



SCHOOL BOARD ACTION REPORT

DATE: Aug. 23, 2018
FROM: Ms. Denise Juneau, Superintendent
LEAD STAFF: Pegi McEvoy, Assistant Superintendent for Operations,
pmcevoy@seattleschools.org
Michael Stone, Director Grants & Strategic Partnerships
mastone@seattleschools.org
Lindsey Trawally, Registered Dietician
lgrawally@seattleschools.org

For Introduction: Sept. 18, 2018
For Action: Sept. 18, 2018

1. TITLE

2018-19 City of Seattle Contract to Expand the Fresh Fruit and Vegetable Program.

2. PURPOSE

This Board Action Report details the \$350,150 agreement with the City of Seattle to expand the Fresh Fruit and Vegetable program at 19 elementary schools.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to accept the City of Seattle funds in the amount of \$350,150 to expand the district's Fresh Fruit and Vegetable program at 19 high-poverty elementary schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

- a. **Background:** Seattle Public Schools participates in the National School Lunch, School Breakfast Program and Afterschool Snack Program and is required to meet national dietary guidelines. The Fresh Fruit and Vegetable Program is a federally funded program that provides a fresh fruit or vegetable snack daily to low-income schools across the country. Awards for this grant are based on the number of applicant schools and their poverty level. This school year 6 elementary schools were awarded federal funding for the program. However, 19 additional schools within our district exceed 50 percent or more students eligible for free/reduced priced meals and did not get federal grant approval. Therefore, the district partners with other agencies to support our students, particularly where cost has been identified as a barrier to consuming recommended amounts of healthy foods.

The City of Seattle released the Seattle Food Action Plan in 2012 with the goal of providing all Seattle residents with access to fresh, healthy, affordable, sustainable, culturally appropriate food. In 2017, the City of Seattle approved the Sweetened Beverage Tax and approved using the revenue to support programs aimed at increasing access to healthy foods for low-income communities. To further the health of students, the city offered a contract to expand access to healthy food for low-income children enrolled in Seattle Public Schools by implementing the Fresh Fruit and Vegetable Program from Oct. 1, 2018 through Aug. 1, 2019 at 19 Seattle Public Schools elementary schools with 50 percent or more students eligible for free/reduced price meals.

The Resource Conservation Office is working collaboratively with Nutrition Services and community groups to minimize food waste in cafeterias. Resource Conservation Specialists will work with nutrition services staff to ensure that appropriate and functional “Share Tables” or other avenues of reducing food waste in the Fresh Fruit & Vegetable Program are established and supported. Additionally, a 4-school pilot program, called School Food Share, is being evaluated for potential expansion into more schools.

- b. **Alternatives:** Do not accept the grant. This alternative would reduce student access to fresh fruit and vegetables. Additionally, school meals are some student’s daily source of nutrition, so it would reduce their overall wellness. Therefore, this alternative is not advised.
- c. **Research:** Not applicable.

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be an additional revenue stream for up to \$350,150. In July 11, 2018, the School Board approved the contract with Duck Delivery of Washington in anticipation of the receipt of the grant, therefore no contract modifications will be needed for procurement.

The revenue source for this motion is City of Seattle grant funds.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the district’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Schools that qualify to receive the additional fresh fruits and vegetables will be notified, and nutrition services will produce a flyer to notify families.

7. EQUITY ANALYSIS

Nutrition Services provides meal service to students in a non-discriminatory manner per School Board policy and U.S.D.A. guidelines. However, the Equity Tool was used when considering which schools should receive the additional fresh fruits and vegetables with a focus on improving student wellness as a strategy for eliminating the opportunity gap.

Additionally, studies show that families in low-income neighborhoods are less likely to eat fresh fruits & veggies, and of the produce they do eat, variety is very limited. This program is designed to give all students the opportunity to try fruits and vegetables that they might not have the opportunity to experience.

8. STUDENT BENEFIT

Student wellness contributes to students being ready to learn and accessing school instruction.

9. WHY BOARD ACTION IS NECESSARY

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

Board Policy No 6114, grant exceeds \$250,000.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Audit & Finance Committee meeting on Sept. 10, 2018. The committee reviewed the item and moved forward to the full board for approval.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the Superintendent will approve the grant with the goal of having funding available beginning Oct. 1, 2018.

13. ATTACHMENTS

- 2018-19 Fresh Fruit and Vegetable Program, Agreement Number OSE-18-41 (for approval)



2018-19 Fresh Fruit and Vegetable Program

An agreement by and between the City of Seattle through its Office of Sustainability & Environment and Seattle Public Schools to provide fresh fruits and vegetables to students.

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

Lindsey Trawally
Registered Dietitian
lgtrawally@seattleschools.org

The purpose of this contract is to expand access to healthy food for low-income children enrolled in Seattle Public Schools by implementing the Fresh Fruit and Vegetable Program from Oct. 1, 2018 through Aug. 1, 2019 at 19 Seattle Public Schools Elementary Schools with 50 percent or more students eligible for free/reduced price meals.

City of Seattle

Office of Sustainability & Environment

PROVIDER AGREEMENT

Title: 2018-19 Fresh Fruit and Vegetable Program

AGREEMENT NUMBER: OSE-18-41

This Agreement is made and entered into by and between the City of Seattle (“the City”), a Washington municipal corporation, through its Office of Sustainability & Environment, as represented by the Director; and **Seattle Public Schools** (“Provider”), a governmental entity of the State of Washington and authorized to do business in the State of Washington.

Recitals:

WHEREAS, the cost of healthy food has been identified as a barrier to consuming recommended amounts of healthy food for low-income communities; and

WHEREAS, the Seattle Food Action Plan, released in 2012, has a goal of providing all Seattle residents with access to fresh, healthy, affordable, sustainable, culturally appropriate food; and

WHEREAS, the City of Seattle Sweetened Beverage Tax revenue supports programs aimed at increasing access to healthy foods for low-income communities; and

WHEREAS, school meals and snacks may be the only source of fruits and vegetables in some students’ diets; and

WHEREAS, federal funding for the Fresh Fruit and Vegetable Program is only available to a small fraction of Seattle Public Schools Elementary Schools;

NOW, THEREFORE,

The purpose of this contract is to expand access to healthy food for low-income children enrolled in Seattle Public Schools by implementing the Fresh Fruit and Vegetable Program from October 1, 2018 through August 1, 2019 at 19 Seattle Public Schools Elementary Schools with 50 percent or more students eligible for free/reduced price meals.

In consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Provider (together “the Parties”) mutually agree as follows:

1. SCOPE AND TERM OF AGREEMENT

The term of this Agreement begins when fully executed by all parties and ends on December 31, 2019 unless amended by written agreement or terminated earlier under the termination provisions.

Scope of Services

The Scope of Work (“Work”) of this Agreement and the time scheduled for completion of such Work are attached to this Agreement as Exhibit A. The Work is subject to City review and approval and the Provider shall confer with the City periodically and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Provider’s progress.

2. CHANGES

Either party may request changes to this Agreement. If the parties agree, such changes mutually agreed upon by and between the City and Provider, shall be incorporated into the Amendment when signed by both parties.

3. PAYMENT

- A. Total compensation under this Agreement is **\$350,150** to be spent by August 1, 2019 per the budget categories outlined in Exhibit B, unless modified by a written amendment to this Agreement.
- B. Payment Procedures: The Provider must submit invoices and all required backup documentation to the City once per month during progress of work, for partial payment for work completed to date, by the 15th of the month in which the Provider performed the work (e.g. May 15th, 2019 for work completed in April 2019). Payment shall be made by the City to the Provider upon the City's receipt of an invoice containing the information listed detailed in Section 4 Payment Procedures.
- C. Payment is subject to the continuing appropriation authority of the Seattle City Council. Provider agrees that there is no guarantee of a minimum amount of work or payment under this Contract.

4. PAYMENT PROCEDURES

The Provider will submit invoices to the City once per month during progress of work, for partial payment for work completed to date. Payment shall be made by the City to the Provider upon the City's receipt of a properly prepared invoice containing the information listed below.

Deliver all invoices and invoice/billing notices under this Agreement to:

If to the City:	If to the Provider:
Bridget Igoe, Strategic Advisor Food Policy and Programs Seattle Office of Sustainability & Environment PO Box 94729 Seattle, WA 98124 (206) 256-5334 Bridget.Igoe@seattle.gov	Name, Title Organization Organization Address Phone Email

See attached checklist for further instructions.

Invoices must clearly display the following (sub-providers' invoices must also include this information):
<ul style="list-style-type: none">• Invoice Date and Invoice Number• City Project Manager Name: Bridget Igoe• Department Contract No. OSE-18-41• Period covered by the invoice (e.g. <i>April 1, 2018 – April 30, 2018</i>)• Total amount invoiced, itemized by line items included in Exhibit B Budget.

5. PROMPT PAY

Definitions

- A. An invoice is considered received when it is date-stamped at point of entry into the department. If the invoice is not date-stamped or otherwise marked as received by a department, the date of the invoice will be considered the date the invoice is received.
- B. A payment is considered made on the day it is mailed or is available.
- C. Disputed items include, but are not restricted to, improperly prepared invoices, lack of appropriate supporting documentation, unapproved staff or staff rates on the invoice, and unsatisfactory work product or services.

Prompt Payment to Provider

- A. Timely Payment: Except as provided otherwise herein, payment for an invoice will be issued and mailed to the Provider within thirty (30) calendar days of receipt of the invoice.
- B. Disputed Items: The City may withhold payment for disputed items. The City will promptly notify the Provider in writing, outlining the disputed items, the amount withheld and actions the Provider must take to resolve the disputed items. The City default is to delay payment until a revised invoice is submitted and approved. However, the Provider may request partial payment for the approved amounts, if the unapproved amount represents a small share of the total invoice. The City shall pay the revised invoice within thirty (30) calendar days of receipt.
- C. Legal Fees: In any action brought to collect interest due under this Section, the prevailing party is entitled to an award of reasonable attorney fees.

6. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS

Deliver all official notices under this Agreement to:

If to the City:	If to the Provider:
Bridget Igoe Food Policy and Programs Seattle Office of Sustainability & Environment PO Box 94729 Seattle, WA 98124 (206) 256-5334 Bridget.Igoe@seattle.gov	Name, Title Organization Organization Address Phone Email

7. INDEMNIFICATION

Provider shall defend, indemnify, and hold the City harmless from and against all claims, demands, losses, damages or costs, including but not limited to damages arising out of bodily injury or death to persons and damage to property, caused by or resulting from:

- the sole negligence or willful misconduct of Provider, its officers, employees, agents or sub-providers;
- the concurrent negligence of Provider, its officers, employees, agents or sub-providers but only to the extent of the negligence of Provider, its officers, employees, agents or sub-providers;
- the negligent performance or non-performance of the contract by the Provider; or
- the use of any design, process, or equipment that constitutes an infringement of any patent in effect, or violates any other intellectual proprietary interest, including copyright, trademark, and trade secret.

Provider waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the City and its officials, agents or employees.

8. INSURANCE

Provider agrees that it will maintain premises operations and vehicle liability insurance in force with coverages and limits of liability typically maintained by providers/sub-providers performing work of a scope and nature similar to that called for under this Agreement, but in no event less than the coverages and/or limits required by Washington state law. Such insurance shall include "The City of Seattle" as an additional insured for primary and non-contributory limits of liability. Workers compensation insurance shall also be maintained if required by Washington state law.

9. AUDIT

Upon request, the Provider shall permit the City and any other governmental agency involved in the funding of the Work to copy, inspect and audit all pertinent books and records related to the Work, including connected or related Work performed by sub-providers, up to six years after final payment.

10. TAXES, FEES AND LICENSES

Provider shall obtain and pay all federal, state and local licenses required for the services rendered under this Agreement. Provider shall pay all taxes arising out of or connected with the service described herein, and otherwise fulfill all statutory fiscal obligations required by law.

11. INDEPENDENT PROVIDER

The Provider is an independent contractor and is not intended to act in any way as a City employee. The parties agree the City has neither direct nor immediate control over the Provider or the right to control the manner or means by which the Provider performs the work. Neither the Provider nor any Provider employee is deemed an employee of the City for any purpose. The Provider is not authorized to act as an agent or legal representative of the City for any purpose. The Provider is not granted express or implied right or authority to assume or create obligation or responsibility on behalf of or in the name of the City or to bind the City.

Use of City Office Space and Equipment: If the City determines it is in the City's best interests for the Provider to Work on City premises and/or with City equipment, the City may provide such premises and equipment. Such premises and equipment are provided exclusively for the project and shall not be used for any other Provider purpose. In such event, the Provider remains independent and is not acting in the capacity of a City employee. The Provider will not work on-site at City offices for more than 36 consecutive months without written authorization from the City Project Manager. The Provider shall notify the City Project Manager if s/he or any other Workers are known to be within 90 days of a consecutive 36-month placement on City property. If the City determines the use of City premises or equipment is not necessary to complete the Work, the Provider will be required to work from its own office space or in the field, as necessary. The City reserves the right to negotiate a reduction in Provider fees or charge a rental fee, based on the actual costs to the City, for the use of City premises or equipment.

12. ASSIGNMENT

Rights granted by this Agreement are personal in nature and may not be assigned or subcontracted without the written consent of the City.

13. TERMINATION

The City may terminate the whole or part of this Agreement by written notice. This includes but is not limited to such reasons as Provider failure to meet schedules specified herein, if timely completion is improbable, impossible, not feasible or illegal, or for City's convenience.

For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Provider's own employees, sabotage, or superior governmental regulation or control.

Notice: Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than five (5) business days prior to the effective date of termination.

14. DEBARMENT

The City may debar the Provider pursuant to the provisions of SMC Ch. 20.70. Provider confirms it is not debarred or excluded from participating in any Federal-aid contract nor has any sub-provider used to perform this work. Debarment shall be verified at <https://www.sam.gov>. Provider shall keep proof of such verification within the sub-provider records.

15. COMPLIANCE WITH LAWS

Provider shall comply with all applicable laws, ordinances, rules and regulations and orders of the Federal government, State of Washington, King County and The City of Seattle. Provider shall also abide by all rules, regulations and directives of the same or of any administrative agency with jurisdiction over the subject matter of this Agreement.

16. SOCIAL EQUITY REQUIREMENTS

Non-discrimination & Equal Employment Opportunity: Provider shall not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Provider shall affirmatively try to ensure applicants are employed, and employees are treated equally during employment, without regard to race, color, age, sex, marital status, sexual orientation, gender identify, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental or physical handicap. Such efforts include, but are not limited to employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other compensation, and training.

Upon request, Provider shall furnish a report to the City Purchasing and Contracting Services Director of affirmative efforts to implement this section, and will permit access to employment records, employment advertisements, application forms, other pertinent data and records as requested for investigation of compliance with this section.

The Provider shall insert this Equal Employment Opportunity provision in all subcontracts executed under this Agreement.

Women and Minority Business: Provider shall use all good faith efforts to promote and seek utilization of woman and minority businesses for any subcontracting within the contract scope of work. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington but must be registered in the City Online Business Directory.

Efforts may include use of solicitation lists, advertisements in minority community publications, breaking requirements into tasks or quantities that promote WMBE utilization, making schedule or requirement modifications likely to assist WMBE firms, targeted recruitment, using minority community and public organizations to perform outreach.

Any violation of this section, or a violation of SMC Ch. 14.04, SMC Ch. 14.10, SMC Ch. 20.42, SMC Ch. 20.45, or other local, state or federal non-discrimination laws is a material breach for which the Provider may be subject to damages and sanctions provided by the Agreement and applicable law. Providers in violation of the requirements may be subject to debarment from City contracting in accordance with SMC Ch. 20.70.

Paid Sick Time and Safe Time Ordinance: The Provider shall be aware that the City has a Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees. This is in addition and additive to benefits a worker receives under prevailing wages per WAC 296-127-014(4). City contract specialists may audit payroll records or interview workers as needed to ensure compliance to the ordinance. Please see <http://www.seattle.gov/laborstandards>, or you may call the Office of Labor Standards at 206-684-4500.

17. PROVIDER PERFORMANCE EVALUATION

Provider's performance will be evaluated at contract conclusion. The City's Provider Performance Evaluation form is at <http://www.seattle.gov/contracting/docs/ccPE.doc>

18. MISCELLANEOUS PROVISIONS

A. Background Checks and Immigrant Status: The City may require background checks for some or all of the employees that may perform work under this Agreement. The City has strict policies regarding the use of Background checks, criminal checks, immigrant status, and/or religious affiliation for contract workers. The policies are incorporated into the contract and available for viewing on-line at <https://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks#backgroundchecks>.

B. Notification Requirements for Federal Immigration Enforcement Activities: Prior to responding to any requests from an employee or agent of any federal immigration agency including the Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS), Homeland Security Investigations (HSI) Enforcement Removal Operations (ERO); Customs and Border Protection (CPB), and U.S. Citizenship and Information Services (USCIS) regarding your City Contract, Provider shall notify the Program Manager immediately.

Such requests include, but are not limited to:

- a. Requests for access to non-public areas in City buildings and venues (i.e., areas not open to the public such as staff work areas that require card key access and other areas designated as "private" or "employee only"); or
- b. Requests for data or information (writing or oral) about workers engaged in the work of this contract or City employees.

No access or information shall be provided without prior review and consent of the City. The Providers shall request the ICE authority to wait until the Program Manager is able to verify the credentials and authority of the ICE agent and will direct the Provider on how to proceed.

C. Americans with Disabilities Act (ADA): RESERVED

D. Campaign Contributions (Initiative Measure No. 122): Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in contracts with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. Please contact Polly Grow at polly.grow@seattle.gov for more information about the measure or call the Ethics Director with questions at 206-615-1248.

E. In all communications with members of the public relating to work funded by the Sweetened Beverage Tax, the Provider and sub-providers shall include the following funding acknowledgement statement:

"The Fresh Fruit and Vegetable Program at [INSERT SCHOOL NAME(S)] is supported by funding from Seattle's Sweetened Beverage Tax."

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding

PROVIDER

THE CITY OF SEATTLE

By _____
Signature Date

By _____
Signature Date

Contract Signatory

Jessica Finn-Coven

Title

Director

City of Seattle Business License Number:

Washington State Unified Business Identifier Number (UBI):

Attachments:

EXHIBIT A: Scope of Work

EXHIBIT B: Budget

EXHIBIT A: Scope of Work

The Scope of Work of this Agreement and the time scheduled for completion of such work are as follows.

TASK: Implement the Fresh Fruit and Vegetable Program (FFVP) at 19 Seattle Public Schools Elementary Schools with 50 percent or more students eligible for free/reduced price meals (FRL %)

Provide fresh fruits and vegetables free to all students, **daily**, at times other than at meal service periods at the following Seattle Public Schools Elementary Schools:

School Name	School Data as of June 22, 2018				FFVP Budget ¹
	Enrolled	Free	Reduced	FRL %	
1. Wing Luke	333	220	32	75.68%	\$16,650
2. Roxhill	323	218	26	75.54%	\$16,150
3. Rainier View	246	154	28	73.98%	\$12,300
4. Northgate	295	179	39	73.90%	\$14,750
5. Highland Park	347	187	64	72.33%	\$17,350
6. Concord	383	218	54	71.02%	\$19,150
7. Dearborn Park	361	210	38	68.70%	\$18,050
8. Olympic Hills	455	250	56	67.25%	\$22,750
9. Sanislo	239	139	21	66.95%	\$11,950
10. Muir	358	213	23	65.92%	\$17,900
11. Lowell	364	221	18	65.66%	\$18,200
12. South Shore (K-8)	596	319	55	62.75%	\$29,800
13. Graham Hill	348	175	35	60.34%	\$17,400
14. Maple	546	214	105	58.42%	\$27,300
15. Broadview (K-8)	590	242	85	55.42%	\$29,500
16. Hawthorne	407	166	54	54.05%	\$20,350
17. Beacon Hill	418	175	46	52.87%	\$20,900
18. Licton Springs K-8 @ RES	161	72	12	52.17%	\$8,050
19. Madrona	233	106	13	51.07%	\$11,650
TOTAL	7,003	3,678	804	64.00%	\$350,150

1. Budget calculation based on \$50 per enrolled student

Deliverables

Provide requested program information for City reporting, including but not limited to:

A. Updated information on 2018-19 school population:

- # of students who receive fruit and vegetable snacks, by each participating school
- # of students certified for free and reduced-price meals (FRL%), by each participating school
- % FRL, by each participating school
- Student race/ethnicity information, by each participating school

B. Information on FFVP implementation, e.g., description of:

- Implementation strategies, including when and how the fresh fruit and vegetables are offered during the school day (e.g. mid-morning in the classroom; post-lunch in hallways/kiosks; etc.)
- Monthly school purchase data for the FFVP
- FFVP Menu
- Origin of produce (as available from Duck Delivery Produce or other distributor)

C. Information on complementary activities, e.g., description of:

- Efforts to integrate the FFVP with other school/district efforts to promote sound health and nutrition (e.g. complementary nutrition education)
- FFVP training sessions and workshops for school/district staff, principals, teachers, etc.
- FFVP partnership activities undertaken or planned (e.g. activities with local entities to promote children's consumption of fresh fruits and vegetables)
- Efforts to publicize within the school/district the availability of free, fresh fruits and vegetables (including efforts to inform principals, teachers, school staff, children, and parents)

D. Any additional information not listed here that is regularly provided/reported to OSPI or USDA as part of the federally funding FFVP.

Frequency of Deliverables

A. Updated information on 2018-19 school population	One time (i.e. when updated information is available)
B. Information on FFVP implementation	Three times (i.e. January (Oct.-Dec.), April (Jan.-Mar.), July (Apr.-Jun.))
C. Information on complementary activities	Twice (i.e. April and July)
D. Additional information	Twice (i.e. April and July)

EXHIBIT B: Budget

Invoices should be itemized as follows:

Expenses	Amount (\$)
a. Administrative costs	
b. Operational: Direct Labor and Small Supplies	
c. Operational: Produce Costs	
d. Total Costs (a+b+c)	