



Local Food for Schools (LFS)

How to Spend Grant Funds and More!

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Updated 6/12/2024
www.SquareMeals.org



Food and Nutrition Division
MegaCon

This product was funded by USDA.
This institution is an equal opportunity provider.

Acknowledgement Statement



You understand and acknowledge that:

- ❑ the training you are about to take does not cover the entire scope of the program; and that
- ❑ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

Farm Fresh at MegaCon



- **Farm Fresh Foundations (Wednesday, 9:45-10:45am)**
 - Overview of the Texas Farm to School programs and important updates with panel of child nutrition directors who will share how to get started with Farm Fresh activities.
- **Session #2: Farm Fresh Roundtables (Wednesday, 11:00-12pm)**
 - Farm Fresh Program updates plus panel of seasoned Farm Fresh SFA experts and roundtable discussion to share F2S best practices, how to earn Farm Fresh challenge recognition, partnerships with local producers, and more!
 - Click [HERE](#) to submit pre-session Farm Fresh questions.
- **Farm Fresh Expo Table**
 - Farm Fresh Challenge Intent to Pledge and Incentives
 - Farm Fresh Selfie Station
 - Farm Fresh Survey – Complete to be entered in a prize raffle!!!!





OVERVIEW



PROCUREMENT



SHARE SESSION



REIMBURSEMENT



RESOURCES



FAQs and Q&A Session

Questions?



slido



Which LFS topic area would you like to know more about?

Select the topic based on your individual learning needs; results will direct how much time is spent on each topic.

① Start presenting to display the poll results on this slide.



01

LFS Grant Overview

Questions?



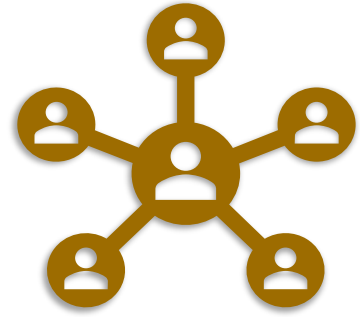
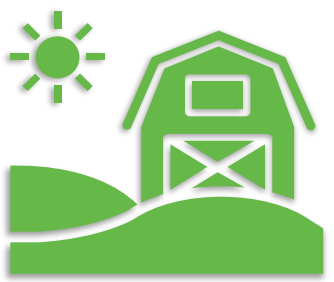
Local Food for Schools

Grant Program

- Texas schools have been awarded **\$22.3 million** to improve their local and regional food systems.
- Grant aims to enable schools to source Texas-produced food from Texas-based businesses for NSLP and SBP.
- Schools are encouraged to establish or strengthen their connections with local farmers, ranchers, and small businesses.
- Grant emphasizes support to historically underutilized agricultural producers and small businesses in Texas but is not a requirement.



LFS Grant Purpose and Goals



Support Farm to School

Enable schools to source more Texas products for NSLP and SBP meals; connect students to Texas Agriculture



Strengthen Local/Regional Food Systems

Increase food purchased from historically underserved producers and small businesses of farmers/producers for use by NSLP and SBP schools.

Encourage Connections

Bolster Farm to School connections and increase participation in the Texas Farm Fresh Network.

Provide Resources

Develop resources highlighting local purchasing best practices in Texas through NSLP and SBP to share with stakeholders.

Grant Parameters

(non-competitive, limited funding opportunity)

Grant Recipients

- 331 School Food Authorities Opted-In

Grant Funds Awarded

- USDA Agricultural Marketing Service Funding
- Recipients awarded up to \$30,000, \$85,000, or \$245,000.
- Allowable food purchases and associated costs must occur between November 3, 2023 – March 31, 2025.
- Funds distributed on a cost reimbursement basis.
- Reimbursement requests must be submitted by May 9, 2025.
- Total LFS Funds Reimbursed thus far: **\$1,041,629.02**



Questions?



Grant Requirements

(List of allowable/unallowable costs: www.squaremeals.org/LFS)

- Minimally processed or unprocessed food that is raised/produced, aggregated, stored, and distributed in Texas.
- Purchases can be made directly with producers, small businesses, or distributors.
- To be considered "local or regional," the producer and supplier/distributor headquarters must be in the state Texas.
- Allowable costs include direct food costs, and the storage and transportation costs of Texas food products.



Questions?



Allowable/Unallowable Costs

**Current Allowable/Unallowable Chart available on [LFS homepage](#)*

Allowable Costs

- Direct Food costs; storage and transportation costs associated with local food product
- Minimally processed or unprocessed foods (can be whole, cut, pureed and/or fresh, frozen, dried, canned)
- Fruits and Vegetables, including 100% juices
Olive Oil
- Grains – pasta, rice, flour
- Meats and/or Meat Alternates – whole, pieces, ground meats, beans or legumes; beef jerky, beef snack sticks and/or summer sausage products made *without* flavorings, colorings, or other additives
- Fluid milk and dairy products – yogurt, cheese

Unallowable Costs

- Direct or indirect costs associated with developing and administering the program
- Equipment Purchases
- Processed foods
Ready-to-eat processed/prepared/cooked foods
Pre – packaged sandwiches/meals
- Baked goods (e.g. bread)
- Chicken nuggets, fish sticks, pre-made pizzas, smoked brisket
- Seasonings and spices
- Bottled Water



Grant Considerations

- TDA emphasis on purchasing from historically underutilized producers and small businesses.
- Schools are encouraged to procure new Texas products and/or from new Texas businesses that meet LFS requirements.
- School Food Authorities must follow all federal, state, and local procurement laws when purchasing foods and associated allowable costs with these grant awards, including but not limited to procurement regulations [7 CFR part 210.21 and 2 CFR part 200.317-327](#), [TDA ARM Procurement Sections 17a-c](#)





02

Procurement



LFS Procurement Requirements

What procurement rules apply for this grant?

School Food Authorities must follow all federal, state, and local procurement laws when purchasing foods and associated allowable costs with these grant awards, including but not limited to procurement regulations [7 CFR part 210.21](#) and [2 CFR part 200.317-327](#), [TDA ARM Procurement Sections 17a-c](#), and your local procedures.

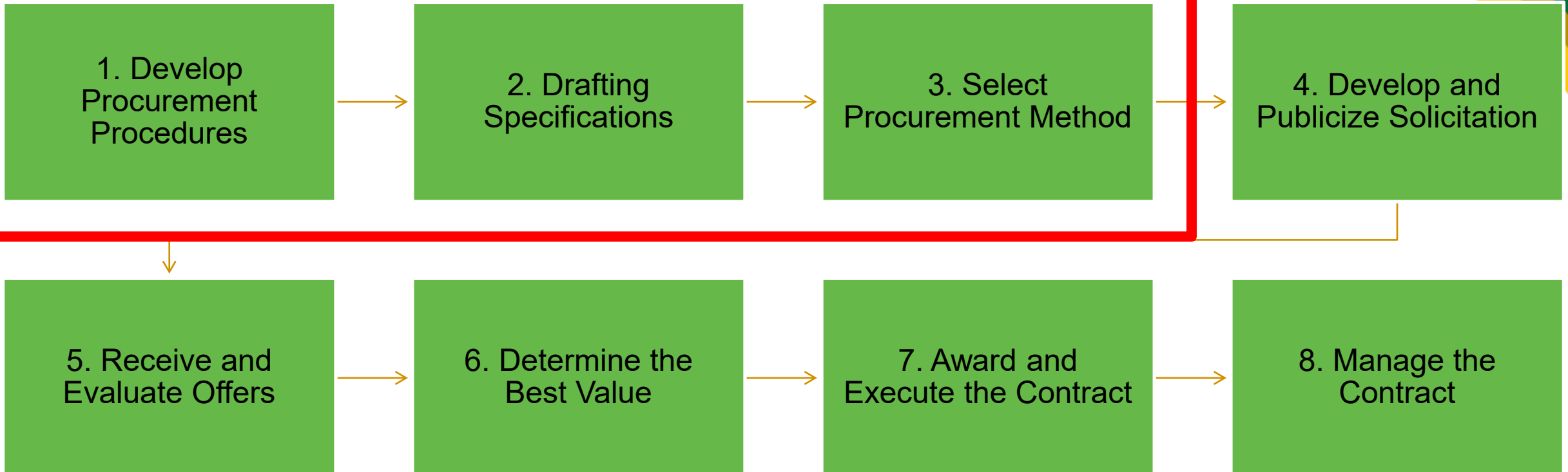
Questions?



Visit www.SquareMeals.org/LFS for additional FAQs and relevant resources.

Procurement Process

Steps



Procurement

Considerations

- Forecasting and Cost Analysis
- Menu Analysis
- What procurement method is appropriate?
- Do you have requirements around the following:
 - Liability insurance
 - Food safety certifications
 - Delivery schedule
 - Other requirements?
- How often do you release bids?
- How are they advertised?

Questions?



Procurement

Local Procurement Considerations

- What's your definition of "local"? *(for the LFS grant it is state of Texas, but it is up to CE to define)*
- What do you already have on bid that's local?
- Does your distributor have a list of local products?
- Are there potential local or seasonal menu item substitutions (convention to local swap)?

Questions?



Procurement

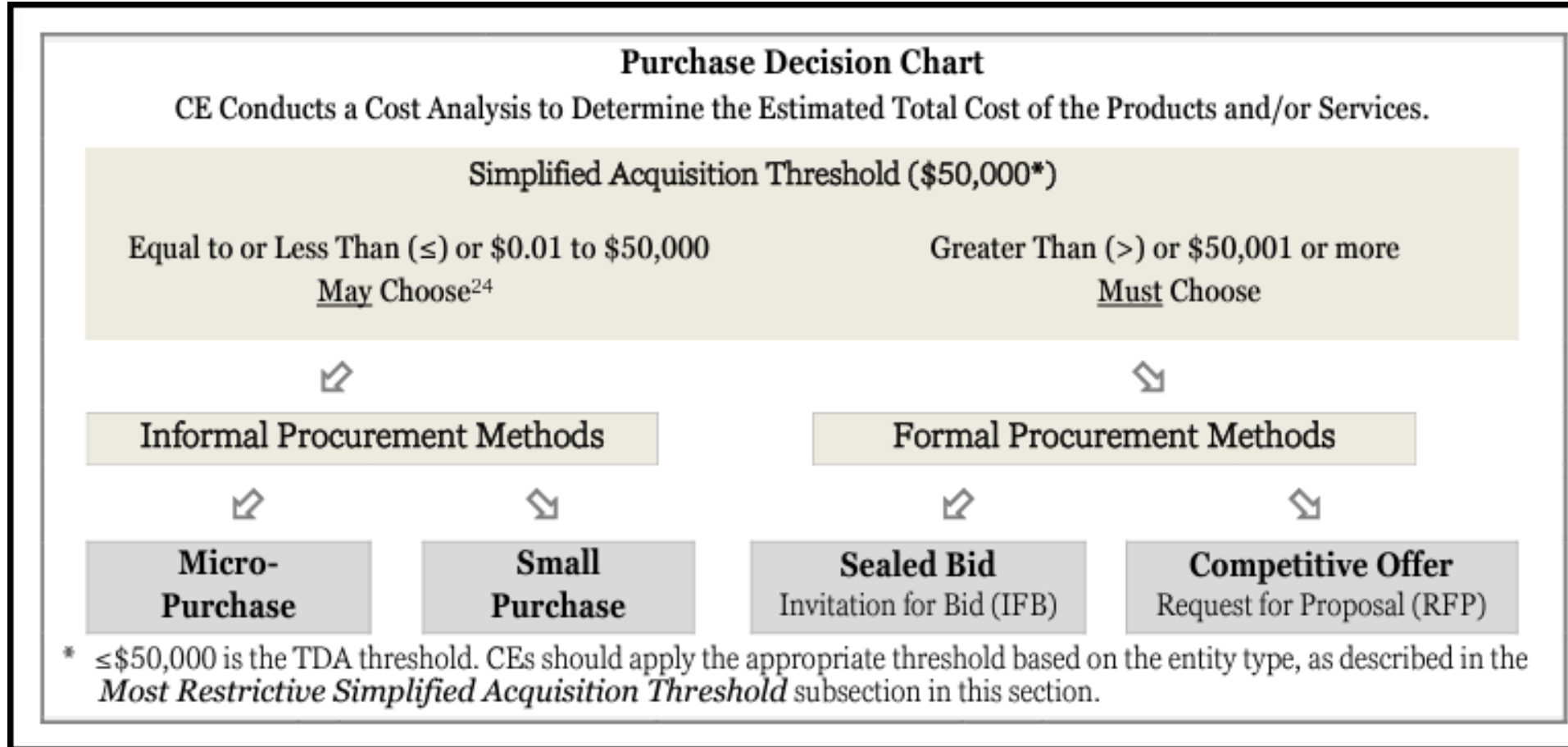
Local Procurement Considerations

- Are there growing practices or varieties unique to your region?
- What producers/farmers/ranchers are nearby?
- Are other nutrition programs in your region currently buying local foods?
- What are your delivery needs?
- What does a vendor new to the school food market need to know understand about your menu planning?

Questions?



Procurement Determine Method



Questions?



Procurement

Informal Procurement Methods

Micro-Purchase Self-Certification Process: option to increase the *micro-purchase threshold* for Contracting Entities operating the National School Lunch Program up to \$49,999.99. TDA manages and approves self-certification requests. Submissions are only accepted from August 1-October 31 annually. More information can be found [here](#). Send additional questions to selfcertification@texasagriculture.gov



Micro- Purchase



Small Purchase

Questions?



Procurement Method

Micro-Purchase

Considerations

- Aggregate purchase amount
- Buy American
- Geographic Preference
- Competitive Purchasing
- Cost Analysis
- Equitable Purchasing
- Most Restrictive Micro-Purchase Threshold
- Reasonable Cost
- Routine Purchasing

IMPORTANT: CEs may NOT break larger purchases into smaller amounts to qualify under the micro-purchase threshold, and any costs incurred as a result are **UNALLOWABLE.**

Questions?



Local Food Procurement

Buy American

Buy American	
Legend: ✓ = proposal was finalized ; ✗ = proposal was not finalized; → = revisions made to the proposal	
Proposed Rule	Final Rule
<p>Proposed the following:</p> <ul style="list-style-type: none"> • Update federal regulations to include current exceptions related to product availability and cost that were previously only provided in guidance. • Set a 5% limit on non-domestic food purchases when a school food authority uses an exception. • Require school food authorities to maintain documentation showing that they do not exceed the non-domestic food purchases limit. • Require school food authorities to include the Buy American provision in all applicable procurement procedures, solicitations, and contracts. • Clarify that over 51% of a food product must consist of agricultural commodities that were grown domestically. • Explain how Buy American applies to fish and fish products. 	<p>→ Finalizes the proposal but adopts a phased-in approach to implementation of the non-domestic food purchases limit. While the overall implementation date for the Buy American changes is July 1, 2024, the non-domestic food purchases limit will be phased in as follows:</p> <ul style="list-style-type: none"> • 10% beginning in SY 2025-26. • 8% beginning in SY 2028-29. • 5% beginning in SY 2031-32.

Questions?



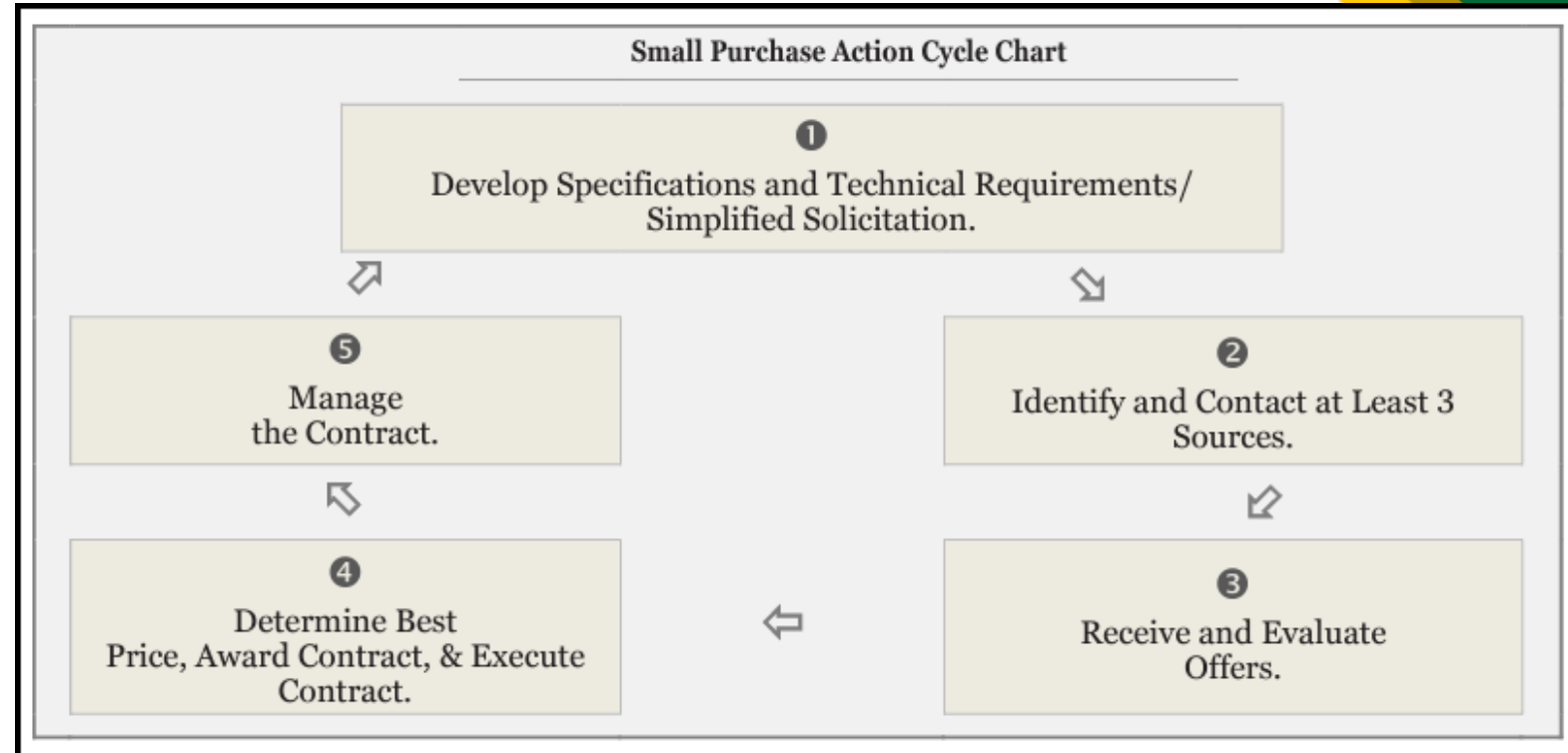
² Domestically grown food products are grown and processed in the United States.

Procurement Method

Small Purchase

Considerations

- Aggregate purchase amount
- Buy American
- Geographic Preference
- Competitive Purchasing
- Cost Analysis
- Price
- Routine Purchasing
- Solicitation

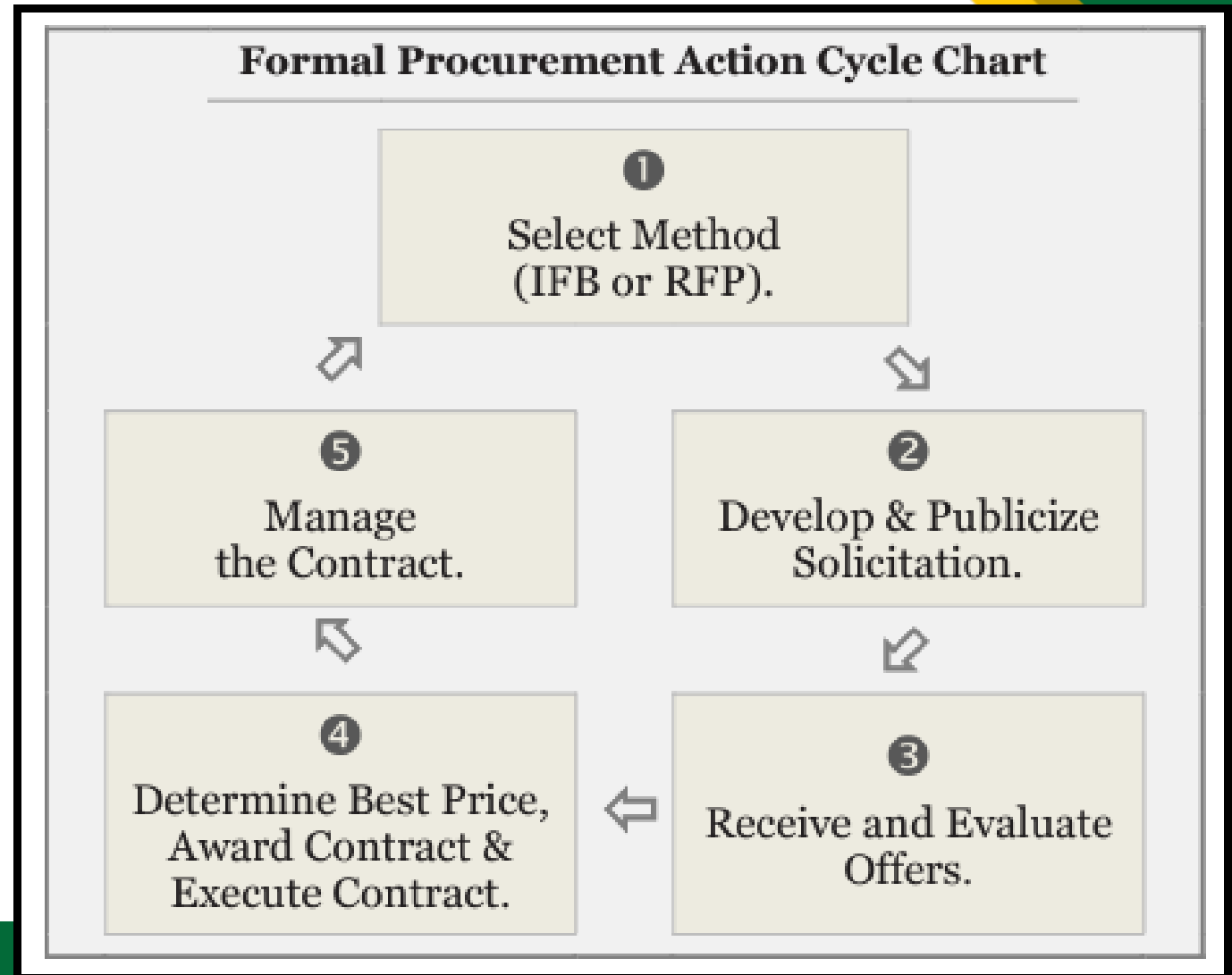


Procurement

Formal Procurement Methods (IFB or RFP)

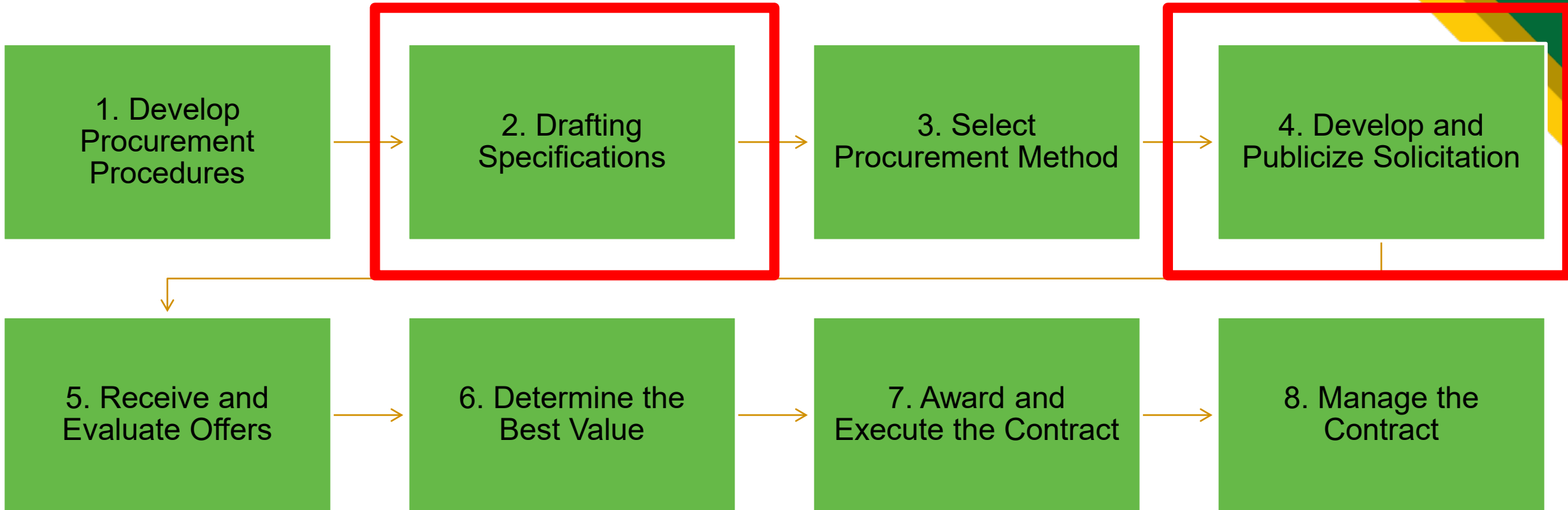
Considerations

- Aggregate purchase amount
- Award
- Buy American
- Geographic Preference
- Competitive Purchasing
- Contract
- Cost Analysis
- Credits, Rebates, and Discounts
- USDA Food Values
- Evaluation of Offers
- Opening and Securing Sealed Bids
- Price
- Public Advertising
- Solicitation



Procurement Process

Steps



Local Food Procurement

Defining Local

Local Preference

CEs may⁶⁵ give preference or bonus points to local producers when soliciting and awarding contracts for the purchase of unprocessed locally grown or raised agricultural products as long as the preference or bonus points do not restrict full and open competition.⁶⁶ The CE must include its method or methods of using local preference in its written procurement procedures, in the solicitation for the food items, and in the contract as appropriate.

Defining Local

USDA regulations give the local entity the authority to define local as long as the definition does not restrict full and open competition. USDA regulations also prohibit any state agency from mandating a definition for local.

For procurement, the CE may define its local geographic areas as areas located within a specified number of miles or within a geographic boundary (county, state, or multi-state). It may use different geographic areas for different types of products and for different seasons.

For Example: A CE is located in the middle of the state and has defined two local geographic areas.

Local Geographic Area 1: Local products readily found with a 100-mile radius of the CE—This local area will be used for herbs, tomatoes, lettuce, potatoes, carrots, and green peppers.

Local Geographic Area 2: Local products readily available in the state, but not readily available within a 100-mile radius of the CE—This local area will be used for peaches, broccoli, and melons.

Information Box 6

Questions to Consider When Defining Local

- What product(s) does the SNP want to source first, and where can they be found?
- Are there products the SNP is already sourcing from nearby areas?
- What is the SNP's vision for local buying program and what types of producers can support that vision?
- How quickly does the SNP want to add local products to the menu?
- Does the SNP want to couple local purchases with farm visits and educational activities with producers and suppliers?

CE must include its method or methods of using local preference (i.e. definition of local) in its written procurement procedures, in the solicitation for the food items, and in the contract as appropriate.

Questions?



Local Food Procurement

Other Local Preference Regulations

Other Local Preference Regulations

For local preference, there are differences in the federal and state regulations as they apply to entities that are required to comply with the Texas law.

- Texas law requires (1) that governmental entities (including school districts and charter schools) define local preference as geographically within the state of Texas and (2) that a contract must be awarded to a local supplier over a non-local supplier if both meet the terms and conditions described in the solicitation.
- USDA regulations state (1) that SNPs have the authority to apply local preference in a variety of ways as long as the end result is the most cost-effective use of federal funds or not use local preference in procurement and (2) that a contract cannot automatically be awarded to a local supplier over a non-local supplier if both meet the terms and conditions described in the solicitation.

Information Box 7

Local Preference or Bonus Points Example

The CE reduces the offer price by \$0.10 if the supplier meets the local preference criteria.

	Supplier Price	Meets Geographic Preference?	Price with Preference Points
Supplier 1	\$1.97	No	\$1.97
Supplier 2	\$2.10	Yes	\$2.00
Supplier 3	\$2.03	No	\$2.03

If the award is an IFB with firm fixed price, Supplier 1 is awarded the contract.

If the award is an RFP, the SNP will evaluate all criteria, including primary consideration for cost, and then make the award. Because there are additional criteria for determining this award, it is possible that the supplier with the lowest cost price may not be awarded the contract.

Questions?



Local Food Procurement

Local Preference Contract Award

Cost as Primary Consideration for Awarding the Contract

No matter the type of contract, the cost must be the primary consideration in awarding a contract.

For all contracts, the contract is awarded to the offer that meets all of the terms and conditions described in the solicitation with cost as the primary consideration. Primary consideration means giving the cost criteria the greatest weight among all criteria.

For Example: A CE has five criteria in the solicitation evaluation. The maximum possible points are given according to the following distribution:

Criteria	Possible Points
Cost	35
Financial stability, business practices	5
Reporting systems	10
Product specifications and/or technical requirements	30
Delivery schedule	20

No matter the type of contract, the cost must be the primary consideration in awarding a contract.

Questions?



Local Food Procurement

Local Geographic Preference Method Example

Preference or Bonus Point Method Example Chart

Method of giving local preference include, but are not limited to, to the following examples:

Preference Applied to Price	Preference Applied to Evaluation Points
<p>A CE may apply the preference to the product price for local producers located within a specified radius of the CE.</p> <p>In its written procurement procedures,⁶⁷ the CE states that it will give preference to local producers by subtracting a set amount from the bid price of local producers that are located within 100 miles of the CE.</p> <p>For Example: When procuring fresh fruit by the pound, the CE reduces the product price by \$0.10 a pound for local producers located within 100 miles of the CE.</p>	<p>A CE may use a tiered approach to awarding preference points for local products.</p> <p>In its written procurement procedures, the CE describes how it will use a tiered approach to giving local preference.</p> <p>For Example: For products that are readily available within a 100-mile radius of the CE, the CE will give</p> <ul style="list-style-type: none"> - 10 points for a vendor located within 20 miles, - 7 points for a vendor located within 50 miles, and - 5 points for a vendor located within 100 miles. <p>For products that are not readily available within a 100-mile radius of the CE, the CE will give</p> <ul style="list-style-type: none"> - 10 bonus points for vendors located within the state and - 5 bonus points for vendors located out of state.

IMPORTANT: CEs may apply a variety of types of preferences or bonus points methods as long as the methods do NOT limit full and open competition. CEs must describe all methods to be used in their written procurement procedures.



Local Food Procurement

Geographic Preference Sample Evaluation

TABLE 7

One Penny = One Point Geographic Preference Evaluation

	Owen's Orchard	Apple Lane Farms	Zoe's Best
Cost per Pound	\$1.97	\$2.05	\$2.03
Was the Geographic Preference Met? (Award 10 points)	No	Yes	No
Preference Price Adjustment (one penny per point)	\$0.00	\$0.10	\$0.00
Price Adjusted with Preference Points	\$1.97	\$1.95	\$2.03
Actual Cost of the Product	\$1.97	\$2.05	\$2.03

Questions?



Local Food Procurement

Local Preference Contract Award

Local Preference in the Solicitation and Contract Award

If a CE gives preference or bonus points for local producers, the CE must describe the way the local preference or bonus points will be used in its written procedures and provide this information in the solicitation. If the CE is procuring a third-party to procure on its behalf, the CE must also describe the required preference for local procurement for this third-party purchases.

[NOTICE: The CE may not award bonus points to local producers for a solicitation that includes a specification of technical requirements, a qualification or technical requirement, the exclusion of a source, or a restriction of full and open competition.]

Starting July 1, 2024

A CE may not award a contract based solely on local preference.

- For an IFB, if all points are equal for a local and a non-local producer based on the evaluation criteria, the CE must award the contract based on the most cost-effective use of federal funds.
- For an RFP, the CE must award the contract with primary consideration⁶⁸ given to the cost of the product but must also apply all other evaluation criteria in determining the most cost-effective use of federal funds.

A CE must not award a contract based solely on local preference.



USDA Geographic Preference Expansion

Final Rule

Effective July 1, 2024

- CNPs allowed to use “locally grown, raised, or caught” in procurement specifications for unprocessed or minimally processed food items

^ Geographic Preference

- Expands the geographic preference option to allow “locally grown,” “locally raised,” or “locally caught” as procurement specifications (e.g., a written description of the product or service that the vendor must meet to be considered responsive and responsible) for unprocessed or minimally processed food items.
- Continues to allow state agencies and program operators to adopt their own definition of “local” and does not prescribe a federal definition of “local” for the purpose of procuring local foods.



LFS Procurement

Tips and Reminders

- Start with current procured items and what fits the criteria
- Look at your menu and what can be swapped for local
- Follow Local Geographic Preference Regulation
- Resources:
 - TDA ARM Section 17
 - USDA Procuring Local Foods Guidebook
 - Farm Fresh Network (verify LFS qualified)
 - LFS Vendor Resource List
 - Regional ESCs
 - LFS Success Stories

Questions?



Visit www.SquareMeals.org/LFS for additional FAQs and relevant resources.



03

Best Practices/ Sharing Session





04

LFS

Reimbursement

Questions?



Reimbursement Request Form

www.squaremeals.org/LFS



FandN Resources > Texas Farm Fresh > Local Food for Schools

Local Food for Schools

- Home
- E-Harvest Newsletter Archive
- Farm Fresh Challenge
- Farm Fresh Getting Started
- Farm Fresh Training
- Farm to School Month
- Funding Opportunities
- Garden-Based Learning
- Harvest of the Month
- Local Food for Schools
- Map of Farm Fresh Projects
- Seasonality Wheel
- Texas Farm Fresh

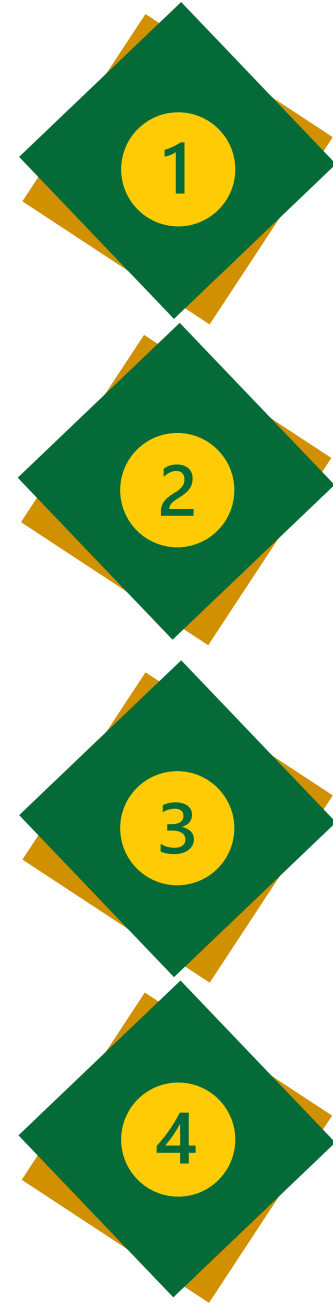
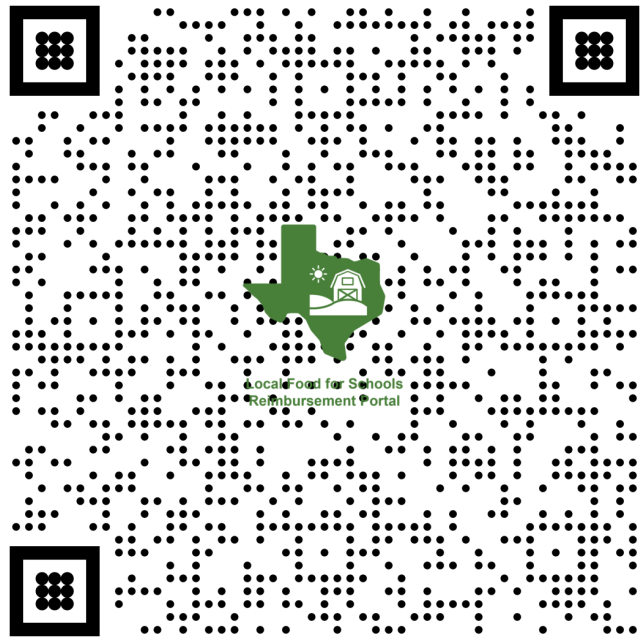
Local Food for Texas Schools



Click here to access the Reimbursement Portal.

TDA entered into a cooperative agreement with the Agricultural Marketing Service of the U.S. Department of Agriculture for the purchase of unprocessed or minimally processed Texas food products. The purpose of the Local Food for Schools (LFS) program is to support local and regional food systems, with a focus on historically underserved and small businesses. This grant can help participating Contract Entities (CEs) establish or strengthen connections to Texas farmers, ranchers, and





Completed LFS Reimbursement Form

Invoice(s) and Payment Request Form *(if submitting >10 invoices for one vendor)*

Local Vendor Information *(Producer/Farmer/Rancher, NOT Distributor)*

Supporting Documentation *(recipes, pictures, success stories, anecdotal feedback)*



LFS Reimbursement Process

Reimbursement Request Submission Prep

Checklist of LFS Requirements

- Is it allowable cost?*
- Is the food product minimally or unprocessed?
- Is the food raised, produced, aggregated, stored, processed, and distributed in Texas?
- Is the vendor and distributor (if applicable) headquartered in Texas?

*refer to Allowable/Unallowable Chart and LFS Decision Tree on [LFS homepage](#)

Information Needed for LFS Reimbursement Form

- Is the vendor** historically underserved?
- Is the vendor** a small business?
- Vendor* headquarters address and contact information
- Local Vendor Verification documentation
- Support documentation: success stories, recipes and photos if available.
- Invoice(s)
- Payment Request Form (if applicable)

**Info related to the producer, NOT the distributor.



Reimbursement Request

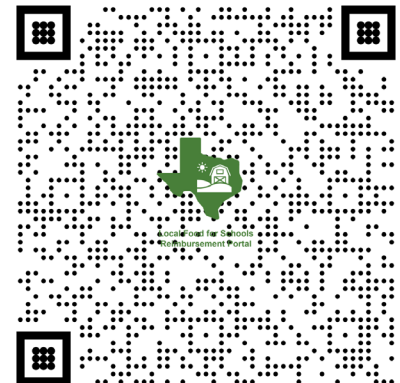
LFS Reimbursement Request Form

- Complete for each vendor (*i.e. Farmer/Rancher/Producer*)
- Vendor (*Farmer/Rancher/Producer*) vs. Distributor

Includes:

- Section 1: Instructions & CE Information
- Section 2: Purchase Information
- Section 3: Vendor Information
- Section 4: File Uploads
- Section 5: Certification & Submission

Reimbursement Portal



Reimbursement Form

Section 1a - Instructions



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

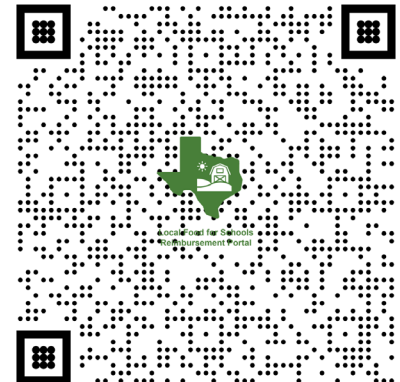
Local Food for Schools Reimbursement Form

Submit your reimbursement request for the Local Food for Schools Grant by filling out the form below in its entirety and attach copies of receipt(s) or invoice(s) with supporting documentation.

Instructions for submitting multiple invoices: A separate form must be completed for each vendor/producer but multiple invoices from the same vendor can be submitted with each form. Submit multiple invoices by completing and uploading the LFS Payment Request spreadsheet with this form. It is available for download on the LFS webpage or click on the [LFS Payment Request Form](#) link to download the form.

If you are having issues with this form or locating the LFS Payment Request Form, please email: localfoodgrant@texasagriculture.gov

Reimbursement Portal



Reimbursement Form

Section 1b – CE Information

Contracting Entity (CE) Name *

Choose your contracting entity. Type to search, then click to select.

Select

CE Phone Number *

Enter your phone number in case we need to call with any questions.

+1 () -

CE Email *

Enter your email in case we need to follow-up.

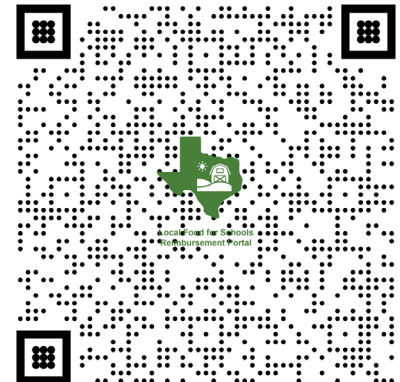
TINS *

Enter the 11 digit number

Mail Code

Enter the 3-digit code, if known.

Reimbursement Portal



Multiple or Single Invoice for a single vendor *

NOTE: A copy of the invoice is required in the File Upload section below.

Date Range for Multiple Invoices

If you are attaching multiple invoices for the same vendor, please enter the date range for those invoices.

If not applicable, please leave blank, and enter the invoice date for the single invoice below.

Invoice Date *

Enter the date of purchase; if submitting multiple invoices, enter the earliest date.

Total Amount Requested for Reimbursement *

Input the total amount of reimbursement request including allowable foods and any storage/transportation fees incurred.

Food Item Cost *

Enter the amount charged for allowable foods.
Enter "0" if none was charged.

Storage and Distribution Cost *

Enter the amount charged for storage and distribution of allowable foods. Enter "0" if none was charged.

Food Item Purchased *

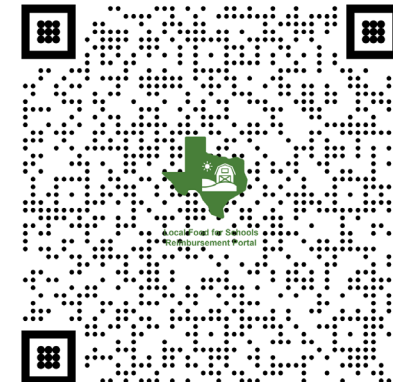
Select the food category for food item(s) purchased from vendor.

on

Questions?



Reimbursement Portal



Reimbursement Form

Section 2 – Purchase Information

Were all the food items purchased produced in Texas? *

Note: To be eligible for reimbursement, all food items purchased must be produced in Texas.

- YES
- NO

Food Item Use *

1. List the local food items you are requesting reimbursement.
2. Briefly describe how you utilized this product in your school menu. For example, was it served as is or used in a recipe?

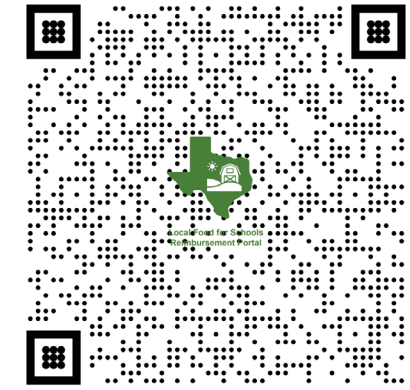
Is the purchase from a distributor? *

Select or enter value ▼

Questions?



Reimbursement Portal



Vendor Information

Please note vendor information is about the producer/farmer/rancher from which the local product came from and not information about the distributor who delivered the local product.

Vendor Name *

Select the business name of the vendor you purchased the food item(s) from.

If the vendor is not listed, select 'Other'.

Select

- 44 Farms
- Barnard Beef
- Barton Beef
- Blue Jay Dairy
- Brothers Food Service
- Brothers Produce
- Cargil Farms Produce
- Common Market
- Donna's Farm
- Fifth Branch Farms
- Gandy's Dairies LLC
- GH Dairy/Sarah Farms

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**New! Vendor
Info Drop-down
Feature**



Reimbursement Form

Section 3 – Vendor Information

Did you find this vendor using TDA's Farm Fresh Network resource? *

- YES
- NO

Is the vendor historically underserved? *

Note: Vendors are not required to be "Historically Underutilized Business."
<https://mycpa.cpa.state.tx.us/tpasscmbsearch/>

- YES
- NO

Is the vendor a small business? *

- YES
- NO

Is this the first time you purchased from this vendor? *

- YES
- NO

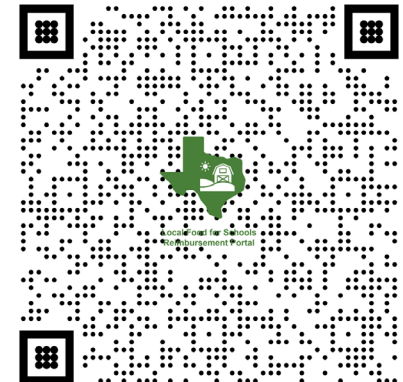
After the conclusion of this grant, do you plan to make future purchases from this vendor with your own funds? *

- YES
- NO

Questions?



Reimbursement Portal



Reimbursement Form

Section 4 – File Uploads

Supporting Documents File Upload *

Please attach:

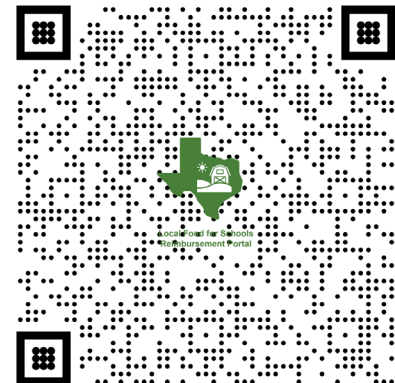
- Invoice(s)
- LFS Payment Request Form (if submitting multiple invoices)
- Supporting documentation that products are local
- Recipes - if available
- Photos - if available

Please name attachments : "CExxxxx_Document Type_MMDDYY"

If you are experiencing technical difficulties uploading your files, please email localfoodgrant@texasagriculture.gov

Drag and drop files here or [browse files](#)

Reimbursement Portal



Reimbursement Form

Section 5 – Certification & Submission

I confirm I have uploaded the required invoice(s) and supporting documentation. *

- YES
- NO

Certification *

- By submitting this claim, I certify that the information contained herein is true and correct to the best of my knowledge, in accordance with the Local Food for Schools Grant, as approved by the Texas Department of Agriculture.

Date Certified: *

Authorized Representative *

Your name, when entered below, will be considered as a valid electronic signature.

Send me a copy of my responses

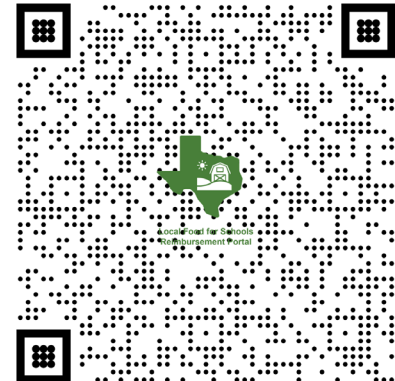
Submit



Questions?



Reimbursement Portal



Reimbursement Request

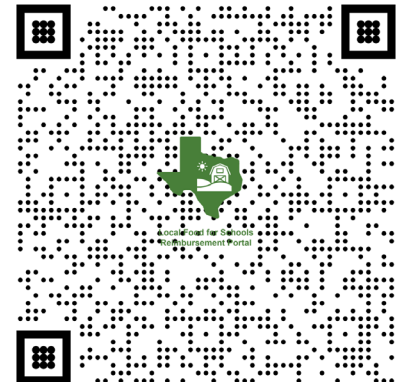
LFS Payment Request Form

- Additionally complete if submitting multiple invoices for the **SAME** vendor (*Farmer/Rancher/Producer, NOT distributor*)
- Use when invoices > 10
- Be sure to include invoice date range in Reimbursement Request form

Questions?



Reimbursement Portal





Request for Payment Form

Cover Page Tab

ALL EXPENDITURES RELATED TO THIS AGREEMENT MUST BE CONSISTENT WITH THE TEXAS GOVERNMENT CODE §783.007, THE UNIFORM GRANT MANAGEMENT STANDARDS (UGMS), AND ANY APPLICABLE OFFICE OF MANAGEMENT AND BUDGET (OMB) OR CODE OF FEDERAL REGULATIONS (CFR) AS PROVIDED FOR IN THE AGREEMENT.

CERTIFICATION: By my signature below, I certify to the best of my knowledge and belief that:

- a) The data above is correct, payment is due, and the reported costs have not been previously drawn; and
- b) All activities requested for reimbursement or reported as matching funds are consistent with the agreement, Statement of Work, and all disbursements were made in accordance with the terms of the contract.

x

Grantee Authorized Official Signature

Date

x

TDA Grants Specialist/Reviewer Signature

Date

Please Sign
& Date the
bottom of the
Cover Page

Questions?



LFS Reimbursement Process

Tips and Reminders

Purchase Dates

- November 3, 2023 to March 31, 2025

Reimbursement Request Deadline

- May 9, 2025

Allowable/Unallowable Costs

- Use the LFS Decision Tree
- Use the Allowable/Unallowable Chart

Additional Information Requests

- Notifications via Smartsheet
- Submit requests ASAP to prevent further delay

Invoices & Request Amounts

- Double check amount requested matches total local food costs on invoices

Reimbursement Process Timeline

- Notifications via Smartsheet when Finance approved; paid within 30 days

Repeat Requests

- Repeat support documents and/or local vendor verification documents are not needed

Finance Information

- Reimbursement payments via TDA
- Use [Comptroller's Search State Payments Issued \(SSPI\)](#)
- Receive payment alerts via [Advanced Payment Notification](#)



slido



What's your LFS Temperature?!

ⓘ Start presenting to display the poll results on this slide.

05

LFS

Resources



LFS Resources

www.squaremeals.org/LFS

Monthly LFS E-Blast and Office Hours

- Email LocalFoodGrant@TexasAgriculture.gov to be added to the distribution list
- Office Hour recordings located on LFS webpage

Farm Fresh Network

- Resource, *not a requirement*, to connect with Texas Farmers/Ranchers/Producers

LFS Webpage on SquareMeals: www.squaremeals.org/LFS

- Grant Information and Requirements
- Allowable and Unallowable Costs
- [Reimbursement Portal](#)



Email LocalFoodGrant@TexasAgriculture.gov if you are not receiving LFS communications.

LFS Resources

www.squaremeals.org/LFS

Procurement Resources



- [USDA Procuring Local Foods Guidebook](#)
- Federal Procurement regulations: [7 CFR part 210.21](#) and [2 CFR part 200.317-327](#)
- TDA ARM [Procurement Sections 17a-c](#)
- Additional Trainings and Resources posted on [LFS webpage](#)



LFS Resources

www.squaremeals.org/LFS

Decision Tree

- Tool to help evaluate potential vendors and products for LFS purchases

LFS Vendor Resource List

- Shared list of LFS vendors previously used by LFS recipients

LFS Resource and Additional Resource Section

- LFS Reimbursement Training Slides
- FAQs
- Tools, Trainings, and Guides on local food procurement and Farm to School best practices



LFS Grant Decision Tree Tool

Local Food for Schools (LFS)

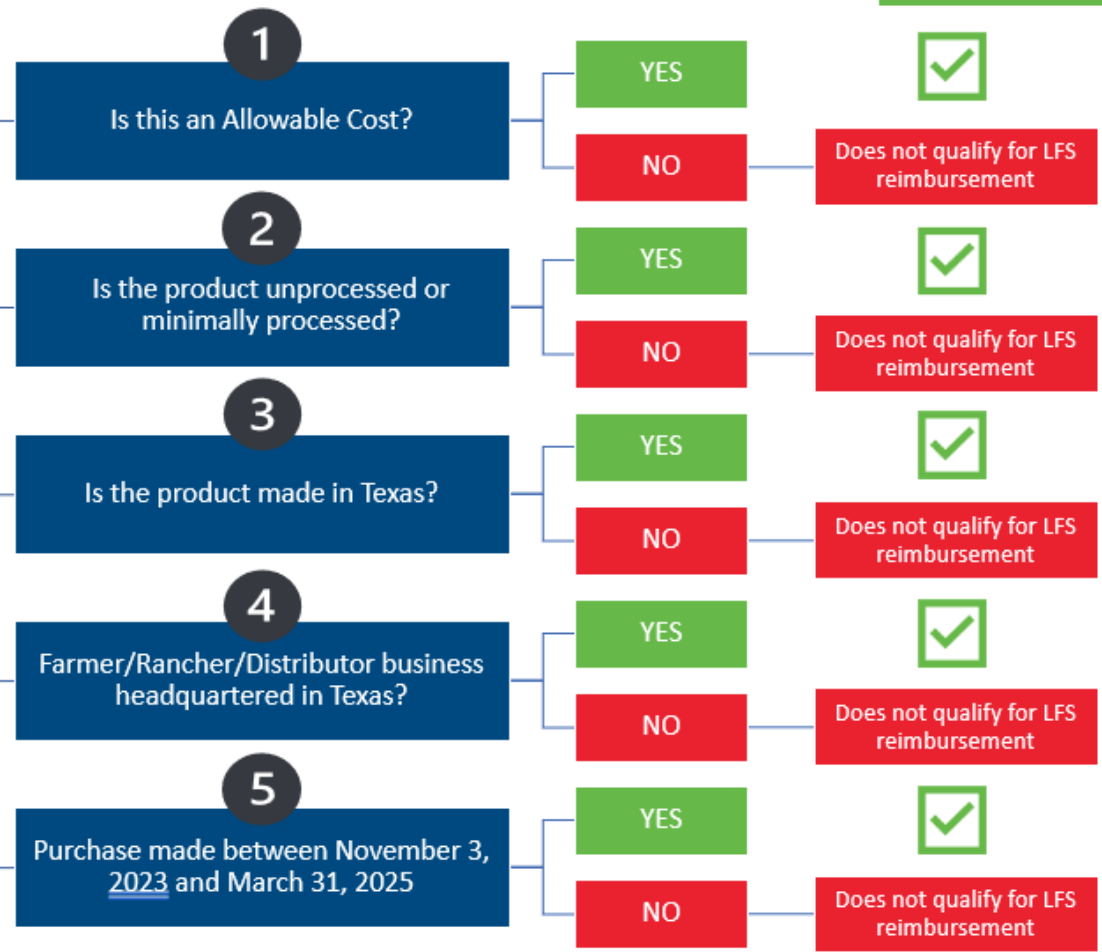


Use the decision tree below to evaluate potential vendors and products for LFS purchases.

Please send questions to localfoodgrant@texasagriculture.gov



LFS Purchase Criteria Evaluation



To qualify for reimbursement, ALL criteria questions must be answered "YES".

For more information and resources, visit www.squaremeals.com/LFS

Questions?



LFS Vendor Resource

Food Products	Company	Texas Location	Website	Address	Phone	Email
Vegetables	Cargil Farms Produce	Uvalde	https://www.cargilfarmsproduce.com/	6868 FM 117, Uvalde, TX 78801	+1 (830) 278-5616	n/a
Vegetables	Fifth Branch Farms	Florence	No website	2450 Briggs Rd., Florence Texas 76549	+1 (512) 966-6505	fifthbranchfarms@gmail.com
Vegetables	L&L Farms	Batesville	https://www.thellfarms.com/	750 CR 1005 Batesville, Texas 78829	+1 (830) 376-8000	info@thellfarms.com
Vegetables	McNabb MicroFarm LLC	Corpus Christi	https://www.mcnabbmicrofarm.com/home	13106 Deepwater Circle, Corpus Christi, TX 78410	+1 (361) 537-8787	mcnabbmicrofarm@gmail.com
Vegetables	Rio Fresh	San Juan	https://www.riofresh.com/	6504 S Stewart Road, San Juan TX 78589	+1 (972) 322-7253	vivianmccullough@sbcglobal.net
Vegetables	Trinity Ranch Seguin	Seguin	https://trinityranchseguin.square.site/about	1431 Ilka Switch, Seguin, TX 78155	+1 (830) 491-8917	wbsdls@gmail.com
Vegetables	TrueHarvest Farms	Belton	https://trueharvestfarms.com/	111 Trueharvest Wy, Belton, TX 76513	+1 (760) 583-3362	Lexi@TrueHarvestFarms.com
Vegetables	Val Verde Vegetables Co	McAllen	https://valverdevegetable.com/	200 Trophy Dr, McAllen, TX 78504	+1 (956) 994-1310	jeffh@valverdevegetable.com
Meat	44 Farms	Cameron	https://44farms.com/	963 PR 44, Cameron, TX 76520	+1 (254) 697-4401	info@44farms.com
Meat	Barton Beef	Garrison	https://www.bartonbeef.org/	121 South Ave B, Garrison TX 75946	+1 (936) 347-2715	lanebartonfarm@yahoo.com
Meat	Greener Pastures Chicken	Elgin	https://greenerpastureschicken.com/	8MXF+XW, Elgin, TX 78621	+1 (512) 921-7315	diego@greenerpastureschicken.com
Meat	Pryor Cattle Company	Henderson	https://pryorcattlecompany.com/	2343 FM 348 South, Henderson TX 75654	+1 (903) 658-4672	pryorcattle@eastex.net
Meat	River Creek LTD	Sherman	https://rivercreekmeats.com/	PO Box 670, Sherman TX 75019	+1 (903) 815-4249	ryan@rivercreekwagyu.com
Meat	Texas Tribal Buffalo Project	Waelder	https://www.texastribalbuffaloproject.org/partnerships	2463 FM 1296, Waelder Texas 78959	+1 (512) 595-1584	lucille@texstribalbuffaloproject.org
Grains	HG Rice Mill	Markham	https://hgricemill.com/	1116 Fm 2431, Markham, TX 77456	+1 (979) 479-7857	debbiehgricemill@gmail.com

03 LFS - Vendor List

Contains list of vendors previously used by grant recipients for reimbursement of LFS funds. It is not required to use these vendors; however, if interested in pursuing procurement from any of the vendors listed, you must follow all federal, state, and local procurement regulations and processes.



Additional LFS Resources for Schools

The LFS Grant Team is continually adding resources to support grant recipients. See below for helpful information and tools to guide you through the LFS program.

1. Visit **USDA's Procuring Local Foods page** to access the USDA Procuring Local Foods Guidebook, Serving Local Foods Webinar Series, **Farm to School Fact Sheets**, Policy and Regulations, and more.
2. Review state procurement policies here: **TDA ARM Section 17 and 17a-17c**
3. Find Texas Farm to School ready producers on **TDA's Farm Fresh Network Map**
4. Look at the **TDA Farmer Profiles** to see Texas farmers currently working with schools across Texas to provide local foods for school meals.
5. Looking for Texas products? Visit TDA's **GO TEXAN** Program website.
6. Use the **Historically Underutilized Businesses (HUB) Directory Search** to find potential farm to school providers.
7. Use the **Texas Chamber of Commerce Directory** to identify your local office and businesses in your area.
8. Contact the local cooperative extension agent or educators to learn more about Texas local products. A list of Texas extension institutes can be found **here**.
9. **Texas Center for Local Food** resources
10. TDA Trainings:
 - i. **Basics of the Procurement Processes for NSLP**
 - ii. **Procurement & Reviews, Bridging the Gap ARM Section 17**
 - iii. **Farm Fresh Introduction to Farm to School**
11. ICN Trainings:
 - i. **"Procuring Local Foods for Child Nutrition Programs" Training**
 - ii. **STAR: Farm to School: Procuring Local Foods**
12. CICN Trainings:
 - i. **"Produce Procurement: Understanding Availability and Specs, Determining What You Want, and the Importance of a Collaborative Relationship with Your Produce Distributor" Training**
 - ii. **Farm to School: Tips and Strategies for Purchasing Directly from Local Producers**
 - iii. **Farm to School Success Stories: Buying from Local Growers, Producers, and Processors**
13. Urban School Food Alliance's – Farm to School **Procurement Miniseries**
14. National Farm to School Network – **Farm to School Resource Database**

Poultry Products Inspection Acts and the Humane Methods of Slaughter Act of 1978.

State-inspected facilities: A number of States operate under the State Meat and Poultry Inspection (MPI) program where FSIS holds cooperative

agreements with the MPI. These States are: Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming. In four States (California, Colorado, Florida, and Texas), the MPI program is administered by the State. In these States, the MPI program is administered by the State. In these States, the MPI program is administered by the State.



Cooperatives: In four States (California, Colorado, Florida, and Texas), the MPI program is administered by the State. In these States, the MPI program is administered by the State. In these States, the MPI program is administered by the State.

For further detail about each of these inspection programs provided in *Appendix R: Meat and Poultry Inspection Programs*.

SOLICITATION LANGUAGE TARGETING LOCAL MEAT SUPPLIERS

When included in a solicitation for any type of product, a solicitation for meat products enables districts to outline exactly the type of products they are seeking and ensure that the products meet specific requirements regarding safety, labeling, and packaging. The inclusion of clear, specific language in solicitations and, ultimately in contracts with vendors, ensures that bidders are aware of the district's needs and requirements.



LFS Resources

www.squaremeals.org/LFS

LFS School Community

- Reach out to each other to share vendors, recipes, and best practices
- [LFS Grant Recipient List](#)
- Contact LocalFoodGrant@TexasAgriculture.gov for specific questions and support

National Center for Appropriate Technology (NCAT)

- Resource to locate Texas Agricultural producers
- Contact: Robert Maggiani, Sustainable Ag Specialist, robertm@ncat.org



Farm Fresh Opportunities

Coming Soon

FRESH TRAYS Program

- Local Food Procurement- focused trainings
- Networking/Connecting with local and regional agricultural producers
- Funds for Farm to School and Early Care activities
- Access to Farm to School and Early Care resources
- Farm to School and ECE Training Advisory Council
(QR code)





06

FAQs

www.squaremeals.org/LFS

Questions?



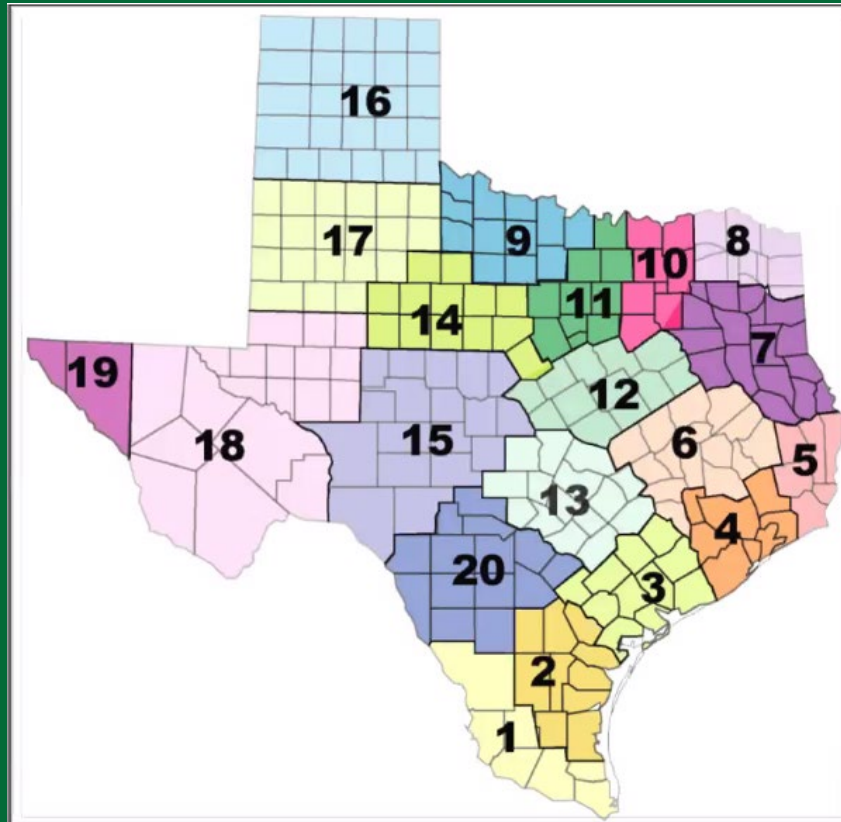
07

Q&A Session

Questions?



Education Service Centers



TDA F&N University

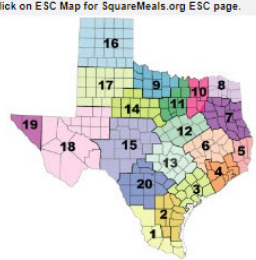


ESC Course Catalog 2023-2024 (View Only) : [Report Abuse](#) [Help](#)


Texas Department of Agriculture Food and Nutrition Course Catalog

Elevate your operational and regulatory expertise with the Texas Department of Agriculture (TDA) Food & Nutrition (F&N) Division's "University of F&N"! In line with our mission to advance compliant USDA nutrition programs through effective partnerships and educational resources, TDA proudly presents our comprehensive course catalogue. We offer classes and technical assistance, developed to amplify compliance proficiency through our partnership with 20 regional Education Service Centers (ESCs).

Click on ESC Map for SquareMeals.org ESC page.



Click to play video in new tab or window.



How to Use This Tool

[Instructions]

To filter by Program, Workshop/Training Name, and/or ESC Region:

1. Select Filter Off button from the button row.
2. Select desired ESC from the list.
3. To remove applied filters, click on the Filter icon and then select "Filter Off" from the drop-down.

[TDA F&N University Course Catalogue](#)

Scroll LEFT & RIGHT, UP & DOWN for details

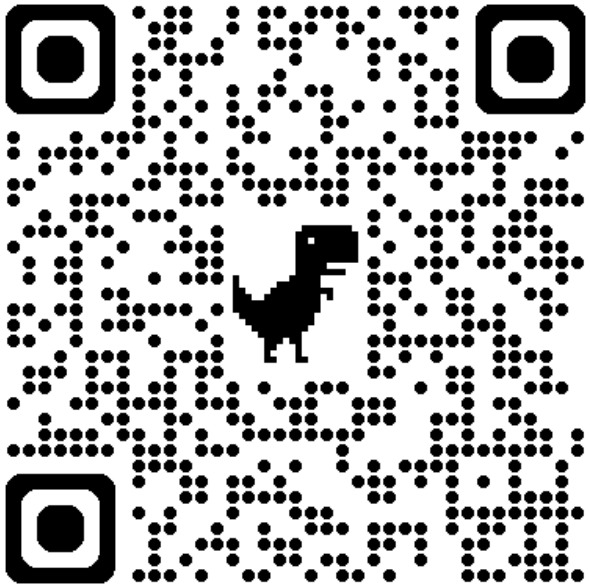
2023-2024 ESC Course Catalog (: [Report Abuse](#) [Help](#)

Grid View
Filter Off

	ESC Region	Course Name	Progr...	CourseID	Fall Course	Spring Course	Summer Course	
1	14	The Administrative Review (AR) and Procurement Review (PR) Process	SNP	SNP-001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	7	The Administrative Review (AR) and Procurement Review (PR) Process	SNP	SNP-001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	4	The Administrative Review (AR) and Procurement Review (PR) Process	SNP	SNP-001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



MegaCon Conference Surveys



MegaCon 2024
Conference
Feedback



Session
Feedback



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- 2. fax:**
(833) 256-1665 or (202) 690-7442; or
- 3. email:**
program.intake@usda.gov

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Food and Nutrition Division
MegaCon

CONTACT US



Jennifer Lengyel
Food Systems Specialist



www.SquareMeals.org/LFS



LocalFoodGrant@TexasAgriculture.gov