



USDA Fresh Fruit and Vegetable Program Application

FY 2023-24

Due: August 18, 2023 by 5:00pm

Submit to: Taylor Jones, Program Officer, NDA

taylor.jones@agri.nv.gov

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Application Food and Nutrition Division



INSTURCTIONS

Pages 2 and 3 of the application are to be filled out with district information. A copy of pages 4-10 must be filled out for each school site participating in the FFVP. Applications must be **emailed** to the NDA point of contact listed on the application cover. All applications must be submitted by **5:00pm** on **August 18, 2023**. Any late submissions or improperly filled out applications will be denied.

DISTRICT INFORMATION

School District: _____

Does your District use a Food Service Management Company? Yes No

- If YES, include a letter of support from the Food Service Management Company indicating a willingness to help promote and/or participate in this FFVP and detailing the role the management company will play in the operation of FFVP.

STAFFING INFORMATION

Grant Writer Contact Information. This person is responsible for submitting the grant.		
Name/Title	Email Address	Telephone Number
Project/Site Manager Contact Information. This person is involved in overseeing the preparation and distribution of the fruits and vegetables on a daily basis.		
Name/Title	Email Address	Telephone Number
Claim Contact Information. This person is responsible for submitting claims.		
Name/Title	Email Address	Telephone Number

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Addendum to State Agency – School Food Authority Agreement
Fresh Fruit and Vegetable Program
CFDA #10.582

This agreement is between the Nevada Department of Agriculture and _____
(School Food Authority)

During the period of October 1, 2023 to September 30, 2024.

The undersigned has the authority to enter this Agreement to participate in the Fresh Fruit and Vegetable Program (Program) as authorized by Section 4304 of Public Law 110-234, the Food, Conservation, and Energy Act of 2008.

A. It is mutually agreed between the State Agency and School Food Authority that:

1. The School Food Authority agrees that the funds will only be used for the purposes authorized by Section 4304 of Public Law 110-234, the Food, Conservation, and Energy Act of 2008, (Public Law 110 234).
2. The School Food Authority agrees to abide by all of the requirements for administering the Program as stated in Section 4304 of Public Law 110-234, the Food, Conservation, and Energy Act of 2008 (Public Law 110-234).
3. The School Food Authority agrees to provide funds to the approved school(s), namely _____ under its jurisdiction for the service of approved fresh fruits and vegetables in accordance with local, State, and Federal regulations and requirements.
4. The School Food Authority agrees that the schools identified in section 3 of this paragraph will implement the program in accordance with the plan outlines in the signed School Application for the Fresh Fruit and Vegetable Program.

B. General Conditions

1. This Agreement is non-transferable.
2. Neither the State Agency nor the School Food Authority has an obligation to renew this agreement.

Signatures

State Agency

School Food Authority

Title

Title

Date

Date

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This arrangement does not constitute the entire agreement between the parties with respect to subject matter thereof.

SCHOOL INFORMATION:

School Name: _____

School Address: _____

FFVP Contact: _____ Telephone: _____

Email: _____

SCHOOL ENROLLMENT DATA

Enrollment as of **March 31st, 2023**: _____

Number of children approved/eligible for free meals: _____

Number of children approved for reduced price meals: _____

Percentage of students qualified for free/reduced meals on the Nevada Department of Agriculture's [2022-2023 Free and Reduced Lunch Report](#) _____

Is the school a year-round school? Yes No

- If YES, what month will the FFVP begin? _____

Grade level range at school: _____

Has the school previously participated in the FFVP? Yes No

Is there more than one school housed at this building address: Yes No

- If YES, what are the grade levels of the other school(s)? _____

Team Nutrition School? Yes No

Indicate Food Preparation Method for this school:

Onsite Satellite Vended Other _____

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PROPOSAL NARRATIVE

Describe briefly how the school plans to implement the program including:

- a. How fruits and vegetables will be served? (Carts, stands in hallways, classrooms, school office, etc.):

- b. Who will prepare fruits and vegetables? (Central kitchen, school site kitchen, vendor, pre-packaged):

- c. Proposed time(s) and days. **Fresh fruits and vegetables must be served to all students at least twice a week:**

- d. Partnerships the school has or will have to support the program (Examples are: partnerships with University of Nevada Cooperative Extension, agreements with local farmers to supply fruits and vegetables or local grocers to purchase/prepare fruits and vegetables, parent volunteers, etc.):

- e. Plans to provide FFVP nutrition education with other nutrition and health education activities through classroom and school-wide events:

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f. Plans to integrate FFVP into classrooms, home/family, and the cafeteria:

g. How will school staff (administration, teachers, custodial, food service) support the implementation of the FFVP?

h. Plans to promote the FFVP?

i. Do you plan to incorporate locally grown fruits and vegetables? If so, how?

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- j. Explain briefly:
- Why the school should be chosen and how will students benefit from this program?
 - What are the anticipated barriers and success for implementing the FFVP?
 - How will the barriers be addressed?

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Additional Space for Proposal Narrative (please include the letter of the question in which the text is referencing):

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BUDGET NARRATIVE

FFVP grant awards range from \$50-75 per student using the enrollment as of **March 31, 2023**. The United States Department of Agriculture dictates that grant awards must be in this range. For example, if a school had a total student enrollment of 100 on March 31, 2022, the grant award amount would be between \$5,000 and \$7,500. The amount awarded per student will be the same for all schools receiving a grant award. The awarded amount must be budgeted to serve all students at least twice a week for the entire school year. Additional funding will not be awarded to cover costs exceeding your initial award amount. For more guidance on appropriate budget expenditures, refer to the FFVP manual posted on the website <https://agri.nv.gov>. To ensure proper spending of award amount, answer the following questions assuming a \$50 per student award was allotted.

a. Total budget (\$50 x # of students): _____

b. Startup Costs (i.e. serving supplies, training hours etc.):

c. Monthly Labor Costs- after subtracting any startup costs, what is your monthly budget for FFVP? Please show the total budget for the month and a breakdown of how much of the monthly budget will be allocated for produce, labor and supplies.

d. How will you account for short months (i.e. during winter and spring break)? How will the funds for that short month be redistributed?

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- e. What measures will you take to ensure the budget is being followed and to ensure that students will get to benefit from this program all school year?

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SIGNATURES (All are required).

Please note that all dates and signatures must be in blue ink or electronically signed with Certificate.

We have reviewed this application and attest to the information provided. If selected, we agree to implement the program as outlined above and to implement the project in a manner consistent with the policies and procedures established by USDA. Further, we agree to participate in any USDA-sponsored evaluation and to provide the information requested by the specified deadlines.

District Superintendent _____ Date _____

District Nutrition Director _____ Date _____

School Principal _____ Date _____

School Kitchen Manager _____ Date _____

NDA USE ONLY:

Date Received: ___/___/_____

Application filled out correctly: ___ YES ___ NO

Previously awarded FFVP Grant: ___ YES ___ NO

If yes, have any findings been made against the administration of the FFVP: ___ YES ___ NO

List findings: _____

If yes, % of FFVP funds used: _____

App Score: _____

Initials of Scorer: _____

Final Averaged Score: _____