**REQUEST FOR APPLICATION**

**Fresh Fruits and Vegetables Program, School Year 2024-25**

**Federal Fiscal Year 2025**

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| Application Deadline **June 28, 2024, by 4:00 PM ET** | RFA Issued By: Kentucky Department of Education Division of  School and Community Nutrition |
| Address Questions In Writing To:  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Email Subject: FFVP School Year 2024-25  Deadline for Submission of Questions:  June 27, 2024, by 4 PM ET | ***Submission***  Online via **CNIPS** application  (Child Nutrition Information and Payment System) |
| Comments/Special Instructions:   * For Free and Reduced Lunch Percentages, from the most current  [Qualifying Data](http://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx) posted on KDE website will be used. * KDE reserves the right to waive minor technical deficiencies. | |

###### Fresh Fruit and Vegetable Program

**Purpose**

The Fresh Fruit and Vegetable Program (FFVP), authorized in Section 19 of the Richard B. Russell National School Lunch Act (NSLA), 42 USC 1769a, is a nationwide program that operates in select elementary schools in the 50 States, the District of Columbia, 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.

**Funding**

USDA allocation for the FFVP in Kentucky for the 24-25 SY is $3,832,234. (SP 21-2024 USDA policy memo) In the 2024-2025 school year, funds will be allocated for the period of July 1, 2024, through June 20, 2025. The level of funds provided to any one school must be calculated by funding each student at $50 to $75 per year. Sites will receive the full allocation. All allocations are based on a maximum of $75 per child. This means that SCN cannot move funds to cover expenses in the event you expend all funds at a single site. Once all funds have been expended at a site, for the FFVP to continue it must utilize funding from another source, i.e., General Funds.

**Eligibility**

* Only **elementary schools** with a combined Free and Reduced lunch percentage of 50% or more may participate. A list of eligible schools is included with the RFA.
* Selected schools must also operate the National School Lunch Program.
* Eligible schools must apply in the CNIPS system for participation in the FFVP.

**Requirements**

* Selected **elementary schools** must offer free fresh fruits and vegetables to students during the school day.
* Once approved, awarded sponsors will be asked to submit a plan that will include, but not limited to, the number of serving days and projected monthly amount of FFVP funds to be spent at the school with the intention of spending the entire FFVP allocation. *Please note, schools are expected to spend 100% of the FFVP allocation award. Failure to spend a minimum of 80% or more of the allocation award throughout the school year, or regularly communicate budgetary changes to the Division of School and Community Nutrition may result in the disqualification from future FFVP grant awards.*
* 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](https://fns-prod.azureedge.us/sites/default/files/resource-files/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 – FFVP Sponsor and Site Application in CNIPS
* Part 2 – Signature Page

*If an applicant has previously participated in the Fresh Fruit and Vegetable Program the preceding year (2023-2024), the Signature Page from that year may be used for the 2024-2025 application. If there has been a* ***change*** *in Nutrition Program Director, School Cafeteria Manager, School Principal, or District Superintendent, a new signature page must be submitted.*

* Part 3 – SY2024-2025 FFVP Budget worksheet
* Part 4 – Addendum to State Agency School Food Authority Agreement FFVP – needed for those districts that have a new Superintendent.

All sections should be completed. For Free and Reduced Lunch Percentages, the most current  [Qualifying Data](http://education.ky.gov/federal/SCN/Pages/Qualifying-Data.aspx) posted on KDE website will be used.

**Application Deadline**

**The Kentucky Department of Education must receive, in the CNIPS system, the application by 4 PM ET on June 28, 2024.** 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 PM ET on June 28, 2024.** Applications received after this time and date will be deemed non-responsive. Applications are to be submitted electronically within **CNIPS**.

**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.education.ky.gov/cnips/Splash.aspx)) 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 *2024-2025* 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.

**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 needs, 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.

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.​

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the [USDA Program Discrimination Complaint Online Form](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf) (AD-3027) found online at [How to file a Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint)​, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone numbe​​r, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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: (833) 256-1665​ or (202) 690-7442; or

(3)  email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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