

North Dakota Fresh Fruit and Vegetable Program (FFVP) Application Process for the 2022-2023 School Year



About the Program:

The Child Nutrition Reauthorization Act of 2004 (Public Law 108-265) amended section 18 of the National School Lunch Act to establish the Fresh Fruits and Vegetable Program (FFVP) as a permanent program. The FFVP is intended for elementary age students in schools with a 50% level of free and reduced-price eligible students to encourage the consumption of fresh fruits and vegetables. Schools selected will be funded for the period of August 1, 2022 through June 30, 2023.

Expectation for Program Participation

Schools selected to participate:

- Must be elementary (K-8) and participate in the National School Lunch Program (NSLP).
- Priority will be given to schools who have at least 50% of their students in the grades for which they are applying eligible for free or reduced-price meal benefits.
- Must maintain a registered Sam.gov account with a current DUNS #.
- Will receive an allocation of funds based on the school's enrollment figures in the grades for which they are applying.
- Must offer fresh fruits and vegetables during the school day at times other than breakfast and lunch in one (1) or more areas designated by the school.
- Will offer fresh fruits and vegetables free of charge to all students.
- Will widely publicize within the school the availability of free fresh fruit and vegetables.
- Will purchase fresh fruits and vegetables according to procurement guidelines, including Buy American.
- Must submit a monthly claim for reimbursement.
- Will receive monthly reimbursement for the costs of purchasing, preparing and serving of fresh fruits and vegetables.
- May use 10% of the school's Fresh Fruit and Vegetable Program money toward administrative costs.
- Will participate in USDA and/or State-sponsored evaluations.
- Will comply with all program requirements as set forth by USDA
- Will conduct this grant award within the guidelines issued by the Department of Public Instruction (DPI) and comply with the "General Requirements for Federal Programs."

Steps to Follow When Submitting the Application

1. The application process for the Fresh Fruits and Vegetable Program (FFVP) is competitive. Applications are selected based on percentage of free and reduced priced eligible students, school demographic information, creativity of proposals, planned partnerships with additional agencies, and ability to maintain the program at the school and utilize funding by June 30, 2023.
2. Each school building applying for the Fresh Fruit and Vegetable Program must apply separately. Only one application per school building needs to be submitted. A school building may house multiple attendance centers. However, if your school district has multiple buildings, each building must apply separately. It is recommended that all grades housed in the building participate in the program, except for K-12 school buildings, in which funding may be allocated for students enrolled in grades K-8 only.
3. **All Schools must complete the entire application.** If all questions aren't answered, the application will be considered incomplete and will not be considered. Please double check your application before submitting it.
4. The last page of the application is the Signature Page. It must be signed by the food service manager, the school principal, and the district superintendent (or equivalent positions, as determined by the school).
5. Verify the application is complete before submitting. **GRANT APPLICATIONS ARE DUE AT OUR OFFICE OR POSTMARKED NO LATER THAN Wednesday, June 1, 2022.** Applications may be faxed (701-328-9566), scanned and emailed to dpicnfd@nd.gov or mail to:

FFVP Application (ATTN: Scott Egge)
Department of Public Instruction
Child Nutrition and Food Distribution Programs
600 East Boulevard Ave., Dept. 201
Bismarck, ND 58505

LATE APPLICATIONS WILL NOT BE CONSIDERED.

6. Keep a copy of your application for your records.

If you have questions about the application or wish to verify it was received at our office, contact:
Scott Egge 1-888-338-3663 / 701-328-2319 or dpicnfd@nd.gov

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

North Dakota Fresh Fruit and Vegetable Program (FFVP) Application

School Profile

Sponsor Name		LA #	
Is your DUNS# registered with SAM.gov? <input type="checkbox"/> YES <input type="checkbox"/> NO Application will not be processed without an active SAM.gov account		DUNS#	
Sponsor Mailing Address	City	State ND	Zip
School Building Name (for which you are applying)			
Physical Address of Applying School	City	State ND	Zip
Mailing Address (if different from above)	City	State ND	Zip
<p>a. Select the grades that will be offered the program: PK K 1 2 3 4 5 6 7 8</p> <p>b. Using October 2021 information, what is the TOTAL number of students enrolled in the grades selected above?</p> <p>c. Of the Total students in Question b., how many students are eligible for Free/ Reduced meals? (Put the number of students, not the %.)</p>			
Meals offered to students in these grades (check all that apply) <input type="checkbox"/> School Breakfast Program <input type="checkbox"/> National School Lunch Program <input type="checkbox"/> After School Snacks			

Contact Person Information

(Designated person to answer questions, receive notification for FFVP application and enter monthly claims)

Please also make the appropriate changes to your individuals page in NDFoods.

Name	
Position	
E-mail Address	Phone Number

1. Tell us how your school intends to implement the program. For example, are you planning to have carts or stands in the hallways, offer fresh fruits in the classroom?

2. At what time(s) of the day would fresh fruits and vegetables be available? *The FFVP must be served in addition to other child nutrition programs you may have at your school. It cannot be served at breakfast, lunch or after school.*

3. Effective and Efficient Use of Resources.

How will you use your existing resources (building space and storage equipment?) to implement this program? Will you need additional equipment such as carts, refrigerator units, etc? Please describe.

4. What partnerships do you have in place that will assist in making the program successful?

- | | |
|---|--|
| <input type="checkbox"/> Extension Agents | <input type="checkbox"/> Community Gardens |
| <input type="checkbox"/> Health Units | <input type="checkbox"/> Parent Teacher Organization |
| <input type="checkbox"/> Hospitals | <input type="checkbox"/> Booster Clubs |
| <input type="checkbox"/> Home Economists | <input type="checkbox"/> FFA (Future Farmers of America) |
| <input type="checkbox"/> Dietitians | <input type="checkbox"/> FCCLA (Family Career & Community Leaders of America) |
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Volunteers (parents, high school students, RSVP, foster grandparents) |
| <input type="checkbox"/> Local Grocery Stores | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Farmers Market | <input type="checkbox"/> Other _____ |

5. Nutrition Education Activities.

How will your school incorporate the Fresh Fruit and Vegetable Program into nutrition education and activities to promote good health? How will you integrate the FFVP with other existing school programs to encourage student wellness? Describe any anticipated collaboration among teachers, parents, foodservice personnel, and others.

6. Promotion to Students, Parents, Community.

How do you plan to promote and market the program? Please describe the means you will use to notify students, parents and community about the program.

- Take home activities
- Weekend snack ideas to parents
- Classroom food/nutrition activities
- Daily school announcements
- School website
- Flyers sent out to community businesses
- Poster/bulletin boards in cafeteria, hallways, and/or classrooms
- Announcements on Community Access Channel
- School newsletters
- Community newspaper articles
- Provide information at School Open House
- Parent Teacher Conferences
- Advertise during National School Lunch Week
- Other _____

7. Months and Days Program Will Operate.

Funds not spent by the end of your school year will be returned to USDA.

For SY 2022-2023, list date for the:

First day of school: _____ Last day of school: _____

How many days of the week will you be serving fresh fruits and vegetables? ____
(The FFVP snack **MUST** be served a minimum of **2 days per week**).

Funds may not be used for summer school.

8. Project Responsibilities.

Detail the responsibilities of each person that will assist in the implementation of the program.

	Name(s)	Title(s)
Planning	_____	_____
Ordering	_____	_____
Preparing FFV	_____	_____
Distributing FFV	_____	_____
Paying Bills	_____	_____
Submitting claims	_____	_____
Other	_____	_____

SIGNATURE PAGE

2021-2022 Fresh Fruit and Vegetable Program Application

We have reviewed this application and attest to the information provided. If selected, we agree to:

- Implement the project in a manner consistent with the policies and procedures established by USDA.
- Conduct this grant award within the guidelines issued by the Department of Public Instruction (DPI) and comply with the “General Requirements for Federal Programs.”
- Participate in USDA and/or State-sponsored trainings and evaluations, and provide the information requested by the specified deadlines.

Please provide the contacts shown below or equivalent positions as determined by the school.

School Principal _____
 (Print Name) (Signature) (Date)

Food Service Director _____
 (Print Name) (Signature) (Date)

District Superintendent _____
 (Print Name) (Signature) (Date)

(For the above positions, school may determine equivalent positions.)

Thank you for applying for the North Dakota Fresh Fruit and Vegetable Program!

GRANT APPLICATIONS ARE DUE AT OUR OFFICE OR POSTMARKED NO LATER THAN Wednesday, June 1, 2022. Late Applications Will Not Be Considered.

Applications may be faxed (701-328-9566), scanned and emailed to dpicnfd@nd.gov or mailed to:

FFVP Application (ATTN: Scott Egge)
 Department of Public Instruction
 Child Nutrition and Food Distribution Programs
 600 East Boulevard Ave., Dept. 201
 Bismarck, ND 58505-0440