



Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(518) 473-8781 Fax (518) 473-0018
Portal.nysed.gov

2016-17 Fresh Fruit and Vegetable Program (FFVP) Grant

Announcement of Funding Opportunity

Purpose of Grant	The purpose of the Fresh Fruit and Vegetable Program is to provide fresh fruits and vegetables, free of charge, to all enrolled students in elementary schools with the highest percentage of students certified for free and reduced-price benefits. New York State will allocate \$60 per school-year, per enrolled child in the schools selected for funding. Selected schools must start serving fresh fruits and vegetables no later than the second week of the 2016-17 school year.
Eligible Applicants	<p>School Food Authorities (SFAs) with (pre-kindergarten through grade 6) elementary schools with 50 percent or more students eligible for free/reduced price lunch. This is not a competitive grant. Priority will be given to applications for elementary schools with the highest percentages of low-income students. This is the key criterion which ensures that the FFVP benefits children that generally have fewer opportunities to consume fresh fruits and vegetables on a regular basis. This criterion can not be waived to give all schools an equal chance to participate or to provide geographic dispersion. We will be going down the attached list of highest need schools and awarding schools that submitted complete applications until the grant funds are fully expended. New York State can choose not to select a high need school if it has concerns with the school's administration of another child nutrition program or how the FFVP was administered in previous years.</p> <p>Applicants with questions regarding the grant should contact Meghan Usher at (518) 473-8781 or meghan.usher@nysed.gov via e-mail.</p>
Due Date	Applications must be postmarked by May 27, 2016 and mailed to : Fresh Fruit and Vegetable Program New York State Education Department Child Nutrition Program Administration 89 Washington Avenue-Room 375 EBA Albany, NY 12234

2016-2017 Fresh Fruit and Vegetable Program (FFVP)

Guidance

Introduction

New York State will once again be included in the Fresh Fruit and Vegetable Program (FFVP) for the 2016-2017 school year due to the passage of the Farm Bill (the Food, Conservation and Energy Act of 2008) which became law on May 22, 2008 (P.L. 110-234). Section 4304 of P.L. 110-234 amended the Richard B. Russell National School Lunch Act (NSLA) by adding section 19, the *Fresh Fruit and Vegetable Program*.

Program Purpose and Requirements

The goal of the FFVP is to:

- Create healthier school environments by providing healthier food choices.
- Expand the variety of fruits and vegetables children experience.
- Increase children's fruit and vegetable consumption.
- Make a difference in children's diets to impact their present and future health.
- Encourage nutritious snacking.

Elementary schools that receive funds must serve fresh fruits and vegetables at least two days a week to all pre-kindergarten through grade 6 students enrolled in the school. Grantees are required to submit monthly claims for reimbursement, evaluations and reports. Additionally, programs will be observed and regularly evaluated by the NYSED, USDA, and others to determine the effectiveness of the program in changing eating behaviors.

Eligible Applicants

School Food Authorities (SFAs) with elementary schools, pre-kindergarten through grade six only, with 50 percent or more students eligible for free/reduced price lunch are eligible to apply. Due to limited grant funds, and the large number of high need schools in New York State, NYSED will only be able to award grants to those SFAs that submit applications by the due date and have the highest percentage of eligible students enrolled. Grants will be awarded starting with 100% eligibility and continue down the list identifying qualified schools that submitted a complete FFVP application until grant funds are depleted. This is the key criterion, which ensures that the FFVP benefits children that generally have fewer opportunities to consume fresh fruits and vegetables on a regular basis. This criterion cannot be waived to give all schools an equal chance to participate or to provide geographic dispersion. This is a wonderful opportunity to improve the health of the children in the community. The application will serve as a guide to plan how the school will operate if the school is selected.

The SFA must complete a separate application form for each interested elementary school. Selected schools must operate the National School Lunch Program (NSLP) and be in good standing with program regulations. Failure to abide by the NSLP regulations throughout the

grant award period could result in immediate loss of the awarded grant and disallowance of FFVP payments.

SFAs should use data from the January 2016 NSLP submitted claim for reimbursement to obtain the building's PK-6 enrollment and free and reduced price student meal eligibility percentages.

Community Eligibility Provision (CEP) Schools

CEP schools will be awarded based on the current application on file. Since the 1.6 multiplier is intended to provide an estimate of the total number of students eligible for free and reduced price meals in eligible schools, the product of the identified student percentage multiplied by 1.6 will be used for purposes of awarding FFVP funds. Schools in local educational agencies (LEAs) electing the CEP for the entire LEA or as part of a group of schools electing the CEP with a shared identified percentage must still use the individual school CEP percentage for purposes of awarding FFVP funds.

New Prequalification Requirement

The State of New York has implemented a new statewide prequalification process (described in <http://www.grantsreform.ny.gov/Grantees>) designed to facilitate prompt contracting for not-for-profit vendors. For this particular grant, all not-for-profit vendors are required to pre-qualify prior to approval of a grant contract, if awarded. This includes all currently funded not-for-profit institutions that have already received an award and are in the middle of the program cycle. The pre-qualification must be completed by all not-for-profit institutions prior in order to receive an award under this RFP. Please review the additional information regarding this requirement in the Prequalification for Individual Applications section below. See Appendix A for Prequalification process.

Registration In Federal System for Award Management (SAM) – In order to be awarded federal funds, an agency must be registered (and then maintain a current registration) in the federal System for Award Management known as SAM (<http://www.sam.gov>). SAM is a government-wide, web-enabled database that collects, validates, stores and disseminates business information about organizations receiving federal funds. Information on an agency's registration in SAM needs to be provided on the Payee Information Form that must be submitted with the application.

Payee Information Form/NYSED Substitute W-9 – The Payee Information Form is a packet containing the Payee Information Form itself and an accompanying NYSED Substitute W-9. The NYSED Substitute W-9 may or may not be needed from your agency. Please follow the specific instructions provided with the form. The Payee Information Form is used to establish the identity of the applicant organization and enables it to receive federal (and/or State) funds through the NYSED. An on-line version of the packet is available at <http://www.oms.nysed.gov/cafe/forms/PIform.pdf>

Funding Requirements

The catalog of Federal Domestic Assistance (CFDA) number for the FFVP is 10.582.

- The grant period is from July 1, 2016 through June 30, 2017.
- Selected elementary schools will receive \$60 per enrolled student.
- The fresh fruits and vegetables must be provided separately from the lunch or breakfast meal in one or more areas of the school during the school day. The items may be delivered and served in the classroom, served in the hall or in the cafeteria outside of meal hours.
- Reimbursement is not based on the number of students served free fresh fruits and vegetables. Rather, the monthly claim is based on reimbursable allowable costs. It is the expectation that all eligible students will be provided access to the FFVP.

In order to receive payments, the SFA of the selected schools will be required to submit an Agreement Addendum, the Minority and Women-Owned Business Enterprise (M/WBE) forms and the following items monthly:

- Fresh Fruit and Vegetable grant claim form
- FS-25 grant claim form
- Menu showing the produce served at the SFA that month

This procedure will be separate from the existing NSLP reimbursement claim process. Since only a limited number of schools will participate, the web-based claiming system will not be modified to accommodate the FFVP at this time.

SFAs will also need to register with the NYS Grants Gateway system and complete necessary grant contract paperwork prior to receiving claim payments.

M/WBE Requirement

All applicants are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy. See "Minority and Women-Owned Business Enterprise Information and Forms" document which is a separate attachment being issued together with this Notice of Opportunity.

Method of Awarding Grants

Completed applications must be postmarked by May 27, 2016 in order to be considered for the grant award. Funds will be awarded to SFAs with elementary schools with the highest percentages of free and reduced price eligibles, providing schools meet the remaining qualifications. In the event that two or more schools have the exact same percentage of students certified for free and reduced-price benefits, awards will be made proportionally to all schools for an amount no lower than \$60 per enrolled student. If funding is not sufficient to cover

enrollment in grades pre-kindergarten through 6th at all schools, awards will start with students in pre-kindergarten and will continue as long as funding is sufficient to cover the entire grade.

Guidance on how to complete the application will be offered if schools need assistance. Completed applications that have the support of the school administration, an FS-10 budget form, the M/WBE forms and an agreement addendum must be postmarked by May 27, 2016 in order to be considered for the grant award. Grant awardees will then be notified by telephone and will be required to attend a FFVP orientation in 2016. The short orientation will ensure all participating schools are fully aware of how the grant must be administered when schools open for the 2016-2017 school year.

Allowable Program Costs

Allowable program costs include operating costs and administrative costs.

A. Operating Costs

These are the costs of running the service of the FFVP. They include expenses for acquiring, delivering, preparing and serving FFV. Please note FFVP funds cannot be used to purchase nutrition education materials or for promotional activities. Schools should find other funds for the cost of these items. Allowable operating costs include:

- Buying fresh fruits and vegetables.
- Buying nonfood items needed to serve the fresh fruits and vegetables (napkins, paper plates, serving bowls, trays or bins to deliver the items to classrooms, cleaning supplies, trash bags).
- Value added services (pre-cut produce, ready-made produce trays, delivery charges).
- Salaries and fringe benefits for employees participating in program preparation for the FFVP, including washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, cleaning up, etc.

B. Administrative Costs

Administrative costs are limited to ten percent of the total award by building (recipient agency). SFAs will be required to submit the breakdown of administrative cost spent for each individual school building receiving an award. Administrative costs include expenses for planning, managing paperwork, obtaining equipment and maintaining the program, not related to the preparation or service of fresh fruits and vegetables. The FFVP should be structured so that the maximum benefits go to the children. Administrative costs include:

- Purchasing or leasing equipment such as refrigerators, portable kiosks, carts and portable food bars, etc.
- Salaries and fringe benefits for employees who compile and maintain claims for reimbursement and other financial reports, plan and write memos, order produce, track inventory and coordinate nutrition promotion activities.

Applicants with questions as to whether a specific cost is allowable should contact Meghan Usher at (518) 473-8781 or meghan.usher@nysed.gov via e-mail.

Requirements of Grant

- All selected schools are encouraged to start serving FFV during the first week of the 2016-17 school year, but **must** serve them by the end of the second week.
- All selected schools are expected to widely publicize within the school the availability of free fresh fruits and vegetables.
- Fresh Fruit and Vegetables (FFV) cannot be served as a component of the reimbursable meal or during meal service, or at the same time as the service of the breakfast or lunch or after- school snack program.
- All FFV are served free of charge to all enrolled children in grades pre-kindergarten-6th.
- Other products on their own or commingled with other foods, such as in trail mix, are not allowed.
- FFV must be available to ALL students (PK-6) any time during the school day.
- Leftovers may be recycled; however, every effort should be made to use FFV in the FFVP.
- FFV cannot be used as a reward or gift.
- Children cannot be denied access to the FFVP for disciplinary reasons.
- Teachers directly responsible for serving the fruit or vegetable to their students in a classroom setting may consume the FFV since they are role models. The FFVP is not available to the general teacher population and other adults in the school. No gift baskets, please!
- The FFV must be consumed at school, not taken home.
- Mixed fresh fruit salads made by the school are allowable.
- Dips for fresh vegetables are allowed, but should be low fat and in minimal portion.

(A maximum serving size of 1-2 tablespoons of dip is recommended.)

- Salsa made at the school as part of a nutrition lesson is allowed.

The following are not allowed:

- Processed or preserved fruits and vegetables (this includes all canned, frozen, or vacuum packed FFV).
- Trail mixes
- Dried fruits such as raisins
- Smoothies
- Dips for fruits
- Fruit leathers
- Jellied fruit
- Full-strength/purchased, or reconstituted store-bought fruit or vegetable juices
- Cottage cheese
- Fruit desserts (such as fruit pizzas made with cookie dough crust, and fruit tarts).
- Salsa made fresh at the store (store-bought salsa)
- Cooked fruits and vegetables, unless they are part of a classroom lesson.

Serving Practices

There are several ways that fresh fruits and vegetables can be distributed to students and teachers. Each school will choose the practices that best suit their building and students. The distribution of FFV should be consistent with school wellness policies. The following methods are suggested:

- Inside classrooms (best way to control process)
- Hallways
- The nurse's office or school office
- Cafeteria (buffet table set up in a.m. or p.m.)
- As a part of nutrition education activities
- Kiosks (easy access)

Procurement and “Buy American Provision”

The FFVP is subject to the same procurement requirements that apply to any purchase from the nonprofit school food service account including the Buy American regulation. Selected schools must follow federal and State procurement regulations and procedures.

Produce should be purchased from the local growers, farmers' markets and local grocery stores when possible.

Nutrition Education

Schools that participate in the program are expected to implement or continue nutrition education. There are several ways that FFVP can be incorporated into the existing nutrition education curriculum. Activities should fit the students and the school community. For example:

- Plant a school garden or participate in a community garden.
- Schedule the service of fresh fruits and vegetables as classroom nutrition education activities where children can prepare the FFV with their classmates and teachers.
- Plan assemblies and/or health fairs. Have students create displays or newsletters.
- Promote FFVP on monthly menus.
- Adopt school lesson plans to include nutrition education.
- Use student address systems and student broadcasts to share educational information about the importance of eating healthy.
- Consult FFVP partners to obtain low cost or no cost promotional items (posters, banners, fliers, pamphlets, buttons).
- Hold a poster contest to promote healthy eating.

Required Reports and Records

Grantees will also be required to submit a FFVP End-of-the-Year report to NYSED. Grantees should keep all records for six years after the grant ends. Please be advised that these records must be readily retrievable or immediately available upon request. The following records must be maintained:

- Addendums/Agreement
- Contract Information
- End-of-the-Year-Reports
- Menus, Production Records, Invoices, Documented Costs, Monthly Claims
- Nutrition Education Materials
- Purchase Order Information-all costs, including labor charged to the FFVP
- Participating Vendors/Local Farmers
- MWBE forms and information

*Note to nonpublic schools--Since the FFVP is not included in the child nutrition cluster, acceptance of the funds will entail an agency-wide audit instead of a program-specific audit. Any

recipient that expends \$750,000 or more in Federal funds must conduct a single audit in accordance with A-133. The additional audit requirement may require you to reconsider your interest in applying for or accepting these grant funds.

Collaboration

Eligible applicants are encouraged to work with others to optimize their programs. For example, you may work together with the following:

<ul style="list-style-type: none"> • local grocers and stores • produce associations • nutrition trade associations • food distributors • civic organizations • Farm Bureau 	<ul style="list-style-type: none"> • orchards • local farmers’ market • media • PTA/PTO • area businesses • wellness committees
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Food Safety

- Employees and anyone who is handling the food must be trained in and know proper food safety and sanitation procedures.
- All local and State health requirements must be followed.
- All foods that are not to be cooked can not be touched by bare hands.
- All fruits and vegetables must be washed appropriately.
- Raw seed sprouts must not be served to highly susceptible populations.

Challenges That May Be Incurred

- Inadequate storage and refrigerator space.
- Finding reliable suppliers.
- Student acceptance of some FFV.
- Kiosks that provide reduced student access, are less sanitary, are time-consuming, or cause confusion depending on location.
- Cleanup and trash disposal
- High preparation costs-especially if participation is very high and more food needs to be prepared.

** Some FFVP schools have found classroom delivery to be the most successful method because it fits into classroom schedules with little learning interruption. **

Impact of FFVP on Students-What Others Have Found

- Students ate more fruit and vegetables.
- Students consumed less high calorie, high fat vending machine snacks.
- Students had better attention spans and were less hungry throughout the day.
- There were fewer discipline problems.

Documentation

- We want to know all the great things you are doing! What works, what doesn't.
- Remember to take pictures to include in your End-of-the-Year-Report.

Resources

Use the free or low cost resources and educational materials that are available from USDA's Team Nutrition, 5-A-Day and other FFVP partners.

FFVP Handbook:

- <http://www.fns.usda.gov/sites/default/files/handbook.pdf>

Other Useful Links:

- <http://www.fns.usda.gov/ffvp/fns-resources>
- <http://www.fruitsandveggiesmorematters.org>
- <http://www.jsyfruitveggies.org>
- <http://www.pbhfoundation.org>
- <http://www.choosemyplate.gov>
- <http://www.fns.usda.gov/tn/team-nutrition>
- The Partner web (all schools can access the Partner web where you will find information in the FFVP policy, resources and best practices).

Beautiful free posters and resources are available at no charge at the NYSED's Child Nutrition web site, please visit: <http://www.nysed.gov/cn/cnms.htm> to obtain details.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

APPENDIX A

PREQUALIFICATION FOR INDIVIDUAL APPLICATIONS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](http://www.grantsreform.ny.gov/) (<http://www.grantsreform.ny.gov/>).

For this particular grant, all not-for-profit vendors are required to pre-qualify prior to approval of a grant contract, if awarded

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](http://www.grantsreform.ny.gov/sites/default/files/docs/VENDOR_POLICY_MANUAL_V.2_10.10.13.pdf) (http://www.grantsreform.ny.gov/sites/default/files/docs/VENDOR_POLICY_MANUAL_V.2_10.10.13.pdf) on the Grants Reform Website details the requirements and an [online tutorial](http://grantsreform.ny.gov/youtube) (<http://grantsreform.ny.gov/youtube>) are available to walk users through the process.

1) Register for the Grants Gateway.

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](http://grantsreform.ny.gov/sites/default/files/RegistrationFormforAdministratorfillable.pdf) (<http://grantsreform.ny.gov/sites/default/files/RegistrationFormforAdministratorfillable.pdf>). A signed, notarized original form must be sent to the Division of Budget at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.
- If you have previously registered and do not know your Username please email grantsreform@budget.ny.gov. If you do not know your Password please click the [Forgot Password](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/PersonPassword2.aspx?Mode=Forgot) (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/PersonPassword2.aspx?Mode=Forgot) link from the main log in page and follow the prompts.

2) Complete your Prequalification Application.

- Log in to the [Grants Gateway](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document*

Vault link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Proposal.
- Specific questions about the prequalification process should be referred to your agency representative at prequal@nysed.gov or to the Grants Reform Team at grantsreform@budget.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault** Link located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.