



**United States
Department of
Agriculture**

Local Food for Schools and Child Care Cooperative Agreement Program (LFSCC)

**Fiscal Year 2025 Program Scope and Requirements, Version 2
(updated December 11, 2024)**

Funding Opportunity Number: USDA-AMS-10185-CPLFS000-25-0001

Notice of Funding Opportunity (NOFO)

Publication Date: December 10, 2024

Application Due Date: 11:59 pm EASTERN TIME ON **April 30, 2025**

PROGRAM INFORMATION

Funding Opportunity Title: Local Food for Schools and Child Care Program

Funding Opportunity Number: USDA-AMS-10185-CPLFS000-25-0001

Announcement Type: Initial

Assistance Listing Number: 10.185

Project Summary Due Date: 11:59 p.m. Eastern Time on **April 30, 2025**, via Grants.gov.

Executive Summary: The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), will enter into cooperative agreements with state governments for the Local Food for Schools and Child Care (LFSCC) Program. The purpose of this program is to allow state governments to purchase local, unprocessed or minimally processed domestic foods for distribution to schools and child care institutions participating in the Child and Adult Care Food Program (CACFP). Projects should prioritize purchasing from historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors.

AMS will make only one award per state government; agencies within the state must coordinate if more than one agency wishes to implement this program. The state governments can also partner with local organizations. Up to \$471.5 million is available for schools participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP), and \$188.6 million for institutions participating in the CACFP. Funds are made available under the authority of Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)).

This announcement identifies the program scope and eligibility requirements for LFSCC.

AMS encourages projects that benefit historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors; and incorporate culturally relevant foods, including kosher and halal, as appropriate based on student preferences. For cooperative agreements intending to serve these entities, should engage and involve those beneficiaries. AMS would like these relationships and purchase and distribution channels to continue past the conclusion of this program.

Stakeholder Input: AMS seeks comments about this Notice of Funding Announcement. We will consider the comments in developing any future funding announcements for the program. Email written comments within one year of the publication date of this RFA to MRP.AMS.LFS@usda.gov. (This e-mail address is intended only for receiving comments and questions regarding this RFA and not requesting information or forms.) In your subject line, include, 'Input LFSCC'.

Amendment Changes

- The allocations in Section 2.6 Award Size were corrected for Virginia and Virgin Islands.

Program Highlights

- This Funding Announcements is for the award of non-competitive applications.
- The Program Scope and Requirements and [AMS General Terms and Conditions](#) apply to the resulting award along with the Uniform Guidance (2 CFR part 200).
 - All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions.
- Only state governments will be considered for this RFA. Only one proposal will be accepted per state.

Application Checklist

AMS expects recipients to read the entire funding announcement prior to submitting a Project Summary to ensure the program's requirements are understood.

LFSCC requires Recipients *who have previously received a LFS agreement* to submit:

- A completed LFSCC Project Summary
- Your organization **must have a SO and GAO registered in ezFedGrants**

LFSCC requires *new* Recipients to submit:

- SF-424 – Application for Federal Assistance
- SF-424A - Budget Information for Non-Construction Programs
- LFSCC Project Summary
- Your organization **must have a SO and GAO registered in ezFedGrants**
- Certification Regarding Lobbying form

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1.0 FUNDING OPPORTUNITY DESCRIPTION

1.1 LEGISLATIVE AUTHORITY

The Local Food for Schools and Child Care Cooperative Agreement Program (LFSCC) is authorized by Section 5(c) of the Commodity Credit Corporation Charter Act (15 USC 714c(c)).

1.2 PURPOSE

The purpose of this program is to increase purchasing of local, domestic, and unprocessed or minimally processed agricultural commodities for distribution to schools and child care institutions participating in the National School Lunch Program (NSLP) and/or the Child and Adult Care Food Program (CACFP). The program achieves this purpose in the overarching goals below:

1. Provide an opportunity for state governments to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses including processors, aggregators, and distributors.
2. Establish and broaden partnerships with the schools, child care institutions, and local food networks to ensure distribution and use of fresh and nutritious foods in program meals.

1.2.1 DEFINITIONS

Child care institution means a sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, or emergency shelter which enters into an agreement with a State agency to assume final administrative and financial responsibility for CACFP operations.

Domestic food. “Agricultural Commodity” means a product grown, processed, and otherwise prepared for sale or distribution exclusively in the United States or its territories, except with respect to minor ingredients. Minor ingredients from nondomestic sources will be allowed to be utilized as a United States product if such ingredients are not otherwise: (1) produced in the United States; and (2) commercially available in the United States at fair and reasonable prices from domestic sources. The following ingredients are determined by AMS Commodity Procurement as not available at fair and reasonable prices and are waived from U.S. origin restrictions: (1) Vitamin A (Retinol Palmitate), (2) Vitamin D, (3) Carageenan (stabilizing agent), (4) Sorbic Acid (preservative), (5) Potassium Sorbate (preservative), (6) Rennet (coagulant), (7) Items excepted from the Buy American Act under [FAR 25.104 Nonavailable Articles](#).

Historically underserved. Some groups of people are identified in Farm Bill legislation and in USDA policy as being Historically Underserved (HU). Members of these groups have been historically underserved by, or subject to discrimination in, Federal policies and programs. Four groups are defined by USDA as “[Historically Underserved](#)”, including farmers or ranchers who are: Beginning; Socially Disadvantaged; Veterans; and Limited Resource.

Local or regional producers are farmers, ranchers, producers, fishers, processors or distributors and other businesses involved in food production or distribution that are located in the state or tribal region or within 400 miles of the delivery destination.

Local or regional food means food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same State, territory, or tribal land.

Schools are participating in the NSLP and, as defined in 7 CFR 210.2 are (a) An educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or nonprofit private ownership in a single building or complex of buildings; (b) any public or nonprofit private classes of preprimary grade when they are conducted in the aforementioned schools; or (c) any public or nonprofit private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of government, except for residential summer camps which participate in the Summer Food Service Program for Children, Job Corps centers funded by the Department of Labor, and private foster homes. The term “residential child care institutions” includes, but is not limited to: homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more.

Small business. A small business is defined based on Small Business Association (SBA) size standards and varies depending on the NAICS code of the business. SBA size standards can be found in [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#).

Unprocessed or minimally processed foods include fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats), fish; meat alternates such as beans or legumes; and fluid milk and other dairy foods such as cheese and yogurt. Minimally processed means that products may be whole, cut, pureed, fresh, frozen, canned, dried or otherwise processed such that the original product character is retained. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

1.3 PROGRAM DESCRIPTION

The Agricultural Marketing Service (AMS) will enter into cooperative agreements with state governments for the purpose of purchasing local, unprocessed or minimally processed domestic foods from local producers, targeting historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors. Food purchased will be distributed to schools and child care institutions participating in the NSLP or CACFP. In addition to increasing local food consumption, funds are expected to help build and expand economic opportunity for local and historically underserved farmers/producers/fishers and small businesses including processors, aggregators, and distributors.

AMS encourages projects that benefit historically underserved farmers/producers/fishers and small businesses, provide food distribution to schools and child care institutions, and incorporate culturally relevant foods, including kosher and halal, as appropriate based on community preferences. For cooperative agreements intending to serve these entities, recipients should engage and involve those beneficiaries when developing their Project Summary. AMS would like these relationships and purchase and distribution channels to continue past the conclusion of this program.

USDA will provide the state government funding for food purchases as well as guidance, technical assistance, instruction, and monitoring throughout the life cycle of the cooperative agreement.

Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed, and must meet the definitions of domestic and local, as defined in section 1.2.1. See section 4.6.2 “Allowable and unallowable costs and activities” for more information.

State governments will submit proposals indicating how they or the participating schools and institutions will use the funds to purchase commodities to meet the specified objectives within their state. These funds will be awarded through a non-competitive process based on a formula derived from enrollment and earnings of schools participating in the NSLP and the School Breakfast Program (SBP), and a formula derived from meal counts of participants of the CACFP. Cooperative Agreements will be awarded based on acceptability of the Project Summary and the ability of the recipient to meet the goals of the program.

1.3.1 SUBAWARDS

State agencies will ensure that subrecipients maintain appropriate records and follow all applicable Federal statutes and regulations as well as the Grant Agreement and AMS General Terms and Conditions.

Recipients with subawards of more than \$30,000 must report on subrecipients in the Federal Funding Accountability and Transparency Act Subaward Reporting System at <https://www.fsr.gov/>. This reporting should occur as soon as possible once there is a signed grant agreement with the subrecipient. Please see [Appendix A](#) to [2 CFR § 170](#) for additional reporting requirements concerning subawards.

2.0 AWARD INFORMATION

2.1 TYPE OF FEDERAL ASSISTANCE

AMS will establish Cooperative Agreements with eligible entities. AMS will award new Cooperative Agreements to state governments and will not amend prior LFS agreements to add LFSCC funding to existing agreements. LFSCC is a new and separate program. Project Summaries must be received by April, 30 2025.

2.2 LFSCC PROJECTS

AMS will review all Project Summaries for conformance with the criteria in *section 5.0*.

2.3 AVAILABLE FUNDING

Funds will be awarded based on a formula derived from enrollment and earnings of schools participating in the NSLP and SBP, and a formula derived from meal counts of participants of the CACFP. Amendments to award amounts may occur, depending on initial demand for the program and the availability of funds. Final adjustments may occur to the award once final Project Summaries have been submitted. The total funding available is up to \$660.1 million: \$471.5 million for schools participating in NSLP, and \$188.6 million for institutions participating in CACFP.

2.4 DISBURSEMENT OF FUNDS IF A PRIOR LFS AGREEMENT IS IN PLACE

AMS will review Project Summaries and approve them as they are received. If a recipient has a prior LFS agreement, **the school distribution portion of the LFSCC will not be made until the previous LFS funding is expended.**

2.5 FEDERAL AWARD PERIOD DURATION

The period of performance of the cooperative agreements will be to three years from the time of award. It is acceptable to complete a project before the scheduled performance period end date. The period of performance will be specified in the cooperative agreement.

2.6 AWARD SIZE

These funds will be awarded through a noncompetitive process in the amount specified in the table on pages 9-11 of this announcement. Allocations are determined using a formula based on enrollment and earnings data from schools participating in the NSLP and SBP and number of meals served at child care institutions participating in CACFP. State governments should apply for an amount that meets their needs, based on their local food purchase availability and the needs of schools and child care institutions. After cooperative agreements are awarded, AMS will determine the final amount of the award based on the Project Summary submitted by the recipient. AMS will redistribute any remaining funds once final Project Summaries are received.

While allocations to states will be based on enrollment share and earnings, states have flexibility in determining how to distribute the food. 7 CFR 250.58(b) provides a guideline for states to implement their program in a way that ensures equitable distribution, however states may use other factors to decide how to best meet state needs. Examples of other criteria could include areas with the greatest need, availability of local food, or other historical data on lunches served. States may use their judgement to determine where to direct the food in their state and the decision should be reflected in the work plan section of the narrative proposal.

ESTIMATED STATE ALLOCATION LEVELS

State	Allocation for School Food Purchasing	Allocation for Child Care Institution Purchasing
Alabama	\$7,384,500	\$3,081,983
Alaska	\$1,091,201	\$291,931
Arizona	\$9,936,979	\$3,157,331
Arkansas	\$5,287,705	\$3,188,930
California	\$50,884,378	\$20,615,596
Colorado	\$5,921,730	\$1,748,064
Connecticut	\$4,587,507	\$1,064,443
Delaware	\$1,300,436	\$992,392
District of Columbia	\$1,108,670	\$420,842
Florida	\$25,688,362	\$16,895,521
Georgia	\$15,729,144	\$7,826,420
Guam	\$265,625	\$39,614
Hawaii	\$1,324,457	\$496,964
Idaho	\$2,631,843	\$498,682
Illinois	\$17,799,970	\$8,509,911
Indiana	\$11,385,088	\$3,353,781

State	Allocation for School Food Purchasing	Allocation for Child Care Institution Purchasing
Iowa	\$6,112,227	\$2,227,871
Kansas	\$5,773,573	\$2,209,057
Kentucky	\$7,376,043	\$2,837,749
Louisiana	\$7,271,865	\$4,548,961
Maine	\$2,245,556	\$536,878
Maryland	\$6,502,453	\$1,998,970
Massachusetts	\$9,103,303	\$2,998,948
Michigan	\$14,334,117	\$3,664,890
Minnesota	\$9,226,348	\$4,045,518
Mississippi	\$5,024,243	\$2,459,241
Missouri	\$9,723,746	\$3,567,763
Montana	\$2,172,283	\$653,411
Nebraska	\$4,373,090	\$1,950,141
Nevada	\$3,492,769	\$581,479
New Hampshire	\$1,418,979	\$324,628
New Jersey	\$12,617,339	\$3,613,276
New Mexico	\$3,727,047	\$1,947,084
New York	\$27,761,600	\$11,213,934
North Carolina	\$12,435,628	\$6,539,993
North Dakota	\$1,835,939	\$869,770
Ohio	\$17,957,291	\$5,422,744

State	Allocation for School Food Purchasing	Allocation for Child Care Institution Purchasing
Oklahoma	\$7,754,216	\$3,145,995
Oregon	\$4,848,308	\$1,288,363
Pennsylvania	\$16,538,002	\$6,449,619
Puerto Rico	\$2,590,968	\$902,083
Rhode Island	\$1,354,670	\$375,634
South Carolina	\$7,093,539	\$1,820,316
South Dakota	\$1,901,720	\$558,374
Tennessee	\$8,858,198	\$3,790,051
Texas	\$50,697,832	\$21,869,521
Utah	\$4,385,375	\$1,847,236
Vermont	\$944,226	\$277,850
Virgin Islands	\$114,271	\$30,680
Virginia	\$10,158,830	\$3,427,971
Washington	\$8,840,854	\$2,687,472
West Virginia	\$2,727,150	\$1,060,910
Wisconsin	\$9,055,110	\$2,361,968
Wyoming	\$823,697	\$311,246
Total	\$471,500,000	\$188,600,000

3.0 ELIGIBILITY INFORMATION

3.1 ELIGIBLE RECIPIENTS

Eligible entities include the state government agencies, commissions, or departments that are responsible for agriculture, procurement, food distribution, emergency response, administration of the NSLP, administration of the CACFP, or similar activities within the state. AMS will make only **one award** per state; agencies within the state must coordinate if more than one agency wishes to implement this program.

3.2 ELIGIBLE BENEFICIARIES

Eligible beneficiaries of purchases include those involved in the production and distribution of local domestic food. Purchases will be made from farmers, producers, fishers, processors, or distributors that meet the definition of a local producer as defined in 1.2.1. All food purchased must meet the definition of local, minimally processed or unprocessed, and domestic. State governments should target purchases from beneficiaries that are historically underserved and/or small businesses.

Purchases must comply with Section 7, Procurement, of the AMS General Terms and Conditions. Recipients must maintain records and documentation to support the charges against the Federal awards.

Eligible beneficiaries to receive the food are schools participating in the NSLP and child care institutions participating in the CACFP. Funds can only be administered to institutions serving children, and not through institutions that exclusively serve adults. States are required to ensure equitable distribution of food to tribal schools as required for the National School Lunch Program. Food distribution may occur through state agencies, non-profit organizations engaged in food distribution, and other entities capable of ensuring program requirements are met. Compliance will be monitored through quarterly performance reports.

A recipient may subaward with partners and collaborators. Only the recipient must meet the eligibility requirements listed in this Funding Announcement.

- A *partnership* is a relationship involving close cooperation between parties having specified and joint rights and responsibilities in the management of the project.
- A *collaborator* is a person or an organization unaffiliated with the recipient that cooperates with the recipient in the conduct of the project and is not immediately connected to the management of the project.

Partners and collaborators may come from private or public, for-profit, or nonprofit entities. Recipients must show evidence of existing community or industry support and engagement.

3.3 COST SHARING AND MATCHING

LFSCC does not have a federal cost sharing or matching requirement.

4.0 PROJECT SUMMARY SUBMISSION INFORMATION FOR ENTITIES WITH A PRIOR LFS AGREEMENT

State Governments that have previously entered into a LFS cooperative agreements with USDA AMS must follow the instructions in this section (4.0) to respond to this NOFO.

4.1 ELECTRONIC SUBMISSION

Only electronic Project Summaries may be submitted via MRP.AMS.LFS@usda.gov in response to this NOFO. **We urge recipients to submit their project summaries earlier than the deadline in Section 4.3.** This NOFO contains the information needed to obtain and complete required Project Summary.

4.2 CONTENT AND FORM OF PROJECT SUMMARY SUBMISSION

4.2.1 LFSCC PROJECT SUMMARY

Required: All recipients must submit a Project Summary using the “LFSCC – Project Summary” template. The template requires:

- Basic organizational and contact information.
- A **no more than** 500-word summary of the proposed project. The summary should include a concise overview of how the project will accomplish the program goals listed in **section 1.2** of the RFA. Recipients must describe activities to be performed, including subawards (when applicable); producers you will purchase from and venues you will distribute food through (if known); and any other pertinent information. It should also address how the project will provide an opportunity for state governments to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses; and how the project will distribute food to schools and child care institutions.
- **Estimated** outcome indicators, including how many producers/vendors will benefit from the proposed project, in alignment with program goals.
- A **detailed** work plan and project timeline. It is important that recipients have a well thought out and plan that is clearly described to AMS.
- A budget. The budget must equal the total amount of funding requested. **Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed, must meet the definitions of domestic and local, as defined in section 1.2.1. See section 4.6.2 “Allowable and unallowable costs and activities” for more information.**
- Acknowledgement of several program requirements.

The Project Summary must be typed, single-spaced, in an 11-point font. The final summary using the template “LFSCC – Project Summary” **must not exceed 10 pages**, including existing form content. DO NOT modify the margins of the form.

PLEASE NOTE: AMS does not require Congressional letters of support, and such letters do not carry additional weight during the evaluation process.

4.3 SUBMISSION DATE AND TIME

Recipients must submit Project Summaries via MRP.AMS.LFS@usda.gov by 11:59 p.m. Eastern Time on **April 30, 2025**. AMS will not consider Project Summaries received after this deadline for funds. Your Project Summary **may not be reviewed** if it is:

- Received after the submission deadline;
- Submitted via any method other than through MRP.AMS.LFS@usda.gov;
- Submitted to the wrong grant program; or
- Not responsive to the requirements of this Funding Announcement (eligibility, incomplete Project Summary, not providing all required documents, etc.);
- The recipient organization does not have a SO and GAO registered in ezFedGrants.

See [AMS' Late and/or Non-Responsive Applications](#) Policy for more information.

4.4 FUNDS NOT APPLIED FOR

States who do not submit a Project Summary or do not request all available funding prior to the due date for the submission of Project Summaries will forfeit all or that portion of available funding not requested. AMS will allocate funds not applied for, by a date determined by AMS.

5.0 PROJECT SUMMARY SUBMISSION INFORMATION FOR NEW RECIPIENTS

New recipients are States, Territories, or Tribal Governments that **did not** enter into a cooperative agreement with USDA AMS under the LFS program. New recipients must follow the instructions in this section (5.0) to respond to this NOFO.

5.1 ELECTRONIC SUBMISSION

Only electronic Project Summaries may be submitted via Grants.gov in response to this RFA. **We urge applicants to submit early to the Grants.gov system.** For an overview of the Grants.gov submission process, please visit the Grants.gov website. This NOFO contains the information needed to obtain and complete required Project Summary and AMS-specific attachments.

Applicants can find the opportunity under the Assistance Listing number “10.185.”

5.2 CONTENT AND FORM OF PROJECT SUMMARY SUBMISSION

5.2.1 FORM SF-424 APPLICATION FOR FEDERAL ASSISTANCE

Required: Form SF-424 is available via the opportunity at Grants.gov. Most information blocks on the required form are either self-explanatory or adequately explained in the instructions. However, applicants must use the following supplemental instructions associated with specific blocks on form SF-424.

Block	Instruction
1. Type of Submission	Application.
2. Type of Application	New.
4. and 5.	Not applicable.
8.c. UEI	Organization's SAM.gov Unique Entity ID (UEI). The UEI must be active upon submission of application.
8.d. Address	The organization street address as it appears in SAM.gov. P.O. Boxes will not be accepted. Enter a 9-digit zip code.
10. Name of Federal Agency	AMS, USDA
11. Catalog of Federal Domestic Assistance Number (Assisted Listing Number)	10.185
12. Funding Opportunity Number	USDA-AMS-10185-CPLFS000-25-0001
13. Competition Identification Number	Not applicable.
16.a. Congressional Districts for Applicant	Enter the Congressional district where your main office is located.
16.b. Congressional Districts for Program/Project	Enter the Congressional district(s) where your project will be performed. Write "All" if the projects will be performed in more than one location.
17. Proposed Project Start Date and End Date	Enter proposed start date and end date. End date must be within 36 months of award
18. Estimated Funding	Total Federal funds allocated by AMS, including funds for both schools and child care institutions.
19. Is Applicant Subject to Review by State Under Executive Order 12372 Process?	c. Program is not covered by E.O. 12372

5.2.2 SF-424A

Required: Form SF-424A is available via the opportunity at [Grants.gov](https://www.Grants.gov). Most information blocks on the required form are either self-explanatory or adequately explained in the instructions. However, recipients must use the following supplemental instructions associated with specific blocks on form SF-424A.

Block	Instruction
1.a. Grant Program Function or Activity	LFSCC – School Food Purchasing
1.b. Catalog of Federal Domestic Assistance Number	10.185
1.c. Estimated Unobligated Federal Funds	Enter the total amount of federal funds requested for school food purchasing.
1.d., 1.e., 1.f	Not applicable.
1.g.	Will auto populate.
2.a. Grant Program Function or Activity	LFSCC – Child Care Institution Purchasing
2.b. Catalog of Federal Domestic Assistance Number	10.185
2.c. Estimated Unobligated Federal Funds	Enter the total amount of federal funds requested for child care institution purchases.
2.d., 2.e., 2.f	Not applicable.
2.g.	Will auto populate.
3., 4.	Not applicable.
6. Column (1). Object Class Categories	LFSCC – School Food Purchasing
6. Column (2). Object Class Categories	LFSCC – Child Care Institution Purchasing
6.f. Column (1). Contractual	Enter the total amount of federal funds requested for school food purchases. Leave all other rows in table 6. blank.
6.f. Column (2). Contractual	Enter the total amount of federal funds requested for child care institution purchases. Leave all other rows in table 6. blank.
Section C. Non-Federal Resources	Not applicable.
Section D. Forecasted Cash Needs	Not applicable.
Section E. Budget Estimates of Federal Funds Needed for Balance of the Project	Not applicable.
21. Direct Charges	Enter the total amount of federal funds allocated by AMS, school and child care institution purchasing fund combined .
22. Indirect Charges	Not applicable.

5.2.3 LFSCC PROJECT SUMMARY

Required: All recipients must submit a Project Summary using the “LFSCC – Project Summary” template. The template requires:

- Basic organizational and contact information.
- A **no more than** 500-word summary of the proposed project. The summary should include a concise overview of how the project will accomplish the program goals listed in **section 1.2** of the RFA. Recipients must describe activities to be performed, including subawards (when applicable); producers you will purchase from and venues you will distribute food through (if known); and any other pertinent information. It should also address how the project will provide an opportunity for state governments to strengthen their local and regional food system by making purchases from local farmers/producers/fishers, prioritizing purchasing from historically underserved producers/farmers/fishers and small businesses; and how the project will distribute food to schools and child care institutions.
- **Estimated** outcome indicators, including how many producers/vendors will benefit from the proposed project, in alignment with program goals.
- A **detailed** work plan and project timeline. It is important that recipients have a well thought out and plan that is clearly described to AMS.
- A budget. The budget must equal the total amount of funding requested. **Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. All food purchased must be unprocessed or minimally processed, must meet the definitions of domestic and local, as defined in section 1.2.1. See section 4.6.2 “Allowable and unallowable costs and activities” for more information.**
- Acknowledgement of several program requirements.

The Project Summary must be typed, single-spaced, in an 11-point font. The final summary using the template “LFSCC – Project Summary” **must not exceed 10 pages**, including existing form content. DO NOT modify the margins of the form.

PLEASE NOTE: AMS does not require Congressional letters of support, and such letters do not carry additional weight during the evaluation process.

5.2.4 CERTIFICATION REGARDING LOBBYING FORM

Required: The form is self-explanatory. Read the form completely and provide the required information and signature.

5.3 SUBMISSION DATE AND TIME

Applicants must submit applications via Grants.gov by 11:59 p.m. Eastern Time on **April 30, 2025**. AMS cannot consider Project Summaries received after this deadline for funds. Your Project Summary **may not be reviewed** if it is:

- Received after the submission deadline;
- Submitted via any method other than through Grants.gov;
- Submitted to the wrong grant program; or
- Not responsive to the requirements of this Funding Announcement (eligibility, incomplete Project Summary, not providing all required documents, etc.)
- The applicant organization does not have a SO and GAO registered in ezFedGrants.

See [AMS' Late and/or Non-Responsive Applications](#) Policy for more information.

5.4 INTERGOVERNMENTAL REVIEW

This program is not subject to Executive Order 12372, which requires intergovernmental consultation with state and local officials.

5.5 FUNDS NOT APPLIED FOR

State governments who do not submit a Project Summary or do not request all available funding prior to the due date for the submission of Project Summaries will forfeit all or that portion of available funding not requested. AMS will allocate funds not applied for, by a date determined by AMS. This distribution may include State agencies, territories, Tribal governments, or local governments.

5.6 HOW TO REGISTER TO APPLY THROUGH GRANTS.GOV

5.6.1 STEPS TO REGISTER

The registration process can take **up to four weeks** to complete. Therefore, complete your registration allowing sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here: [Applicant Registration | Grants.gov](#)

- 1) *Register with SAM.gov*: Organizations applying online through Grants.gov must register with the [System for Award Management \(SAM\)](#). All organizations must register with SAM to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov. **SAM.gov accounts must be updated annually, and your organization must have an active SAM.gov account to submit your application to Grants.gov.**
- 2) *Obtain a SAM UEI*: All entities applying for funding, including renewal funding, must have a SAM Unique Entity Identifier. Applicants must enter the UEI in the data entry field labeled "SAM UEI" on the SF-424 form. After April 4, 2022, the DUNS number is no longer used as the entity

identifier for federal awards. Information about finding your Unique Entity ID (UEI) or registering for a UEI is available at [Entity Registration | SAM.gov](#).

- 3) *Create a Grants.gov Account:* The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's UEI number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, the EBiz POC will need to identify and assign an individual to the Authorized Organizational Representative (AOR) role.
- 4) *Authorize Grants.gov Roles:* After creating an account on Grants.gov, the EBiz POC receives an email notifying him or her of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, including the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.
- 5) *Track Role Status:* After registering with Grants.gov and authorizing the applicant AOR, Grants.gov allows you to track your status

b. *Electronic Signature:* When applications are submitted through Grants.gov, the name of the organization's AOR who submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as AORs. **This step is often missed, and it is crucial for valid and timely submissions.**

5.6.2 HOW TO SUBMIT THE PROJECT SUMMARY TO AMS VIA GRANTS.GOV

Applicants may use the Grants.gov Workspace, a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement, you can create individual instances of a Workspace.

- 1) *Create a Workspace:* This allows you to complete your Workspace online and route it through your organization for review before submitting.
- 2) *Complete a Workspace:* Add participants to the workspace, complete all the required forms, and check for errors before submission.
 - a. *Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or AMS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, and then accessed through Adobe Reader.

NOTE: You may need to visit the [Adobe Software Compatibility page on Grants.gov](#) to download the appropriate version of the software.

- b. *Mandatory Fields in Forms:* Fields marked with an asterisk and a different background color are mandatory fields you must complete to successfully submit your application.
 - c. *Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and UEI. To trigger this feature, an applicant must complete the SF-424 form information first. Once it is completed, the information will transfer to the other forms.
- 3) *Submit a Workspace:* Submit your application through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting the application package **at least 24-48 hours prior to the due date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

SPECIAL NOTE: Grants.gov **does not** check for AMS required attachments. It is the applicant's responsibility to ensure that all required attachments listed in **section 4.2** are included.

- 4) *Track a Workspace:* After successfully submitting a workspace package, Grants.gov automatically assigns a Tracking Number (GRANTXXXXXXX) to the package, which will be listed on the Confirmation page generated after submission.

Technical Support: Grants.gov provides additional [training resources, including video tutorials](#).

Recipients may also call the 24/7 toll-free support number 1-800-518-4726, or email support@grants.gov. Grants.gov will issue a ticket number that you and Grants.gov can refer to if the issue is not resolved. For questions related to the specific grant opportunity, contact the person(s) mentioned in **section 7.0**.

5.6.3 TIMELY RECEIPT REQUIREMENTS AND PROOF OF TIMELY SUBMISSION

All Project Summaries must be received by the due date established in **section 5.3**. Proof of timely submission is automatically recorded by Grants.gov using an electronic date/time stamp generated when the Project Summary is successfully received by Grants.gov. The AOR will then receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXX) from Grants.gov. AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When AMS successfully retrieves the Project Summary from Grants.gov and acknowledges the download of submissions, Grants.gov will electronically acknowledge receipt of the document to the AOR's email address. Again, proof of timely submission shall be the email from Grants.gov stating the official date and time that Grants.gov receives your Project Summary. Project Summaries received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by AMS.

AMS will not accept Project Summaries by fax, email, or postal mail. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by AMS. See [AMS' Policy on Late Applications](#).

Special Note for Recipients with Slow Internet Connections. Recipients using slow internet connections, such as dial-up connections, may experience significantly longer transmission times when submitting their Project Summary to Grants.gov, especially if there are large attachments contained in the upload. Again, Grants.gov will provide either an error message or a successfully received transmission notification via email to the AOR.

6.0 FUNDING RESTRICTIONS

6.1 DIRECT AND INDIRECT COSTS

Indirect costs are not allowable. Recipients may not request direct or indirect costs associated with developing and administering the program.

6.2 ALLOWABLE AND UNALLOWABLE COSTS AND ACTIVITIES

All AMS awards are subject to the terms and conditions, cost principles, and other considerations described in the [AMS General Terms and Conditions](#). All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions.

Funding can only be used for food procurement. Recipients may not request direct or indirect costs associated with developing or administering the program. Funding may only be used for the purchase of allowable foods. Allowable foods that may be purchased with LFSCC funds must meet the definitions of local, domestic, and unprocessed or minimally processed as defined in section 1.2.1.

Allowable foods may include but are not limited to the examples below, **all products must be local and can not include any additional additives, flavors, or colorings:**

- Meat, poultry, or fish products that are sliced, ground, smoked, made into a jerky or “stick” etc.
- Items such as olive oil, hemp seed oil, honey, syrup, tea etc.
- Produce items such as juice, cider, salsa, marinara sauce, sauerkraut etc. Juice can only contain one produce item and cannot be a blend of multiple produce items.
- Bean and legume items such as tofu, tempeh, nut butters etc.
- Dairy products such as sour cream, cottage cheese, kefir, milk, butter etc.

The final cost of allowable foods may include costs associated with storage and distribution of those foods. Any associated storage and distribution costs **must be subsumed within the final cost of the allowable food** being purchased. Storage and distribution costs associated with the purchase of allowable foods may include:

- Lease or rental of equipment used in the physical handling, storage, and transportation of foods purchased through LFSCC (delivery vehicles, forklifts, refrigerators, freezers, etc);
- Fees charged by commercial warehouse operators and common carriers for storage and transportation of foods purchased through LFSCC;

- Lease or rental of warehouse space to store LFSCC foods;
- Supplies used in the storage and handling of LFSCC products (boxes, pallets, etc);
- Salaries of temporary workers hired to assist with the handling, storage, transportation, or distribution of foods purchased and distributed through LFSCC.

The cost of storage and distribution activities cannot be “broken out” from the cost of food and paid from project funds as individual budget items. These costs **must** be rolled into the final cost of the allowable foods purchased through the program. AMS will only provide reimbursements for the purchase of allowable foods. Costs that are not inherent parts of food procurement are not an allowable use of funds.

Recipients that have questions concerning the allowability of costs after reviewing this document should contact AMS staff using the contact information listed under **section 7.0**.

6.3 SUPPLANTING

The funds awarded through this Funding Announcement must supplement (by increasing or expanding) but not duplicate, existing food procurement and food distribution activities of the host initiatives.

6.4 SUPPORT FOR DOMESTIC BUSINESSES

Technical assistance and subawards will not be made available to a foreign entity making direct investment in the United States, as defined in [15 CFR § 801.2](#), where the assistance is provided to a specific business and is not publicly available.

7.0 EZFEDGRANTS.GOV REQUIREMENTS AND COOPERATIVE AGREEMENT MANAGEMENT

Cooperative Agreements will be processed and managed using the online grants management system, ezFedGrants (eFG). All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions.

Recipients **are required to use** eFG system to manage LFPA25 Agreements throughout the entire agreement lifecycle, which include, digitally signing agreements, and preparing reimbursement claims, repayment requests, and financial and performance reports.

In order to access eFG system, recipients must obtain a [Login.gov](#) account linked to a USDA Verified Identity [eAuthentication](#) Account Level 2 and submit an [Access Request](#) (to identify the [Organization\(s\)](#) represented and select the appropriate [primary user role](#)).

The eFG system requires each recipient to have a minimum of at least one Grants Administrative Officer (GAO) and one Signatory Official (SO). It is best practice to have at least one back up in each role to keep items, such as claims or reporting, moving through the system.

The chart below identifies the various roles a recipient can designate and the actions they can take in eFG system.

7.1.1 TIPS FOR RECIPIENTS

- Register and submit Project Summaries via e-mail early. **DO NOT WAIT UNTIL THE DAY OF THE DEADLINE.**
- Thoroughly read this Funding Announcement and follow all the instructions provided by AMS.
- Thoroughly review the [AMS General Terms and Conditions](#) to understand allowable and unallowable costs.
- Apply for the correct assistance program
 - Assistance Listing number “10.185” and Funding Opportunity Number “USDA-AMS-10185-CPLFS000-25-0001”
- Make sure you have the most recent copy of Adobe Reader installed on your computer and that it is compatible with [Grants.gov](#) software.
- When uploading attachments, click the “Add Attachments” button (do NOT use the “paperclip” icon in Adobe Reader).
- Limit Project Summary file name characters (50 or less).
- Do not password-protect your documents and make sure all tracked-changes are “accepted”.
- Avoid special characters in file names (\$, %, &, *, Spanish "ñ", etc.).
- Input the correct UEI number or UEI on the SF-424 cover page.
- Review the [EZFedGrants.gov Applicant User and Registration Guides](#).
- Ensure at least one Grants Administrative Officer (GAO) and one Signatory Official (SO) is registered in ezFedGrants upon submission of Project Summary.

8.0 PROJECT SUMMARY REVIEW INFORMATION

This is a non-competitive funding announcement. AMS will review project narratives to ensure that projects meet the statutory purpose of the program, all Project Summary criteria are fulfilled in accordance with [section 4.0](#), and all costs are allowable. A review of Project Summaries will be completed to ensure it is complete and includes plan and objectives, resources, financial controls, reporting and evaluation, risk and fraud mitigation plans and a timeline for your program.

AMS will notify the recipient if additional information is required after the initial review of the Project Summary. AMS will work with recipients to negotiate any revisions if necessary and possible. Failure to provide requested information in a timely manner may result in a project not receiving funding.

9.0 AWARD ADMINISTRATION INFORMATION

9.1 AWARD NOTICES

Upon announcement of the Federal awards, AMS will prepare and send a Notice of Award and Cooperative Agreement signed by an AMS official to each recipient for signature by the appropriate AOR

official. Cooperative Agreements consist of a 1-page Agreement Face Sheet (AMS-33) that will be signed by AMS and the AOR.

The Notice of Award and Cooperative agreement will provide pertinent instructions and information including, at a minimum, the information described in [2 CFR § 200.211](#) and a reference to the [AMS General Terms and Conditions](#).

9.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

All AMS grant and cooperative agreements include the AMS General Terms and Conditions as part of the Notice of Award and Grant Agreement. More information is provided in the most recent version of the [AMS General Terms and Conditions](#) under the *Administrative and National Policy Requirements* section.

9.3 REPORTING REQUIREMENTS

Reporting and award closeout requirements are included in the [AMS General Terms and Conditions](#). All references to Grants Solutions in the AMS General Terms and Conditions should be understood to refer to ezFedGrants. This program utilizes ezFedGrants not Grant Solutions. Award recipients are required to complete quarterly financial and progress reports and final financial and performance reports. These reports will provide qualitative and quantitative data that will be used by USDA to validate the effectiveness of the program and to assist in consideration of future programs. Upon issuance of award, AMS will provide a template to collect information from recipients.

Information to be collected in quarterly reports will include:

Value of Purchases:

- Total Value of Purchases to Date
- Value of Purchases from Historically Underserved Producers to Date
- Value of Purchases from Small Businesses to Date

Number of Producers:

- Total Number of Unique Producers Purchased from to Date
- Total Number of Unique Historically Underserved Producers Purchased from to Date
- Total Number of Unique Small Businesses Purchased from to Date

Quarterly progress reports must also provide a written summary of

- Progress completed during the reporting period
- Deviations from your proposed project plan
- Difficulties encountered
- Solutions developed to overcome difficulties
- Major planned activities for the next quarter
- Optional: Success stories and lessons learned

Recipients are required to submit an SF-425 Federal Financial Report with each quarterly progress report to account for their financial expenditures during that reporting period.

At the close of the agreement recipients will be required to provide a final performance and financial report. These reports will summarize information provided in the quarterly reports and provide final project totals for numbers reported in the quarterly reports. The narrative and numerical responses will be used to measure the outcomes of the program.

10.0 AGENCY CONTACTS

10.1 PROGRAMMATIC QUESTIONS

After closely reviewing this RFA in its entirety, recipients and other interested parties are encouraged to contact the LFSCC staff by e-mail with questions about the cooperative agreement program at MRP.AMS.LFS@usda.gov.

For additional information, please visit the AMS website: <https://www.ams.usda.gov/selling-food-to-usda/lfs>

10.2 ADDRESS

Local Food for Schools and Child Care Cooperative Agreement Program (LFSCC)

USDA, Agricultural Marketing Service
1400 Independence Avenue, SW
Room 2549 South Building
Stop 0201
Washington, DC 20250-0264

10.3 AVAILABLE RESOURCES

AMS provides resources and information on the LFS website that may be helpful to recipients, including descriptions of funded projects, and required Project Summary forms.

10.4 EZFEDGRANTS.GOV QUESTIONS

For assistance using the ezFedGrants Portal, please contact ezFedgrants@cfo.usda.gov. Questions about specific awards, agreements, or policies, please contact AMSGrants@usda.gov.

11.0 OTHER INFORMATION

11.1 EQUAL OPPORTUNITY STATEMENT

USDA is an equal opportunity provider, employer, and lender. Recipients must comply with 7 CFR Subpart A; Part 15 (15.1 (a)) "...that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected

to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the Department of Agriculture or any Agency thereof”.

Cooperative Agreement recipients should be prepared to communicate this opportunity to persons with limited English proficiency.

11.2 FREEDOM OF INFORMATION ACT REQUESTS

The Freedom of Information Act of 1966 ([5 U.S.C. § 552](#)) (FOIA) and the Privacy Act of 1974 ([5 U.S.C. § 552a](#)), as implemented by USDA’s regulations ([7 CFR part 1, Subpart A](#)) govern the release or withholding of information to the public in connection with this Federal award. The release of information under these laws and regulations applies only to records held by AMS and imposes no requirement on the recipient or any subrecipient to permit or deny public access to their records.

FOIA requests for records relating to this Federal award may be directed to USDA, Agricultural Marketing Service, FOIA/PA Officer, Room 1671-S, 1400 Independence Ave., SW, Washington, DC 20250-0273, Telephone: (202) 302-0650; or email: AMS.FOIA@usda.gov.

11.3 PAPERWORK REDUCTION

According to the Paperwork Reduction Act of 1995 ([44 U.S.C. 3501](#)), an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0334. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.