



# **2016–17 Fresh Fruit and Vegetable Program**

## **Nutrition Services Division**

This application is for the California Department of Education (CDE) 2016–17 Fresh Fruit and Vegetable Program (FFVP) Grant. The grant application questions will begin with the Grant Team Support Form.

The U.S. Department of Agriculture (USDA) administers the FFVP at the federal level, and the CDE Nutrition Services Division (NSD) administers the FFVP in California.

The grant period is July 1, 2016, through June 30, 2017.

California's FFVP funding for School Year (SY) 2016–17 is expected to total \$12.4 million. The NSD will provide funding to school food authorities (SFA) as long as funds are available and will award grants on a reimbursement basis. Grant awards are based on student enrollment and range from \$50 to \$75 per student per school.

As required by federal law, the NSD will choose schools based on their percentage of students eligible for free and reduced-price meals (FRPM) with priority given to schools with the highest percentages to the maximum extent practicable. However, the NSD may select a school with a lower percentage of FRPM enrollment over a school with a higher percentage to either manage the per student allocation requirements of \$50 to \$75, or if there are significant concerns about a school's ability to properly implement and operate the FFVP. If a school participates in Provision 1, 2, or 3, the school will report their base year FRPM percentage for consideration. If a school participates in the Community Eligibility Provision (CEP), for the purposes of the FFVP, the school should report their individual CEP percentage.

All eligible agencies interested in applying for a 2016–17 FFVP grant must respond to this request for applications. This includes current FFVP grantees (2015–16) and new applicants.

For more information about the FFVP, visit the CDE FFVP Web page. Instructions for this grant are available to view, download, and print on the CDE FFVP Grant Request for Applications Web page.

Please review the CDE California FFVP Guidelines Web page before you begin the application.

## Instructions

Once you begin the application, you can save and return to it at any time by selecting the **Save Responses** button before you submit the application. The **Save Responses** button is located at the bottom of each page. All answer fields require a response in this application.

The application must be completed online and is due no later than 4 p.m. Pacific time on Monday, March 14, 2016.

The NSD will not accept fax or e-mail submissions.

For assistance with completing this application, please contact Isabelle Johnston, Associate Governmental Program Analyst, by phone at 916-324-0583 or by e-mail at [FFVP@cde.ca.gov](mailto:FFVP@cde.ca.gov).

This institution is an equal opportunity provider.

# Grant Eligibility

## Who Can Apply

Only an SFA may apply for an FFVP grant on behalf of its eligible elementary schools. According to Title 7, *Code of Federal Regulations (7 CFR)*, Section 210.2, an SFA is defined as “the governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the Program therein or be otherwise approved by Food and Nutrition Service (FNS) to operate the Program.”

The following are considered SFAs and are eligible to apply for an FFVP grant:

- School districts and county offices of education (COE) are eligible to apply on behalf of their elementary school sites. In addition, the school district or COE may apply on behalf of a direct-funded charter school if the school district or COE operates the National School Lunch Program (NSLP) for the direct-funded charter school.
- Direct-funded charter schools that operate their own NSLP at elementary schools are eligible to apply individually.
- Private elementary schools that operate their own NSLP are eligible to apply individually.
- Residential child care institutions that operate their own NSLP are eligible to apply individually if they operate an elementary school during the day.

## School Eligibility Criteria

To qualify for an FFVP grant, a school must meet the following minimum criteria:

- Be an elementary school
- Operate the NSLP
- Have 50 percent or more of its students eligible for free and reduced-price meals; CEP schools will provide their individual CEP percentage (product of the identified student percentage [ISP] and the 1.6 multiplier) for the purposes of awarding FFVP funds
- Agree to make free fresh fruits and vegetables available during the school day as a snack to all enrolled children
- Publicize widely the availability of fresh fruit and vegetable snacks within the school
- Have documented support of the school food service manager, principal, and district superintendent
- Have an SFA that is in good standing with all child nutrition programs<sup>1</sup> (CNP) as defined by the NSD in the Good Standing Status document on the CDE FFVP Grant Request for Applications Web page.

Selected schools:

- Will receive funds based on an allocation of \$50 to \$75 per student
- Must serve the fresh fruit or vegetable snack a minimum of three times per week
- Provide nutrition education to all students a minimum of once per week
- Must submit monthly claims for reimbursement
- Will receive reimbursement for the costs of purchasing, preparing, and serving fresh fruit and vegetable snacks throughout the school day as a supplement to (and not part of) the School Breakfast Program and NSLP
- Are allowed to use up to 10 percent of their total grant for administrative costs

<sup>1</sup>Afterschool Meal Supplements, At-risk Afterschool Meals, Child and Adult Care Food Program, Food Distribution Program, Fresh Fruit and Vegetable Program, Special Milk Program, National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, Summer Food Service Program; throughout this section, citations to applicable federal regulations are listed in the order that the programs are identified in the text.

## 2016-17 FFVP Grant Application

### General Assurances and Certifications

General assurances and certifications are requirements for applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; instead, they must download them and keep them on file to be available for compliance reviews, complaint investigations, or audits.

Applicants that participate in the consolidated application should already have a copy of the general assurances and certifications on file and do not need to keep a separate copy. The general assurances and certifications can be accessed on the CDE Funding Forms Web page .

Applicants and grantees, if funded, as a condition of receiving funds must agree to comply with the federal Uniform Administrative Requirements (Super-Circular), under *Title 2 Code of Federal Regulations*, Part 200.

## Grant Team Support Form

To qualify for a grant, the USDA requires that each school must have the documented support of the district superintendent, school principal, and school food service manager or director. In addition, you will be prompted to identify the primary grant contact and the Child Nutrition Information and Payment System (CNIPS) claim administrator.

**1. Provide the name of the SFA applying for the grant below:**

**2. Provide the name of the school applying for the grant below:**

By completing the fields below, the superintendent or designee is signifying that he or she agrees to the general assurances and certifications (including drug-free workplace, lobbying, and debarment and suspension), and terms of this program. Please complete the following:

**3. Superintendent or Designee:**

Name:

Title:

Phone:

*(10 digits; example: 555-555-5555)*

E-mail:

*(Example: email@email.address.gov)*

**4. School Principal:**

Name:

Phone:

E-mail:

**5. Food Service Manager or Director:**

Name:

Phone:

E-mail:

**6. Is this person the primary grant contact?**

Yes

No

**7. Is this person the CNIPS claim administrator for the School Nutrition Programs?**

Yes

No

If you did not identify a primary grant contact above, please provide the information below:

**8. Primary Grant Contact:**

Name:

Phone:

E-mail:

If you did not identify a CNIPS claim administrator above, please provide the information below:

**9. CNIPS Claim Administrator:**

Name:

Phone:

E-mail:

## Applicant Information

### School Food Authority Identification

All eligible SFAs will receive an FFVP grant on behalf of the awarded school sites. Examples of eligible SFAs include school districts, COEs, charter schools, private schools, or residential child care institutions operating the NSLP.

**10. Provide the address of the SFA below:**

Street:

City:

State:

ZIP Code:

**11. Please provide the required SFA identification information below:**

SFA CNIPS ID (5 digits, example 01234):

SFA Vendor Number (4 digits):

**12. Please select your county from the following list:**

--Select-- ▼

- 01 Alameda
- 02 Alpine
- 03 Amador
- 04 Butte
- 05 Calaveras
- 06 Colusa
- 07 Contra Costa
- 08 Del Norte
- 09 El Dorado
- 10 Fresno
- 11 Glenn
- 12 Humboldt
- 13 Imperial
- 14 Inyo
- 15 Kern
- 16 Kings
- 17 Lake
- 18 Lassen
- 19 Los Angeles
- 20 Madera
- 21 Marin
- 22 Mariposa
- 23 Mendocino
- 24 Merced
- 25 Modoc
- 26 Mono
- 27 Monterey
- 28 Napa
- 29 Nevada
- 30 Orange
- 31 Placer
- 32 Plumas
- 33 Riverside
- 34 Sacramento
- 35 San Benito
- 36 San Bernardino
- 37 San Diego
- 38 San Francisco
- 39 San Joaquin
- 40 San Luis Obispo
- 41 San Mateo

**12.** Please select your county from the following list:

- 42 *Santa Barbara*
- 43 *Santa Clara*
- 44 *Santa Cruz*
- 45 *Shasta*
- 46 *Sierra*
- 47 *Siskiyou*
- 48 *Solano*
- 49 *Sonoma*
- 50 *Stanislaus*
- 51 *Sutter*
- 52 *Tehama*
- 53 *Trinity*
- 54 *Tulare*
- 55 *Tuolumne*
- 56 *Ventura*
- 57 *Yolo*
- 58 *Yuba*

## Applicant Information

### School Site Identification

**13. School Address:**

Street:

City:

State:

ZIP Code:

**14. Date school begins in SY 2016–17:**

(Example: 09/24/2016)

**15. Provide the CDS Code\* for this elementary school:**

\*CDS codes are 14 digits long and, for this survey, must be submitted without hyphens or spaces. For example: 12345678901234.

**16. Is this school site a direct-funded charter school?**

- Yes
- No

**17. For direct-funded charter schools, provide the school vendor number below:**

Charter Number (4 digits, example  
0123 )

**18. Does the school site have an active CNIPS site number?**

- Yes
- No

**19. Which school site in CNIPS claims the NSLP meal reimbursement for this applicant?**

**20. Provide the CNIPS site number\*:**

(5 digits, example  
01234)

\*The CNIPS site number is listed under the SNP Site List in your SFA's SNP Application Packet in CNIPS. This number is not the same as the SFA CNIPS ID.

**21. Select the grade levels enrolled at this elementary school. (Select at least one or all that apply)**

*Prekindergarten*

*Kindergarten*

*Grade 1*

*Grade 2*

*Grade 3*

*Grade 4*

*Grade 5*

*Grade 6*

*Grade 7*

*Grade 8*

**22. Using October 2015 data, provide the total enrollment of all students at this school:**

**23. What method does this school use for annual determinations of eligibility for free and reduced-price school meals and daily meal counts under the NSLP?**

*Traditional Requirements*

*Provision 1*

*Provision 2*

*Provision 3*

*CEP*

**Traditional (answer questions 24 and 25)**

You have selected Traditional and will be redirected to question 30 after completing questions 24 and 25. If this selection is incorrect go back to question 23.

**24. Using October 2015 data, provide the total number of students eligible for FRPM at this school.**

Eligible for free meals:

Eligible for reduced-price meals:

**24. Total eligible for FRPM at this school\* {Q24.c}**

**25. Percentage of students eligible to receive FRPM\*\* {Q25.a}%**

\*Auto-calculated from information above: eligible for free meals plus eligible for reduced-price meals.

\*\*Auto-calculated from information above: total eligible for FRPM divided by total enrollment, multiplied by 100.

**Provision 1, 2, or 3 (answer questions 26 and 27)**

You have selected Provision 1, 2, or 3 and will be redirected to question 30 after completing questions 26 and 27. If this selection is incorrect go back to question 23.

**26. Provide the most current Provision Base Year for Provision 1, Provision 2, Provision 3:**

(Example: 2010–11)

**27. Provide the percentage of students eligible to receive FRPMs\*:**

Enter percentage including two decimals (Example: 92.75%)

\*Enter percentage including two decimals (Example: 92.75%)

## Community Eligibility Provision (answer questions 28 and 29)

You have selected CEP and do not have to answer questions 22 through 27. If this selection is incorrect go back to question 23.

**28. Provide the ISP for this school:**

\*Enter percentage including two decimals (Example: 92.75%)

**29. Individual school CEP percentage\* {Q29.a}%**

\*Auto-calculated from information above: ISP multiplied by 1.6

## Applicant Information

### School Site Implementation Plan

Before submitting the implementation plan, please read the USDA FFVP: A Handbook for Schools available on the USDA FNS Resources Web page, and the California FFVP Guidelines available on the CDE California FFVP Guidelines Web page. These guidance documents include critical information about allowable practices and use of funds for this program that will shape your implementation plan.

**30. Who will participate in the preparation, distribution, and service of the FFVP snack to students? (Select at least one or all that apply)**

- Food service staff*
- Classroom teacher or teacher's aide*
- Nutrition specialist*
- Vendor*
- Students*
- Partner agency*
- Parent volunteer*
- Other*

**Other, please explain:** (250 characters maximum)

[count characters typed]

**31. Briefly describe your planned method of FFVP snack delivery to students. (Limit 500 characters)**

[count characters typed]

**32. Describe the location in which students will receive the FFVP snack. Select one or more of the locations below: (Select at least one or all that apply)**

- Cafeteria*
- Hallway*
- Playground*
- Garden*
- Classroom*
- Other*

**Other, please explain:** (250 characters maximum)

[count characters typed]

**33. Indicate the frequency per week of the FFVP snack offerings (must be offered a minimum of three days a week):**

- 3 days a week*
- 4 days a week*
- 5 days a week*

**37. Indicate the time of the FFVP snack offerings (must be during the school day and outside of meal program time):**

- Between breakfast and lunch*
- Between lunch and the last bell*
- All of the above*

**34. Do you plan to procure produce for the FFVP through your meal program procurement process?**

- Yes*
- No*
- Do not know*

- 35. Describe your plan to provide nutrition education at least one time each week. Please include the method, frequency, and curricula or general content for nutrition education. (Limit 500 characters)**

[count characters typed]

- 36. Please describe your school site partnership activities (current or planned) that will assist your school to implement the FFVP. Include organizations that will help with fruit and vegetable acquisition, handling, promotion, and distribution; nutrition education; or other activities that contribute to the goals of the FFVP. (Limit 500 characters)**

[count characters typed]

- 37. Provide the contact information for the person completing this survey:**

Name:

Title:

Phone:

E-mail:

## Print Your Responses and Submit Your Application

Thank you for taking the time to complete this application. Please print and review your responses for completion, grammar, and quality before submitting your application. You may only select the **Submit** button one time.

Use the **Print Responses** button below to print a copy of your responses for your records.

Once you select the **Submit** button below, your application will be transmitted to the CDE and you will be redirected to the CDE FFVP Web page.

The CDE will send an e-mail confirming receipt of your application within five business days.