



**COLORADO**  
Department of Education

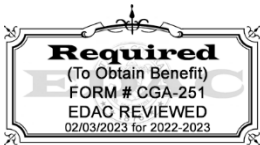
## Funding Opportunity

Applications Due: **Friday April 7, 2023, by 11:59 pm**

Application Information Webinar: **Thursday, March 16, 2023, at 2 pm**  
[Intent to Apply](#) Due: **Monday, March 27, 2023, by 11:59 pm**

### Local Food Program

Pursuant to HB 19-1132



#### **Program Questions:**

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the Local Food Program must be submitted through the [online application form](#).**

Submission of application materials either in hard copy or via e-mail will not be accepted.

# Local Food Program

Applications Due: Friday, April 7, 2023, by 11:59 pm

## Introduction

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The Local Food Program offers eligible Child Nutrition Sponsors a reimbursement for the purchase of Colorado grown, raised, or processed products. The purpose of this grant program is to encourage school nutrition providers to procure local products, while in return fostering nutrition education, bolstering nutrition activities in the state, and supporting Colorado producers and farmers.

## Purpose

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Farm to Child Nutrition programs enrich communities with fresh, healthy food and supports local producers by changing food purchasing and education practices. It is the intent of the Local Food Program for students to gain access to healthy local foods while strengthening the local economy.

Farm to Child Nutrition programs provide kids and teens access to nutritious, high quality, local food so they are ready to learn and grow. The program will also serve as a financial opportunity for local farmers, fishers, ranchers, food processors, and food manufacturers to expand their market channels to Child Nutrition Programs.

The intent of this funding is to reimburse sponsors for local purchases. The amount of reimbursement is dependent upon the number of school lunches provided during the prior participating school year. Reimbursement payments must accrue to the sponsor's nonprofit school food account.

## Eligible Applicants

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Sponsors who participate in the National School Lunch Program (NSLP) are eligible to apply for this opportunity. Eligible sponsors are:

- School Districts
- Boards of Cooperative Services (BOCES) that operate a public school
- Charter Schools
- [Residential Child Care Institutions](#)

Applications will not be accepted from individual non-charter schools and instead must be authorized and submitted through the sponsor. A charter school's authorizer will be the fiscal agent, if funded. Only applicants that specifically address all priority criteria for funding will be considered.

**Sponsors are ineligible to participate in the program if in the prior year, more than 2,150,000 lunches were served.**

Please contact CDE program staff if you are uncertain about your eligibility.

Available grant funding will be distributed to sponsors with the highest scores based on priority criteria. Priority will be given to sponsors that demonstrate:

- Commitment to local purchasing or food and agricultural education.
- A kitchen with the ability to store, prepare, and serve local food products.
- Successful participation in the Local Food Program during School Year 2022-2023.
- Greater than 25% of its students are eligible for free or reduced-price meals district-wide.
- Having served fewer than 1,250,000 lunches in the determining school year.

## Definitions

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The following definitions have been designated as such for the purposes of this program.

- “Child Nutrition Programs” refers to any of the following federally funded meal programs: National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, Child and Adult Care Food Program, Summer Food Service Program, and the Fresh Fruit and Vegetable Program.
- “Colorado grown, raised, or processed product” means all fruits and vegetables, grains, meats, and dairy products, except liquid milk, grown or raised in Colorado and minimally processed products or value-added products that meet the standards for the Colorado Proud designation. (The product does not have to carry the Colorado Proud designation.)
- “Minimally processed products” means raw or frozen fabricated products that retain their inherent character, such as shredded carrots or diced onions; and dried products such as beans. It does not include any products that are heated, cooked, or canned.
- “Value added processed products” means products that are altered from their unprocessed or minimally processed state through preservation techniques, including cooking, baking, or canning.
- “Participating Provider” means a school district, charter school, Board of Cooperative Services that operates a public school, or [Residential Child Care Institution](#) that has been selected by the Colorado Department of Education (CDE) to participate in the Local Food Program.

## Available Funds and Duration of Grant

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Approximately \$500,000 is available for the 2023-2024 school year. Participating Providers will be selected by May 8, 2023. Reimbursements will be distributed by October 2023. Sponsors must utilize the funding by July 1, 2024. Current legislation states that each grant award is for one year and applicants may reapply each subsequent year. Additional grant funding for subsequent years will be contingent upon annual appropriations by the state legislature. The reimbursement amount will be contingent on the total number of Participating Providers, as well as the total number of lunches served the prior school year.

## Allowable Use of Funds

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Participating Providers that receive a grant under the Local Food Program shall use the reimbursement to improve their nonprofit food service department by procuring Colorado grown, raised, processed, and value-added products. The products purchased with these funds must meet the categories outlined above.

Allowable expenditures must be necessary and reasonable for proper and efficient administration of child nutrition programs and conform to any limitations or exclusions set forth in program regulations.

Funding may not be used for any expenses outside of the nonprofit school food account.

## Evaluation and Reporting

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Each Participating Provider that receives a grant through the Local Food Program is required to report, at a minimum, the following information to the CDE on or before **August 1, 2024**:

Report and track separately for School Year 2023-24 when instruction begins, SFA-wide:

Total dollar amount purchased for:

- Colorado Grown/Raised Products
- Colorado Processed Products
- Colorado Value-Added Products
- Total number of lunches served

CDE recommends using the code **0639** to track local food purchases.

CDE is authorized to monitor Participating Providers to ensure program integrity and to reallocate funds if program integrity issues are identified. Such monitoring could include budget documentation or requesting detailed lists of food purchases and expenditures.

## Data Privacy

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CDE takes seriously its obligation to protect the privacy of student and educator personally identifiable information (PII) collected, used, shared, and stored. PII will not be collected through the Local Food Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE's privacy and security policies and procedures.

**Note:** Applications must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under 16 for students or 5 for educators.

## Technical Assistance and Education Grant

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As part of this program, CDE's School Nutrition Unit awarded Nourish Colorado with \$150,000 to provide technical assistance to Participating Providers, producers, food hubs, growers, etc., and other groups this program might reach. Nourish will issue sub-grants to promote the use of Colorado grown, raised, and processed products. They may also award sub-grants including, but not limited to, training, technical assistance, and physical infrastructure. Sponsors will be given more information as the technical assistance grant from Nourish becomes available.

## Review Process and Timeline

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Applications will be reviewed by CDE staff and peer reviewers to ensure applications contain all required components. Applicants will be notified of award status no later than **Monday, May 8, 2023**.

**Note:** This is a competitive process - applicants must score at least 38 points out of the 60 possible narrative points to be considered for funding. Applications that score below 38 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that applying will result in funding. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities. The reimbursement amount will be contingent on the total number of Participating Providers, as well as the total number of lunches served the prior school year.

## Submission Process and Intent to Apply

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Applications must be completed (including all elements outlined below) and submitted through the [online application form](#) by **Friday, April 7, 2023, by 11:59pm**. The Program Assurances Form must also be uploaded to the online form at the time of submission. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your application from the application system within 24 hours after the deadline, please email [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).

**Note:** The online form does not save works in progress so applicants may wish to complete their information in a separate document and copy responses into the form.

If interested in applying for this funding opportunity, please complete the [online Intent to Apply form](#) by **Monday, May 27, 2023, by 11:59 pm**. Completion of the Intent to Apply form is not required to submit an application.

Application materials are available for download on [CDE's School Nutrition Farm to School webpage](#).

## Application Format

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The Program Assurances Form must include original signatures of the District Food Service Director, Procurement/Purchasing Specialist (if applicable), and Business Official.

The total of all narrative responses together should not exceed four pages (approximately 2000 words).

## Required Elements

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The format outlined below must be followed in order to ensure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part III (page 9).

<b>Complete responses in the <a href="#">online application form</a>:</b>	<b>Part I: Applicant Information</b>  <b>Part III: Application Narrative</b> Section A: Commitment to Purchasing and Education Section B: Demonstration of Capacity Section C: Prior Performance [if applicable]
<b>Upload the following in the <a href="#">online application form</a>:</b>	<b>Part II: Program Assurances Form</b>

**Please ensure that the applicant name is present in the title of all documents to be uploaded into the online form.**  
**For example: "DistrictName\_Assurances"**

# Local Food Program

Applications Due: Friday, April 7, 2023, by 11:59 pm

## Part I: Applicant Information

Submit all application materials through the [online application form](#).

School Food Authority (SFA) Information			
SFA Name:		SFA Code:	
Mailing Address:			
Type of Education Provider			
[check box below that best describes applicant]			
<input type="checkbox"/> School District	<input type="checkbox"/> BOCES	<input type="checkbox"/> District Charter School	<input type="checkbox"/> CSI Charter School <input type="checkbox"/> RCCI
Region			
[indicate region of Colorado this program will directly impact]			
<input type="checkbox"/> Metro	<input type="checkbox"/> Pikes Peak	<input type="checkbox"/> North Central	<input type="checkbox"/> Northwest
<input type="checkbox"/> West Central	<input type="checkbox"/> Southwest	<input type="checkbox"/> Southeast	<input type="checkbox"/> Northeast
Food Service Director Information			
Name:		Title:	
Telephone:		E-mail:	
Procurement/Purchasing Specialist Information			
[if applicable]			
Name:		Title:	
Telephone:		E-mail:	
Business Official Information			
Name:			
Telephone:		E-mail:	

## Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the Local School Food Purchasing Program and the receipt of program funds.

On \_\_\_\_\_ (date) \_\_\_\_\_, 2023, the Authorized Representatives of \_\_\_\_\_ (SFA) \_\_\_\_\_ hereby agree to the following assurances:

- 1) By August 1 of the year following the original application, the sponsor must track and report to the department the total dollar amount of Colorado grown, raised, or processed products it purchased for school meals, and the total number of lunches that it provided to students during the school year. Sponsors must use the designated LFP Tracker for this purpose.
- 2) The sponsor will work with and provide requested data to CDE for local school food purchases within the time frames specified.
- 3) The sponsor will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
- 4) Funds will be used to supplement and not supplant any funds currently being used to provide local school food services and grant dollars will be administered by the appropriate fiscal agent.
- 5) Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program may be conducted.
- 6) If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
- 7) The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

Name of Food Service Director	Signature	Date
Name of Procurement/Purchasing Specialist [if applicable]	Signature	Date
Name of Business Official / Authorized Representative	Signature	Date

**Note:** If application is approved, funding will not be awarded until all signatures are in place. Please try to obtain all signatures before submitting the application.



## Part III: Narrative Criteria and Evaluation Rubric

Narrative responses may not exceed 2000 words total for Sections A-B (approximately four single-spaced pages). The following criteria will be used by reviewers to evaluate the application. For the application to be considered for funding, it must receive at least 38 points out of the 60 possible narrative points and all required elements must be addressed.

The criteria and narrative prompts below will be used by reviewers to evaluate applications.

### Scoring Definitions

Minimally Addressed or Does Not Meet Criteria - Information not provided

Met Some but Not All Identified Criteria - Requires additional clarification or development

Addressed Criteria but Did Not Provide Thorough Detail - Adequate response, but not thoroughly developed or high quality response

Met All Criteria with High Quality - Clear, concise, and well thought out response

<b>Section A: Demonstration of Commitment to Local Purchasing or Food and Agricultural Education</b>	Minimally Addressed or Does Not Meet Criteria	Met Some but Not All Identified Criteria	Addressed Criteria but Did Not Provide Thorough Detail	Met All Criteria with High Quality	<b>TOTAL</b>
1) Describe the frequency and volume of the sponsor's local food purchases during the previous school year.	0	1	3	5	
2) Describe the process for working with vendors to bring local food into the food service department (e.g., when to contact them, writing solicitations, menu planning, etc.).	0	1	3	5	
3) Explain how local foods are promoted on the sponsor's menus. (e.g., menus indicate which items are local, messaging on school website, CO Proud School Meal Day, etc.).	0	1	3	5	
4) Describe how local foods are incorporated into menus. Include a description of how often local foods are on menus.	0	1	3	5	
5) Explain any nutrition and/or agriculture educational activities that the sponsor participated in this school year. Include all relevant partners and their roles.	0	1	3	5	
6) Describe how the sponsor utilizes other initiatives to promote local foods (e.g., school gardens, working with student groups or teachers, etc.).	0	1	3	5	
7) What is the estimated value of sponsor's local food purchases during SY 22-23?	Incomplete or More Information Needed		Complete		
<b>Section B: Demonstration of Kitchen with the Ability to Store, Prepare, and Serve Local Food Products</b>	Minimally Addressed or Does Not Meet Criteria	Met Some but Not All Identified Criteria	Addressed Criteria but Did Not Provide Thorough Detail	Met All Criteria with High Quality	<b>TOTAL</b>
1) Regarding sponsor's capacity: a. Describe the training that staff have received on preparing raw products and how the current menu showcases scratch preparation with local products. If this is your first time using local foods, provide detail on how you plan to utilize local foods and train staff. b. How are staff able to adequately able to prep and store local products? Include details about kitchen equipment and storage capacity.	0	10	20	30	
<b>Section C: Successful Participation in LFP during School Year 2022-2023</b> [if applicable]			Not Applicable or Did Not Meet Criteria	Met Criteria	<b>TOTAL</b>
1) If you participated in the Local Food Program for School Year 2022-2023, describe your challenges and successes with the program.			0	10	

# Local Food Program

## Application Scoring

CDE Use Only

**Part I: Application Introduction**

Not Scored

**Part II: Narrative**

Section A: Demonstration of Commitment	/30
Section B: Demonstration of Capacity	/30
Section C: Demonstration of Previous Successful Participation [if applicable]	/10
Priority Considerations	/30

**Total: /100**

<b>Priority Considerations:</b> CDE will indicate if applicant meets the following priority criteria.			
<b>Free and Reduced Price Meal Percentage:</b> CDE will use the <a href="#">most recent PK-12 October Count</a> data that is available to determine the sponsor Free and Reduced percentage.			
0-25% (0 points)	25-50% (10 points)	50-75% (15 points)	75% + (20 points)
<b>Sponsor served fewer than 1,250,000 lunches in the determining school year.</b>			
No (0 points)		Yes (10 points)	

**GENERAL COMMENTS:** Please indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**Strengths:**

- 
- 

**Weaknesses:**

- 
- 

**Required Changes:**

- 
- 

**RECOMMENDATION:**    Funded \_\_\_\_\_    Funded with Changes \_\_\_\_\_    Not Funded \_\_\_\_\_