



**New Mexico Public Education Department
Student Success and Wellness Bureau**

**2018-2019 APPLICATION
FOR
SCHOOL FOOD AUTHORITY PURCHASES OF NEW MEXICO-GROWN
PRODUCE**

I. INTRODUCTION

This request for applications (RfA) is open to all New Mexico public and private schools and school districts through applications made by a school food authority (SFA). Applications are due May 30, 2018 and the first allocations will be announced by July 1, 2018. Produce will be available for order by School Food Authorities (SFAs) through a price agreement available through the New Mexico Public Education Department (PED).

II. PURPOSE

The purpose of this RfA for New Mexico-grown fresh fruits and vegetables as well as the distribution of the produce. These funds are to encourage New Mexico schools to purchase local New Mexico-grown vegetables and fresh fruit for school meal programs. The Public Education Department is in the process of fostering links between schools and local farms or farm organizations so that freshly harvested local foods become a staple in the diets of New Mexico students.

III. FUNDING

The funding for this “Local Produce in New Mexico Schools” RfA is made available through a 2018 state appropriation of \$425,000.00. SFAs that are funded through this RfA will be notified of the allocation of funding based on their proposals. SFAs will be reimbursed through standard mechanisms established by PED (See *Attachment A, Reimbursement*). New to this grant is awarding funds for the distribution process of these products. The PED will provide further guidance when the allocation letters are released on how we will reimburse the SFA for these cost that may be incurred.

IMPORTANT NOTE: An SFA cannot bill retroactively for a NM-grown produce shipment placed prior to the award by PED of its application. The funds will be awarded only on a current reimbursement basis. SFAs that ordered or purchased NM-grown produce prior to this application, award allocation and entering a BAR in OBS may cannot include those orders in their requests for reimbursement.

IV. PRIORITY FUNDING

Allocations will be scored and ranked according to the SFA submitted RFA and the following criteria:

- (1) the SFA's intention to include New Mexico-grown fresh fruits and vegetables on their menus regularly;
- (2) a need for local produce funding because of scarcity of fresh produce or remote location;
- (3) A submitted plan on how you will spend the funds, when the funds will be spent and what items the SFA will purchase.
- (4) a percentage of students eligible for free or reduced-price lunch;
- (5) a plan to increase or maintain purchases of locally grown produce in the future;
- (6) evidence that the school's wellness policy includes information on the benefits of eating fresh healthy food.
- (7) A plan for using the New Mexico-grown fresh fruits and vegetables during the SY in 18-19.

All schools that operate National School Lunch Program and School Breakfast Program are eligible for the funding, but priority allocations will be directed to SFAs whose applications include all six points listed above.

V. MANDATORY CONDITIONS

All successful SFA applications in response to this RfA shall assure PED:

- (1) that food to be purchased is "local" as defined in this RfA;
- (2) that food to be purchased originated on farms that include safety certification or other evidence that the farmer or farm organization uses safe harvest and packing standards;
- (3) that food to be purchased will be "fresh" or "recently harvested" as defined in this RfA;
- (4) that the SFA will not request both state and federal reimbursement for purchase of locally grown produce available through this RfA;
- (5) that local food purchases will be used as part of the NSLP, SBP or After School Snack Program;
- (6) that foods purchased will be only those approved for use in the NSLP as documented in the Food and Nutrition Service website at <http://www.fns.usda.gov/nslp/nslp-material-fact-sheets-vegetables-fruits>.
- (7) Invoices for reimbursement will be submitted via the Operating Budget Management System (OBMS) at least monthly. Additional supporting documentation including New Mexico certification can be requested by the PED inclusive of surveys or required data requests.

VI. DEFINITIONS

- “Local” means grown and harvested within the geographic boundaries of the State of New Mexico;
- “Fresh” means uncooked, unprocessed and not preserved by the addition of any other ingredient;
- “Produce” means the yield of a vegetable or fruit crop;
- “Recently harvested” means delivered within 36 hours of being harvested to the distribution warehouse or to the ordering school;

VII. ALLOWABLE EXPENSES

This RfA provides for purchase and distribution of New Mexico-grown fresh fruits and vegetables. In this grant, the transportation cost incurred to distribute the produce is acceptable and may be reimbursable based on State of New Mexico rate per mileage and or flat transportation fee by the vendor. Further guidance on transportation reimbursement will be stated on the SFA final award allocation letter. We will not reimburse the SFA for Administrative expenses.

APPLICATION COVER

PAGE **May 30, 2018**

Amount Requested: \$ _____

GRANT APPLICANT CONTACT INFORMATION

School Food Authority (SFA) contact:	
Phone number (including area code):	
E-mail:	
School Name:	
School Address:	
Number of sites in the SFA that are covered by this application:	
Total enrollment in the district or individual school submitting a response to this RfA:	
% of students on Free and Reduced Lunch (FRL) and SFA district wide FRL percentage as demonstrated in the SFA's October 2017 NSLP data: (Must match the sites that are covered in the application): Note: Data will be validated by the state agency.	
How is your district participating in the NSLP for SY 2017-18, check all which applies? <i>(Could be with a combination of more than one site)</i>	Standard <input type="checkbox"/> Provision <input type="checkbox"/> 2 CEP <input type="checkbox"/>
Is 50% or more of your SFA's student population eligible for free/reduced price lunch? Ye <input type="checkbox"/> s <input type="checkbox"/> N o	

GRANT NARRATIVE

1.	Briefly explain your plan for using New Mexico-grown produce.
2.	What local produce do you want to purchase? How much?
3.	When do you intend to have the local produce delivered? (Months) How soon after delivery do you expect to use the local produce?
4.	Briefly describe your plan for increasing the SFA's use of NM-grown produce.
5.	When do you expect to be finished spending funds awarded because of this application? (PED reserves the right to reallocate funds not budgeted in PED's Operating Budget Management System (OBMS) by October 31 2016. See Attachment A for details).
6.	Is the SFA far from New Mexico agricultural areas? Is it located in an agricultural community?
7.	Is the SFA far from sources of fresh produce? If so, describe the SFA's challenges in including fresh produce—particularly New Mexico-grown produce. What is the SFA's plan to overcome these obstacles?
8.	Does your SFA cooperate with local community groups so that you can include local produce in your school meals?
9.	Does your school or school district's Wellness Policy include the benefits of eating locally grown produce?

ASSURANCES

- (1) This SFA assures the Public Education Department (PED) that it will not purchase any produce grown or harvested outside the State of New Mexico with funds provided under this Local Produce grant, which is funded with state appropriations._____(initial)
- (2) This SFA assures the Public Education Department (PED) that it will not seek reimbursement for purchase of New Mexico-grown vegetables or fresh fruit from the United States Department of Agriculture or any of its programs or agencies if it has already sought reimbursement under the Local Produce grant funded with state appropriations._____(initial)
- (3) This SFA certifies that food purchased with state funds under this Local Produce grant originated on farms with documented safety training and safety training credentials as established by the New Mexico Agricultural Extension Service._____(initial)
- (4) This SFA certifies that food purchased with state funds under the Local Produce grant is harvested recently and/or fresh. However, beans and chile can be purchased at any time during the school year._____(initial)
- (5) This SFA certifies that the New Mexico-grown vegetables and fresh fruits purchased with state funds under this Local Produce grant will be used in the National School Lunch Program.
_____(initial)
- (6) This SFA certifies that it will purchase New Mexico-grown produce fruits only as approved for use in the NSLP as documented on the Food and Nutrition Service website._____(initial)

I certify that I am authorized to submit this application for funding for the _____ in order to receive New Mexico (Please Type SFA Name) appropriations for the Local Produce grant.

Name and title authorized representative:

Phone:

Signature and title of authorized representative

Email:

Signature and title of authorized representative

Date:

**ATTACHMENT A
REIMBURSEMENT
PROCESS**

1. The Student Success & Wellness Bureau will prepare award letters to successful awardees and submit them to PED's fiscal bureau for review and approval. Award letters will provide grant requirements details and appropriate fiscal award information.
2. SFAs and/or Bureau of Indian Education (BIE) schools are required to budget awards in the PED Operating Budget Management System (OBMS).
3. Bureau of Indian Education schools not currently registered in OBMS will be issued specific guidance, within their award letter or as an attachment, regarding the procedure to be followed to gain registration into OBMS. They are also required to register in OBMS to get reimbursement for this grant.
4. PED's program and fiscal bureaus will verify proposed budgets through OBMS.
5. SFAs and/or BIEs cannot incur expenditures until final PED approval for budget authority received through OBMS (average time is 30 days from date of submission to final approval). This means that NM-grown produce orders placed prior to approval for budget authority cannot and will not be reimbursed.
6. SFAs and/or BIEs submit requests for reimbursement (RfR) in OBMS with appropriate supporting documentation as identified in step no. 2.
7. The Student Success & Wellness Bureau program manager reviews approvals for each RfR; upon program approval, RfR travels to fiscal for two levels of review for approval. Upon final, successful approval of the RfR, a voucher is created in SHARE and submitted to DFA for payment processing.
8. OBMS workflow process for step nos. 5 and 6 averages 30 days for RfRs with complete supporting documentation.
9. PED reserves the right to reallocate funds, under this state-funded grant, which have not been budgeted in OBMS by October 31, 2018.

Please email only your completed RFA's to the following staff:

For Financial Questions Contact:

(Liz) Schweiger, Business Operations Specialist

120 S. Federal Place, Suite 207 Santa Fe, NM
87501

Work: (505) 827-3705

Email: liz.schweiger@state.nm.us

For Program Questions Contact:

Kendal Chavez, Nutritionist/Farm School
Specialist

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