construed as a replacement or substitute for the official SF-424 form instructions.

Section	Section Name	Required, Optional, Not Applicable (N/A)	Instructions
1.	Type of Submission	Required	Application – Select Changed/Corrected Application – Select if this submission is to change or correct a previously submitted application.
2.	Type of Application	Required	New – Select as an application that is being submitted to the USDA for the first time.
3.	Date Received	N/A	The date received will be completed electronically because submission is through Grants.gov.
4.	Applicant Identifier	N/A	N/A. This line can be left blank.
5a.	Federal Entity Identifier	N/A	N/A. This line can be left blank.
5b.	Federal Award Identifier	N/A	N/A. This line can be left blank.
6.	Date Received by State	N/A	N/A. This line can be left blank.
7.	State Application Identifier	N/A	N/A. This line can be left blank.
8.	Applicant Information	Required	
	a. Legal Name	Required	Enter the legal name of the organization, not the name of the person submitting the application. This is the organization that has registered with the System for Award Management (SAM).
	b. Employer/Taxpayer Number (EIN/TIN)	Required	Enter the organization’s taxpayer identification number (EIN) as assigned by the Internal Revenue Service.
	c. UEI	Required	Enter the organization’s UEI received from SAM.gov. The UEI is a unique 12 character organization identifier.
	d. Address	Required	Enter the organization’s legal address as it appears in SAM.gov. A 9-digit ZIP/Postal Code must be entered. P.O. Boxes will not be accepted.

	e. Organizational Unit	N/A	N/A. This line can be left blank.
	f. Name and contact information of person to be contacted on matters involving this application	Required	Enter the first and last name, telephone number and email address of the point of contact for organization. This should be the person FNS can contact if there are any questions about the application.
9.	Type of Applicant: Select Applicant Type	Required	<p>Select one applicant type to describe the organization by selecting “X: Other (specify)” then entering one of the entity types listed below exactly as it appears in the list.</p> <ul style="list-style-type: none"> • Non-profit entity • CNP: NSLP or SBP Operator • CNP: CACFP Institution • CNP: SFSP Sponsor • Indian Tribal Organization • State agency • Local agency • Agricultural producer or group
10.	Name of Federal Agency	N/A	This information is pre-populated by Grants.gov.
11.	Assistance Listing Number	N/A	This information is pre-populated by Grants.gov.
12.	Funding Opportunity Number	N/A	This information is pre-populated by Grants.gov.
13.	Competition Identification Number	N/A	This information is pre-populated by Grants.gov.
14.	Areas Affected by Project (Cities, Counties, States, etc.)	N/A	N/A. This line can be left blank.
15.	Descriptive Title of Applicant’s Project	Required	Enter a brief description of the nature of the project.
	Supporting Documents	Required	Upload additional materials here. At a minimum, upload proposal narrative, budget narrative, letters of support and any other required documents specified in the RFA.
16 (a-b).	Congressional Districts	Required	Enter the congressional district where the applicant’s organization is located under both a and b.
17 (a-b).	Proposed Project Start and End Dates	Required	Enter the proposed start and end dates of the project. Refer to period of performance notice in the RFA.
18 (a-g).	Estimated Funding	Required	Enter the Federal requested amount on the “Federal” line. The value of match contributions should be included on

			"applicant" line. Lines C - F can be left blank unless matching funds will come from multiple sources. The "total" line will calculate automatically.
19.	Is Application Subject to Review by State Under Executive Order 12372 Process?	Required	Check Option C: the Farm to School grants is not subject to E. O. 12372.
20.	Is the Applicant Delinquent on Any Federal Debt?	Required	Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of Federal debt include; but may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative	Required	If everything is correct above, the authorized representative of the applicant's organization will click "I AGREE." All correspondence regarding the application will be addressed to this individual. Enter all the required information of the authorized representative. The signature and date sections will be automatically completed upon submission through Grants.gov.

SF-424A Instructions

The SF-424A is the "Budget Information" electronic application form (not to be confused with the budget narrative). This is where the applicant must record the totals for the Federal request and match contribution, broken out by budget categories. Official SF-424A instructions are located in Grants.gov. Supplemental instructions specific to the FY 2026 Farm to School Grant Program are provided below as a resource. Applicants may consider using the instructions below as a guide to completing the electronic form required within the Grants.gov workspace environment titled SF-424A. These instructions should not be construed as a replacement or substitute for the official SF-424A form instructions.

Page 1

Section	Section Name	Instructions
1a.	Grant Program Function or Activity	Enter "Federal Request".
1b.	Assistance Listing Number	Enter the Assistance Listing Number (ALN), which is 10.575.
1 (c and d).	Estimated Unobligated Funds	N/A. This line can be left blank.
1e.	New Revised Budget (Federal)	Enter the full amount of the applicant's Federal request only.

1f.	New Revised Budget (Non-Federal)	N/A. This line can be left blank.
2a.	Grant Program Function or Activity	Enter “Match”.
2b.	Assistance Listing Number	Enter the Assistance Listing Number (ALN), which is 10.575.
2 (c and d).	Estimated Unobligated Funds	N/A. This line can be left blank.
2e.	New Revised Budget (Federal)	N/A. This line can be left blank.
2f.	New Revised Budget (Non-Federal)	Enter the full amount of the applicant’s match only. Do not include the Federal request.
3-4.	Grant Program Function or Activity and Totals	N/A. This line can be left blank.
5.	Grant Program Function or Activity and Totals	Totals will automatically total themselves.

Page 2

Section	Section Name	Instructions
6 (1).	Grant Program, Function or Activity	N/A. The heading will automatically populate from the previous form to say, “Federal Request.”
6 (a-j) (1).	Grant Program, Function or Activity	A-J are the Federal budget categories. Enter the total amount for the full period of performance of the federal request for each category where applicable.
6k (1).	Grant Program, Function or Activity	N/A. Totals will automatically total themselves.
6 (2).	Grant Program, Function or Activity	N/A. The heading will automatically populate from the previous form to say, “Match”.
6 (a-j) (2).	Grant Program, Function or Activity	A-J are the Federal budget categories. Enter the total amount for the full period of performance of the match for each category where applicable.
7 (1).	Grant Program, Function or Activity	Leave blank. Generally, the applicant should not generate program income from the Farm to School grant. If the applicant believes otherwise, contact the grant officer listed in the RFA.

Page 3

Section	Section Name	Instructions
8-23	Sections C – F	N/A. This page does not need to be completed for Farm to School applicants.

Appendix G: FNS-908 Performance Progress Report (PPR)

FOR REFERENCE ONLY.

Validate Form	Submit by Email	UNITED STATES DEPARTMENT OF AGRICULTURE Food and Nutrition Service	<small>OMB Number: 0584-0512 Expiration Date: 7/31/2025</small>																																																																																
PERFORMANCE PROGRESS REPORT			Management Settings																																																																																
Recommended File Name: FNS908_{Organization Name}_{Type of Report}_{Reporting Fiscal Year}_{Period}_{Original Revision}.pdf <small>Copy value then paste in Save As dialog when saving</small>																																																																																			
<small>The public burden statement: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0512. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0512*). Do not return the completed form to this address.</small>																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="2">1. Recipient Organization</td><td colspan="2">2. Program Information:</td></tr><tr><td colspan="2">a. Organization Name: <input style="width: 90%;" type="text"/></td><td colspan="2">Program Area: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">b. Street Address: <input style="width: 90%;" type="text"/></td><td colspan="2">Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 40%;" type="text"/></td><td colspan="2">Program: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2"></td><td colspan="2">Tag: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">3. Primary POC:</td><td colspan="2">4. Federal Award Identification Number (FAIN):</td></tr><tr><td>a. First Name: <input style="width: 30%;" type="text"/></td><td>Last Name: <input style="width: 30%;" type="text"/></td><td colspan="2">b. Title: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">c. Telephone (Area Code & Number): <input style="width: 90%;" type="text"/></td><td colspan="2">d. Email Address: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="2">6. Federal Grant Agreement Number: <input style="width: 90%;" type="text"/></td><td colspan="2">5. Type of Report (Select One):</td></tr><tr><td colspan="2"></td><td colspan="2"><input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Final</td></tr><tr><td colspan="2"></td><td colspan="2">Reporting Fiscal Year: <input style="width: 30%;" type="text"/> Period: <input style="width: 30%;" type="text"/></td></tr><tr><td colspan="2"></td><td colspan="2">Original/Revision: <input style="width: 30%;" type="text"/></td></tr><tr><td colspan="4">7. Additional POC (Optional)</td></tr><tr><td colspan="2">a. First Name: <input style="width: 30%;" type="text"/></td><td colspan="2">Last Name: <input style="width: 30%;" type="text"/></td></tr><tr><td colspan="2">c. Telephone (Area Code & Number): <input style="width: 90%;" type="text"/></td><td colspan="2">d. Email Address: <input style="width: 90%;" type="text"/></td></tr><tr><td colspan="4">8. Report Submitted By:</td></tr><tr><td colspan="2">a. First Name: <input style="width: 30%;" type="text"/></td><td colspan="2">Last Name: <input style="width: 30%;" type="text"/></td></tr><tr><td colspan="2">b. Title: <input style="width: 90%;" type="text"/></td><td colspan="2">9. Certification</td></tr><tr><td colspan="2"></td><td colspan="2"><input type="checkbox"/> I certify by checking this box that, to the best of my knowledge and belief, this report is correct and complete for performance of activities set forth in the award documents.</td></tr><tr><td colspan="4">10. Date Report Submitted: <input style="width: 30%;" type="text"/></td></tr></table>				1. Recipient Organization		2. Program Information:		a. Organization Name: <input style="width: 90%;" type="text"/>		Program Area: <input style="width: 90%;" type="text"/>		b. Street Address: <input style="width: 90%;" type="text"/>		Federal Fiscal Year of Award: <input style="width: 90%;" type="text"/>		City: <input style="width: 30%;" type="text"/> State: <input style="width: 30%;" type="text"/> Zip: <input style="width: 40%;" type="text"/>		Program: <input style="width: 90%;" type="text"/>				Tag: <input style="width: 90%;" type="text"/>		3. Primary POC:		4. Federal Award Identification Number (FAIN):		a. First Name: <input style="width: 30%;" type="text"/>	Last Name: <input style="width: 30%;" type="text"/>	b. Title: <input style="width: 90%;" type="text"/>		c. Telephone (Area Code & Number): <input style="width: 90%;" type="text"/>		d. Email Address: <input style="width: 90%;" type="text"/>		6. 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Form FNS-908
Version Number: 1.4 09-22

SBU
Page 1

Electronic Form Version Designed in Adobe AEM 6.4 Version

Program Management Information**1. Progress Summary**

Provide summary of progress this reporting period, highlighting your greatest achievements and challenges to date in this reporting period. For challenges, how did you resolve or overcome them? (Max 2000 characters):

2. Personnel Information

a. Number of FTEs:

b. Were there any changes in key personnel? Yes No

c. If yes, please describe the changes in key personnel, including the individual leaving/joining the project as well as the name and contact information (email address, phone number, and name of organization) of the individual. Note: This information does not serve as a formal request to approve the change in key personnel. This request must be forwarded to the Grants Officer in a separate request (Max 2000 Characters):

3. Projected Amendments (Cost and No-Cost)

a. Number of amendments projected this upcoming quarter?

b. Do the projected amendment(s) require FNS approval? Yes No

c. Please describe the type of amendment(s) projected and justification for each. Note: This information does not serve as a formal request to approve amendments. This request must be forwarded to the Grants Officer in a separate request (Max 2000 characters):

4. Expenditures/Purchases:

a. Were there any significant expenditures or purchases, including any contracts entered during this reporting period? Yes No

b. If so, please describe (Max 2000 Characters):

5. Deviations (Changes this quarter outside of the agreed upon budget, timeline, or scope):

a. Have there been any deviations? Yes No b. Type: ☐ Budget ☐ Timeline ☐ Scope ☐ Other

c. Describe any deviation(s), including a justification and impacts to budget/timeline (Max 2000 characters):

d. Please describe proposed activities to mitigate the impact of the deviation(s) (Max 2000 characters):

Page 2

Program Management Information (Continued)**6. Upcoming Activities and Anticipated Changes**

a. Please describe activities planned for next quarter (Max 2000 Characters):

b. Do you anticipate any changes in your project timeline, activities or cost? Yes No

c. If yes, please explain the anticipated changes (Max 2000 Characters):

7. Final Reporting Summary (Final Reporting Period Only)

a. Are all goals and objectives completed at this time? Yes No

b. If no to answer 7a, briefly describe the goals and objectives that were not completed and why they were not completed (Max 2000 Characters):

c. Was the project budget sufficient for meeting the project goals? Yes No

d. If no to answer 7c, briefly describe why the budget was insufficient for meeting the project goals (Max 2000 Characters):

8. Additional Comments (Max 2000 Characters)

Page 3

Instructions: Complete this section by adding all Activities and Indicators as listed on your submitted proposal for each listed objective. For each reporting period, update these Activities/Indicators with the most up to date information. **Note:** Objectives will be added by FNS and should not be altered. Additionally, note that indicator values vary by Indicator Type selected.

Program Activities								
Objective 1								
<div>- 1</div> <div>+</div>	Activity	Type	Anticipated Completion Date	Actual Completion Date	Location	Optional Beneficiaries/Audience Topic (if training)		
	Indicator Description	Indicator Type						
			Target	Actual (Cumulative)	Comments			
<div>Add Objective</div> <div>Remove Objective</div>								