**REQUEST FOR APPLICATION**

 Fresh Fruits and Vegetables Program FY19

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| Application Deadline**4:00 pm EDT, Monday****October 12, 2018** | RFA Issued By:Kentucky Department of Education Division of School and Community Nutrition |
| Address Questions In Writing To:Procurement BranchKDERFP@education.ky.govEmail Subject: FFVP FY19Deadline for Submission of Questions:12:00 pm Noon EDT, Tuesday,October 2, 2018 |  ***Submission Options*** Option (1)Online via CNIPS applicationOption (2)Email scanned application to KDERFP@education.ky.gov  |
| Comments/Special Instructions:* For Free and Reduced Lunch Percentages, the [2017-18 Qualifying Data](http://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx) must be used.
* KDE reserves the right to waive minor technical deficiencies.
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**ADDENDUM** on 10/04/2018 to extend submission deadline from Oct. 8, 2018 at 4:00PM EDT to **October 12, 2018 at 4:00PM EDT**.

###### Fresh Fruit and Vegetable Program

**Funding**

Recent Federal legislation, Public Law 110-234, The Food, Conservation, and Energy Act of 2008, authorized funds for expansion of the Fresh Fruit and Vegetable Program (FFVP) to all 50 States, the District of Columbia and Guam, Puerto Rico and the Virgin Islands. Elementary schools that represent a State’s highest free and reduced price enrollment are eligible to participate in the Program and are given priority for being selected due to their high need level. The purpose of the program is to increase fresh fruit and vegetable consumption in elementary schools.

Kentucky has been allocated $2,851,570 for use during the period beginning October 1, 2018 and ending September 30, 2019. The level of funds provided to any one school must be calculated by funding each student at $50 to $75 per year.

**Eligibility**

* Only **elementary schools** may participate. A list of eligible schools is attached.
* Selected schools must also operate the National School Lunch Program;
* Eligible schools must submit an application for participation in the FFVP.

**General Requirements**

* Selected **elementary schools** must offer free fresh fruits and vegetables to students during the school day.
* Selected elementary schools must make free fresh fruits and vegetables available to students at times other than at meal service periods. Participating schools will be asked to provide information about participation, purchase, and costs, to the State agency through the school food authority.

**Allowable Uses of Funds**

* Funds are to be used primarily to purchase fresh fruits and vegetables to be made available at no charge to students. A small percentage of funds may be used for operating and administrative costs incurred, such as labor costs, the preparation and distribution of fruits and vegetables, small equipment, and renewable supplies. Please refer to the FFVP Handbook posted at [USDA FFVP Handbook](http://www.fns.usda.gov/cnd/ffvp/handbook.pdf).

### Application Components

Failure to include any of the components may deem your new application non-responsive. A complete application consists of the following:

* Part 1 – Questionnaire
* Part 2 – Signature Page

All sections should be completed. For Free and Reduced Lunch Percentages, the [2017-18 Qualifying Data](http://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx) must be used.

**Submission of Questions**

All questions must be submitted via email to the contact listed on the cover by 12:00 PM Noon (EDT) October 2, 2018

**Application Deadline**

**The Kentucky Department of Education must receive, in CNIPS or its email inbox, the application by October 12, 2018 at 4:00 PM (EDT).** Applications received after this time and date will not be reviewed or considered for award. Furthermore, applications not complying with any of the technical requirements may be deemed non-responsive. It is the applicant’s responsibility to check the [KDE Competitive Grants webpage](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) regularly for new information (including changes) regarding this solicitation. Applicants are responsible for contacting the Kentucky Department of Education confirming the receipt of their application.

**Submission of Application**

The Kentucky Department of Education must receive applications from all schools by 4:00 P.M. (EDT) October 12, 2018. Applications received after this time and date will be deemed non-responsive. Applications may be submitted electronically within **CNIPS** (option 1) or by emailing them (option 2) to KDERFP@education.ky.gov.

**Submission Option (1) - CNIPS**

**Submission Instructions**

**Recommendation**: Document/save the answers for the FFVP Site Application for each site before logging into CNIPS. The site questions you will be required to answer for each site can be found on page 2 and 3 of this Application Guide.

1. Login to CNIPS ([CNIPS](https://cnips.eduction.ky.gov/)) and enter the School Nutrition Program module.
2. Click **Applications** in the blue menu bar.
3. Click **FFVP Application Packet.**
4. Click **Detail** for the *2018-2019* School Year.
5. You will be prompted to confirm enrollment for the current year. Click **Enroll.**
6. Click **Add** beside the Fresh Fruit and Vegetable Sponsor Application.

(Note: If you do not see the option to click Add beside Sponsor and Site Applications you have not been invited to participate. If you feel that this was an oversight please notify KDE.)

1. Enter the Contact Information and select all Invited Sites that you would like to participate. Click **Save** to complete the Sponsor Application and you will return to the Application Packet screen.
2. Click **Add** beside the Site.
 (Note: You MUST complete a site application for EACH site you want to participate.)
3. Answer the School Proposal questions. (If you followed the Recommendation above you can simply copy your answers and paste them into the corresponding questions.) When all questions are answered click **Save.**
4. **Repeat** steps 8 and 9 for all Sites.

Congratulations, once you have completed Site Applications for all sites you are done.

**Submission Option (2) - Email**

**Submission Instructions**

Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***FFVP-FY19-District-School Name-Original.*** (For example: Franklin County High School in Franklin County would save the original application as *FFVP-FY19-Franklin-Franklin Co HS-Original*.)

To submit applications via email

* On the subject line of the email, type ***FFVPFY19name of district/name of school***.
* Email pdf to KDERFP@education.ky.gov
* Please label all submissions with FFVP FY19

The following must be submitted to the Kentucky Department of Education:

1. **One (1) fully executed application that includes all application components.** If a circumstance arises in which the superintendent is unavailable to sign, contact KDE for further instruction. A designee’s signature will not be accepted without prior approval from KDE.

The applicant is responsible for ensuring that ALL pages of the application are submitted.

**Selection Criteria**

Schools will be selected by the State agency, based on the statutory requirements and guidance by USDA found in Section 19 of the National School Lunch Acts. Selection criteria for schools to participate in this program:

* Highest priority for participation must be given to schools submitting applications with the highest percentages of low-income students;
* Selected schools must represent the State’s highest free and reduced price need. Schools with lower free and reduced price need, down to 50 percent, may also be given general Program information in anticipation of coming into the Program at a later date;
* **Schools that have demonstrated successful financial management of the program per the terms of the FFVP grant will be awarded before schools that have not demonstrated successful financial management of the program.**
* The total enrollment of all schools selected in the State must result in a per-student allocation of $50 to $75 per year.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

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