** ***Massachusetts Department of***

***Elementary and Secondary Education***

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| Jeffrey C. Riley*Commissioner* |  |

# MEMORANDUM

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| **To:**  | School Food Authorities operating the National School Lunch Program |
| **From:**  | Robert M. Leshin, Director |
| **Date:**  | October 4, 2023 |
| **Subject:** | Northeast Food for School Grant Awards and Support (Revised) |

*This is a revised version of the “Northeast Food for School Grant Awards and Support issued on October 3, 2023”. A corrected version of districts awarded, and values of award has been included.*

Last school year, districts opted into the Northeast Food for Schools (NFS) funding opportunity available through the Massachusetts Department of Elementary and Secondary Education (DESE), Office for Food and Nutrition Programs (FNP). DESE FNP is administering NFS in partnership with Massachusetts Farm to School (MFTS). This opportunity seeks to increase the capacity for School Food Authorities (SFAs) to procure local unprocessed or minimally processed foods for service in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). In addition to expanding the capacity for procuring/providing local foods to schools, the program seeks to strengthen local food systems and ensure all children across the Commonwealth have access to high quality local foods at school.

A total of $3,564,026 NFS funds have been awarded to SFAs to purchase from producers, including but not limited to farmers, food hubs, and fishermen, with all products originating within 400-miles. Concerted efforts will be made to highlight the opportunities made available through non-traditional providers of locally grown products like food hubs to create new procurement relationships with socially disadvantaged farmers and small businesses. It is essential that any vendor the SFA enters a contract with can guarantee traceability of product to ensure program funds are spent within the funding parameters.

Awarded districts may begin spending funds in **August 2023 through June 2024 for NSLP and SBP purchases**. Districts will be able to request reimbursement for allowable product expenses monthly through an on-line form (not the DESE security portal). This form will request basic information for reimbursement: the amount to be reimbursed, products purchased, and the farm/food hub/producer/supplier of the products. Periodic assessments will be performed to ensure that NFS funds are expended during school year 2023-2024. If a district is unable to expend funds they may be swept and reallocated.

FNP has partnered with MFTS to administer NFS and have [developed a website to collect resources and learning opportunities](https://www.massfarmtoschool.org/ne-food-schools/) for NFS participants and any SFA interested in purchasing locally grow products. MFTS will be the primary contact for most questions about how to find local suppliers, eligible items and will collect data and requests for reimbursement from SFAs. They will then review and validate requests for reimbursements which will then be shared with FNP to allow for claim submission and payments to districts in the form of a monthly payment. **FNP will only accept request for reimbursement through the MFTS data collection tool. On August 17, 2023, MFTS provided the food service director and business manager with the login information and instructions specific to your district.** Be sure to save NFS@Massfarmtoschool.org to your safe senders list so important communications are received.

Please refer to the attached table for funding awards, alphabetized by district name. Additionally, please refer to the frequently asked questions for more specific explanations of eligible products, funding requirements and procurement processes. If you have questions about your district award or reimbursement, please contact Maggie Nowak.

If you are interested in discussing your plan for spending NFS funds or to request procurement assistance, please contact MFTS.

| **Agreement Number** | **District Name** | **REVISED****Total Award** |
| --- | --- | --- |
| 09-002-1 | Acton Boxborough Reg'l School Dist |  $ 31,446  |
| 03-003 | Acushnet Public Schools |  $ 5,959  |
| 07-005 | Agawam Public Schools |  $ 21,506  |
| 08-008 | Amherst School Committee |  $ 8,559  |
| 08-008-1 | Amherst/Pelham Regional School District |  $ 5,485  |
| 05-009 | Andover Public Schools |  $ 36,851  |
| 09-010 | Arlington Public Schools |  $ 25,000  |
| 14-328-1 | Ashburnham-Westminster |  $ 10,000  |
| 09-014 | Ashland Public Schools |  $ 19,317  |
| 09-170-1 | Assabet Valley Regional Vocational S. D. |  $ 9,937  |
| 14-015-1 | Athol-Royalston Regional School District |  $ 10,000  |
| 03-016 | Attleboro Public Schools |  $ 25,000  |
| 14-017 | Auburn Public Schools |  $ 21,281  |
| 11-018 | Avon Public Schools |  $ 4,783  |
| 09-019-1 | AYER-SHIRLEY REGIONAL DISTRICT |  $ 10,207  |
| 01-020 | Barnstable Public Schools |  $ 33,910  |
| 08-024 | Belchertown School Committee |  $ 16,705  |
| 09-026 | Belmont Public Schools |  $ 24,036  |
| 03-027 | Berkley Schools |  $ 7,121  |
| 14-028-1 | Berlin-Boylston Reg'l School District |  $ 5,795  |
| 05-030 | Beverly Public Schools |  $ 26,860  |
| 09-031 | Billerica Public Schools |  $ 30,552  |
| 14-032-1 | Blackstone-Millville Regional School |  $ 12,913  |
| 11-050-1 | Blue Hills Regional School District |  $ 6,595  |
| 13-035-CS-34 | Boston Preparatory Charter School |  $ 5,547  |
| 13-035 | Boston School Committee |  $ 100,000  |
| 11-040 | Braintree Public Schools |  $ 31,043  |
| 01-041 | Brewster Elementary School |  $ 3,430  |
| 12-042-1 | Bridgewater-Raynham Regional |  $ 34,896  |
| 07-043 | Brimfield Elementary |  $ 2,030  |
| 03-076-3 | Bristol County Agricultural |  $ 3,437  |
| 03-293-1 | Bristol-Plymouth Regional School Dist. |  $ 9,092  |
| 13-035-CS-46 | Bridge Boston Charter School |  $ 15,258  |
| 14-045 | Brookfield School Committee |  $ 2,923  |
| 11-046 | Brookline Public Schools |  $ 33,117  |
| 09-048 | Burlington Public Schools |  $ 17,041  |
| 11-050 | Canton Public Schools |  $ 18,607  |
| 01-126-2 | Cape Cod Reg'l Tech High School |  $ 4,961  |
| 09-056 | Chelmsford School Committee |  $ 31,545  |
| 07-061 | Chicopee Public Schools |  $ 68,450  |
| 07-281-I66R | Children's Study Home |  $ 1,000  |
| 13-035-CS-438 | Codman Academy Charter School |  $ 2,307  |
| 11-065 | Cohasset Public Schools |  $ 7,947  |
| 05-009-4 | Collab. for Reg. Ed. Serv.& Training |  $ 3,831  |
| 09-049-CS-5 | Community Charter School |  $ 1,000  |
| 09-067 | Concord Public Schools |  $ 7,041  |
| 09-067-1 | Concord-Carlisle Regional District |  $ 5,024  |
| 06-068 | Conway School Committee |  $ 1,405  |
| 03-072 | Dartmouth School Committee |  $ 20,576  |
| 11-073 | Dedham Public Schools |  $ 22,008  |
| 06-074 | Deerfield School Committee |  $ 3,113  |
| 13-035-S14 | Department of Youth Services |  $ 3,432  |
| 03-247-1 | Dighton-Rehoboth Regional School Dist. |  $ 10,000  |
| 14-077 | Douglas School Department |  $ 7,323  |
| 11-078 | Dover Public Schools |  $ 2,416  |
| 11-078-1 | Dover-Sherborn Regional School District |  $ 5,221  |
| 14-054-1 | Dudley-Charlton School District |  $ 21,637  |
| 12-082 | Duxbury Public Schools |  $ 12,084  |
| 12-083 | East Bridgewater School Committee |  $ 10,000  |
| 07-087 | East Longmeadow Public Schools |  $ 10,000  |
| 03-088 | Easton Public Schools |  $ 16,865  |
| 04-089 | Edgartown School Committee |  $ 3,119  |
| 06-091 | Erving Public Schools |  $ 1,363  |
| 09-093 | Everett Public Schools |  $ 63,260  |
| 03-094 | Fairhaven Public Schools |  $ 10,000  |
| 03-095-I53R | Fall River Deaconess Home |  $ 1,000  |
| 03-095 | Fall River Public Schools |  $ 100,000  |
| 14-097 | Fitchburg School Department |  $ 43,032  |
| 11-099 | Foxborough Public Schools |  $ 10,000  |
| 06-192-2 | Franklin County Technical School |  $ 5,721  |
| 11-101 | Franklin School Committee |  $ 10,000  |
| 06-074-1 | Frontier Regional School District |  $ 2,494  |
| 14-103 | Gardner School Committee |  $ 19,351  |
| 08-143-1 | Gateway Regional School District |  $ 5,923  |
| 05-105 | Georgetown School Department |  $ 7,533  |
| 06-192-1 | Gill-Montague Regional School District |  $ 8,040  |
| 05-107 | Gloucester School Committee |  $ 16,314  |
| 14-110 | Grafton Public Schools |  $ 15,892  |
| 05-009-1 | Greater Lawrence Regional Voc School |  $ 14,864  |
| 06-114 | Greenfield Public Schools |  $ 16,215  |
| 09-115-1 | Groton-Dunstable Regional Sch District |  $ 8,447  |
| 08-117 | Hadley School Department |  $ 3,970  |
| 05-119-1 | Hamilton-Wenham Regional Sch District |  $ 7,264  |
| 07-339-1 | Hampden-Wilbraham Regional Sch District |  $ 18,810  |
| 12-122 | Hanover School Department |  $ 15,885  |
| 14-125 | Harvard Public Schools |  $ 5,289  |
| 08-127 | Hatfield School Committee |  $ 1,789  |
| 05-128 | Haverhill Public Schools |  $ 44,221  |
| 06-053-1 | Hawlemont Regional School District |  $ 1,077  |
| 12-131 | Hingham Public Schools |  $ 16,865  |
| 07-135 | Holland School Committee |  $ 2,359  |
| 09-136 | Holliston Public Schools |  $ 10,000  |
| 07-137-CS-2 | Holyoke Community Charter School |  $ 7,510  |
| 07-137 | Holyoke Public Schools |  $ 60,447  |
| 09-139 | Hopkinton Public Schools |  $ 19,596  |
| 09-141 | Hudson Public Schools |  $ 10,000  |
| 09-301-CS-22 | INNOVATION ACADEMY CHARTER SCH |  $ 4,819  |
| 05-144 | Ipswich School Committee |  $ 7,465  |
| 05-149-P4145 | LAWRENCE CATHOLIC ACADEMY INC |  $ 4,851  |
| 05-149 | Lawrence Public Schools |  $ 75,000  |
| 09-100-I94R | Learning Center for Deaf Children |  $ 1,290  |
| 14-348-4 | Learning First Charter |  $ 7,033  |
| 02-150 | Lee Public Schools |  $ 4,845  |
| 14-151 | Leicester Public Schools |  $ 10,823  |
| 02-152 | Lenox School Committee |  $ 5,102  |
| 14-153 | Leominster Public Schools |  $ 10,000  |
| 06-154 | Leverett Public Schools |  $ 1,000  |
| 09-155 | Lexington School Committee |  $ 36,776  |
| 09-157 | Lincoln Public Schools |  $ 3,746  |
| 09-288-1 | Lincoln-Sudbury Regional School District |  $ 5,847  |
| 09-158 | Littleton Public Schools |  $ 10,000  |
| 07-159 | Longmeadow Public Schools |  $ 10,000  |
| 09-160 | Lowell Public Schools |  $ 50,000  |
| 07-161 | Ludlow Public Schools |  $ 14,610  |
| 05-163 | Lynn Public Schools |  $ 25,000  |
| 05-164 | Lynnfield Public Schools |  $ 12,197  |
| 09-165 | Malden Public Schools |  $ 49,949  |
| 05-168-4 | Marblehead Community Charter School |  $ 1,711  |
| 05-168 | Marblehead School Department |  $ 11,646  |
| 09-170 | Marlborough School Department |  $ 41,023  |
| 05-298-1 | Masconomet Regional School District |  $ 6,724  |
| 09-174 | Maynard Public Schools |  $ 7,813  |
| 14-151-I67R | McAuley Nazareth Home for Boys |  $ 1,000  |
| 11-175 | Medfield Public Schools |  $ 15,353  |
| 09-176 | Medford Public Schools |  $ 27,534  |
| 14-179-1 | Mendon-Upton Regional School District |  $ 10,000  |
| 13-035-P100 | Mesivta of Greater Boston |  $ 2,812  |
| 05-181 | Methuen Public Schools |  $ 10,000  |
| 12-182 | Middleborough Public Schools |  $ 19,171  |
| 14-186 | Millbury School Department |  $ 11,068  |
| 11-187 | Millis Public Schools |  $ 7,469  |
| 11-189 | Milton School Committee |  $ 27,845  |
| 06-268-1A | Mohawk Trail Regional School District |  $ 5,689  |
| 07-191 | Monson Public Schools |  $ 6,262  |
| 14-097-1 | Montachusett Regional Voc Tech |  $ 9,324  |
| 10-197 | Nantucket School Committee |  $ 7,117 |
| 14-294-1 | Narragansett Regional School District |  $ 9,806  |
| 14-034-1 | Nashoba Regional School District |  $ 10,000  |
| 09-326-1 | Nashoba Valley Tech High School |  $ 5,508  |
| 09-198 | Natick Public Schools |  $ 10,000  |
| 01-224-1 | Nauset Regional School Committee |  $ 8,120  |
| 11-199 | Needham Public Schools |  $ 33,130  |
| 03-201 | New Bedford Public Schools |  $ 100,000  |
| 05-204 | Newburyport Public Schools |  $ 10,303  |
| 09-207 | Newton Public Schools |  $ 40,278  |
| 11-307-3 | Norfolk County Agricultural |  $ 2,731  |
| 11-208 | Norfolk Public Schools |  $ 2,731  |
| 02-209 | North Adams School Committee |  $ 13,171  |
| 05-211 | North Andover Public Schools |  $ 29,616  |
| 03-212 | North Attleboro Public Schools |  $ 25,000  |
| 14-215 | North Brookfield |  $ 3,022  |
| 09-299-1 | North Middlesex Reg'l School Dist |  $ 10,000  |
| 09-217 | North Reading School Committee |  $ 11,630  |
| 08-210A | Northampton - Smith Vocational |  $ 4,765  |
| 08-210 | Northampton Public Schools |  $ 13,136  |
| 14-213 | Northborough School Committee |  $ 8,476  |
| 14-214 | Northbridge Public Schools |  $ 10,000  |
| 03-218 | Norton Public Schools |  $ 10,000  |
| 11-220 | Norwood Public Schools |  $ 10,000  |
| 12-250-2 | Old Colony Regional Voc Tech |  $ 4,171  |
| 12-173-1 | Old Rochester Regional School District |  $ 14,583  |
| 14-287-CS-66 | Old Sturbridge Academy Charter School |  $ 2,444  |
| 06-223 | Orange School Committee |  $ 6,281  |
| 01-224 | Orleans School Committee |  $ 1,341  |
| 07-227 | Palmer Public Schools |  $ 7,939  |
| 08-230 | Pelham School Committee |  $ 1,000  |
| 12-231 | Pembroke School Department |  $ 10,000  |
| 14-234 | Petersham School Committee |  $ 1,250  |
| 06-216-1 | Pioneer Valley Regional School District |  $ 6,087  |
| 02-236 | Pittsfield Public Schools |  $ 25,000  |
| 11-238 | Plainville School Committee |  $ 5,072  |
| 12-239 | Plymouth School Committee |  $ 25,000  |
| 14-021-1 | Quabbin Regional School District |  $ 13,733  |
| 14-311-1 | Quaboag Regional School District |  $ 10,000  |
| 11-243 | Quincy Public Schools |  $ 25,000  |
| 06-223-1 | Ralph C Mahar Regional School District |  $ 2,812  |
| 11-244 | Randolph Public Schools |  $ 10,000  |
| 09-246 | Reading Public Schools |  $ 17,571  |
| 13-248 | Revere Public Schools |  $ 67,887  |
| 12-251 | Rockland School Committee |  $ 17,032  |
| 05-252 | Rockport School Committee |  $ 4,455  |
| 06-253 | Rowe School Committee |  $ 1,000  |
| 05-258 | Salem School Department |  $ 32,036  |
| 01-261 | Sandwich School Committee |  $ 11,617  |
| 05-262 | Saugus School Committee |  $ 10,000  |
| 09-010-P371 | Schools for Children |  $ 1,000  |
| 12-264 | Scituate Public Schools |  $ 16,609  |
| 05-164-P500 | Seem Collaborative |  $ 2,466  |
| 11-189-P286 | Shaloh School Oholei Torah |  $ 4,148  |
| 11-266 | Sharon Public Schools |  $ 19,725  |
| 09-269 | Sherborn Public Schools |  $ 1,668  |
| 14-271 | Shrewsbury Public Schools |  $ 35,750  |
| 06-272 | Shutesbury Public Schools |  $ 1,000  |
| 09-274 | Somerville Public Schools |  $ 50,000  |
| 03-292-P215 | South Coast Educational Collaborative |  $ 1,692  |
| 09-100-2 | South Middlesex Regional Voc Tech |  $ 7,375  |
| 14-276 | Southborough School Committee |  $ 5,047  |
| 14-277 | Southbridge Public Schools |  $ 17,398  |
| 02-267-1 | Southern Berkshire Regional School Dist. |  $ 4,797  |
| 07-279-1 | Southwick-Tolland Reg'l Schl Dist |  $ 10,494  |
| 14-280-1 | Spencer-East Brookfield Regional |  $ 10,575  |
| 07-281 | Springfield Public Schools |  $ 100,000  |
| 02-070-P8 | St Agnes School |  $ 1,000  |
| 02-150-P10 | St Mary School |  $ 1,000  |
| 13-035-P448 | St Theresa School |  $ 1,278  |
| 09-284 | Stoneham Public Schools |  $ 11,049  |
| 11-285 | Stoughton Public Schools |  $ 24,468  |
| 14-287 | Sturbridge School Department |  $ 7,320  |
| 09-288 | Sudbury Public Schools |  $ 12,555  |
| 06-289 | Sunderland School Committee |  $ 1,562  |
| 14-290 | Sutton Public Schools |  $ 8,468  |
| 03-292 | Swansea Public Schools |  $ 14,121  |
| 09-295 | Tewksbury School Committee |  $ 24,510  |
| 01-085 | TOWN OF EASTHAM |  $ 1,455  |
| 11-101-2 | Tri-County Regional Vocational Tech |  $ 5,991  |
| 05-254-1 | Triton Regional School District |  $ 10,000  |
| 01-300 | Truro School Committee |  $ 1,000  |
| 09-301 | Tyngsborough School Department |  $ 8,130  |
| 04-296-1 | Up-Island Regional School |  $ 2,701  |
| 14-304 | Uxbridge Public Schools |  $ 12,193  |
| 09-305 | Wakefield Public Schools |  $ 19,825  |
| 07-306 | Wales School Committee |  $ 1,000  |
| 11-199-I22R | Walker Home and School |  $ 1,069  |
| 11-307 | Walpole Public Schools |  $ 24,377  |
| 09-308 | Waltham Public Schools |  $ 45,640  |
| 09-314 | Watertown Public Schools |  $ 19,179  |
| 09-315 | Wayland Public Schools |  $ 10,000  |
| 09-100-I11R | Wayside Youth and Family Support |  $ 1,790  |
| 14-316 | Webster School Committee |  $ 16,830  |
| 11-317 | Wellesley Public Schools |  $ 14,556  |
| 01-318 | Wellfleet School Committee |  $ 1,000  |
| 12-323 | West Bridgewater School Committee |  $ 10,000  |
| 09-330 | Weston Public Schools |  $ 9,247  |
| 03-331 | Westport Community School District |  $ 9,815  |
| 06-337 | Whately School Committee |  $ 1,320  |
| 09-342 | Wilmington Public Schools |  $ 21,792  |
| 14-343 | Winchendon Public Schools |  $ 10,000  |
| 09-344 | Winchester Public Schools |  $ 17,654  |
| 13-346 | Winthrop School Committee |  $ 9,518  |
| 09-347 | Woburn Public Schools |  $ 25,000  |
| 08-349 | Worthington Public Schools |  $ 1,000  |
| 11-350 | Wrentham Public Schools |  $ 6,142  |
| 07-159-P240 | Yeshiva Achei Tmimim |  $ 1,000  |

**Northeast Food for Schools Questions and Answers**

**Requesting Reimbursement**

1. **How do I request reimbursement for NFS purchases?**

Please refer to the instructions and manual provided on August 17, 2023, by Massachusetts Farm to School. The communication contained login information, manual, and step-by-step instructions.

**Eligible Products and Producers**

1. **What is the definition of “local and regional food” for NFS?**

Local and regional food 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 or territory. Food must also meet the requirements of the definition of “domestic food”.

1. **Can you clarify what foods are considered “unprocessed or minimally processed”?**

Examples of allowable food products include fruits and vegetables (including 100% juices); grain products such as pastas and rice (if all ingredients originate within 400 miles); meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and fluid milk and other dairy foods such as cheese and yogurt. Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed, etc.) and/or forms (e.g., fresh, frozen, canned, dried, etc.) are also allowable.

Foods that are generally understood to be significantly processed or prepared are unallowable. Examples of unallowable products would include baked goods such as breads, muffins, or crackers; prepackaged sandwiches or meals; other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating (eg. chicken nuggets, fish sticks, pre-made pizzas, etc).

1. **Purchases must target socially disadvantaged farmers and producers and small businesses. Can you expand more on what is meant by socially disadvantaged producers? Are purchases limited to those producers or is this just a target?**
For the purpose of this program, “socially disadvantaged” is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. While purchasing from socially disadvantaged farmers and ranchers and small businesses is not a requirement, it is a target. Proposals should include the steps the applicant will take to target these populations.

**5. Does the headquarters of a producer or supplier have to be in the same state or within 400 miles of the delivery destination to be considered a “local or regional” supplier?**

Yes. To be considered "local or regional," the producer or supplier headquarters must be in the same state or within 400 miles of the delivery destination.

**6. How do we determine if a company is a small business or not? Is there a certification process?**

A small business is generally defined by the U.S. Small Business Administration (SBA) as a business that is: a for profit-businesses of any legal structure; independently owned and operated, not nationally dominant in its field, and physically located and operated in the U.S. or its territories. There is no required certification or validation process. There are multiple resources to assist with identifying small businesses. Applicants may wish to consult the Small Business Administration website at www.sba.gov for more information or consult with FNP or MFTS.

**Financial Considerations**

**7. How were funds awarded to SFAs?**

SFA’s in good standing with FNP who submitted an interest survey by March 20, 2023, were awarded through a formula that ensured equitable distribution to individual school districts as is required in 7 CFR 250.58(b). This formula was based on the total number of breakfasts and lunches claimed in October of 2022 and then adjusted based on SFA’s funding requests and the minimum/maximum award values of $1,000/$100,000, respectively.

**8. Does all food purchased need to be served as part of school meals?**

Yes. Food purchased through the cooperative agreement program must be distributed to schools that participate in the NSLP / SBP.

**9. Are there any special requirements for funding awarded to a district who is operated by a Food Service Management Company (FSMC)?**

No, NFS funds support SFAs to increase their capacity to procure local unprocessed or minimally processed foods for service in school meals and snacks. SFAs reimburse FSMCs for all allowable expenses incurred in the operation of the SFS. The FSMC and SFA need to track the food purchases so they can demonstrate that they spent the amount they received in those funds on minimally processed products grown within 400 miles. SFAs do not need to make special payments to FSMCs, just need to be able to identify purchases of those foods that equal the amount received.

**Procurement**

**10. We utilize a broad-line distributor in the state contract, for most of our food purchases, could the funds be used for local farmers who sell to this distributor?** Yes, if that distributor can provide traceability of the items that you purchase using these funds. They would need to be able to tell you the location and name of the farm where the food that was delivered was grown.

**11. As an FSMC, if we have vetted a local vendor through our corporate office do, we have to do three bids and or an RFP to spend awarded funds?**

All purchases made for CNPs must follow federal and state procurement practices. If you have existing vendors previously procured within these regulations, you do not need to complete a new/different procurement process to spend these funds.

**12. Where can additional resources for questions on local procurement be found?**

* [Navigating Procurement Challenges in Farm to School](https://framingham.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=85f96996-31d6-4a71-bfad-ad10013c5913) (Recorded presentation) \*Please note, this recording was made prior to the Commonwealth increasing the small purchase threshold from $50,000 to $100,000.
* [Procuring Local Foods in Child Nutrition Programs](https://www.fns.usda.gov/f2s/procuring-local-foods) (Guidebook)
* Sample Small Purchase RFQ (State resource)
* [List of MA Farmers and Food Hubs interested in selling to schools](https://www.massfarmtoschool.org/get-involved/harvest-of-the-month/food-source-map/)

Please see the Sample Small Purchase RFQ, found in the DESE security portal’s Document and Reference Library under “NSLP - Farm to School” for additional guidance.

**13. What are the required steps when making a Micro-Purchase ($10,000 or less)?**

* Contact a vendor
* Determine a reasonable price and retain documentation
* Distribute micro-purchase equitably among qualified suppliers

**14. What steps are required when making a Small Purchase ($10,001 - $100,000)?**

* Draft specifications, terms and conditions in writing
* Request three or more quotes from qualified suppliers
* Evaluate quotes
* Make purchase and retain documentation
* Execute and monitor contract

Please see the Sample Small Purchase RFQ, found in the DESE security portal’s Document and Reference Library under “NSLP - Farm to School” for additional guidance.

**15. What technical assistance will be made available to awardees to help them effectively spend their award?**

* [Identify suppliers of local foods](https://www.massfarmtoschool.org/get-involved/harvest-of-the-month/food-source-map/)
* Support compliant Massachusetts Chapter 30B procurement process. Specifically, a Sample Small Purchase RFQ developed to aid in the expenditure of these funds is available. Found in DESE security portal’s Document and reference library under “NSLP - Farm to School”
* Highlight the value of local food in school meals.
* [Mass. Farm to School will be hosting a series of webinars to support program participants](https://www.massfarmtoschool.org/announcement/nfs-workshops/).