



USDA Farm to School Program Grantee Final Report

Welcome

Dear USDA Farm to School Grantee,

It's now time to complete your final report for the USDA Farm to School Program. This report will allow USDA to document changes that occurred as a result of your grant project.

This report contains five main sections.

- Section one will ask for general information about your project.
- Section two will ask about the management of your project.
- Section three will ask about your project partners and network.
- Section four will ask about your project activities, including questions regarding the a) procurement practices of the schools or school districts involved in your project, b) food preparation and serving practices that took place, c) farm to school activities taking place at the schools or districts involved in your project, and d) policies in place supporting farm to school in the schools or districts involved in your project.
- Section five will ask you to share any additional evaluation findings you may have gathered as part of your project. Planning grantees should attach a copy of their action plan here.

For the procurement data in section four, the data you provide should be about the schools or school districts involved with your project. If you do not know this information, please do your best to gather this information from the appropriate school food service directors or Food Service Management Company.

Once finished with this report, you will be emailed a copy to save in your files. If you have questions or need assistance completing this report, please contact the USDA Farm to School Program at farmtoschool@fns.usda.gov. The deadline for completing this report is 90 days after the official close of your grant project.

Sincerely,
The USDA Farm to School Program

Section 1: Project Information

1. Please provide your first and last name.
2. Please provide your email address for follow up if clarification is needed.

Section 2: Project Management

3. Please provide a brief summary of the overall project (250 words or less). You will be asked later to report on specific project goals and objectives.
4. Were all project goals and objectives completed?
 - Yes
 - No
5. Please provide a final status update on all project goals and objectives. (Tip: Please include the goal and objective text from your approved project narrative, not just the number. For example: Objective 1.1: Increase percentage of food by 5% - Goal completed; we increased....)
6. Please describe your biggest lessons learned from this project and what tips you would give other schools, districts or support service providers implementing farm to school initiatives?
7. Was the project budget sufficient for meeting the project goals?
 - Yes (If yes, go to question 9)
 - No (If no, go to question 8)
8. Please briefly describe why the budget was insufficient for meeting the project goals.
9. Please briefly describe how USDA's training and technical assistance materials (e.g. webinars, fact sheets, procurement manual, etc.) were used to help fulfill the goals of your project.
10. If you purchased equipment valued over \$5,000 please describe the purchase and explain how the equipment will be used after the project.
11. Please select the option below that most accurately describes how sustainable you believe your USDA Farm to School grant activities to be now that funding has ended?
 - All of the farm to school activities funded by the USDA Farm to School grant will continue even though funding has ended.
 - Most of the farm to school activities funded by the USDA Farm to School grant will continue while others will not.
 - A few of the farm to school activities funded by the USDA Farm to School grant will continue while others will not.
 - None of the farm to school activities funded by the USDA Farm to School grant will continue now that funding has ended.
12. Please provide any additional details that will clarify your response above.

13. Which of the following benefits have the schools or school districts involved in your project enjoyed as a result of your grant activities? (Please check all that apply.)

- Reduced food waste
- Lower school meal program costs
- Greater acceptance of the new meal pattern
- Increased participation in school meals
- Greater community support for school meals
- Other: (please specify)

14. Please provide any additional details that will clarify your response above.

15. How many full time paid employee equivalents (FTEs) were involved with your USDA Farm to School grant at the end of your project? (Please provide a numeric answer.)

16. Please provide feedback on your overall grantee experience including any suggestions for improving the program.

Section 3: Project Network

USDA is interested in your relationships with other groups or organizations that may have been involved with your farm to school project.

17. For the groups and organizations listed in the chart below, please choose the response that best describes their approximate level of involvement in your project. (If the stakeholder group refers to you or your role, please simply check N/A.)

Stakeholder	Lots of support and collaboration	Some support and collaboration	None, but we expect to work with them in the future	None, and we don't expect to work with them in the future	Not sure or not applicable (N/A)
Farmers and producers					
Distributors and aggregators					
Processors and manufacturers					
Nutrition services management and administrative staff					

Kitchen management and kitchen staff					
Students					
Teachers					
District/school administrators (e.g. the superintendent, the school board, or the COO etc.)					
PTA/PTO					
Parents/caregivers					
Local chefs					
Local food banks					
Local businesses					
Tribal organizations					
Nonprofit organizations (other than your own if you are a nonprofit)					
Cooperative extension professionals					
University faculty/staff (non-extension)					
Municipal or local government					
State Department of Education					
State Department of Agriculture					
State Department of Health					
Faith-based organizations					

USDA Food and Nutrition Service					
USDA Agricultural Marketing Service					
USDA Rural Development					
USDA Natural Resource Conservation Service					

18. Which three partners were the most important to reaching your project objectives? Choose three from the list below.

See list of stakeholders from the chart above.

19. Why were these groups the most important partners?

- 1.
- 2.
- 3.

20. Please select all of the ways your farm to school efforts will be financially supported moving forward. (Please check all that apply.)

- USDA Farm to School grant
- General school/school food service funds
- Other federal grants (e.g. CDC, etc.)
- Local state or private grants
- Other national private grants (e.g. WK Kellogg Foundation)
- Corporate partnerships and donations
- In-kind contributions
- Fundraising

21. Please provide any additional information to clarify how your project is financially supported.

Section 4: Project Activities

This section contains questions regarding a number of activities that are common to many farm to school programs.

Procurement

22. Please choose the option below that best describes how the schools or school districts you worked with defined local food.

- Same city/county
- Produced within a 50 mile radius
- Produced within a 100 mile radius
- Produced within a 200 mile radius

- Produced within a day's drive
 - Produced within the State
 - Produced within the region
 - Geographic along with other restrictions
 - I don't know
 - Other: (please specify)
23. Please briefly describe any changes to school food service operations of the schools or school districts you worked with that came about as a result of your project.
24. How many total school districts was your project working with at the end of your project? (Please provide a numeric answer.)
25. How many total schools was your project working with at the end of your project? (Please provide a numeric answer.)
26. Approximately how many food service staff received training related to procuring local and regional foods for school meal programs as a result of your project? (Please provide a numeric answer.)
27. What topics were included as part of the training for food service staff? (Check all that apply.)
- Preparation of whole fruits and vegetables
 - Processing and storage of fresh fruits and vegetables
 - Menu development
 - Procurement regulations
 - Procurement strategies
 - Recipe development
 - Menu development
 - Food handling and safety
 - Promotion of local foods
 - Participation in farm to school curricular activities
 - Other: (please specify)
28. Approximately how many farmers received training related to selling local and regional foods for school meal programs as a result of your project? (Please provide a numeric answer.)
29. What topics were included as part of the training for farmers? (Check all that apply.)
- Good Agricultural Practice (GAP)
 - Good Handling Practice (GHP)
 - Marketing/selling local foods to local schools
 - Business planning
 - Other: (please specify)
30. Please choose the option that best describes your ability to report on procurement data (e.g. amount and type of local purchasing, numbers and types of suppliers, etc.) from the schools or school districts you worked with:
- Our project did not work directly with schools or school districts to support purchasing of local foods for school meals (skip to question 39)
 - We cannot provide procurement data for the schools or school districts we worked with

(continue to question 31 then skip to question 39)

- We can provide procurement data for some schools or school districts we worked with (skip to question 32)
- We can provide procurement data for all schools or school districts we worked with (skip to question 32)

31. If you cannot provide procurement data for the schools or school districts you worked with please tell us why. Choose all that apply.

- This information is not being systematically tracked by the schools or school districts we are working with
- Other: (please specify)

The following questions ask about how much money the schools or school districts you are reporting on spent on all food and local food during the 20XX-20XX [the last full school year completed before your project ended] school year. Please aggregate data from all of your school and district partners for which you can provide procurement data and give your best approximation. Do not include USDA Foods or DoD Fresh purchases.

32. For the 20XX-20XX school year, what were the approximate total food costs of the schools or school districts you worked with? (Please round to the nearest dollar.)

33. For the 20XX-20XX school year, approximately how much did the schools or school districts your project worked with spend on locally-sourced foods, including fluid milk? (If you are not sure, a rough estimate is perfectly acceptable. Please round to the nearest dollar.)

34. For the 20XX-20XX school year, approximately how much did the schools or school districts your project worked with spend on locally-sourced foods not including fluid milk? (If you are not sure, a rough estimate is perfectly acceptable. Please round to the nearest dollar.)

35. For the 20XX-20XX school year, please indicate how many of each of the following sources the schools or school districts your project worked with obtained local foods directly from. (Please provide a numeric answer.)

- Direct from individual food producers (i.e. farmers, fishers, ranchers)
- Direct from farmer, rancher or fisher cooperatives
- Direct from farmers markets
- Via a Community Supported Agriculture (CSA) model
- Direct from food processors and manufacturers

36. For the 20XX-20XX school year, please indicate how many of each of the following intermediary sources the schools or school districts your project worked with obtained local foods from. (Please provide a numeric answer.)

- Distributors
- Food buying cooperative
- Food service management companies
- DoD Fresh Program vendors
- USDA Foods
- State Farm to School Program office

- Food hubs

37. Please indicate whether any of the schools or school districts your project worked with used local products in any form (fresh, minimally processed, or processed) for any of the following child nutrition programs during the 20XX-20XX school year. (Please check all that apply.)

- Breakfast
- Lunch
- Supper
- Snacks
- Fresh Fruit and Vegetable Program
- Child and Adult Care Food Program (CACFP)
- Summer meals (i.e., meals in the Summer Food Service Program, in Seamless Summer, or in the NLSP under accredited summer school programs)

38. On average, about how frequently did the school or school district meals or snacks your project worked with include at least one locally sourced food item from the categories below during the 20XX-20XX school year?

	Daily	A few times per week	Weekly	A few times per month	Monthly	Occasionally	Never
Fruit							
Vegetables							
Fluid milk							
Other Dairy							
Meat/poultry							
Eggs							
Seafood							
Plant-based protein items such as beans, seeds, nuts							
Grains and flour							
Bakery products							
Herbs							

Food Preparation and Serving

39. For the schools or school districts you worked with, approximately what percentage of the food served in school meals is prepared from scratch? (If you are not sure, a rough estimate is perfectly acceptable.)
- 0%
 - 1-10%
 - 11-25%
 - 26-50%
 - 51-75%
 - 76-100%
 - I don't know
40. How many new recipes were created that emphasize using seasonal ingredients sourced from local or regional producers as a result of your project? (Please provide a numeric answer.)

Education, Gardening, and Outreach

41. For the schools or school districts that your project worked with, please indicate which of the following activities occurred during the 201XX-20XX [the last school year completed before your project ended] school year. (Please check all that apply.)
- Serving locally produced foods in the cafeteria
 - Serving locally produced foods as a Smart Snack (a la carte, as fundraisers, etc.)
 - Serving locally produced foods or providing farm to school activities as part of afterschool programs
 - Serving products from school-based gardens or school-based farms in the cafeteria
 - Using Smarter Lunchroom strategies to encourage student selection and consumption of locally produced foods (e.g., product placement, food prompts, creative signage, etc.)
 - Using cafeteria food coaches to promote the consumption of local foods (e.g. adults or students in the cafeteria encouraging kids to eat healthy/local foods)
 - Using USDA Team Nutrition materials (such as The Great Garden Detective Adventure or Dig In!) as part of taste testing or educational activities
 - Promoting local efforts through themed or branded promotions (e.g. Harvest of the Month, Local Day, Taste of Washington, etc.)
 - Promoting locally produced foods at school in general (e.g. via cafeteria signs, posters, newsletters, etc.)
 - Generating media coverage of local foods being used in schools (e.g. press interviews or other activities that resulted in local coverage)
 - Hosting farm to school related community events (e.g. invited parents to lunch, corn shucking contests, etc.)
 - Celebrating Farm to School Month
 - Integrating farm to school concepts, including school gardening activities, into educational curriculum (math, science, language arts, etc.)
 - Providing training to school food service staff on farm to school or school gardens
 - Working with local food producers to develop a specific food product using local foods
 - Implementing farm to school activities as part of overall school efforts to reduce food waste

- Evaluating changes in student acceptance and food waste as a result of implementing farm to school activities
42. For the schools or districts that your project worked with, approximately how many students participated in each of the following activities as a result of your project? (Please provide a numeric answer.)
- Holding taste tests/cooking demonstrations of locally produced foods or products from school-based gardens or school-based farms in the cafeteria, classroom or other school-related setting
 - Conducting student field trips to farms or orchards
 - Having farmer(s) visit the cafeteria, classroom or other school-related setting
 - Conducting edible school gardening or orchard activities as part of a school curriculum or after school program
43. Were any of your farm to school activities aligned with to the Early Learning Outcomes Framework, Next Generation Science Standards, Common Core Standards, or other national or state-adopted content standards?
- Yes
 - No (skip to question 45)
44. Please briefly describe how your activities were aligned with standards.
45. For the schools or school districts that your project worked with, please indicate approximately how many teachers received professional development training related to farm to school as a result of your project. (Please provide a numeric answer.)
46. What topics were included as part of the training for teachers? (Check all that apply.)
- Agricultural education
 - Nutrition education
 - Gardening skills
 - Cooking skills
 - Other: (please specify)
47. How many school or community gardens was your project involved with at the end of your project? (Please provide a numeric answer.)

Policies

48. From the list below, please select which of the following policies are in place at the end of your project in the schools or school districts you worked with? (Please check all that apply.)
- Wellness policies that support farm to school
 - Procurement policies that support the procurement of local foods
 - Policies that support fundraising for farm to school activities
 - N/A - No policies are in place to support farm to school activities
 - I don't know
 - Other: (please specify)

Section 5: Evaluation Findings

49. Please discuss and attach any other evaluation findings that have not been reported above.

Thank you for completing this report and all your work as a USDA Farm to School Program grantee.

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0512. The time required to complete this information collection is estimated to average 60 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.