



REPORTING MANUAL: Certified Local Farm Enterprise Program (CLFEP)



**Prepared by Maryland Department of
Agriculture**

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1. CLFEP Program Overview

The Maryland Department of Agriculture (MDA) created the Certified Local Farm Enterprise Program to encourage state agencies, including public four-year universities, to **achieve an overall goal of purchasing 20%** of their food from certified local farm enterprises. Each procurement agency shall structure its food procurement procedures to try to achieve an overall goal of 20 percent of the unit's total dollar value of all such procurement contracts made from Certified Local Farm Enterprises either through prime vendors, subcontractors or direct. This program was established in 2020 by HB 1488, codified in Md. Code Ann. Agriculture Article, §2-103; State Finance and Procurement Article, §§14-701—14-707, Annotated Code of Maryland ([COMAR 15.01.19](#)).

In order to do so, an agency needs to determine the quantity of food products to be procured. After making such determination, the purchasing agency shall consult the list of [Certified Local Farm Enterprise Directory](#) by Maryland Department of Agriculture to determine whether the food products to be procured are available in Maryland.

You can also find more information on our website: [Maryland Certified Local Farm Enterprise Program](#)

2. CLFEP Reporting

All participating agencies are required to submit their individual CLFEP Reports to Maryland Department of Agriculture (MDA) on or before **September 30, 2023** (COMAR 15.01.19). MDA will submit a compiled CLFEP Annual Report for publication to the General Assembly. If your agency does not comply, it is reported as “non-responsive.”

3. CLFEP Report Manual

This report manual may be used as a guideline in preparing the CLFEP Report.

If contracts have both a CLFEP prime and subcontractor, *do not double count*. Report the CLFEP award and payment under the prime contractor only

CLFEP will provide technical assistance and support for CLFEP reporting. Contact local.food@maryland.gov if assistance is needed.

- I. All AWARDS columns require data for three different award types: Regular Procurement Contracts, Corporate Credit Card, and Direct Purchase.
- II. The yellow cells indicate that data must be added, blue cells indicate that data is calculated, and these cells are protected.

Enter the data as follows

Part 1: Agency Information

- 1.1. Enter Agency name
- 1.2. Enter report preparers name
- 1.3. On average, how many people per day are fed by the agency and/or prime contractor? Enter this average number
- 1.4. How many meals per day? Enter this number on the yellow cell and select the type of meals.

Part 2: General Food Analysis and Calculations

Awards Column D: Count the total agency food procurements for each award type and place the # here. TOTAL FOOD PURCHASES: Include ONLY food items; non-food items (e.g. plates, trays, salaries, etc.) should not be reported on this template.

Awards Column E: Add the \$ amounts of total food agency procurements for each award type and place amount here. TOTAL FOOD PURCHASES: Include ONLY food items; non-food items (e.g. plates, trays, salaries, etc.) should not be reported on this template.

Award Column F: Count the total food Contracts awarded to CLFEP Prime for each award type and place the # here

Awards Column G: Add the \$ amounts of total food procurements awarded to CLFEP Prime for each award time and place amount here

Awards Column H: Count the total food procurements awarded to CLFEP Subcontractors for each award type and place the # here

Awards Column I: Add the \$ amounts of total food procurements awarded to CLFEP Subcontractors for each award type and place amount here

The CLFEP participation % is calculated automatically.

PAYMENT columns only require data for two cells:

Payment Cell E27: Total \$ amounts paid to all Prime Contractors

Payment Cell F27: Total \$ amounts paid to CLFEP Prime and Subcontractors

The CLFEP payment % is calculated automatically.

Part 2.1: All Food Procurement Contracts Awarded

2.1.1. Enter the name of all food providers that the agency uses to feed the people mentioned on point 1.3., even if your agency doesn't pay for the food.

2.1.2. Put the value of procurement contracts for food that the agency has with each Prime Contractor in the appropriate cell depending on the purchasing method used.

2.1.3. Choose the general category of food purchased, even if your agency does not pay for it.

2.1.4. Description of the contract between the agency and each prime contractor. Write the period covered by this contract and the details of the products purchased (date, quantity, quality and price).

Part 2.2: Food Contracts Awarded to CLFEPs as Prime Contractors

2.2.1. List the name of each CLFEP that the agency buys directly from the farm. In this case the CLFEP is going to act like a prime contractor.

2.2.2. Write the address of each Certified Local Farm Enterprises listed before.

2.2.3. You can find the CLFE certification number [here](#).

2.2.4. Put the value of contracts that the agency has directly with each CLFEP in the appropriate cell depending on the purchasing method used.

2.2.5. Choose the general category of food purchased directly to each CLFEP.

2.2.6. Description of the contract between the agency and each CLFEP. Write the period covered by this contract and the details of the products purchased to each CLFEP (date, quantity, quality and price).

Part 2.3: Food CLFEP Subcontracts Awarded

2.3.1. Write the name of the prime contractor and all the companies that act as intermediaries between the agency and the CLFEP.

2.3.2. Put the value of contracts that the primary or subcontractor has with CLFEP in the appropriate cell depending on the purchasing method used.

2.3.3. Choose the general category of food purchased to CLFEP through a prime and/or subcontractor.

2.3.4. Description of the contract between the prime or subcontractor and the CLFEP. Write the period covered by this contract and the details of the products that the primary or subcontractor purchased to the CLFEP (date, quantity, quality and price).

2.3.5. List the name of each CLFEP that the prime contractor (and/or subcontractor) used to provide the products listed in the contract.

2.3.6. Write the address of each Certified Local Farm Enterprises acting like a subcontractor.

2.3.7. You can find the CLFE certification number [here](#).

4. Definitions

5. **Maryland State Food Products:** “food” or “food product” means any locally grown agricultural, horticultural, vegetable, or fruit product of the soil, including livestock, meats, poultry, eggs, dairy products, nuts, honey, and every food product of a farm, a forest, an orchard, a garden or water.

CLFEP: Certified Local Farm Enterprise Program means a local farm that has a nutrient management plan with the Maryland Department of Agriculture.

6. Waiver Information

Agencies shall submit to local.food@maryland.gov a waiver request if a reasonable demonstration that Certified Local Farm Enterprise participation was unable to be obtained, or was unable to be obtained at a reasonable price, and if the agency head or designee determines that the public interest is served by a waiver. **Deadline: Jul 12, 2023** for a waiver request.

Instructions to fill out the Waiver Request Worksheet:

- 1) If your foodservice\procurement contract was signed before March 14, 2021 please respond “Yes” in the yellow cell. If your contract was signed after March 14, 2021 please respond “No”.
- 2) If you’re requesting a waiver select “Yes” in the yellow cell and fill the chart. If you don’t need a waiver, respond “No” and you do not need to fill the chart.

If yes, use the chart for a detailed statement of the efforts made to contact and negotiate with Certified Local Farm.

- 3) Name of each Certificate Local Farm Enterprises contacted.
- 4) Write the address of each Certified Local Farm Enterprises contacted.
- 5) Write the dates you contacted each Certified Local Farm Enterprises.
- 6) Write the telephone number of the Certified Local Farm Enterprises contacted.

- 7) You can find the CLFE certification number [here](#).
- 8) Write a description of the information provided to Certified Local Farm Enterprises contacted regarding any solicitation.
- 9) Select “No” if Local Farm Enterprises found to be unavailable or “Yes” if you had the chance to communicate with the Farm.

7. FAQ's

8. **My agency uses a Foodservice Management Company and doesn't directly buy food. Do I still need to report?**

Yes, your prime contractor and subcontractors would need to either fill out the report or send the information to the state agency procurement officer to report out. MDA can also offer contract language if the contract needs to be revised.

There is no CLFE listed in my area, what should I do?

Search for local farmers in your area that are convenient for you and encourage them to get the certification. It's easy, free and takes only 5-10 minutes to fill [this form](#).

9. **I can't find farmers in my county, what should I do?**

Expand your search to the entire state of Maryland. Some producers distribute their products more than an hour away from their farm. Or, ask your distributor to buy from the Certified Local Farms.

My business model doesn't permit me to buy directly from the farmer and I use food service distribution companies, what should I do?

Talk with your distribution company, ask them to buy from CLFEP.

Our agency or prime/subcontractor is already buying from farmers in Maryland but they aren't CLFE, what should I do?

Talk with the farmers and encourage them to get the certification. It's easy, free and takes only 5-10 minutes to fill [this form](#).

I already have a signed contract with my food supplier and it was signed before March 14, 2021. Do we need to fill out the report? March 14, 2021 is the effective date of CLFE. No, but we would appreciate it if you can let us know that you're currently under contract and the end date. We can also provide language to include CLFE when it's time to renew the contract.

I already have a signed contract with my food supplier and it was signed after March 14, 2021. Am I outside the scope of this law? No, the new goal indicated by law can be added in the existing contract. We can provide language to include CLFE in the current contract.

Contact Emails

Completed Annual Reports should be emailed to Maryland Department of Agriculture by **September 30, 2023** at local.food@maryland.gov

General questions about the CLFEP Program or reporting should be directed via email at local.food@maryland.gov