

Grantee Experience Survey 2020

SUBJECT: Invitation to Complete Farm to School Grantee Experience Survey

Dear Farm to School Grantee,

It has been a privilege to work with you on your Farm to School Grant project and we appreciate the important work you do on behalf of students nationwide.

As a key partner in the delivery of farm to school programming, we would like to ask you a series of brief questions about your grantee experience so that we can better support future farm to school grantees.

Please ensure that the individual or individuals responsible for managing your grant project and completing grant reports complete this survey. This survey should require no more than 15 minutes to complete. All responses must be submitted no later than **[DATE]**.

This survey is optional and participation in this survey will not affect your current grant. All responses will remain anonymous, so please offer candid feedback.

Finally, please note that you are required to submit periodic reports semi-annually, and a final report within 90 days of your project end-date. Completing this Grantee Experience Survey does not fulfill your reporting requirements.

Sincerely,

The USDA Farm to School Team

According to the Paperwork Reduction Act of 1995, 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 0584-XXXX. The time required to complete this information collection is estimated to average 4 minutes 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address

Background

Please answer the following questions for our own background. Again, all responses will be treated anonymously and will not impact your grant in any way.

1. What Federal Fiscal Year (FY) was your Farm to School Grant awarded?
 - FY 2017 (October 2016 – September 2017)
 - FY 2018 (October 2017 – September 2018)
 - FY 2019 (October 2018 – September 2019)
 - Not Certain
2. What type of Farm to School Grant were you most recently awarded?
 - Planning
 - Implementation
 - Support Service
 - Training
 - Not Certain
3. Which of the following options best describes your organization?
 - School, School District, or School Food Authority (SFA)
 - State Agency
 - Non-profit organization
 - Indian Tribal Organization
 - Agricultural producer
 - Other: _____
4. Which State/Territory does your program operate in?

[Drop Down of State/Territory Options]

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OVERALL EXPERIENCE

5. Please share how you feel about the level of support you received overall.

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Overall, I am satisfied with the service and support my project received from USDA throughout the grant process.					
Overall, I am confident that my project was treated fairly throughout the grant process.					

6. If you have additional thoughts regarding your overall grantee experience, please share them here:

[FREE-FORM TEXT SPACE]

SERVICE EXPERIENCE

7. Please share how you feel about the quality of service during your Farm to School Grant.

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The terms and conditions of my Farm to School Grant were clear.					
Instructions for reporting on the Farm to School Grant were clear and concise.					
I was able to find answers to most of my questions in the various materials (videos and documents) published by USDA.					
USDA Farm to School Grant support materials were well					

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organized and easy to use.					
USDA responded to my questions and concerns in a timely manner.					

8. Please share any additional feedback regarding your service related experience with the Farm to School Grant Project here:

[FREE FORM TEXT]

9. Please list any Farm to School Grantee resources you believed were particularly helpful.

[FREE FORM TEXT]

10. Please list any Farm to School Grantee resources you believed were particularly unhelpful.

[FREE FORM TEXT]

11. Would you recommend any additional resources, or changes to existing resources, that would be helpful to future grantees?

[FREE FORM TEXT]

REPORTING PROCESS

12. Please share your feelings about the Farm to School Grant process.

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The Farm to School Grant reporting requirements were fair.					
The Farm to School Grant reporting requirements were not burdensome.					
Enrollment in the Food Program Reporting System					

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(FPRS) was easy to complete.					
Reporting on my Farm to School Grant activity in FPRS was easy to do.					
Enrollment in the Automated System for Award Payment (ASAP) was easy to complete.					
The ASAP was easy to use.					
The budget revision process was easy to complete.					
The project narrative revision process was easy to complete.					
The amount of time required to complete grant financial reporting requirements in FPRS was reasonable.					
The amount of time required to complete the project baseline report was reasonable.					
The amount of time required to complete project progress reports was reasonable.					

13. Please share any additional feedback you may have regarding the Farm to School Grant Project reporting processes here:

[FREE FORM TEXT]

PEOPLE

14. Please share your feelings about your interactions with the USDA team.

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
I knew whom to contact at					

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USDA for questions regarding FPRS, ASAP and reporting questions.					
I knew whom to contact at USDA for technical assistance on project implementation matters.					
USDA staff were timely when responding to my questions.					
USDA staff were knowledgeable about the Farm to School Grant Program requirements					
My Farm to School Regional Lead was a valuable resource.					
My Farm to School Regional Lead was responsive when I requested assistance.					
The Farm to School Grants Manager was a valuable resource.					
The Farm to School Grants Manager was responsive when we requested assistance.					

15. Please share any additional feedback regarding your interactions with USDA staff not captured in the statements above:

[FREE FORM TEXT]

Thank you for your feedback and for participating in the Farm to School Grant Program.

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