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## Division of Nutrition and Physical Activity

### Local Food Purchase Assistance (LFPA) Cooperative Agreement

### Track 2: Regional Partnership Cohorts

### Request for Proposals

#### LFPA Regional Partnership Cohorts

The Indiana Department of Health, Division of Nutrition and Physical Activity (IDOH, DNPA) is offering funding to five (5) regional partnership cohorts as part of IDOH's implementation of the United States Department of Agriculture, Agricultural Marketing Service (USDA-AMS) Local Food Purchase Assistance Cooperative Agreement Program (LFPA). The LFPA is designed to strengthen local and regional food systems, support local, socially disadvantaged farmers and ranchers through building and expanding economic opportunities, and increase local food consumption, specifically within underserved communities not normally served through traditional food distribution networks.

Indiana has been awarded \$6.9 million, and the Indiana Department of Health (IDOH) will take a dual approach to the Local Food Purchasing Assistance (LFPA) project. The total funding award will be split into two separate "tracks:" 1) the Indiana Women, Infants, and Children (WIC) Program, in collaboration with Indiana State Department of Agriculture (ISDA), will oversee a centralized, statewide approach that will provide funding for the established food bank network to identify, engage and purchase food from socially disadvantaged Hoosier producers, and distribute the food to underserved communities not normally served through traditional food distribution networks (please contact Legita Wilson for more information about Track 1 – [Lwilson2@isdh.in.gov](mailto:Lwilson2@isdh.in.gov)); 2) the IDOH Division of Nutrition and Physical Activity (DNPA) will oversee a regional approach that will provide funding to five (5) distinct regions (based on the 12-region Indiana Department of Workforce Development (DWD) economic development map, and The Emergency Food Assistance Program (TEFAP) coverage maps). This Request for Proposals (RFP) seeks project proposals from regional partnership cohorts that focus on the purchase and distribution of food from local, socially disadvantaged farmers and ranchers and long-term economic expansion strategies for qualifying Indiana producers. Considered proposals will include all pre-determined criteria identified below.

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.



The DNPA will award approximately \$800,000 per Regional Partnership Cohort and will accept one (1) application per region. Partners within each region will need to work together to identify the lead applicant, leadership team structure, and project proposal. The Regional Partnership Cohorts must have a clear organizational structure between the lead applicant and partner organizations, including governance and conflict resolution plans. The DNPA team as well as other statewide partners (the Purdue Extension Community Wellness Coordinators, Partners in Food and Farming, Black Farmers Cooperative, and others) can help facilitate connections within regions upon request. Please reference this [sheet](#) to identify folks in your region who may be interested in collaborating.

The Regional Partnership Cohort project proposals must address:

- How the funds will increase local food consumption and help build and expand economic opportunity for local, regional socially disadvantaged farmers and ranchers.
- How the distribution of food will target underserved communities not normally served through traditional food distribution networks.
- How the project will build equity within the local/regional food system.

### **Regions**

The DNPA has created a 5-region map (see attached) of Indiana based on the 12-region DWD Economic Development map and The Emergency Food Assistance Program (TEFAP) coverage map. This map can assist in the convening of regional approaches to LFPA that are aligned with existing regional economic development infrastructure *and* TEFAP coverage regions that can supplement local distribution efforts.

Please reference this [sheet](#) for key contacts within each region.

### **Region 1: Northwest Indiana**

- Counties included:
  - Lake
  - Porter
  - LaPorte
  - Starke
  - Pulaski
  - Jasper
  - Newton
  - St. Joseph
  - Marshall
  - Fulton
  - Miami
  - Howard
  - Tipton
  - Cass
  - Carroll
  - Clinton
  - White
  - Tippecanoe
  - Montgomery
  - Benton
  - Warren
  - Fountain
  - Elkhart



### Region 2: Northeast Indiana

- Counties included:
  - Kosciusko
  - LaGrange
  - Steuben
  - Noble
  - DeKalb
  - Whitley
  - Allen
  - Adams
  - Wells
  - Huntington
  - Wabash
  - Grant
  - Blackford
  - Jay
  - Randolph
  - Delaware
  - Henry

### Region 3: Central Indiana

- Counties included:
  - Hamilton
  - Hancock
  - Marion
  - Shelby
  - Johnson
  - Morgan
  - Hendricks
  - Boone
  - Putnam

### Region 4: Southwest Indiana

- Counties included:
  - Brown
  - Monroe
  - Lawrence
  - Orange
  - Owen
  - Greene
  - Martin
  - Daviess
  - Vermillion
  - Parke
  - Clay
  - Sullivan
  - Vigo
  - Knox
  - Pike
  - Dubois
  - Perry
  - Spencer
  - Warrick
  - Vanderburgh
  - Posey
  - Gibson

### Region 5: Southeast Indiana

- Counties included:
  - Wayne
  - Union
  - Fayette
  - Rush
  - Franklin
  - Dearborn
  - Ohio
  - Switzerland
  - Jefferson
  - Ripley
  - Bartholomew
  - Jackson
  - Scott
  - Clark
  - Washington
  - Floyd
  - Harrison
  - Crawford
  - Decatur
  - Jennings



## **Producers**

**ALL** food purchased through LFPA Track 2 funding **MUST** come from local, socially disadvantaged farmers and ranchers.

The DNPA will primarily utilize the USDA Economic Research Service (ERS) definition of socially disadvantaged farmers and ranchers (SDFRs): *“The USDA defines socially disadvantaged farmers and ranchers as those belonging to groups that have been subject to racial or ethnic prejudice. SDFRs include farmers who are Black or African American, American Indian or Alaska Native, Hispanic or Latino, and Asian or Pacific Islander.”* Regional applicants may widen their eligibility criteria to include producers who have historically and/or contemporarily experienced oppression based on factors including, but not limited to, gender identity, sexual orientation, socio-economic status, ability, or nation of origin. Producers who meet the USDA-ERS definition above **MUST** be prioritized for funding within LFPA Track 2 project proposals. If Regional Partnership Cohorts choose to include producers outside of the USDA-ERS definition of SDFRs, the project proposal narrative must include a detailed justification of why it was necessary to broaden the definition. The DNPA will consider these justifications on a case-by-case basis.

Regional Partnership Cohorts must make all direct food purchases from Indiana-based SDFRs from within their respective region, then distribute purchased food to eligible communities (see below) within that same region. Exceptions will be considered for purchases made from other Indiana regions for seasonally or geographically specific products not available locally or regionally. Exceptions will be considered for out-of-state purchases **ONLY** if there is a pre-existing cooperative agreement in place between the out-of-state entity and an eligible Indiana-based SDFR. If this exception is approved and purchases are made from an out-of-state producer, the total distance that the product travels between the farm or ranch where the product originated and the point of distribution to the end customer is **AT MOST** 400 miles.

All food purchased through the LFPA funding opportunity should meet all relevant USDA and state regulatory requirements. Technical assistance will be available from the DNPA team, statewide partners, and regional Value Chain Professionals (VCPs) funded through the LFPA to assist participating producers in navigating regulatory and food safety requirements.

## **Distribution**

Per the USDA-AMS LFPA project guidance, purchased food will be distributed to *“underserved communities not normally served through traditional food distribution networks.”* The DNPA has worked with the Indiana University Sustainable Food System Science program to create a map (see attached) that defines target recipients of LFPA food purchases at the local level. The map is based on [Community Compass](#) data (a statewide food resource smartphone app and web-based platform) overlaid with the [Social Vulnerability Index](#) (SVI) (census tracts scoring .5 and



above) information to establish gaps in coverage and determine communities not normally served through traditional food distribution networks.

No identifying information or eligibility requirements may be put in place as a qualifier for community members to receive food through the LFPA project. Existing food banks, food pantries, or other distribution points must waive any eligibility requirements or requests for identifying information from consumers when distributing LFPA-purchased products. If a new distribution point is created to distribute LFPA products, no information requests or requirement of eligibility criteria (i.e. proof of residency, ID, income verification, etc.) may be imposed upon consumers in exchange for food.

The map is intended to be used by Regional Partnership Cohorts as a general guide to identify priority communities for food distribution. The DNPA understands that there is significant knowledge held by local stakeholders and community members about the unique needs and barriers experienced by their local and regional neighbors. A combination of the food distribution coverage map and local/regional knowledge and relationships should be used to inform each region's plan for food distribution. A detailed food distribution plan should be included in the project proposal narrative below.

### Grant Eligibility

The DNPA will only accept one (1) proposal from each of the five (5) regions. Each project proposal must identify a lead organization to act as the fiscal recipient for the project. The DNPA will NOT assign or select those fiscal leads at the state level. All aspects of the Regional Partnership Cohorts, including the lead organization and all partnering organizations, must be a product of grassroots collaboration at the regional level. ***Important note: both for-profit AND non-profit farming businesses or entities are NOT eligible to act as the lead fiscal organization for Regional Partnership Cohorts.*** Farm businesses (defined as any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the year, *USDA-AMS*) may act as partnering organizations, but they cannot act as the lead fiscal recipient, as there is a clear conflict of interest for producers who may utilize LFPA funds as revenue for their business entity.

#### Project Proposal Criteria:

- Regional Partnership Cohorts should include a multitude of partners from farmers to local food hubs; to food banks and retail; food councils and value chain professionals, Purdue Extension Community Wellness Coordinators, and consumer health organizations (this list is not exhaustive or prescriptive; regions will determine their partners). Please use the chart found below in the application section to identify all partnering organizations that comprise the lead partnership structure of your cohort. There should



be a minimum of five (5) organizations included in each cohort who will be collectively responsible for overseeing all aspects of the LFPA project (including procurement, distribution, outreach and program development, personnel management, and data collection/reporting). Applications should include detailed descriptions of the roles and responsibilities of each participating organization.

- There MUST be representation from EVERY county included in each respective region. If there is not official representation from a county within the lead partnership structure of the cohort, applicant must include an outreach plan to ensure county-level representation within the project. The DNPA understands that it may not be possible to source and distribute within each county, but Regional Partnership Cohorts must serve and communicate with every county within their region in some capacity.
- Clear organizational structure between the lead applicant and partner organizations, including governance and conflict resolution plans.
- At least one full-time Value Chain Professional (VCP) devoted to the project per regional cohort. This position may NOT be filled by a producer who is eligible to receive funding for food purchases within the LFPA project. LFPA funds can be utilized to fund this position.
- Black, Indigenous, and people of color (BIPOC) producers and/or BIPOC-serving community organizations must substantially comprise the lead partnership structure within each application. Regional Partnership Cohorts that do not include, or do not sufficiently include BIPOC-serving organizations within their lead partnership structure will NOT be considered for funding.
- Outreach plan with specific engagement strategies for different socially disadvantaged groups (for both food production/purchasing and food distribution).
- Clear criteria (based on guidance above) to determine eligibility of participating producers.
- **At least** 51% of funding allocated to the direct purchase of food.
- Proposals must include procurement and distribution plans. Regional Partnership Cohorts may choose a more centralized approach, wherein the lead organization directly purchases and, in partnership with cohort participants, distributes purchased food; OR the lead organization may award sub-grants to projects at the local level. **All sub-grantees must adhere to the project criteria contained within this RFP.**
- Positions funded through LFPA award must directly support the LFPA project.
- To avoid duplication of services, and to supplement local food distribution efforts, there must be some partnership in place with local, regional, or statewide food bank distribution networks.



- Long term plan for training, development, and relationship building to help BIPOC and other socially disadvantaged producers scale up and identify new market streams (retail, institutional settings, restaurants, etc.).
- Equity plan – each regional proposal MUST provide a strong justification for how their proposed project will address racial and social inequities within their regional food system through its approach and intended outcomes.

#### **Allowable Costs:**

- Direct purchase of food from eligible SDFRs
- Distribution costs (excluding the purchase of equipment)
- “Last mile” (transportation to final delivery destination) reimbursement costs
- Direct administrative costs that support the LFPA project (including outreach, program development, personnel, and program administration)
- Food storage
- Equipment rental (with justification and approval)
- Training costs directly related to the implementation of the LFPA project (i.e., technical assistance, training for SDFRs on how to participate in LFPA, training/outreach for distribution points, etc.)

#### **Unallowable Costs:**

- Indirect costs
- Costs related to the production of food
- Hard infrastructure purchases (equipment, building upgrades, etc.)
- Agricultural training and/or certification costs (i.e., GAP training/certification)

#### **Grant Requirements**

- Complete the Division of Nutrition and Physical Activity’s (DNPA) LFPA Regional Partnership Cohort Funding Application, which includes a project narrative, work plan, and budget section to show breakdown of program costs.
- Establish a working relationship with the DNPA’s SNAP-Ed and Nutrition Programs Director, and the Statewide LFPA Coordinator throughout LFPA project period. The Regional Partnership Cohorts must submit regular updates, using reporting forms provided by the DNPA.
- Lead organizations (fiscal recipients) must be a legal entity in good standing, i.e., 501(c)(3) organizations, for-profit entities, health organizations, or other nonprofit entities such as a university or community organization.



- Fiscal recipient must complete and submit a [W-9](#) and [Direct Deposit](#) form with application submission.
- Submit all legal agreements and required forms; as a funding recipient, an organization is considered a vendor to the state, therefore grantees must [register as a bidder](#) with the State of Indiana, and complete Direct Deposit and W-9 forms (see links above).

### Proposal Review and Funding Announcements

**Reminder: Only one (1) application PER region will be accepted.** If more than one (1) application is received from a region, all submitted applications will be returned without review. If this happens, regions will have an opportunity to re-submit an updated application that reflects a collaborative approach.

The DNPA will lead an advisory council that will review each submitted application for funding within Track 2 of the LFPA project. In addition to DNPA staff, the council will be comprised of representatives from each Regional Partnership Cohort, who will participate in the review process for all proposals but their own. The LFPA Advisory Council will provide leadership and collective coordination efforts throughout the LFPA project period.





## LFPA Regional Partnership Cohort Grant Application

Due **August 1<sup>st</sup>, 2022, by 5 p.m.**

Please complete this application in fifteen (15) pages or less. Before filling out this application, please thoroughly review the grant guidance above. Upon completion, please submit the proposal, [W-9](#) and [Direct Deposit](#) form to Naima Gardner-Rice via email at [NGardner1@isdh.in.gov](mailto:NGardner1@isdh.in.gov). If you have any questions, please reach out.

### I. Proposal Cover Sheet (not included in 15-page limit):

**Which Region of the state do you represent?**

- ☐ Region 1: Northwest Indiana
- ☐ Region 2: Northeast Indiana
- ☐ Region 3: Central Indiana
- ☐ Region 4: Southwest Indiana
- ☐ Region 5: Southeast Indiana

**Who from your region will serve on the LFPA Advisory Council? Each region may identify up to three (3) individuals to serve on the advisory council. Please include contact information.**

**Not included in 15-page limit**

Proposal Contact Person	
Name:	Position:
Organization Name:	
Address:	
Phone Number:	Email:
Fiscal Contact (the individual that signs financial documents)	
Name:	Position:
Address:	
Phone Number:	Email:

**Regional Partnership Cohorts (add additional rows if needed, NOT included in 15-page limit)**

Partners	Entity Type	County/Counties Served	Project Role/Responsibility (Brief)
<b>Lead Organization:</b>			

**II. Project Narrative (included in 15-page limit):**

Project narrative must address:

- The role of each member of the Regional Partnership Cohort (detailed).
- How the funds will increase local food consumption and help build and expand economic opportunity for local, regional socially disadvantaged farmers and ranchers (SDFRs).
- How the distribution of food will target underserved communities not normally served through traditional food distribution networks.
- How the project will build equity within the local/regional food system.
- What is your food purchasing plan? (See grant overview above for guidelines)
- What is your food distribution plan? (See grant overview above for guidelines)
- What is your equity plan? How will you ensure equity and transparency throughout your project development and implementation? How will your project address racial and social inequities within your regional food system? How will you measure impact through outcome objectives?

**III. Timeline (included in 15-page limit):**

The Indiana LFPA project will begin on October 1, 2022 and conclude on September 30, 2024. Please provide a timeline for all proposed activities and deliverables. You may include up to 6 months of planning activities.



#### IV. Objectives, Metrics, and Data Collection (included in 15-page limit):

Please identify **at least** three (3) measurable objectives that you hope to achieve during this project period:

1. Objective 1 (purchase related):
2. Objective 2 (distribution related):
3. Objective 3 (related to sustainability or long-term economic expansion strategies for SDFRs):
4. Objective 4 (optional):

*The Outcomes and Indicators listed below will be required for quarterly reporting to the USDA - AMS.*

#### Outcome Indicators

Complete all applicable project Outcomes and Indicators with estimated realistic target numbers.

**Outcome 1: Provide an opportunity for states to strengthen their local and regional food system and to support local and socially disadvantaged farmers/producers through building and expanding economic opportunities.**

Indicator	Description	Estimated Number
1.a.	Total number of local producers/vendors that are expected participate in the program	
1.b.	Of the number in 1.a., the number of producers/vendors that are socially disadvantaged	
1.c.	Total dollars expected to be expended to purchase local and regional food through this program	
1.e	Of the number in 1.c, how many dollars will be expended to purchase food from socially disadvantaged producers/vendors	



**Outcome 2: Establish and broaden partnerships with farmers/producers and the food distribution community to ensure distribution of fresh and nutritious foods to underserved communities.**

Indicator	Description	Estimated dollars	Estimated number
2.a.	Provide an estimate of total number of dollars expected to be expended.		
2.b.	Of the numbers in 2.a., Provide an estimate of total number of dollars expected to be expended and to underserved communities.		
2.c.	Provide an estimate of the number of locations expected to distribute food		
2.d.	Of the locations in 2.c., how many do you expect to be to underserved communities		

**Outcome 3: Unique outcome for your project (optional)**

Applicants are highly encouraged to add at least one Outcome and Indicator unique to their project and not covered by USDA-AMS. Add more rows or additional tables if needed.

Indicator	Description	Estimated Number
4.a.		

**V. LFPA Regional Partnership Cohort Budget (not included in 15-page limit):**

The Project period for the grant is 10/1/2022 – 9/30/2024. Please see unallowable costs (page 7).

**\*Request for funds not to exceed \$800,000.**

**\*\*Match dollars are NOT required but are highly encouraged. If you plan to utilize matching funds to supplement the awarded dollars, please include those funds in total project budget.**

Enter Region and Organization Name Here		
Item	*Requested amount (\$)	**Match (\$)
Personnel		
Fringe Benefits		
Travel***		
Equipment		
Supplies		
Contractual		
Other		
<b>Subtotal:</b>		
<b>Total Project Budget:</b>		

\*\*\*Mileage is reimbursed at \$0.42/mile based on State of Indiana reimbursement rate.

**Budget justification:**

Please provide details and justifications for each of the spending categories listed below:

- Personnel/Fringe Benefits
- Travel (including for distribution of food)
- Equipment (rental only)
- Supplies (including cost of food)
- Contractual (if you plan to subaward any of the awarded funds, please provide details, including procurement method)



## V. Application Process

### ***Application Process***

Thank you for completing this application to receive LFPA funding for your proposed Regional Partnership Cohort project. Your submission will be carefully reviewed by our team and the LFPA Advisory Council. The next steps for this funding opportunity are outlined below:

**Step 1:** All proposals will be reviewed by DNPA staff and LFPA Advisory Council.

**Step 2:** Applicants will be notified of funding decisions by September 1<sup>st</sup>, 2022. Our team will likely reach out to you during the review period to request supplemental information. Our team may request an update to your submission, or a virtual meeting to discuss your project.

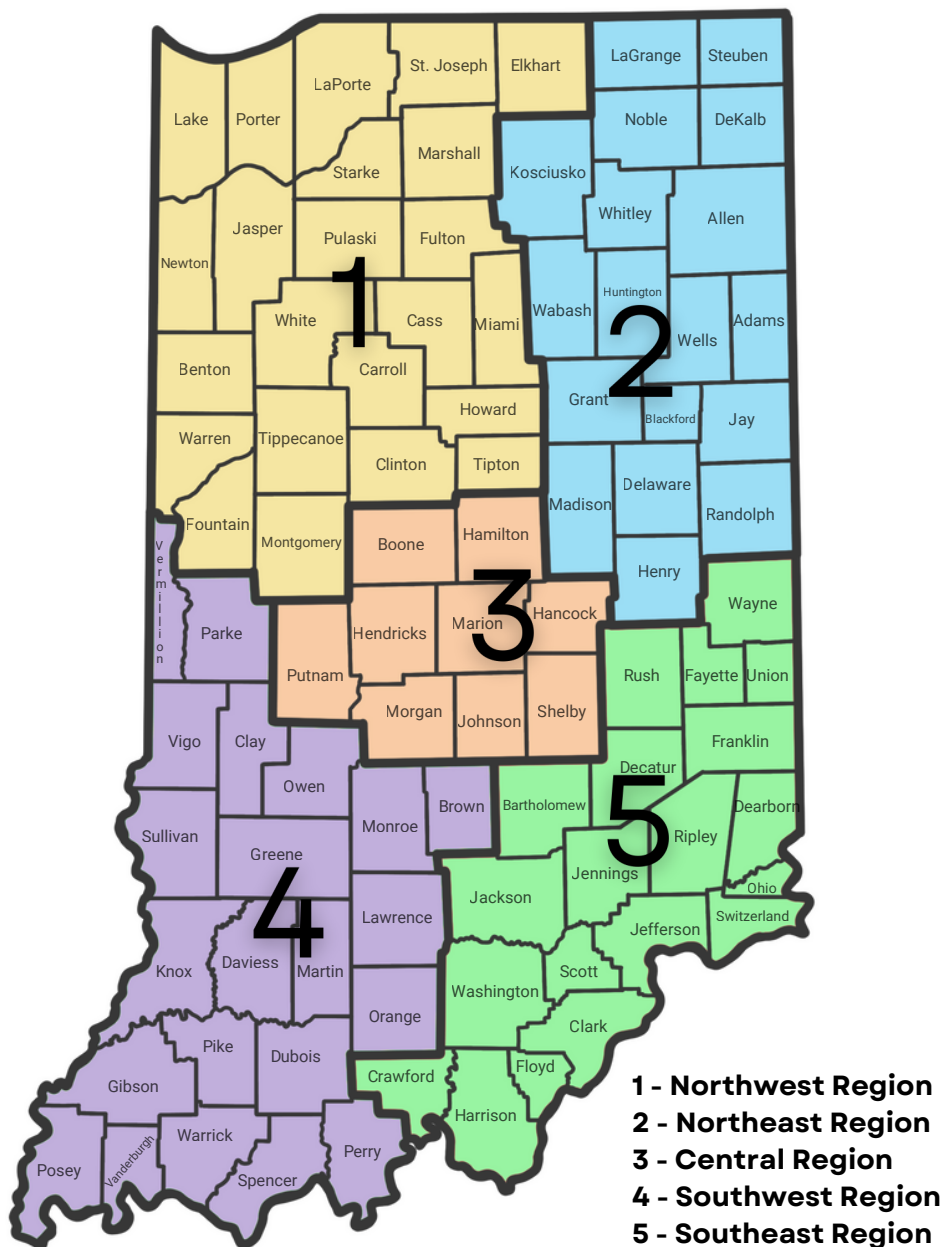
If you are selected for funding:

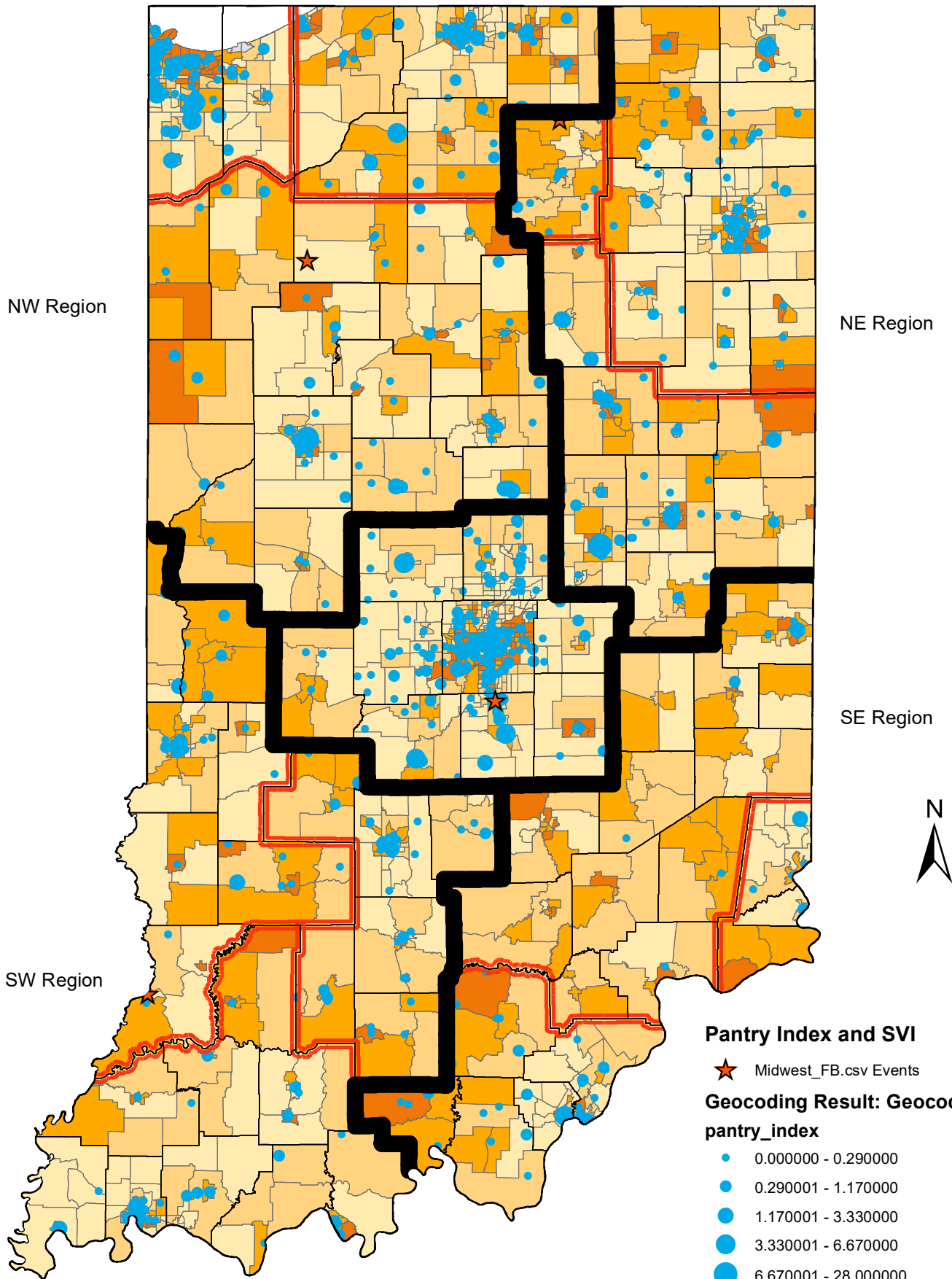
- *You will be asked to provide a scope of work to begin a contract with the Indiana Department of Health.*
- **Your funding will begin on October 1<sup>st</sup>, 2022 and end on September 30<sup>th</sup>, 2024.**

Send your completed application and budget, [W-9](#), and [Direct Deposit](#) form to [NGardner1@isdh.in.gov](mailto:NGardner1@isdh.in.gov) by **Monday, August 1<sup>st</sup>, 2022 by 5pm EST**. Please [register as a bidder](#) with the State of Indiana.

**Thank you for completing this grant application!**

## Food Purchase Assistance (LFPA) Regional Map for Indiana Department of Health (IDOH) Track 2 (Regional Partnership Cohorts)





### Pantry Index and SVI

★ Midwest\_FB.csv Events

### Geocoding Result: Geocoding\_Result\_7 pantry\_index

- 0.000000 - 0.290000
- 0.290001 - 1.170000
- 1.170001 - 3.330000
- 3.330001 - 6.670000
- 6.670001 - 28.000000

### SVI2018\_INDIANA\_tract

#### RPL\_THEMES

- Nonreporting
- Under .25
- .25 - .49
- .50 - .74
- .75 - 1.00