Local Food Purchase Assistance Cooperative Agreement Program (LFPA)

Notice of Grant Availability
Guidelines and Instructions

Application Due Date:
August 5, 2022 5:00 PM Eastern

Administered by the

VIRGINIA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
P. O. BOX 1163
Richmond, Virginia 23218
Program Solicitation Information

Funding Opportunity Title from USDA AMS:
Local Food Purchase Assistance Cooperative Agreement Program

Assistance Listing Number (Formerly CFDA) Number:
10.182

FUNDING OPPORTUNITY DESCRIPTION

BACKGROUND

The Local Food Purchase Assistance Cooperative Agreement Program (LFPA) will provide grants to agencies that will procure local foods from farmers/producers, focusing on Virginia farmers and more specifically socially disadvantaged farmers and must have the ability to distribute these foods or enter into a collaborative agreement with charitable food assistance organizations that have the capability of distributing these products across the state to needy persons with a special focus on reaching areas of the state that are currently underserved, including both rural and urban areas.

The program will strive to develop long-term relationships to expand opportunities for the farmers/vendors to bring more local foods to families in need and fight food insecurity across the Commonwealth. All foods purchased will be local. They must either be grown or raised in Virginia or be no more than 400 miles from the distribution point. All agricultural products that meet this local definition will be acceptable.

The program will follow four objectives listed below:

Objective 1 (purchase related): To increase purchases of local foods, focusing in particular on local foods from underserved farmers/producers, creating a network that provides fresh local foods to food insecure individuals.

Objective 2 (distribution related): To expand the reach of food distribution programs to areas that have not previously been served and to ensure that we are providing for the needs of all food insecure Virginians.

Objective 3 (related to sharing of lessons learned or improving outcomes or fostering adoption of promising best practices): To create lasting partnerships between socially disadvantaged farmers/producers and agencies that distribute food to reach those most in need so we can serve everyone, including people in previously underserved communities.
Objective 4: To develop a more equitable food distribution program that both provides for food insecure individuals and includes farmers that represent the diversity of Virginia.

DEFINITIONS

“Local Foods” means food grown, packaged or processed in Virginia or grown, packaged, or processed within 400 miles of the point of distribution

LFPA means the Local Food Purchase Assistance Cooperative Agreement Program

AWARD INFORMATION

GRANT PERIOD DURATION
VDACS will award funds for a grant period of up to two years in length. The grant period will begin when funds are awarded by USDA.

ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS
VDACS is seeking proposals from agencies that have the capacity to procure local foods from farmers and growers to be distributed to persons in need or be provided to charitable food assistance organizations that can distribute to persons in need. Sub-grantees will be required to contract with local farmers and to concentrate efforts on working with socially disadvantaged farmers. Sub-grantees must also focus the distribution of food to previously underserved areas of the state.

COMPETITIVE GRANT APPLICATION REVIEW PROCESS
VDACS will use a competitive review process to ensure maximum input and benefit. Review panel members will be free from conflicts of interest and conduct fair and impartial reviews. VDACS will notify successful and unsuccessful grant applicants about the outcome of the competitive process as it relates to the applicant’s proposal.

Proposals will be evaluated by the following criteria:

Project Purpose (35 points)
- The extent to which the applicant defines the specific plan to work with farmers/vendors to develop a relationship and procure local foods from farmers/producers, focusing on Virginia farmers and more specifically socially disadvantaged farmers and distribute these agriculture products to needy persons in Virginia with a special focus on reaching areas of the state that are currently underserved, including both rural and urban areas.
- The extent to which the project will provide a direct benefit to individuals experiencing food insecurity.
- The extent to which the project will provide a direct benefit to local farmers, including socially disadvantaged farmers.
- The ability of the applicant to demonstrate large scale, community-wide, or regional-reach.

**Measurable Outcomes (15 points)**
- The objectives are precise, attainable, and meet the purpose of the grant program.

**Project Plan (35 points)**
- The extent to which the application presents a clear, well-conceived, and suitable overall methodology for fulfilling the goals and objectives of the proposed project.
- There is an articulated timeline for project delivery and execution.
- Project assessment plan is articulated.
- The plan includes the regions of the state the sub-grantee will be focusing on to procure foods from local farmers as well as the regions of the state where they will be distributing food. It will be the goal of the program to reach all cities and counties in Virginia.

**Budget (15 points)**
- The extent to which the application budget provides a sufficient description for each category and that the budget is consistent with the size and scope of the project and that the budget relates logically to the project plan and objectives describing the project.

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**4.0 APPLICATION AND SUBMISSION INFORMATION**

**CONTENT AND FORM**

Entities interested in submitting an application for the LFPA Program must submit the following components:

A. Cover Page
B. Narrative
C. Budget

**A. COVER PAGE**

Cover Page Must Include:

I. Project Title
II. Project Lead (Primary Point of Contact)
   a. Name & Title
   b. Organization
   c. Mailing Address
   d. Email
   e. Telephone
III. Executive Summary (no more than one paragraph)
IV. Total Amount Requested
V. Region of the state the project will cover
B. NARRATIVE

I. Project Purpose

Description of how funds will be used to procure local foods from farmers/producers, focusing on Virginia farmers and more specifically socially disadvantaged farmers and distribute these agriculture products to needy persons in Virginia with a special focus on reaching areas of the state that are currently underserved, including both rural and urban areas.

Descriptions should include the following:

- Demonstrate that the applicant will develop a relationship with farmers/producers to acquire products for distribution to persons in need.
- List regions of the state that the applicant will procure local foods from.
- List the regions of the state where the applicant plans to distribute foods. If the applicant plans to partner with a food distribution agency, list the regions of the state that this agency will distribute to.
- The applicant’s ability to have large scale, community-wide, or regional-reach.
- Demonstrate that the applicant will utilize or develop a relationship with an agency that will utilize an adequate distribution plan to disburse food to persons in need.
- Demonstrate that the applicant will transport foods to distribution sites.
- Demonstrate that the applicant will provide storage facilities (both cold and dry storage) that will provide secure and sanitary conditions to avoid food loss or contamination.
- Demonstrate that the applicant will provide adequate labor to receive, store, distribute, and track all foods.
- Provide details of the applicants system for keeping an accurate food inventory and tracking system.
- Demonstrate that the applicant can provide information to contracted farmers/producers on the Food Crop Donation Tax Credit. [https://www.tax.virginia.gov/food-crop-donation-tax-credit-guidelines](https://www.tax.virginia.gov/food-crop-donation-tax-credit-guidelines)

II. Expected Measurable Outcomes

Include a plan for how outcomes will be measured.

The following outcome measures should be included:

1. Number of local producers purchased from
2. Number of socially disadvantaged producers purchased from
3. Value of food purchases (broken down by both local and socially disadvantaged producers)
4. Value of food distributed
5. Number of individuals served
6. List of regions (counties and cities) served
7. Number of individuals served in previously underserved regions
8. Pounds of food distributed
9. Number of food distribution sites
10. Types of foods purchased

Additional outcomes are welcome. Note that they must be precise, attainable, and meet the purpose of the grant program.

III. Project Plan
Provide a clear timeline for project execution and delivery.

<table>
<thead>
<tr>
<th>Event</th>
<th>Responsible Party</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Final Report</td>
<td>Joe Smith</td>
<td>September 2022</td>
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</tbody>
</table>

C. BUDGET
Include a spreadsheet summary of all anticipated costs and expenditures. A minimum of 51% of the budget must be spent on the purchase of local foods for distribution.

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
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<tbody>
<tr>
<td>Direct Project Costs</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Costs</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>

**Budget Narrative**
Include a detailed budget narrative, explaining all anticipated costs and expenditures.

The narrative should include the following:

**Direct Project Costs**
- These funds are what will be reimbursed to the farmer/producer.
- Direct Project Costs include costs associated with Harvesting, Processing, Packaging, or Transporting Virginia agriculture products to charitable food organizations.

**Administrative Costs**

Administrative Costs may include:
- **Personnel:** List all titles (number of hours and rate or pay) as well as the total funds requested for each employee.
- **Travel:** Break travel down by mileage, lodging, related tolls, and per diem. All travel must fall within the GSA regulations: [https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates). Mileage will be reimbursed at the prevailing IRS rate. This travel refers to that incurred by the charitable organization.
- **Supplies:** List the materials, supplies, and fabricated parts costing less than $5,000 per unit and describe how they will support the purpose and goal of the proposal.
- **Contractual:** Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.

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**ALLOWABLE AND UNALLOWABLE COSTS**

All USDA-AMS grant awards adhere to the AMS General Terms and Conditions. The terms and conditions can be reviewed at [ww.ams.usda.gov/sites/default/files/media/FY2021_GD_TermsandConditions.pdf](http://ww.ams.usda.gov/sites/default/files/media/FY2021_GD_TermsandConditions.pdf).

Below are Unallowable Costs and this list is not intended to be all inclusive.

Unallowable Costs:
- Tuition and stipends are not allowed.
- The purchase of equipment is not allowed. Equipment is defined as an item with a per unit cost of $5,000 or more and useful life of more than one year. Entertainment costs are not allowed.

If you have questions concerning the allowability of costs, contact your VDACS representative.

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**SUBMISSION DATE AND TIME**

Applicants must submit applications as one PDF to [Seth.Benton@vdacs.virginia.gov](mailto:Seth.Benton@vdacs.virginia.gov) by 5:00 p.m. Eastern Time on Friday, August 5, 2022. All attachments (application and letters of support) must be included in one email.

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**AWARD ADMINISTRATION INFORMATION**

**AWARD NOTICES**

Once VDACS selects grant recipients, all applicants will be notified of their grant status. Those selected for funding will receive a letter of agreement that sets forth pertinent information about
the grant. Projects do not have to be initiated on the grant effective date but should be initiated as soon thereafter as practical so that project goals may be achieved within the funded project period.

**ACCEPTANCE OF AN AWARD**
A signature by an authorized representative of the successful applicant organization on the award letter constitutes acceptance of the award and its associated terms and conditions.

**PAYMENTS**
Payment will be made on a reimbursement basis. Reimbursements will be made on a quarterly or not more often than monthly basis, as warranted. Grantees must submit an invoice, reimbursement form, and detailed documentation of expenditures (individual receipts and proof of payment) to the Program Manager. Reimbursements will be made within 30 days of receipt of proper documentation. The final invoice will be paid upon receipt of the final report.

**REPORTING**
Grant recipients will be required to submit annual and final performance reports.

Reports should include all information outlined in Section II, Expected Measurable Outcomes.

**7.0 AGENCY CONTACT**

**Seth Benton, Virginia Department of Agriculture & Consumer Services**
Phone: (804) 786-0532
Email: seth.benton@vdacs.virginia.gov