

AGRI MILK COOLER GRANT

2020 REQUEST FOR PROPOSALS

The Minnesota Department of Agriculture (MDA) is now accepting proposals for the AGRI Milk Cooler Grant Program. This grant opportunity is intended to support schools and early care and education (ECE) organizations increase access to cold milk and increase consumption of Minnesota milk and dairy products.

The MDA anticipates awarding up to \$220,000 to assist Farm to School and ECE organizations in purchasing milk coolers for use in meal programs. Each school may apply for up to \$1,500.00. Schools that received a milk cooler grant in 2019 are eligible to apply to this request for proposal. In 2020 a maximum of three proposals will be accepted from each school district. Separate proposals must be submitted for each school. Eligible costs include the costs of milk coolers and associated installation expenses.

ABOUT AGRI

The MDA Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries (MS 41A.12). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting the development of agricultural products. The AGRI Farm to School and Farm to ECE Grant Program and the AGRI Milk Grant Program targets schools and early care organizations that are increasing the use amount of Minnesota grown and raised foods in their nutrition programs.

ELIGIBLE APPLICANTS

Proposals will be accepted from two types of applicants:

- Public or private schools or school districts that are a part of the National School Lunch Program (NSLP) and serve food to preschool and/or K-12 students.
- ECE organizations that are enrolled in Child and Adult Care Food Program (CACFP) and serve, on average, at least 30 breakfasts or 30 lunches daily, based on average daily participation rates in September 2019 and/or October 2019. Examples of ECE organizations include, but are not limited to Head Start, Early Head Start, preschool programs, child care centers and child development centers.

ELIGIBLE PROJECTS

In addition to traditional milk coolers and bulk dispensing equipment, the grant can also be used to increase the use of Minnesota dairy products through breakfast and athletic programs.

REVIEW PROCESS

A committee of MDA staff and external reviewers will review all proposals using the evaluation criteria. Applicants, both successful and unsuccessful, will be notified in writing approximately four weeks following the proposal deadline.

GRANT AWARD AGREEMENT AND PAYMENT

Upon approval of a proposal, the applicant will be required to:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the State's accounting system, and submit other required documentation within 30 days of award notification; and
- Sign a Grant Award Agreement indicating their intention to complete the proposed tasks. The agreement also authorizes the MDA to monitor the progress of the project. The grant award document must be signed within 30 days of being sent to the grantee.

Grantees must provide details of each purchase on receipts or invoices and proof that the vendors have been paid. Equipment purchases must be made and claims must be submitted by December 31, 2020. Payments to a school or ECE organization may not exceed the total cost of the equipment purchase. Payments to grantees will only be made after the MDA receives this information. Grantees will be sent a brief survey a year after the grant period to assess impacts of the equipment purchased with the grant funds.

TIMELINE	
February 28, 2020	Applications available on MDA website
April 17, 2020	Applications due by 4:00 pm CST
May 2020	Applicants notified of awards
May-June 2020	Grantees sign Grant Award Agreements
June – October 2020	Grantees purchase and install milk coolers
December 31, 2020	Invoice and receipts of purchase due to the MDA
June 2021	Grantees surveyed on outcomes

PRIVACY NOTICE AND DATA CLASSIFICATION

The information provided by an applicant will be used to assess the applicant’s eligibility to receive a grant under the AGRI Program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered. Data provided in this application is initially classified by the Minnesota Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited by law to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant or by a valid court order, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, MDA may also share the data with law enforcement. Per Minn. Stat. 13.599: Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.

All remaining data in application responses (except trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will be public data after the evaluation process is completed.

Trade secret information (as defined in Minn. Stat. § 13.37) is classified as private or nonpublic. In order for an applicant to protect data submitted as part of this application as trade secret information, the applicant must identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant wishes to protect, and provide an explanation of the economic value of keeping the data from being generally known to other persons. Determining what constitutes trade secret information is ultimately the responsibility of MDA, and MDA cannot guarantee that data marked by an applicant as trade secret information or marked “confidential” will be classified as such. If MDA determines that data do not meet the definition of trade secret information, that data will be available to the public unless the applicant secures a court order saying otherwise.

PROPOSAL INSTRUCTIONS

All proposals must be received by the MDA no later than 4:00 pm CST on April 17, 2020. Grant applications must be received through the MDA’s online system, accessible through a link on the AGRI Milk Cooler Grant webpage at www.mda.state.mn.us/milkcooler.

For questions about the grant program or completing the application, please contact:

Lisa Sawyer
 Lisa.Sawyer@state.mn.us
 Minnesota Department of Agriculture, Marketing and Development Division
 625 Robert Street North
 Saint Paul, MN 55155

MILK COOLER GRANT EVALUATION PROFILE		POINTS	
The proposed cooler will increase purchases and consumption of MN dairy products		25	
Students/youth will benefit by having increased access to dairy products and better dairy experience		15	
Applicant has researched and adequately planned for equipment purchase and installation		10	
GRANT AWARD AGREEMENT AND PAYMENT			
Name of Applicant Organization:			
Name of Primary Contact Person:			
Mailing Address:			
City:	State:	Zip:	
Email Address:		County:	
State House District(s) Served by Project: _____			
This information can be found at www.leg.state.mn.us/leg/districtfinder.aspx			
ELIGIBILITY		YES	NO
Public or Private School that Participates in the NSLP			
ECE organization that in enrolled in the CACFP and serves on average 30 breakfasts or lunches based on average daily participation rates in January and/or February 2019			
PROJECT OVERVIEW			
What school or ECE organization will receive this milk cooler? Include the name, county and address of the specific school or site.			
Name of School or Site:			
Mailing Address:			City:
State:	Zip:	County:	
How many students or children will benefit from the milk cooler?			
How will the new milk cooler increase the purchases of MN dairy products?			

Describe the type of cooler you plan to purchase. Include the estimated costs and the reasons why you chose this cooler.

How will students/youth benefit from the new milk cooler?

Where are you currently sourcing/purchasing your dairy products?

Provide examples of how your school currently, or will, promote milk consumption to your students.