**REQUEST FOR APPLICATION**

Fresh Fruits and Vegetables Program, School Year 2021-22

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| Application Deadline **Friday, July 9, 2021**  **4PM 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 2021-22  Deadline for Submission of Questions:  Friday, July 2nd, 4PM | ***Submission***  Online via CNIPS application |
| 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**

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.

**Funding**

For the 2021-2022 school year, funds will be allocated for the period of July 1, 2021 through June 20, 2022. 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 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 the entire FFVP allocation award. Failure to do so may result in the disqualified 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](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 –
  + *If an applicant has previously participated in the Fresh Fruit and Vegetable Program the preceding year (2020-2021), the Signature Page from that year may be used for the 2021-2022 application.*
* 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.

**Submission of Questions**

All questions must be submitted via email to the contact listed on the cover by **DBFM TO ADD.**

**Application Deadline**

**The Kentucky Department of Education must receive, in the CNIPS system, the application by DBFM TO ADD.** 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 **DBFM TO ADD**. 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.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 *2021-2022* 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 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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