

File ID Number	17-1448
Introduction Date	August 23, 2017
Enactment Number	17-1177
Enactment Date	8/23/17
By	02



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

**OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Board of Education**

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Vernon Hal, Senior Business Officer *VH*  
Jennifer LeBarre, Executive Director Nutrition Services

Subject: **Grant Award Notification– United States Department of Agriculture (USDA) Farm to School Implementation Grant**

**ACTION REQUESTED:**

Acceptance by the Board of Education of USDA Farm to School Implementation Grant effective June 26, 2017- June 30, 2019.

**BACKGROUND:**

Grant proposals for OUSD was submitted for 2017-18 fiscal year 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	OUSD Nutrition Services	Expansion of local foods in OUSD Menus	6/26/17-6/30/19	USDA	\$99,966.00

**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 department.

**FISCAL IMPACT:**

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

- Grants valued at: \$99,966.00

**RECOMMENDATION:**

Acceptance by the Board of Education of USDA Farm to School Implementation Grant funding. 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

<b>Title of Grant: United States Department of Agriculture Farm to School Implementation Grant</b>	<b>Funding Cycle Dates: June 26, 2017-June 30, 2019</b>
<b>Grant's Fiscal Agent: Nutrition Services/OUSD</b>	<b>Grant Amount for Full Funding Cycle: \$99,966</b>
<b>Funding Agency: United States Department of Agriculture</b>	<b>Grant Focus: Increasing local foods served in OUSD Schools</b>
<b>List all School(s) or Department(s) to be Served:</b> Nutrition Services	

<b>Information Needed</b>	<b>School or Department Response</b>
How will this grant contribute to sustained student achievement or academic standards?	Grant provides funds to increase local healthy foods served to students by developing a forward contract procurement system, supporting full service community schools and student health and wellness.
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.	N/A
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.)	Alexandra Emmott 900 High St. Oakland, CA 94601 510-434-3334 alexandra.emmott@ousd.org

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**Applicant Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Department Head (e.g. for school day programs or for extended day and student support activities)	Jennifer LeBarre		

**Grant Office Obtained Approval Signatures:**

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hall		
Interim Superintendent	Devin Dillon		

UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE		1. GRANT/AGREEMENT NO <b>CN-F2S-IMP-17-CA-01</b>		2. FEDERAL AWARD DATE <b>06/12/2017</b>	
<b>GRANT/COOPERATIVE AGREEMENT</b>		3. IS THIS AN R&D AWARD? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		5. UNIVERSAL IDENTIFIER NUMBER (DUNS) <b>0765545000000</b>	
		4. CFDA NUMBER <b>10.575</b>		6. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	
7. FEDERAL AWARDDING AGENCY <b>Anna Arrowsmith USDA Food and Nutrition Service</b>		8. CFDA NAME <b>Farm to School Program</b>			
9. RECIPIENT NAME <b>Oakland Unified School District 900 High Street OaklandCA: California94601-4455</b>		10. ACCOUNTING AND APPROPRIATION DATA <b>FN.CN.3079.01.0100</b>			
		11. AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION <b>\$99,966</b>		12. TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED <b>\$99,966</b>	
		13. TOTAL AMOUNT OF THE FEDERAL AWARD <b>\$99,966</b>			
14. PLACE OF PERFORMANCE <b>CA: California</b>		15. BUDGET APPROVED BY AWARDDING AGENCY <b>\$151,457</b>			
		16. TOTAL APPROVED COST SHARING/MATCHING (WHERE APPLICABLE) <b>\$51,491</b>		17. INDIRECT COST RATE FOR THE FEDERAL AWARD (PLEASE INCLUDE IF THE DE MINIMIS RATE IS CHARGED) <b>5.25</b>	
18. MAIL REQUESTS FOR REIMBURSEMENT TO <b>N/A</b>		19. SPONSOR(SPONSORING FNS PROGRAM) <b>Mieka Sanderson Farm to School Implementation Grants</b>			
		20. START DATE <b>06/26/2017</b>		21. END DATE <b>06/30/2019</b>	
22. FEDERAL AWARD PROJECT DESCRIPTION <b>Oakland Unified School District (OUSD) will develop and implement an innovative forward contract procurement system to dramatically increase local agricultural products served in the school meal program. This system will serve as a critical component in a strategy to prepare for opening the District's Central Kitchen and Instructional Farm in 2018. OUSD will create new market opportunities for small and minority owned local producers to sell their products directly and increase access to local agricultural products for 37,000 students in Oakland.</b>					
The Grantee/Cooperator hereby assures and certifies that they will comply with the regulations, policies, guidelines and requirements as they relate to the applications, acceptance, and use of Federal funds for this Federally-assisted project including: 2 CFR Chapter I (Office of Management and Budget Government-wide Guidance for Grants and Agreements) and Chapter II (Office of Management and Budget Guidance) as well as 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); and any USDA implementing regulations, such as 2 CFR Part 400 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 2 CFR Part 415 (General Program Administrative Regulations), 2 CFR Part 416 (General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments), and 2 CFR Part 418 (New Restrictions on Lobbying).					
23. REMARKS					
<b>SIGNATURE OF GRANTEE/COOPERATOR</b>			<b>UNITED STATES OF AMERICA</b>		
SIGNATURE (Authorized Individual) 		DATE		SIGNATURE (Grant Official) 	
NAME (Type) <b>James Harris</b>				NAME (TYPE) <b>Lael J. Lubing</b>	
President, Board of Education				TITLE <b>Director, Grants &amp; Fiscal Policy Division</b>	
TELEPHONE NUMBER 				TELEPHONE NUMBER <b>703-305-2048</b>	

FNS-729 (05-15)

**R. Johnson-Trammell**  
Secretary, Board of Education





**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park Center Dr.  
Alexandria, VA  
22301-1500

June 12, 2017

Ms. Alexandra Emmott  
Oakland Unified School District  
900 High Street  
Oakland, CA 94601-4455

Dear Ms. Emmott:

Congratulations! The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has selected Oakland Unified School District to receive a Fiscal Year 2017 Farm to School Implementation Grant.

Hundreds of applicants across the country competed for a limited amount of funding. The overwhelming interest in this round of USDA Farm to School Grants excited us, but also made the selection process extremely difficult. Your application stood out because it demonstrated your strong experience and readiness to conduct farm to school initiatives; showed that you are thinking critically about opportunities and challenges; outlined goals that are closely aligned with ours; proposed a reasonable scope and budget; and gave us confidence that your farm to school program will be implemented with or without continued Federal support.

Attached please find the FNS-529 Grant/Cooperative Agreement form which provides funding for the above-referenced project, as detailed below:

Funding Amount:	<b>\$99,966.00</b>
Award Start Date:	June 26, 2017
Award End Date:	June 30, 2019

In addition, attached is a copy of the FNS Grant Terms and Conditions for this award. These Terms and Conditions will remain in full force and effect throughout the agreement period. Please note the following, as detailed in the Terms and Conditions:

- All expenditures paid for with funds provided under this award must be incurred within the period authorized above, and be in accordance with the tasks, project deliverables, and guidelines outlined in the Grant Terms and Conditions.
- Only actual costs for work completed, rather than the estimates described in your grant application, may be charged to the award.
- If you establish sub-awards to carry out any of the work on your project, it is important that subgrantees also abide by these award terms. It is your responsibility to monitor the work and expenditures of your subgrantees.

Please plan to attend an introductory webinar for all grantees on **June 28, 2017 at 3:00 pm EDT or June 29, 2017 at 3:00 pm EDT**. Both webinars will provide the same content so please attend the one that works best for you and your team's

schedule. We will follow-up via e-mail with additional details regarding how to register for the webinar. If you are unable to attend either webinar live, please plan to watch the recording by **July 14, 2017**. After the webinar, we will be in touch to schedule an initial check-in call to discuss details and answer questions. In the meantime, please move forward on hiring contractors, formalizing partnerships, and preparing to fully engage in your farm to school project beginning **June 26, 2017**.

Please have the appropriate authorizing official sign the FNS-529 (in **BLUE INK**) and it then should be scanned and emailed to Anna Arrowsmith, at [anna.arrowsmith@fns.usda.gov](mailto:anna.arrowsmith@fns.usda.gov) no later than **June 19, 2017**. If scanning is not an option, mail a copy of the requested materials signed as noted above to Anna Arrowsmith at the below address:

Anna Arrowsmith, Grants Officer  
USDA/FNS/FM/Grants and Fiscal Policy Division  
3101 Park Center Drive, Suite 744  
Alexandria, VA 22302

Lastly, included as an attachment is the ASAP.gov Information Request form. This form is necessary to begin the enrollment process in the online payment system, ASAP.gov, to set up the Letter of Credit by which your grant funds will be made available to you. **Use only if you do not have an account established with FNS.** For additional information on ASAP.gov please visit:  
<http://www.fms.treas.gov/index1.html>.

Once we have received your signed FNS-529 form, we will sign and return one copy of the fully executed agreement to you. Please note that your fully executed FNS-529 agreement, signed by both FNS and your agency, serves as the "official grant agreement" and should be maintained in your files.

USDA will make a public announcement regarding this grant award on June 12, 2017. We ask that you refrain from any local or regional announcements until after the official USDA announcement is made. To assist you in making your own announcement, we have included a sample press release. Once the USDA announcement is made, you are encouraged to share the news with local and regional media.

To summarize, please take the following actions:

- Save the date and participate in the introductory webinar on June 28, 2017 at 3:00 pm EDT OR June 29, 2017 at 3:00 pm EDT.
- Sign and return the FNS 529 agreement and the ASAP.gov Information Request Form by **June 19, 2017**.
- Share news of the award with local and regional media (after the official USDA announcement is made on June 12, 2017). Feel free to use the attached press release template.

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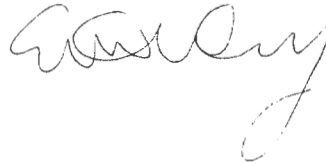
If you have any questions or need assistance with amendments or financial matters, please contact your Grants Officer, Anna Arrowsmith, at 703-305-2998 or [anna.arrowsmith@fns.usda.gov](mailto:anna.arrowsmith@fns.usda.gov). For assistance with programmatic matters, contact JuliAnna Arnett, at 765-729-1440 or [Julianna.Arnett@fns.usda.gov](mailto:Julianna.Arnett@fns.usda.gov).

Once again, congratulations on your grant award. We look forward to working with you and your staff on your FNS grant.

Sincerely,



Lael J. Lubing  
Director  
FNS Grants and Fiscal Policy Division



Erin Healy  
Director  
FNS Office of Community Food  
Systems

Enclosures

cc: Mieka Sanderson  
Anna Arrowsmith  
JuliAnna Arnett