

# NDE SY 2020 FFVP Grant Application Reference

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## Nebraska Fresh Fruit and Vegetable Program Grant Application for School Year 2019-2020

The USDA's Fresh Fruit and Vegetable Program (FFVP) provides funding to elementary schools to serve free fresh fruits and vegetables to children throughout the school day. The program is designed to help combat childhood obesity by teaching children the importance of developing healthy eating habits. The FFVP expands the variety of fruits and vegetables children experience and hopefully increases their fruit and vegetable consumption. Funds provided to each school cover the costs associated with administering the program including the cost of food and labor.

Funding for the FFVP will be available for the 2019-2020 school year through the Food, Conservation and Energy Act of 2008 (Public Law 110-234). Nebraska will be awarded a specified amount for the grant period of July 1, 2019 - June 30, 2020. The grant will be awarded to schools in two parts: July 1 - September 30, 2019 and October 1, 2019 - June 30, 2020.

To be eligible to participate, an elementary school, as defined in NDE Rules 10 & 14, must have 50% or more of their students eligible for free or reduced-price meals. To the maximum extent possible, priority will be given to schools with the highest percentage of low-income students. See the [SY 2020 FFVP Eligible Site List](#) for the list of buildings eligible to apply.

Selected schools must offer free fresh fruits and vegetables to students during the school day a minimum of two days per week or more and integrate the program with other wellness activities. Funding to each school will be based on the school's enrollment for the participating grades.

To learn more about the program, or to review the USDA's Fresh Fruit and Vegetable Program Handbook, visit the [Office Nutrition Service's Fresh Fruit and Vegetable Program](#) web page.

If you are interested in applying for this program, the application is open until **May 24, 2019**.

All school districts that apply are notified of the results once funding allocations have been received. **The Office of Nutrition Services reserves the right to remove a school's application from consideration if a good faith effort was not made to spend the previous year's FFVP grant award or if the goals and objectives of the program were not fully implemented.**

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## Fresh Fruit and Vegetable Program Grant Eligibility Criteria

The USDA has identified the following criteria for schools to participate in the FFVP:

- Must currently participate in the National School Lunch Program.
- Must be an elementary school with at least 50% or more of the students eligible for free and reduced-price meals. In Nebraska, elementary grades are “those grades designated by the school system as elementary, but not to include any above grade eight.”
- See the [SY 2020 FFVP Eligible Site List](#) for the list of buildings eligible to apply.
- Priority will be given to elementary schools with the highest percentage of students eligible for free and reduced-price meals.
- Schools must agree to make free fresh fruits and vegetables available to students throughout the school day a minimum of two days a week. The fresh fruits and vegetables must be served during the regular school day and cannot be served as meal components during Breakfast, Lunch, or the After School Snack Program. The FFVP is not available as part of a Summer School Program.

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## Fresh Fruit and Vegetable Program Grant Requirements

### Awarded schools must:

- Use the FFVP grant funds to primarily purchase, prepare, and distribute fresh fruits and vegetables at no charge to the students
- Discuss the purchase of any equipment with the district’s food service director.
- Provide written justification for the purchase of equipment over \$100, such as a refrigerator, cooler, portable kiosk, cart or portable food bar, with administrative funds.
- This justification must be submitted online under the “SFA Comment” section of the claim. It must explain the need for the additional equipment, the frequency of use and any other information that will support the purchase. If the equipment will be used in other feeding programs, its cost must be prorated among the programs.
- Follow procurement guidelines when purchasing equipment with administrative funds by obtaining a minimum of three bids or have documentation on file showing the school’s efforts to obtain multiple bids. Copies of all bids including the invoice for the item purchased must be kept on file at the school for review by Office of Nutrition Services staff.
- Purchase fresh fruits and vegetables according to procurement guidelines, including the Buy American provision.
- Certify the invitation that will be available through the district’s online annual school lunch application.
- Participate in online training for the FFVP, which is available in the summer.
  - Topics include a general overview of the program, budget management, available resources and instructions on how to submit an online FFVP claim.

### Claim for Reimbursement:

- Awardees must submit a monthly claim to receive reimbursement for FFVP.
- Claims will be submitted online by accessing the Nutrition Services' Claims and Application website at <https://nutrition.education.ne.gov>. Claims must be submitted within 60 days of the last day of the claim month.
- The person identified in the application as being responsible for submitting the monthly online FFVP claim must have a User ID and Password assigned to them to access the system. The person who currently submits the monthly school lunch claim may be assigned the FFVP claim responsibility or the Authorized Representative may assign another person. The claim reflects expenses incurred on a monthly basis and are divided into two categories:
  - **Operational Costs** include the cost of the fresh fruits/vegetables, low fat/fat free vegetable dip only, small supplies and labor hours associated with preparing and serving the fresh fruits and vegetables.
  - **Administrative Costs** include personnel costs not related to the preparation and service of fresh fruits and vegetables and the purchase or lease of equipment. Ten percent (10%) of the FFVP funds can be used for Administrative Costs.

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### Fresh Fruit and Vegetable Program Grant Application Scoring Criteria

Applications will be scored using the following criteria:

Criteria	Points
Fresh Fruit and Vegetable Service Plan	10 points
Nutrition Education Plan	10 points
Partnership Plan	10 points
Marketing Plan	10 points
<b>Total</b>	<b>40 points</b>

Ensure responses to application questions are detailed and are fully completed. Received applications that lack detail or have incomplete responses will be removed from consideration.

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### Important Notes:

- Each eligible school building interested in applying for the Fresh Fruit and Vegetable Program (FFVP) must apply separately. The application may be completed by the school building or by the district's central office on behalf of the school. If multiple school buildings in a single district are applying, even though some information may be common to all, answers should reflect the unique aspects of implementing the program in each building.
- An email will be sent to the district's Authorized Representative and Food Service Director upon receipt of an application.
- Once NDE has received SY 2020 FFVP grant funding allocations and grant recipients are selected, all applicants will be notified whether or not an award is granted. Grant funds are obligated based on the school's enrollment for the participating grades. At this time, we do not know the exact dollar amount that will be appropriated per student; however, the range will be \$50-\$75 per student.

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## Fresh Fruit and Vegetable Application

School District Information:

- District Name (1) \_\_\_\_\_
  - District Agreement Number (6 digits) (2) \_\_\_\_\_
  - Street Address (3) \_\_\_\_\_
  - City (4) \_\_\_\_\_
  - Zip Code (5) \_\_\_\_\_
- 

School Site Information:

(Information must be as appears in the CNP system.)

- Site Name (1) \_\_\_\_\_
  - Site Number (3 digits) (2) \_\_\_\_\_
  - Street Address (3) \_\_\_\_\_
  - City (4) \_\_\_\_\_
  - Zip Code (5) \_\_\_\_\_
  - Telephone Number (6) \_\_\_\_\_
- 

Has this site participated in the FFVP in the past?

- Yes (1)
  - No (2)
-

Select the elementary grades at this site that will be participating in FFVP:

PreK

K

1

2

3

4

5

6

7

8

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What is the current *total* enrollment of the grades that will participate at this site?

\_\_\_\_\_

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Contact information for FFVP Coordinator. This is the person responsible for implementing the FFVP at this site.

Name (1) \_\_\_\_\_

Title (2) \_\_\_\_\_

Email Address (3) \_\_\_\_\_

Telephone Number (4) \_\_\_\_\_

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Contact information for Claim Contact. This is the person responsible for submitting the monthly online FFVP claim to NDE.

Name (1) \_\_\_\_\_

Title (2) \_\_\_\_\_

Email Address (3) \_\_\_\_\_

Telephone Number (4) \_\_\_\_\_

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**Fresh Fruit and Vegetable Service Plan (10 points)**

a. How and where does your school plan to serve the fresh fruits and vegetables? Describe how they will be served: on carts or tables in the hallways, in the classroom or cafeteria or from vending machines, etc.

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b. Participating schools are required to serve fresh fruits and vegetables a minimum of two days a week. Select the number of days you plan to offer the FFVP in your school.

2 (1)

3 (2)

4 (3)

5 (4)

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**Nutrition Education Plan (10 points)**

Describe how the FFVP will be incorporated into your school's educational efforts to promote good health, nutrition, and physical activity.

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Partnership Plan (10 points) Discuss existing or potential partners that may assist your school with the FFVP. For example: Nebraska Extension, grocery stores, food distributors, local health departments, local colleges, etc.

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Marketing Plan (10 points)  
Describe how your school will publicize the availability of the FFVP to students, parents and the community.

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I have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we, the Sponsor agree to implement the program in a manner consistent with the policies and procedures established by USDA and NDE. We agree to participate in any USDA-sponsored or NDE-sponsored evaluations and to provide the information requested by the specified deadlines.

I have also confirmed support of this program with the following officials: School Food Service Director, School Principal, and Authorized Representative, or those individuals in equivalent positions.

By selecting this box, I certify this application based on the above review and confirmation information.

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Enter your first and last name as the submitter of this SY 2020 FFVP Grant Application.

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Please select your title at the school district or institution:

- Authorized Representative
- District School Food Service Director
- Site Food Service Manager
- School Principal



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(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: (202) 690-7442; or

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

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