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| File ID Number | 12-2278 |
| Introduction Date | 8/22/12 |
| Enactment Number | 12-2329 |
| Enactment Date | 8-22-12 |
| By | JK |



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education

From: Tony Smith, Superintendent
Vernon Hal, Deputy Superintendent
Jennifer LeBarre, Director

Subject: Grant Award Notifications– California Department of Education Fresh Fruit and Vegetable Program

ACTION REQUESTED:

Acceptance by the Board of Education of the California Department of Education, Nutrition Services Fresh Fruit and Vegetable Program grant for July 1, 2012-June 30, 2013.

BACKGROUND:

Grant proposals for OUSD Nutrition Services for the 2012-2013 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

| File ID # | Backup Document Included | Type | Recipient | Grant's Purpose | Time Period | Funding Source | Grant Amount |
|-----------|--------------------------|-------|--|---|----------------|------------------------------------|--------------|
| | X | Grant | Oakland Unified School District Nutrition Services | The grant will fund fresh fruit and vegetable snack programs. | 7/1/12-6/30/13 | California Department of Education | \$40,390.00 |

DISCUSSION

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funder.

- Grants valued at: \$40,390.00

RECOMMENDATION:

Acceptance by the Board of Education of California Department of Education Fresh Fruit and Vegetable Program. Notifications according to the terms and conditions set forth in the attached Grant Award Notification letters.

Attachments:

Grant Face Sheet; Grant Award Notifications

OUSD Grants Management Face Sheet

| | |
|---|--|
| Title of Grant: Fresh Fruit and Vegetable Program | Funding Cycle Dates: July 1, 2012-June 30, 2013 |
| Grant's Fiscal Agent: (contact's name, address, phone number, email address) District | Grant Amount for Full Funding Cycle: \$40,390.00 |
| Funding Agency: California Department of Education, Nutrition Services Division | Grant Focus: Fresh Fruit and Vegetable Snacks for Students. |
| List all School(s) or Department(s) to be Served: Nutrition Services, ACORN Woodland, Allendale, ASCEND, Bridges, Community United Elementary School, East Oakland Pride, Encompass, Esperanza, Korematsu, Fruitvale, Futures, Garfield, Global, Greenleaf, Hoover, Horace Mann, International Community School, Markham, New Highland, Learning Without Limits, Manzanita SEED, Parker, Rise, and Think College Now. | |

| Information Needed | School or Department Response |
|---|--|
| How will this grant contribute to sustained student achievement or academic standards? | Grant provides funding to provide an additional serving of fresh fruit and vegetables to students outside of existing breakfast or lunch program. It also allows Nutrition Services to expose students to a wide variety of produce, including non-traditional items like cumquats, persimmons, etc. |
| How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.17% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.) | N/A |
| Does the grant require any resources from the school(s) or district? If so, describe. | Ordering & serving of produce as well as claim preparation. These expenses are covered by the grant. |
| Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 5.17% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.) | No |
| Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.) | No |
| Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.) | Jennifer LeBarre 900 High St. Oakland, CA 94601 510-434-3334 Jennifer.lebarre@ousd.k12.ca.us |

Applicant Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|---------------|---------------|--------------------|-------------|
| Principal | | | |

Jennifer LeBarre *[Signature]* 8/1/12

Department Head
 (e.g. for school day programs or for extended day and student support activities)

Grant Office Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|----------------|------------|--------------------|------|
| Fiscal Officer | Vernon Hal | <i>[Signature]</i> | |
| Superintendent | Tony Smith | <i>[Signature]</i> | |

Certified: 8/23/12
[Signature]
 Edgar Rakestraw, Jr., Secretary
 Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
 Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
 By: *[Signature]*

File ID Number: 12-2278
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 By: *[Signature]*

Grant Award Notification

| | | | | |
|---|------------------------------|--|-----------------------|---------------|
| GRANTEE NAME AND ADDRESS Anthony Smith, Superintendent Oakland Unified School District 1025 2nd Avenue Oakland, CA 94606 | CDE GRANT NUMBER | | | |
| | FY | PCA | Vendor Number | Suffix |
| | 12 | 14968 | 6125 | 00 |
| Attention Anthony Smith | COUNTY Alameda | STANDARDIZED ACCOUNT CODE STRUCTURE | | |
| Program Office Administration | | Resource | Revenue Object | |
| Telephone 510-434-2251 | | 5370 | 8220 | |

Name of Grant Program
 Fresh Fruit and Vegetable Program

| GRANT AMOUNT | Original/Prior Amendments | Amendment Number | Amendment Amount | Total | Index | Federal Catalog Number |
|--------------|---------------------------|------------------|------------------|-------------|-------|------------------------|
| | \$40,390.00 | 0 | | \$40,390.00 | 0190 | 10.582 |

| | | |
|--------------------|-----------------|--------------------|
| AWARD DATES | Starting | Ending |
| | July 1, 2012 | September 30, 2012 |

Dear Superintendent Smith:

Congratulations! I am pleased to inform you that you have been funded for the Fresh Fruit and Vegetable Program.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

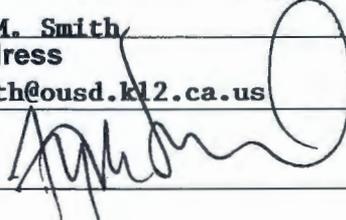
Please return the original, signed Grant Award Notification (AO-400) to:

Jill Hayashida, Analyst
 Nutrition Services Division
 California Department of Education
 1430 N Street, Suite 1500
 Sacramento, CA 95814-5901

| | |
|---|--|
| California Department of Education Contact Jill Hayashida | Title Associate Governmental Program Analyst |
| E-mail Address Jhayashida@cde.ca.gov | Telephone 916-445-4815 |
| Signature of the State Superintendent of Public Instruction or Designee  | Date June 28, 2012 |

CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS

On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.

| | |
|---|----------------------------------|
| Printed Name of Authorized Agent Anthony M. Smith | Title Superintendent |
| E-mail Address tony.smith@ousd.k12.ca.us | Telephone 510-273-3200 |
| Signature  | Date 7/23/12 |

Grant Award Notification (Continued)

Please note these very important Fresh Fruit and Vegetable Program (FFVP) Grant guidelines:

1. Grantees must follow all of the FFVP guidance issued by the U.S. Department of Agriculture (USDA) and the California Department of Education (CDE) as outlined in the FFVP Application Package for the 2012-13 school year.

- The USDA's "FFVP Program Handbook for Schools" (December 2010) can be downloaded at the USDA FFVP Web page at <http://www.fns.usda.gov/cnd/FFVP/handbook.pdf>.
- The CDE's "California FFVP Guidelines" document (March 2012) will be e-mailed to grantees in July 2012.

2. Each grantee will receive their FFVP Grant award in **two allocations** during the July 1, 2012, through June 30, 2013, grant period:

- **First Allocation: July 1, 2012, through September 30, 2012**
- **Second Allocation: October 1, 2012, through June 30, 2013**

Please note that the initial Grant Award Notification (GAN) Letter indicates a grantee's **First Allocation** only. This funding **must be spent by September 30, 2012**. Any unspent funds cannot be spent after September 30, 2012, and will be returned to the USDA.

Prior to October 2012, the CDE will **amend** each grantee's GAN Letter to reflect the **Second Allocation** of funding. The grantee may spend these funds from October 1, 2012, through June 30, 2013. At the end of the grant period, any unspent funds will be returned to the USDA.

3. Grantees must abide by the FFVP Grant award reimbursement process provided below:

- Funds will not be disbursed until a claim form is submitted.
- Grantees submit reimbursement claim forms on a monthly basis.
- FFVP reimbursement claim forms must be filed within 30 days after the month for which a grantee is claiming reimbursement.
- Any reimbursement claims submitted in excess of the grantee's total award amount will not be paid.
- Grantees are responsible for monitoring their award budget to ensure that spending is consistent with allowable costs.

4. All grantees are expected to participate in two FFVP Orientation Webinars (Program and Fiscal) in August 2012. Grantees will receive notice in July 2012 of the dates and times the Webinars will be offered.

5. At the end of the grant period, grantees will be responsible for completing a Final Progress Report, which will include information about the variety of fruits and vegetables served, frequency of snack service, snack delivery method, nutrition education offered, and partners assisting with FFVP implementation.



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

July 2, 2012

Dear Fresh Fruit and Vegetable Program Grantee:

The Department of Education (CDE), Nutrition Services Division (NSD), congratulates you on receiving one or more **Fresh Fruit and Vegetable Program (FFVP) Grants** on behalf of your school sites. This letter outlines instructions for completing your **Grant Award Notification Letter** (enclosed), signing the **Addendum to the State Agency—School Food Authority (SFA) Agreement for the Fresh Fruit and Vegetable Program** (enclosed), and information regarding the August FFVP Orientation Webinars.

- Grant Award Notification Letter (AO-400):

Please read this two page document. This form is your legal, formal acceptance of the grant funds. The grant award listed on the first page reflects the first allocation of the grant and is based on your school site enrollment (\$5 per student). The second page specifies the time frame of the two allocations of funding for your total award and your grantee obligation to follow the reimbursement claim process. Instructions for the AO-400 are:

- Complete the bottom portion of the form (including signature of authorized agent)
- Make a copy of the letter for your records
- **Mail the original signed Grant Award Notification letter within ten days of receipt to:**

Jill Hayashida, Associate Governmental Program Analyst
Nutrition Services Division
California Department of Education
1430 N Street, Suite 1500
Sacramento, CA 95814-5901

- Addendum to State Agency—SFA Agreement for the Fresh Fruit and Vegetable Program:

Please read this one page document. This form is a legal addendum to the agreement between your SFA and the CDE to include the FFVP. The U.S.

Department of Agriculture requires that the FFVP award be formally recognized as an addendum to the state agreement. Instructions include:

- Fill-in your SFA name, and your Child Nutrition Information Payment System (CNIPS) number at the top
 - Sign and date the SFA portion at the bottom
 - Make a copy of the addendum for your records
 - Mail the original Addendum to Jill Hayashida (address provided above)
- FFVP Grantee Orientation Webinars:

The NSD is providing several FFVP orientation Webinar opportunities **for new and continuing grantees** in late August.

It is strongly encouraged that representatives from each grantee school site and their FFVP school grant support team participate in the Webinars as appropriate.

There will be two types of Webinars: (1) Program Implementation Webinar; and, (2) Fiscal Responsibilities Webinar. The Fiscal Webinar is **new** and will be critical for those completing the monthly reimbursement claim forms to attend as grantees for the 2012-13 will be the first to use CNIPS for submitting claims!

Each grantee needs to participate in one of each type of Webinar. The NSD will e-mail specific information in early August.

The descriptions and dates/times of the Webinars are as follows:

1. **Program Implementation Webinar:**
Tuesday, August 21, 2:00 to 3:00 p.m., **or**
Wednesday, August 22, 2:00 to 3:00 p.m.

Description:

Those responsible for implementing the program should attend.
Review basic components of the FFVP, federal and state guidance for implementation, nutrition education resources, and program promotion.

Fresh Fruit and Vegetable Program
July 2, 2012
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2. **Fiscal Webinar:**

Tuesday, August 28, 2:00 to 3:00 p.m., or
Wednesday, August 29, 2:00 to 3:00 p.m.

Description:

Those responsible for competing/submitting claims should attend.

Grant funding, two allocation system, allowable/unallowable expenses, FFVP reimbursement claim form, and process for using CNIPS to complete and submit claims.

If you have further questions, please feel free to contact Elizabeth Moreno, Nutrition Education Consultant, at 916-324-9749 or by e-mail at emoreno@cde.ca.gov, or contact David Hazeleaf, Program Specialist, at 916-323-5757 or by e-mail at dhazeleaf@cde.ca.gov.

Sincerely,



Carol Chase, Nutrition, M.S., R.D.
Nutrition Education Administrator
Nutrition Services Division

CC:em
Enclosure

Addendum to State Agency – School Food Authority Agreement Fresh Fruit and Vegetable Program

This agreement is between the California Department of Education and (name of school district/School Food Authority) Oakland USD for the Agreement number (your Child Nutrition Information Payment System number) 612600 and covers the period from **July 1, 2012 to June 30, 2013.**

The undersigned has the authority to enter this Agreement to participate in the Fresh Fruit and Vegetable Program (FFVP) as authorized by Public Law 110-234 and Section 19 of the National School Lunch Act.

A. It is mutually agreed between the State Agency (SA) and School Food Authority (SFA) that:

1. The SFA agrees that the funds will only be used for the purposes authorized by Section 19 in the National School Lunch Act.
2. The SFA agrees to abide by all of the requirements for administering the FFVP as stated in Section 19 in the National School Lunch Act.
3. The SFA agrees to provide funds to the approved school(s) under its jurisdiction for the service of approved fresh fruits and vegetables in accordance with local, State, and Federal regulations and requirements.
4. The SFA agrees that the schools identified in section 3 of this paragraph will implement the program in accordance with the plan outlined in the signed FFVP Application and the Federal and State FFVP Guidelines. Changes to the Implementation Plan must be approved by the SA.

B. General Conditions:

1. This Agreement is non-transferable.
2. Neither the SA nor the SFA has an obligation to renew this agreement.

Signatures:

Coral Cruise
State Agency Signature

Ann Marie Aguirre
School Food Authority Signature

Nutrition Education Administrator
Title

Director
Title

06/29/12
Date

7/31/12
Date

THIS ARRANGEMENT does not constitute the entire agreement between the parties with respect to subject matter hereof.

OAKLAND SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE
By: *J. M. [Signature]*
Attorney at Law

Jody London
Jody London
President, Board of Education
Edgar Rakestraw, Jr.
Edgar Rakestraw, Jr. Secretary