



New Mexico Aging & Long-Term Services Department

2023-2024 Application for the New Mexico Grown Local Food Item Grant

Submit all applications ELECTRONICALLY to
ALTSD-ANDNMGrown@state.nm.us

IMPORTANT DATES:

- February 27, 2023: Application Opens
- March 27, 2023: Application Due No Later Than 5:00 p.m.
- April 17, 2023: Awardees Announced
- TBD: Funds Available to Spend for FY24
- May 31, 2024: Deadline to Report Final Details of Purchases and Program Data
- June 30, 2024: Deadline to Expend Funds

INTRODUCTION

This Request for Applications (RFA) is open to New Mexico Senior Centers or Nutrition Sites that operate the provision of a meal that meets all requirements specified in the Older American Act to eligible older adults.

PURPOSE

The purpose of the New Mexico Grown Program is to encourage Senior Centers across New Mexico to purchase local food items that are grown, raised, and harvested in the state for the senior meal program.

The Aging & Long-Term Services Department (ALTSD) believes that farm to senior center or nutrition site is critical to the senior meal nutrition programs in New Mexico.

The goal of this funding is to strengthen the relationship between senior centers and local farms, ranchers, and farm organizations so that freshly harvested local food items become a staple of the New Mexico Senior Meal Program.

FUNDING

Funding for the New Mexico Grown Program is made available through a state appropriation. Senior centers or nutrition sites funded through this RFA will be allocated based on the strength and scoring criteria of the application submitted. Senior centers or nutrition sites will be reimbursed through standard mechanisms established by ALTSD. The FY24 New Mexico Grown Program Grant will be awarded pending ALTSD budget approval.

PRIORITY FUNDING CRITERIA

Allocations will be scored and ranked according to the following criteria:

- 1) **Purchasing Plan:** A purchasing plan that regularly includes New Mexico local food items promoted across the year in both warm and cold-weather months is preferred. Potential vendors, produce items, and projected quantities for purchases should be included. Applications that show a commitment to distributing purchases among multiple vendors and product types will receive extra points.
- 2) **Demonstrated Need:** The level of need will be determined based on the number of seniors at nutritional risk reported in FY22, the total number of older adults at risk of losing their independence and ability to remain in the community, as well as the current number of seniors receiving meals, and the program's projections for FY24. The demonstrated need should also include the program assessment of the service area and older adults and adults with disabilities who would benefit from participation in the New Mexico Grown program.
- 3) **Investment:** Demonstrated commitment to increase the impact of the New Mexico Grown Program to the senior meal programs through allocation is prioritized for funding.
- 4) **Implementing New Mexico Grown:** At present allowable local food items are integrated into the senior meal nutrition program. The senior meal program currently is purchasing local food items from vendors on the New Mexico Farmers' Market Association Approved Suppliers List.
- 5) **Participation in the 2022/2023 ALTSD New Mexico Grown Program.**
- 6) **New Mexico Grown Meeting Attendance:** Senior center providers or nutrition site staff who have participated in the New Mexico Grown Program monthly roundtable meetings.

APPLICATION SCORING

Reviewers will score applications using the following criteria:

Criteria	Points
Purchasing Plan	30
Demonstrated Need	25
Investment	20
Implementing New Mexico Grown	15
Participation in the NM Grown Programing	5
New Mexico Grown Meeting Participation	5
TOTAL	100

DESCRIPTION OF SCORING

- Does Not Meet Expectations: The applicant omitted a very large portion of the requested information, fails to provide information, provides inaccurate information, or provides information that is hard to understand.
- Meets Expectations: The applicant provides general but sufficient detail, adequately addresses the criteria questions, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Exceeds: The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses to address the questions. The description is well conceived, and the ideas are fully developed.

MANDATORY CONDITIONS

All successful applicants in response to this RFA shall assure ALTSD:

- 1) Food purchased is “local” as defined in this RFA.
- 2) Food is purchased from vendors on the New Mexico Farmers’ Market Association website, “Approved Suppliers List”
https://www.newmexicofma.org/nm_grown_approved_supplier_pro.php,
which certifies that the product originated on farms that practice sound food safety standards.
- 3) Food purchased will be “fresh” or “recently harvested” as defined in this RFA.
- 4) Local food items will be integrated into the Senior Meal Nutrition Program – and not for community meals.
- 5) Invoices for reimbursement will be submitted monthly via the ALTSD State Nutritionist, Ophelia Steppe, Ophelia.Steppe@altsd.nm.gov along with a mandatory monthly data sheet.

- 6) Invoices will include the farm, farm organization and the ranchers name along with the address (point where food items originated from, not aggregated, or packaged).
- 7) Requested program documentation will be submitted to the ALTSD State Nutritionist, Ophelia Steppe, Ophelia.Steppe@altsd.nm.gov prior to May31, 2024.
- 8) Monthly reports for FY24 are due by the 10th of the preceding month. Final purchase details and program data must be reported by May 31, 2024.

DEFINITIONS

- **“Local”** Grown and harvested within the geographic boundaries of the State of New Mexico.
- **“Fresh”** Unprocessed or minimally processed.
- **“Produce”** The yield of a vegetable or fruit crop.
- **“Recently Harvested”** Perishables are delivered to the distribution warehouse within 48 hours of being harvested.

ALLOWABLE EXPENSE

The funding is solely for the purchase of New Mexico Grown fresh fruits and vegetables, minimally processed food items and local meat listed on the New Mexico Farmers’ Market Association allowable products list.

ALTSD retains the right to expand the list of products deemed allowable throughout the duration of the grant cycle.

Transportation costs are an allowable expenditure and should be **included in the final price per unit agreed to by the Senior Center or Nutrition site and the applicable vendors**. Senior center or nutrition site(s) administrative expenses do not qualify as an allowable expense.

QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to Ophelia Steppe, ALTSD State Nutritionist, at Ophelia.Steppe@state.nm.us , **no later than 5:00 p.m. MST March 1, 2023**.

ALTSD will **not** accept hard copy submissions at this time. Applications **must** be submitted electronically to ALTSD-ANDNMGrown@state.nm.us **No later than 5:00 pm on March 20, 2023**

Late and Incomplete submissions will not be accepted.

APPLICATION FORMAT

Applications that do not adhere to the requirements and response format below may be rejected.

- 1) Applicants shall submit only one (1) electronic application.
- 2) All forms in the original copy must have an electronic signature of the person authorized to obligate the program.
- 3) All applications must be completed in the fill-in fields and submitted electronically.

COVER PAGE – New Mexico Grown Grant FY22/23

Senior Center or Nutrition Site Name:	
Contact Person:	
Telephone Number:	
Email:	
Address:	
If applicable number of sites that are covered by this application:	
If applicable, please list the names of the sites that would participate in the New Mexico Grown Program:	
Total current fiscal year 2023 meal count by site:	
Number of unduplicated seniors projected to be served for fiscal year 2024:	

GRANT NARRATIVE

1.	<p>What local food items do you plan to purchase with this grant?</p> <ul style="list-style-type: none">• Please list all food items of interest that you would like to purchase with funding. • Please list any farmers, distributors, or cooperatives with whom you intend to collaborate with. • Please specify the case size or poundage and frequency of ordering allowable food items (such as fresh produce, and meat).
2.	<p>Did any of your senior center or nutrition site(s) staff members participate in the FY23 NewMexico Grown Program?</p> <p style="text-align: center;">YES NO</p> <ul style="list-style-type: none">• If applicable, indicate how many sites and their locations.
3.	<p>Did any staff members from your senior center or nutrition site(s) participate in any of the New Mexico Grown Program roundtable monthly meetings?</p> <p style="text-align: center;">YES NO</p> <ul style="list-style-type: none">• If so, who attended, and how frequently did they attend?

4.	<p>Is there local promotion at your Senior Center or Nutrition Site(s) that encourages both nutrition service staff and seniors to purchase fresh local food items for senior center meals?</p> <p>YES NO</p> <ul style="list-style-type: none"> • If not, would you like to connect the senior center with a social marketing campaign aimed at increasing fruit and vegetable consumption? <p>YES NO</p>
5.	<p>Briefly explain how you will promote the use of New Mexico Grown Local Food Items.</p> <ul style="list-style-type: none"> • How will you promote the use of New Mexico local food items in the senior meal program so that seniors, senior center staff, and nutrition site staff understand and value the significance of fresh, local food items?
6.	<p>Nuevo Thursday is a vehicle for senior centers or nutritional site(s) to simply try something new on a Thursday. For instance, adding a new fruit or vegetable or providing a meal that consist of 100% NM Grown ingredients.</p> <ul style="list-style-type: none"> • Is your senior center or nutritional site(s) currently participating in “Nuevo Thursday” events? <p>YES NO</p> <ul style="list-style-type: none"> • If you are currently not participating in “Nuevo Thursday” would you like information and promotional material? <p>YES NO</p>

7.	<p>Timely processing of Request for Reimbursement (RFR) is essential to the efficiency of the program.</p> <ul style="list-style-type: none"> • Can you ensure that reimbursement requests are received on or before the tenth of each month? <p>YES NO</p> <ul style="list-style-type: none"> • How will you ensure that the monthly data reporting is kept up to date? The timely reporting of purchases, the number of meals, and the total number of unduplicated consumers receiving meals integrated with local food items is critical to measuring the success of the New Mexico Grown Program? <ul style="list-style-type: none"> • Can you ensure that monthly data sheet reporting is emailed or uploaded in a data system before the tenth of each month? <p>YES NO</p>
8.	<p>Are local food items being purchased with NSIP funding for the Senior Meal Program?</p> <p>YES NO</p>
9.	<p>Would your senior centers or nutritional sites be interested in receiving funding to establish a senior garden and/or portable salad bar equipment?</p> <ul style="list-style-type: none"> • Senior Garden: <p>YES NO</p> <ul style="list-style-type: none"> • Portable Salad Bar Equipment: <p>YES NO</p> <ul style="list-style-type: none"> • If not, please provide an explanation:

Initials

ASSURANCES

The Senior Center or Nutrition site(s) assures The Aging & Long-Term Services Department (ALTSD) that it will not purchase any produce or meat grown or harvested outside of the State of New Mexico with funds provided by the New Mexico Grown Program Grant.

The Senior Center or Nutrition site(s) assures The Aging & Long-Term Service Department (ALTSD) that it will not seek reimbursement for purchase of New Mexico allowable local food items from the United States Department of Agriculture through the Fresh Fruit and Vegetable Program if it has already sought reimbursement under the New Mexico Grown Program Grant.

This Senior Center or Nutrition site(s) assures The Aging & Long-Term Service Department (ALTSD) that food purchased with the New Mexico Grown Program Grant funding is from vendors on the New Mexico Farmers' Market Association Approved Supplier for FY24, which certifies that the product originated on New Mexico farms that practice sound food safety standards.

This Senior Center or Nutrition Site(s) certifies that food purchased with New Mexico Grown Program Grant funding is harvested recently and/or fresh and minimally processed.

This Senior Center or Nutrition Site(s) certifies that New Mexico grown fresh fruits and vegetables and allowable food items purchased with the New Mexico Grown Program Grant funding will only be used in the Senior Meal Nutrition Program that meets all requirements specified in the Older American Act and not for use in community meals.

I certify that, if awarded, _____
(Senior Center or Nutrition Site Name) will comply with the stated regulations, principles, and assurances.

Name and title of authorized representative

Phone

Email

Electronic signature of authorized representative

Date

Please add any additional comments:

--	--