

File ID Number	11-2517
Introduction Date	10-17-11
Enactment Number	11-2282
Enactment Date	10-26-11
By	JH



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 **VEH**
Jennifer LeBarre, Director

Subject: **Grant Award Notifications-- California Department of Food & Agriculture**

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, 2011-June 30, 2012.

BACKGROUND:

Grant proposals for OUSD Nutrition Services for the 2011-2012 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.	7/1/11-6/30/12	California Department of Education	\$38,685

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: \$38,685

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.

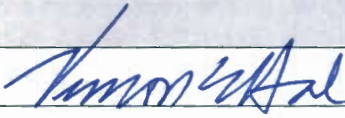
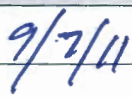
Attachments:

Grant Face Sheet; Grant Award Notifications

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		9/2/11
Superintendent	Tony Smith		



Jody London 10/22/11
President, Board of Education



Edgar Rakestraw, Jr. Secretary
Board of Education

OUSD Grants Management Face Sheet

Title of Grant: Fresh Fruit and Vegetable Program	Funding Cycle Dates: July 1, 2011-June 30, 2011
Grant's Fiscal Agent: (contact's name, address, phone number, email address) District	Grant Amount for Full Funding Cycle: \$
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, ASCEND, ACORN Woodland, Bridges, Community United Elementary, East Oakland Pride, Encompass, Esperanza, Fruitvale, Futures, Garfield, Global Family, Greenleaf, Hoover, Horace Mann, International Community School, Korematsu, Lafayette, Lazear, Learning Without Limits, Manzanita Community, Manzanita SEED, New Highland, PLACE, Reach, RISE, Sobrante Park, 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 510-879-8345 Jennifer.lebarre@ousd.k12.ca.us

Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
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Principal

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 Unified School District for the Agreement number 1114968612500 and covers the period from **July 1, 2011 to June 30, 2012.**

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

State Agency

Title

Date




School Food Authority
Superintendent

Title
Jody London

Date Jody London
President, Board of Education 10/27/11

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



Edgar Rakestraw, Jr., Secretary
Board of Education 10/27/11

Grant Award Notification

GRANTEE NAME AND ADDRESS Dr. Roberta Mayor Oakland Unified School District 1025 2nd Avenue Oakland, CA 94606	CDE GRANT NUMBER			
	FY	PCA	Vendor Number	Suffix
	11	14968	6125	00
Attention Dr. Roberta Mayor	COUNTY Alameda	STANDARDIZED ACCOUNT CODE STRUCTURE		
Program Office Administration		Resource	Revenue Object	
Telephone (510) 879-2409		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
	\$38,685.00	0	0	\$38,685.00	0190	10.582
AWARD DATES	Starting		Ending			
	July 1, 2011		June 30, 2012			

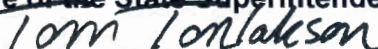
Dear Interim Superintendent Mayor:

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.

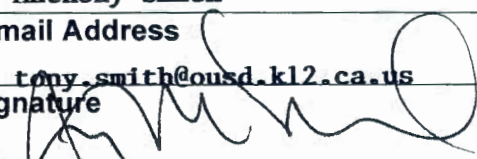
Please return the original, signed Grant Award Notification (AO-400) to:

Jill Hayashida
 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 Analyst
E-mail Address Jhayashida@cde.ca.gov	Telephone 916-445-4815
Signature of the State Superintendent of Public Instruction or Designee 	Date July 26, 2011

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 Smith	Title Superintendent
E-mail Address tony.smith@ousd.k12.ca.us	Telephone 510-879-8200
Signature 	Date 8/16/11

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 United States Department of Agriculture (USDA) and the California Department of Education as outlined in the FFVP Application Package for the 2011-12 school year.
 - The USDA's "Fresh Fruit and Vegetable Program: A Handbook for Schools" document (December 2010) can be downloaded at the USDA Fresh Fruit and Vegetable Program Web page at <http://www.fns.usda.gov/cnd/FFVP/handbook.pdf> (Outside Source).
 - The California Department of Education's "California Fresh Fruit and Vegetable Program Guidelines" (October 2010) will be e-mailed to grantees in July 2011.

2. Each grantee will receive their FFVP grant award in **two allocations** during the July 1, 2011, through June 30, 2012, grant period:

- **First Allocation: July 1, 2011, through September 30, 2011**
- **Second Allocation: October 1, 2011, through June 30, 2012**

Please note that the initial Grant Award Notification Letter indicates a grantee's **First Allocation** only. This funding **must be spent by September 30, 2011**. Any unspent funds cannot be spent after September 30, 2011, and will be returned to the USDA.

Prior to October 2011, the California Department of Education will **amend** each grantee's Grant Notification Award Letter to reflect the **Second Allocation** of funding. The grantee may spend these funds from October 1, 2011, through June 30, 2012. 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. The FFVP Reimbursement Claim Form with instructions will be e-mailed to grantees by way of an Excel workbook containing tabs for each month of the grant period.
 - 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. New grantees will be expected to participate in a two-hour FFVP Orientation Webinar in August 2011. Grantees will receive notice by e-mail in July 2011 of the dates and times the Webinar 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

August 3, 2011

Dear Fresh Fruit and Vegetable Program Grantee:

Congratulations 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 Letter* (enclosed), signing the *Addendum to the State Agency-School Food Authority Agreement for the Fresh Fruit and Vegetable Program* (enclosed), and information regarding the August FFVP Orientation Webinar.

- Grant Award Notification Letter (AO-400):

Please read this two page document. This form is your legal, formal acceptance of the grant funds. Your total grant amount is listed and is based on your school site enrollment. The second page specifies the two allocations of funding for your 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-School Food Authority 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 School Food Authority and the California Department of Education 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:

- Sign and date the School Food Authority portion of the addendum
- Make a copy of the addendum for your records
- Mail the original Addendum to Jill Hayashida (address provided above)

- FFVP Grantee Orientation Webinar:

We will provide several webinar opportunities **for new and continuing grantees** to participate in an orientation to the Fresh Fruit and Vegetable Program. *We strongly encourage representatives of each grantee school site and their FFVP school grant support team to participate.* General discussion topics will include: program administration; program implementation; nutrition promotion and education; and the new FFVP reimbursement claim form.

Each grantee needs to participate in only one webinar. We will e-mail specific information and handouts in August.

The dates and times of the webinars are as follows:

- **Thursday, August 25, 2:00 to 4:00 p.m., or**
- **Wednesday, August 31, 2:00 to 4:00 p.m.**

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 Education Administrator
Nutrition Services Division

CC:em
Enclosure