

Deadline Extension for Farm to School Proposals

In order to accommodate applicants and potential applicants to the Farm to School Competitive Grants Program the application period is being reopened beginning on October 26, 2015.

All proposals must be submitted through the Grants Gateway by 4:30 pm on Monday, November 2. Late proposals cannot be accepted.

Proposals that were in process and/or proposals that were submitted after the original deadline may be submitted. New proposals that were not in process may be submitted. Proposals that were submitted may be revised and resubmitted if the applicant would like to make revisions to the proposal that was submitted.

Questions on this process may be directed to Meg.Mccabe@agriculture.ny.gov.

Instructions

All questions about this RFP must be submitted in writing (fax or e-mail will be accepted) to:

Meg McCabe
NYS Department of Agriculture and Markets
10B Airline Drive
Albany, NY 12235
Fax: (518) 457-2716
E-mail: meg.mccabe@agriculture.ny.gov

All questions must be submitted to Ms. McCabe by 4:30 p.m. on Tuesday, October 6. Applicants must note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the program which are received from potential applicants, and answers to those questions, as well as any changes, additions or deletions to the RFP, will be posted in the "Funding Opportunities" section of the Department's website, www.agriculture.ny.gov, along with the electronic version of this RFP. Questions and responses may be posted as questions are received. All questions and answers will be posted by Thursday, October 8.

The following steps should be taken immediately upon making a decision to submit a proposal to allow sufficient time for the required proposals.

New York State vendors must register in the Gateway and establish users in the system. To start this process, from the Grant Opportunity Portal (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx), under Registration, click "Request Access Now!" to view your options.

For existing NYS vendors, there is only one step. You must submit a Registration Form for Administrators identifying a Delegated Administrator responsible for managing your organization's

profile and users.

To find out if your organization has already registered, enter its SFS Vendor ID number and search. If your organization is registered, the search result will include contact information for its delegated administrator, and you can contact this individual to request access to the system. If your organization is not registered, the search result will provide a link to the Request Form for Administrator, which you will need to complete and submit pursuant to the instructions provided.

If your organization is not currently doing business with NYS, you will need to submit a Substitute W-9 Form to obtain a NYS SFS Vendor ID, in addition to the Registration Form for Administrators, in order to register.

All not-for-profit organizations that intend to submit a proposal in response to this RFP must also be pre-qualified prior to the submission of your proposal(s). If you have not pre-qualified with the Division of Budget by the time that you submit your proposal(s), each proposal you submit will be rejected and not considered for funding under this RFP. For more information regarding the pre-qualification process, please view [FAQs About Prequalification](#) as provided by the New York State

If you have not yet registered (or, as a not-for-profit, prequalified), please do so immediately.

Once you have completed the preliminaries and you are in the Grants Gateway:

- You will find the Farm to School Competitive Grants Request for Proposals and Application at **“FTSCG”**
- Be sure to respond to all items in the application even if they appear to repeat information provided in another section. This includes objectives and tasks that are not part of your proposal when you are completing the “Work Plan Properties” section of the application. If an objective or task does not apply to your proposal indicate this with “N/A”. All required fields as indicated by an asterisk “*” must be filled in.
- Do not wait until the last minute. Late proposals cannot be submitted through the Grants Gateway
- Projects may be up to 2 years in duration and budgets should reflect the length of the proposal
- Be sure check and double check all budget calculations particularly when they involve percentages of a person’s time.

In developing a proposal in response to this Request for Proposals potential grantees should emphasize how they will use one or more of the “Program Objectives” listed to accomplish the “Overall Goals” listed below. For each “Program Objective” selected the tasks required to meet that “Program Objective” should be clearly delineated in the question requesting a plan of work in the “Program Specific Questions” section of this electronic document. “Performance Measures” will be tied to the completion of the tasks specified and will be delineated in the contracts of proposals selected for funding.

In the section of this electronic document entitled “Work Plan Properties” you will find the five potential objectives listed. For each objective there is one generic, all-encompassing task listed. You

will be choosing one or more of the objectives and the task associated with that objective. For the objectives and tasks not selected you should indicate N/A to indicate that the objective and task are “not applicable” to your proposal.

Overall Goals

1. Increase total pounds of local specialty crops procured by schools/districts for school meals programs
2. Increase number of NYS producers and aggregators that are selling specialty crops to participating school(s)
3. Increase number of new partnerships that help strengthen farm to school, including local producers, distributors, food hubs, and other community food system and health organizations
4. Increase variety of local specialty crops procured by schools/districts for school meals programs
5. Increase student knowledge of and preference for locally produced specialty crops.

Program Objectives

1. Employ a local or regional farm to school coordinator
2. Conduct trainings for food service staff to increase knowledge of local procurement and preparation of locally produced specialty crops
3. Purchase the equipment needed to increase capacity of school kitchen and food service staff to prepare and serve local produced specialty crops
4. Execute capital improvement to support the transport and/or storage of locally produced specialty crops
5. Survey students with respect to their knowledge of and preference for locally produced specialty crops