Meeting Logistics

- This webinar will be recorded. Please be sure your microphone is muted.

- **Zoom Tech Support =** 1-888-799-0125, Option 2

- Throughout the presentation, you may type questions in the chat box.

- Slides and the recording from this conference will be posted in the funding opportunity page: https://www.nifa.usda.gov/grants/funding-opportunities/gus-schumacher-nutrition-incentive-program-produce-prescription

- To access interpretation service, click on the Interpretation icon of a globe, then select language.

- Asistentes hispanohablantes, para acceder al canal en español y obtener el servicio de interpretación simultánea, hagan clic en el ícono del globo terráqueo que se encuentra en la barra de herramientas en la parte inferior de la pantalla y seleccionen el idioma español.

Non-Discrimination Statement
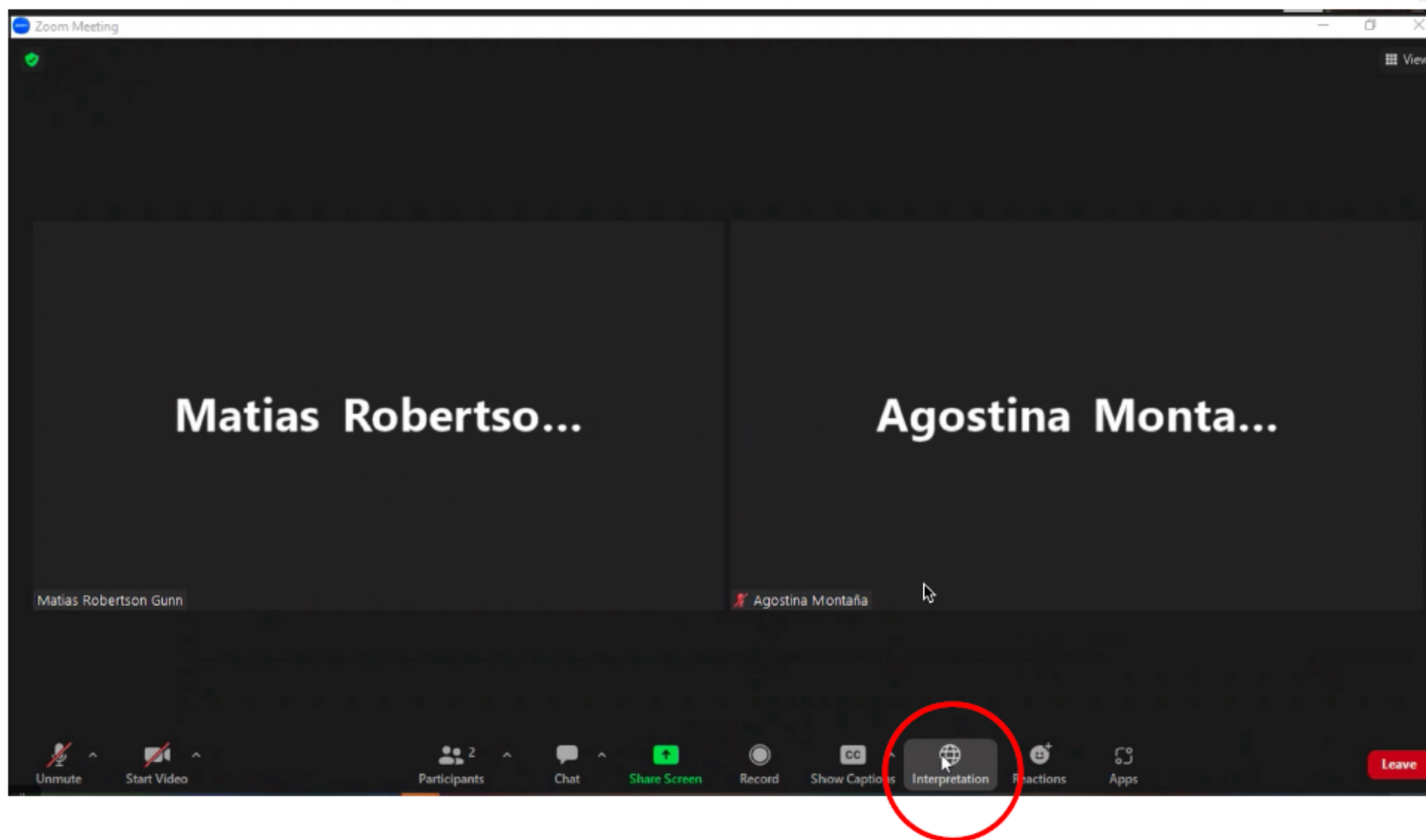
https://www.usda.gov/non-discrimination-statement

- 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

- 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 responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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.

- USDA is an equal opportunity provider, employer and lender.

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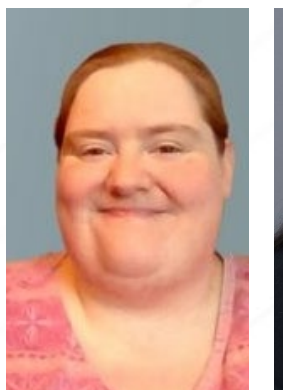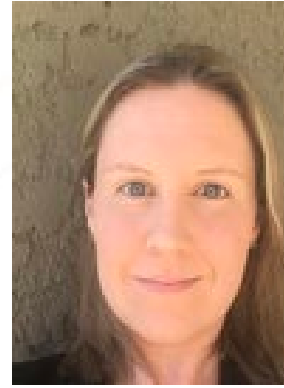
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Topics We Will Cover

- NIFA Overview (2 min)

- Program Overview (15 min)

- Request for Application (RFA) Details (3 min)

- Proposal Evaluation Process (5 min)

- Additional Information/Resources (15 min)
  - NTAE (35 Min)

- Questions (15 min)

List of Acronyms and Initialisms

Acronyms

GusNIP - Gus Schumacher Nutrition Incentive Program

SNAP – Supplemental Nutrition Assistance Program

Initialisms

PPR – Produce Prescription Program
NTAE - Nutrition Incentive Program Training, Technical Assistance, Evaluation, and Information Centers
IRB – Institutional Review Board

NIFA Overview

NIFA Overview

- **National Institute of Food and Agriculture (NIFA)** is the extramural science-funding agency within USDA's Research, Education and Economics mission area.

- NIFA **invests in and supports** initiatives that ensure the long-term viability of agriculture.

- NIFA provides **funding and strategic leadership** for programs that ensure groundbreaking discoveries in agriculture-related sciences and technologies reach the people who can put them into practice.

Topics Covered by NIFA Programs

Advanced Technologies
Bioenergy; Biotechnology; Nanotechnology

Animals
Animal Breeding; Animal Health; Animal Production; Aquaculture

Business and Economy
Markets and Trade; Natural Resource Economics; Small Business

Natural Resources
Forests; Grassland and Rangeland; Soil, Water, and Air

Education
Minority Serving Institutions; Teaching and Learning; Workforce Development

Environment
Climate Change; Ecosystems; Invasive Pests and Diseases

Farming and Ranching
Agriculture Safety & Technology; Farmer Education; Organic & Family Farms

Human Sciences
Community Vitality; Family Well-Being; Youth

Food Science
Food Quality; Food Safety

Food and Nutrition Security
Nutrition; Obesity; Wellness

International
Global Engagement; Global Food Security

Plants
Crop Production; Pest Management; Plant Breeding; Plant Health

Program Overview

What's New for FY2024?

- Clarifies required attendance of the Project Director at the PD meeting each year.

- Further clarifies that total funding requested under PPR must be less than or equal to $500,000.

- Clarifies that institutions of higher education that are local, county, tribal, territory, or state government agencies must provide documentation in support of eligibility as a governmental agency in Field 12 of the grant application. Documentation must clearly identify that the university or Cooperative Extension is designated as an entity within the governmental agency structure, such as the Department of Agriculture, Department of Education, Department of Public Health, etc.

- Further clarifies that applicants and their project partner organizations must ensure that no State, Territory, or local tax is collected when produce prescriptions are redeemed. This must be documented in the grant application in the project narrative and/or letter of support from the appropriate partner organization(s).

Produce Prescription Program Purpose

RFA Page # 7

- Intersection of the **food and healthcare systems.**

- **Improve the nutrition and health** of participants **prescribed fresh fruits and vegetables**.

- **Fresh fruits and vegetables** are any variety of fresh whole or cut fruits and vegetables.

Goals and Objectives

RFA Page # 7

1. **Improve dietary health through increased consumption of fruits and vegetables;**

2. **Reduce individual and household food insecurity; and**

3. **Reduce healthcare use and associated costs.**

Priorities

RFA Pages # 7-8

Underrepresented Communities

Tribal communities,
Communities of color,
LGBTQ+,
Individuals with disabilities,
Veterans,
Rural and remote communities,
Insular areas, or
Residents under the Federal poverty line.

Underrepresented Geographies

Alabama, American Samoa, Arizona, Commonwealth of the Northern Marianas Islands, Delaware, Federated States of Micronesia, Guam, Idaho, Kansas, Maine, Maryland, Nebraska, Nevada, New Hampshire, North Dakota, Puerto Rico, Rhode Island, U.S. Virgin Islands, Utah, Vermont, Wisconsin, and Wyoming.

Eligibility

1) Non-profit Organizations

2) Governmental Agencies

Veterans Health Administration and various components of its healthcare system, such as hospitals or clinics are eligible government agencies.

Institutions of higher education that are local, county, tribal, territory, or state government agencies must provide documentation in support of eligibility as a government agency.

Required Healthcare Partner

RFA Pages # 15-16

- **Hospital**

- **Federally-qualified health center**

- **Hospital or clinic operated by the Secretary of Veterans Affairs**

- **Healthcare provider group:** An organized group of 5 or more persons or places licensed to give health care.
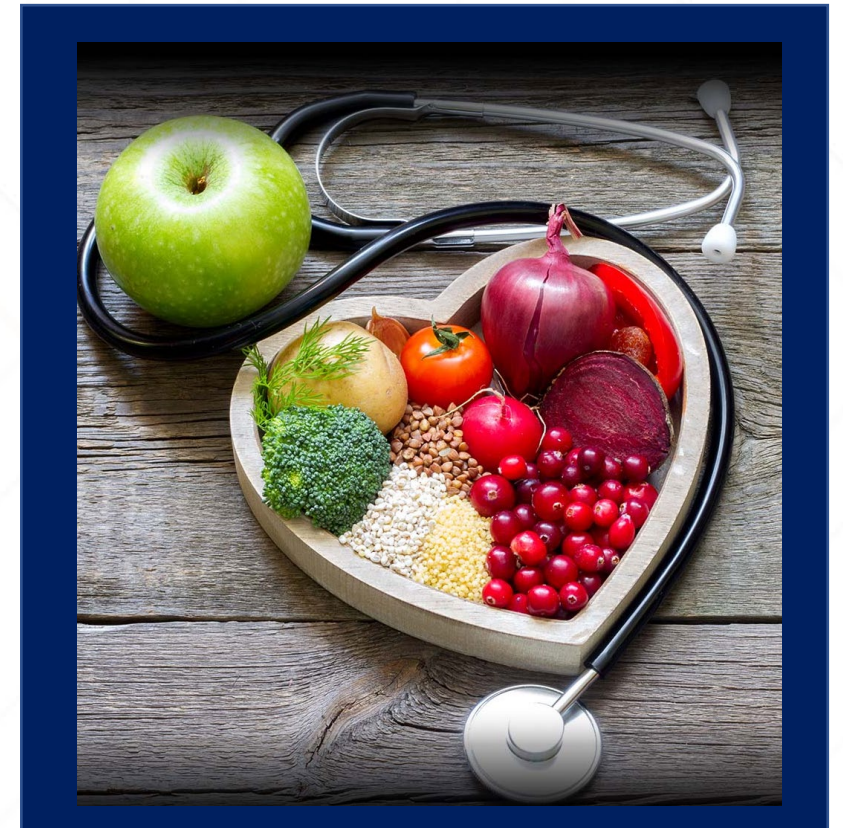
Lead Applicant & Required Healthcare Partner

RFA Pages # 15-16

Grant Basics

RFA Page # 8-9

Program Name: Produce Prescription Program

Program Code: PPR

Maximum Budget: $500,000

Project Duration: Up to 3 years

Projects Must:

Prescribe fresh fruits and vegetables.

Evaluate **fruit and vegetable intake and dietary health**; **food insecurity**; as well as **healthcare use and associated costs**.

Program Area Description

RFA Page # 8-10

Include one of the following:

- provide financial or non-financial incentives for eligible individuals to purchase or procure fresh fruits and vegetables;

- provide educational resources on nutrition to eligible individuals; or

- establish additional accessible locations for eligible individuals to procure fresh fruits and vegetables.

RFA Page # 9

Eligible Individuals

Managing or at-risk of developing a diet-related health condition.

And either:

(1) <u>Eligible</u> for benefits under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.); or

(2) <u>Enrolled</u> in medical assistance under a State plan or a waiver of such a plan under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.).

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Healthcare Partner Letter of Support (LOS)

Applicants must submit a LOS from a healthcare partner. The letter must explain the role of the organization including any activities the organization is expected to conduct in support of the project.

- refer potential participants,
- screen and verify eligibility for individuals to participate in a produce prescription project,
- track health outcomes, and/or reporting healthcare utilization and healthcare costs,
- provide educational opportunities relating to nutrition,
- communicate locations at which produce prescriptions may be redeemed,
- collect core participant-level and firm-level metrics, attest that your organization agrees to share information and core data with the Nutrition Incentive Program Training, Technical Assistance, Evaluation, and Information Centers (NTAE),
- evaluate individuals participating in a produce prescription project with respect to the impact of the project participation on (1) the improvement of dietary health through increased consumption of fruits and vegetables; (2) the reduction of individual and household food insecurity; and (3) the reduction in healthcare use and associated costs.

GusNIP NTAE Consultation

- Letter(s) of support (LOS)
  - All applicants are required to have a consultation session with the GusNIP NTAE Center for free group sessions, one-on-one support and review common mistakes.
  - To document completion of this consultation, **all applicants must** include a verification letter from the GusNIP NTAE Center in their proposal.

RFA Page # 11-12

Required Comprehensive Evaluation

1. Required to participate
2. Collect minimum core data set
3. Collaborate with the Nutrition Incentive Program Training, Technical Assistance, Evaluation, and Information Center (NTAE)
4. Contribute minimum core data set to the NTAE

Application Submission

- NIFA only accepts electronic submission of applications.

- NIFA Grants Application Guide available through grants.gov.
  - A SAM Unique Entity Identifier (UEI) is now required in place of a DUNS number
- Application documents must be in **Portable Document Format (PDF)** to be accepted by NIFA, including your narrative and budget justifications.
  - Grants.gov may allow other formats, but NIFA does not
  - Do not use third-party PDF builders

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National Institute of Food and Agriculture
Grants Application Guide

NIFA Office of Grants and Financial Management

July 2023
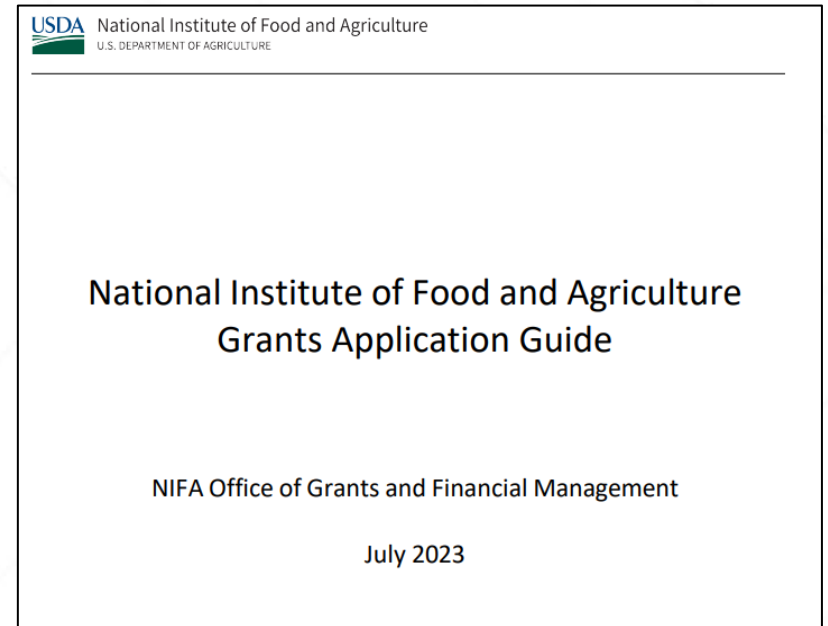
Application Details

RFA Pages # 17-22

- Field 8. Project Narrative
  - 15-page limit
  - 1.5 spacing, 12 points Times New Roman
  - written text, figures, and tables with 1-inch margins
  - 1-page response to previous review
    - Resubmitted proposals only, does not count toward project narrative 15-page limit.
- Field 9. Bibliography and References Cited.
- Field 12. Logic Model, no more than 1 page.
- Field 12. Business Plan, no more than 5 pages.
- Field 12. Data Management Plan, no more than 2 pages.
- Field 12. Letters of support, no more than 2 pages from each organization.
  - Healthcare Partner(s)
  - GusNIP NTAE Center

Project Narrative

RFA Pages # 18-22

1. Introduction to Community(ies) involved in the Project and the Benefit to the Community(ies);

2. Personnel and Resources of the Organizations and Communities Involved in the Project;

3. Project Goals, Intended Outcomes, and Relationship to GusNIP Produce Prescription Program Purposes and Priorities;

4. Activities to Achieve the Goals;

5. Evaluation – **must** **include GusNIP comprehensive program evaluation core participant-level and firm-level metrics**;

6. Sustainability;

7. Non-supplantation – **must not replace current activities, must be new, expanded or enhanced projects**

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Proposal Evaluation Process

Evaluation Process

- Initial screening for eligible organization, page length requirements all required forms and all files in PDF, budget must be within the dollar ceiling, letters of support from healthcare partner and GusNIP NTAE Center and demonstrate capacity and willingness to participate in the comprehensive program evaluation requirements with the NTAE Center.

- Peer review using the program area evaluation criteria.

- If the applicant has received USDA grant awards in the past, then the history of compliance with grant requirements will also be considered. These include NIFA reporting requirements, such as annual REEport technical reports, REEport financial reports, and SF-425 Federal Financial Reports.

Evaluation Criteria

RFA Pages # 27-28

- Focus on any underrepresented geographies and/or underrepresented communities
- Ability to serve underrepresented geographies and/or underrepresented communities
- Community Benefits,
- Project Goals, Objectives, and Intended Outcomes
- Qualifications of the Organizations Involved in the Project
- Evaluation
- Sustainability
- Timeline & Budget

Common Mistakes to Avoid

- Meet the format requirements (page length and **PDF format all documents**)
- Make sure to complete and submit the following documents:
  - Budget Justification
  - NTAE (consultation) letter of support
  - Healthcare partner letter of support
  - Bibliography
  - Current and Pending – Support document
  - Conflict of Interest - Support document
- Submit proof of eligibility (for IHE applicants)
- Review that the budget is within the maximum award amount
- Be attentive of the due date
  - Late submission represents an automatic decline. The project budget request exceeds the maximum allowable award amount

Timeline of Competitive Programs

1-3 months	2-3 months	1-2 months

1-3 months
- Request for Application (RFA) release
- Proposal writing and planning
- **Proposals due**

2-3 months
- Proposal under peer review
- Proposal funding notifications

1-2 months
- Awards are finalized and made

On average, a competitive program takes about 6-9 months from the RFA release to an award being made to an organization.

We will keep you updated as much as possible. We appreciate your patience!

Volunteer to Serve as a Reviewer

HOME > **ABOUT NIFA** > **WHAT WE DO**

Panelist Information

SHARE

THE INSTITUTE

> Who We Are

> History

> Relationship To USDA

> Organizational Structure

> Leadership

> Institutes

> National Program Leaders

NIFA and your community request your assistance in identifying panelists and ensuring our peer review panels have the required expertise while remaining inclusive, representative, and diverse.

NIFA convenes peer review panels comprised of research, education, extension, and other subject matter experts to review competitive grant proposals. Panelist duties include reviewing proposals; drafting and submitting individual ratings and written reviews; and attending and participating in a panel meeting. During the panel meeting, panelists discuss and reach a group consensus on proposal rankings. Panels may be conducted via teleconference or in-person meetings.

▸ **Become a Panelist**

▸ **Access NIFA's Peer Review System (PRS)**

https://nifa.usda.gov/panelist-information

Administrative Requirements

Pre-Award Requirements

Cost Share or Matching

Budget and Justification

Indirect Cost Recovery

Sub-award Restriction

Certification of Lobbying

Submission of application in Grants.gov includes certification of compliance to disclose lobbying activities.

In the event lobbying activity applies, an **SF-LLL Disclosure of Lobbying Activities** form is required.

The Disclosure of Lobbying Activities form (SF-LLL) can be viewed via:

https://apply07.grants.gov/apply/forms/sample/SFLLL_2_0-V2.0.pdf
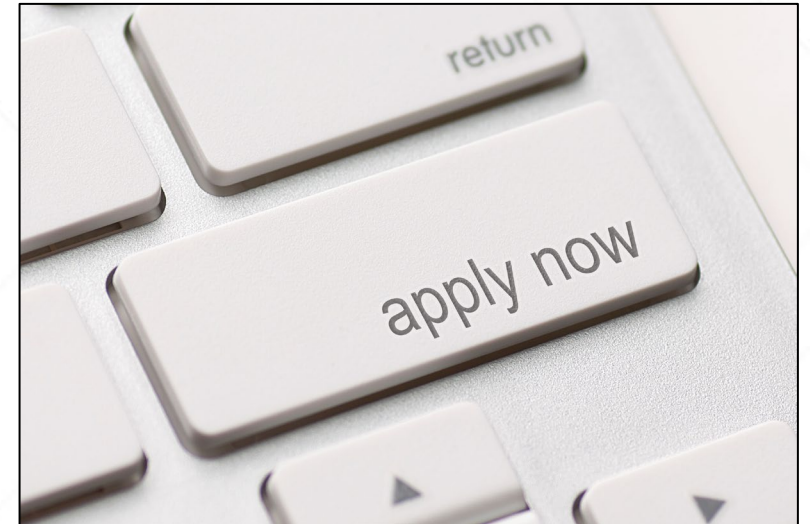
Organizational Management Information

Prior to award, applicants must verify or reverify financial management and internal controls in accordance with NIFA Policy and 2 CFR 200.302 and §200.303.

A current Single Audit fulfills this requirement.

Example documents when a Single Audit is unavailable include:

- 2 years of audited financial reports or certified year-end balance sheets
- Details of your cost accounting system, auditing arrangements, and salary compensation
- A list of current or recent Federal awards
- Statement of purposes and powers (by-laws, etc.)

Duplicate or Multiple Submissions

One (1) GusNIP Produce Prescription Program application per applicant organization.

Duplicate or multiple submissions are not allowed.

NIFA will accept the last application received and disqualify previously submitted applications if an applicant submits duplicate or multiple submissions meeting the application deadline.

Cost Share or Matching

There is no matching requirement for this program

NIFA will not factor matching resources into the review process as an evaluation criterion.

Budget and Justification

RFA Page # 23

- R&R Budget (Fed-only). Match is not required.

- Separate Budget Justification is required.

- If costs are deemed unallowable during the review process, they must be replaced during the award review.

RESEARCH & RELATED BUDGET - Cumulative Budget

	Totals ($)
Section A, Senior/Key Person	
Section B, Other Personnel	
Total Number Other Personnel	
Total Salary, Wages and Fringe Benefits (A+B)	
Section C, Equipment	
Section D, Travel	
1. Domestic	
2. Foreign	
Section E, Participant/Trainee Support Costs	
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other	
6. Number of Participants/Trainees	
Section F, Other Direct Costs	
1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8. Other 1	
9. Other 2	
10. Other 3	
Section G, Direct Costs (A thru F)	
Section H, Indirect Costs	
Section I, Total Direct and Indirect Costs (G + H)	
Section J, Fee	
Section K, Total Costs and Fee (I + J)	

Budget and Justification - Continued

FY2024: What's New This Year

Field D. Domestic Travel. During the tenure of a grant, PDs must attend a PD meeting each year.

Additionally:

Total fruit and vegetable prescription dollars must be summarized in the Budget Justification with clear affirmation of which budget category or categories were used to calculate totals.

- Ex: A project design may necessitate produce prescriptions are included in F.8 Other Direct Costs and F.5 Subawards/Contractual Costs, however, the Budget Justification should clearly describe that total fresh fruit and vegetable prescriptions are a sum of F.8 and the portion of F.5 specified as produce prescriptions.

Indirect Cost Recovery

RFA Page # 24

To minimize withholds of indirect costs for lack of adequate support we suggest that upon award approval, you inform NIFA Awards Management Division - Administrative Point of Contact (awards@usda.gov) of your selected indirect cost recovery option.

II. LIST OF INDIRECT COSTS RECOVERY OPTIONS

Option 1. Obtain a NICRA with Cognizant Agency

• You do not have a NICRA and want to negotiate a NICRA with the cognizant agency; or

• You would like to request to extend your current negotiated rate for 4 years.

Option 2. Elect to Use 10% De Minimis Rate

• You do not have a current NICRA (or provisional rate) and you do not want to negotiate indirect costs.

Option 3. Waive Indirect Cost Recovery

• You do not want to claim indirect costs.

What is "Cognizant Agency?"

The cognizant agency for indirect costs is the federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this part on behalf of all federal agencies (2 CFR § 200.19).

GusNIP allows for full recovery of indirect costs based on the current negotiated rate established by the cognizant Federal Agency

No negotiated rate? You may:

(1)   **Request negotiation from your cognizant agency**

(2)   **Use the 10% Modified Total Direct Cost (MTDC) de minimis rate**

(3)   **Waive indirect cost recovery**

For information on the IDC process and allowable scenarios, refer to:

https://nifa.usda.gov/indirect-costs

Indirect Cost Recovery: 10% De Minimis Rate

RFA Page # 24

An entity that does not have a current NICRA (or provisional rate) and does not want to negotiate indirect costs may be eligible to elect a de minimis rate of 10% of modified total direct costs (MTDC), as defined in 2 CFR 200.414(f).

Once elected, the rate must be used consistently for all federal awards until the entity chooses to negotiate a rate, which the entity may request at any time.

For information on the IDC process and allowable scenarios, refer to:

https://nifa.usda.gov/indirect-costs

Sub-award Restriction

RFA Page # 25

No more than 33% of the project, as determined by budget expenditures, may be sub-awarded without NIFA pre-approval.

If pre-approval is desired, contact the National Program Leader.

Additional Grant Resources

- Funding Opportunity Page: [GusNIP-PPR Funding Opportunity](#)

- Competitive Grants Flowchart: [nifa.usda.gov/competitive-grants](#)

- NIFA Grant Resources: [nifa.usda.gov/grant-training](#)

- NIFA Policy Guide: [nifa.usda.gov/policy-guide](#)

- Indirect Costs: [nifa.usda.gov/indirect-costs](#)

- A Guide for Preparation and Submission of NIFA Applications via Grants.gov: [https://www.nifa.usda.gov/nifa-22-001-nifa-grants-application-guide](#)

- Information on Awarded Grants: [https://portal.nifa.usda.gov/enterprise-search/ss/1506](#)

Nutrition Incentive Training, Technical Assistance, Evaluation, and Information Center (NTAE)

About the Nutrition Incentive Hub

The Nutrition Incentive Hub is a coalition of partners, created by the Nutrition Incentive Program Training, Technical Assistance, Evaluation, and Information Center (NTAE), that supports Gus Schumacher Nutrition Incentive Program (GusNIP) grantees, applicants, and other GusNIP audiences.

Our objective: Strengthen access to fruits and vegetables

Our goal: Make safe, nutritious food available to all Americans

- Supporting Gus Schumacher Nutrition Incentive Program (GusNIP) grantees and applicants
  - Funded through 2018 Farm Bill
  - Formerly known as the Food Insecurity Nutrition Incentive Program (FINI)

Nutrition Incentive **Hub**
CREATED BY GUSNIP NTAE CENTER

What is the NTAE and Nutrition Incentive Hub?
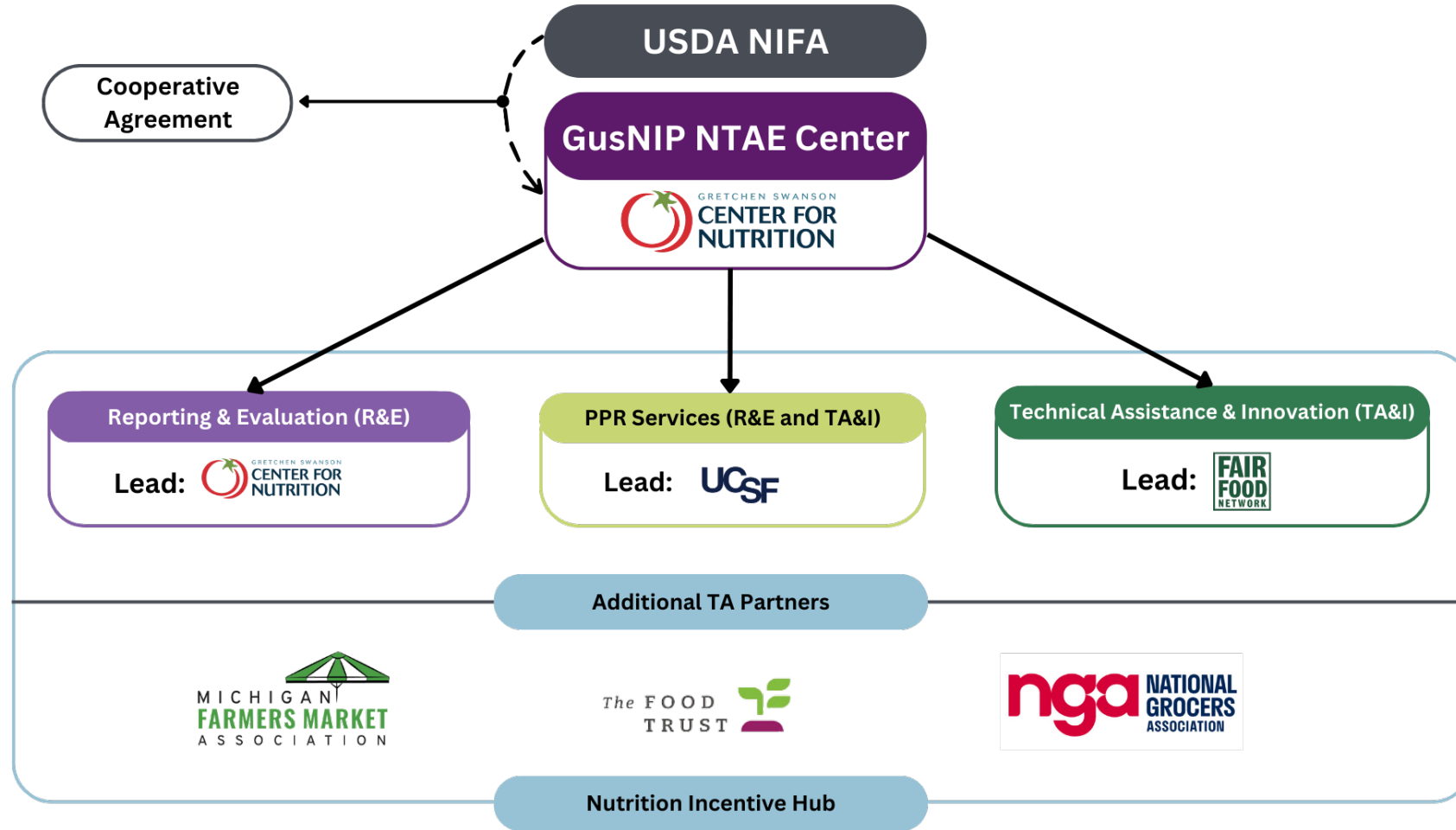
RFA Support

The Nutrition Incentive Hub Supports

- Project planning and ideation
- Interpreting the GusNIP RFA
- Evaluation questions
- SNAP policy questions
- High level application and administrative reviews

Nutrition Incentive Hub
CREATED BY GUSNIP NTAE CENTER

GusNIP Requirements - Application

Application Requirements

- **1 hour consultation** with the GusNIP NTAE Center for free one-on-one support and review general pitfalls

- **Letter of Support** from NTAE in GusNIP proposal

Nutrition Incentive **Hub**
CREATED BY GUSNIP NTAE CENTER

Consultation Session with the NTAE

- The 2024 GusNIP application requires all applicants to have a consultation session of approximately 1 hour with the GusNIP NTAE Center's Nutrition Incentive Hub

- This can be met by attending
  - Group support sessions
  - One-on-one sessions

- This USDA webinar **does not count** towards your required 1 hour consultation

Nutrition Incentive Hub
CREATED BY GUSNIP NTAE CENTER

How to Schedule Your Consultation

1. Email ta@nutritionincentivehub.org

2. You will receive a link to sign up for your required consultation with the NTAE: https://www.tfaforms.com/5102678

Nutrition Incentive Hub
CREATED BY GUSNIP NTAE CENTER

Letter of Verification/Support Reminder

Remember! You are responsible for

- Scheduling your 1 hour required consultation with the NTAE
- Requesting your letter of support (Letters are processed every Tuesday)
- Including the letter in Field 12 in your application as a PDF

Your application will not pass NIFA's administrative review if you do not include the letter of support. Email ta@nutritioncentivehub.org if you have any questions about these requirements.

NTAE RFA Support Opportunities

You can find the following application tools on the Nutrition Incentive Hub website

- <u>Application guides and templates</u>
  - Understanding the RFA
  - Application templates
  - Evaluation
  - Budgeting and Match

- <u>Topical support sessions</u>

- <u>Information on the letter of verification/support</u>

Nutrition Incentive Hub
CREATED BY GUSNIP NTAE CENTER

Ways to Engage

- Subscribe to our Newsletter
- Join the conversation in our Discussion Board
- View past and upcoming events and webinars
- Join a community of practice
  - Connect with us at ta@nutritionincentivehub.org

Nutrition Incentive **Hub**
CREATED BY GUSNIP NTAE CENTER

GusNIP PPR R&E Requirements

All PPR grantees will be required to cooperate with the NTAE center by:

1. Supporting implementation of evaluation requirements.
2. Meeting periodically with staff from NIFA, FNS, the NTAE centers, and other GusNIP grantees to review project plans, evaluation objectives and methods, data collection and reporting requirements, and analysis and reporting of results.
3. Facilitating access to or providing documentation of project implementation, operations, costs, and outcomes.
4. Facilitating site visits and interviews with project staff, partners, and program participants if necessary.

- PPR grantees will be required to periodically **provide the NTAE a core program data set** to ensure common program tracking and enable meaningful comparisons across all projects. A defined number of cohort based pre and post-surveys are required to be collected from this subsample for each active grant year of a grantee's project.

- Grantees are required to have a **Data Use Agreement or a MOU** with each firm or sub-grantee that guarantees each firm will provide information required for the core program data set.

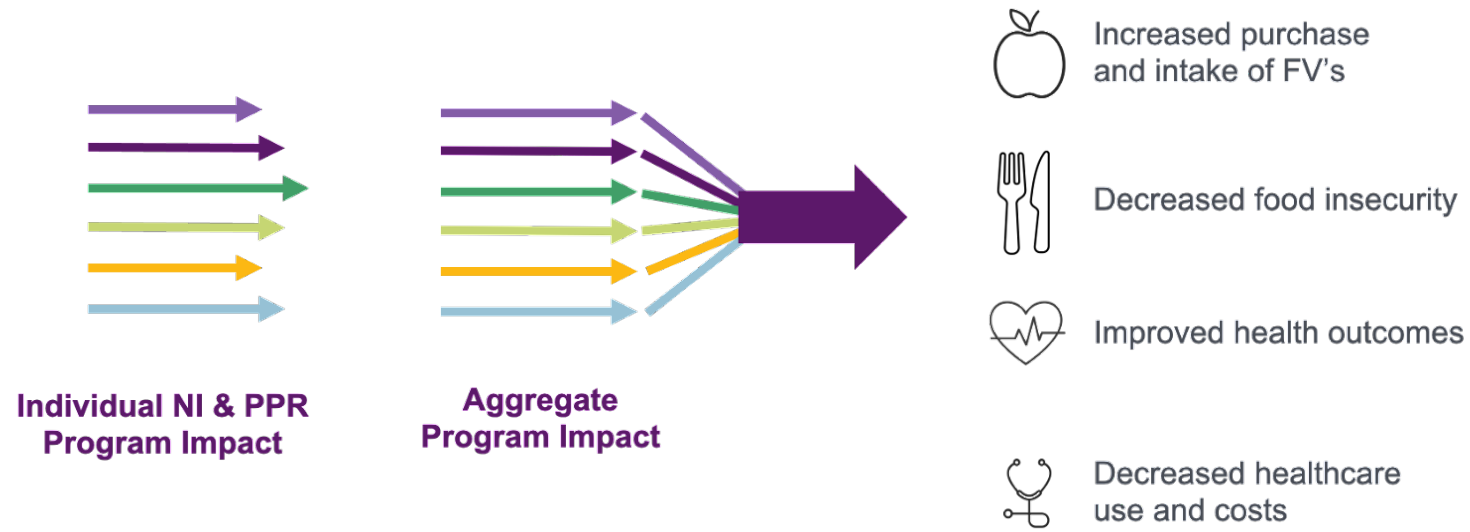- Outcome assessment requires **Institutional Review Board Review.**

Nutrition Incentive Hub
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Field 8. Project Narrative, Evaluation

The description of the evaluation methods must include:

1. a process assessment that documents the process, challenges, and success of implementation and operations

2. an outcome assessment that documents the project's effectiveness in **(a) improving dietary health through increased consumption of fruits and vegetables; (b) reducing individual and household food insecurity;** and (c) reducing healthcare use and associated costs among eligible participants

Nutrition Incentive **Hub**
CREATED BY GUSNIP NTAE CENTER

NTAE Core Metrics

Individual NI & PPR Program Impact

Aggregate Program Impact

Increased purchase and intake of FV's

Decreased food insecurity

Improved health outcomes

Decreased healthcare use and costs

Core metrics required by all GusNIP PPR grantees as part of the required outcomes assessment

Participant-level

Firm-level

Nutrition Incentive **Hub**
CREATED BY GUSNIP NTAE CENTER

PPR Participant-Level Core Metrics

- ~30 questions; estimated time to complete survey = 15-30 minutes
- Collected from the same participants at 2 timepoints: Baseline and Follow-Up

Core Metric	Example Item
SNAP Participation	In the last 30 days, have you or anyone in your household received EBT, food stamps, or SNAP?
Incentive Program Use	How many times have you used PPR incentives (e.g., vouchers) to get fruits and vegetables?
Firm Types	Have you used [incentive program] to get fruits and vegetables at any of the following places?
Program Satisfaction	Overall, how would you rate your experience with [incentive program]?
Fruit and Vegetable Consumption	10-Item Dietary Screener Questionnaire (DSQ)
Food Security	USDA 6-Item Household Food Security Survey Module
Self-Perceived Health	Would you say that in general your health is poor, fair, good, very good, or excellent?
Sociodemographics	Age, Sex, Race, Ethnicity
Geography	Zip code

Participant Sampling: Produce Prescription Projects

Pre-Post Design

- **Hypothesis**: Participants of produce prescription projects will see an increase in fruit and vegetable intake at follow-up, as compared to baseline intake.

- **Sample size** based on the ability to detect .25 cups/day change in fruit and vegetable consumption

- A subsample is required from each PPR project of **100-130 participants surveyed at baseline and follow-up** over the course of the project

- **Qualtrics** is the <u>required</u> survey administration platform of the NTAE (license provided at no cost to grantee)

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Core Metrics: Firm-Level

Core Metric	# Items	Example Items	Rationale
Grant-level information *Reported annually*	4	• Expenses associated with establishment and operations of the project • Grant funds used for incentives	• Allows for determination of actual costs and provides input to cost-related analyses
Firm- or site-level descriptive information *Reported annually*	6 - Enrollment firms (e.g., Clinics) 7 - Issuance firms (e.g., Clinics) 8 - Redemption firms (e.g., Farm Direct, Brick & Mortar)	• Financial instrument used for prescriptions (e.g., voucher) • FV products eligible for prescription use by site	• Provides firm- or site-level descriptive information to understand contextual elements of project delivery and implementation
Firm- or site-level numeric information *Reported monthly*	3 - Enrollment firms (e.g., Clinics) 2 - Issuance firms (e.g., Clinics) 4 - Redemption firms (e.g., Farm Direct, Brick & Mortar)	• Amount ($) of produce prescription project incentives issued and redeemed • Number of produce prescription project participants newly enrolled	• Describes site level utilization and redemption patterns, and tracks "dose" of intervention

Healthcare Cost and Utilization Requirement

GusNIP supports PPR projects that aim to demonstrate and evaluate the impact of prescribing fresh fruits and vegetables on (1) the improvement of dietary health through increased consumption of fruits and vegetables; (2) the reduction of individual and household food insecurity; and **(3) the reduction in healthcare use and associated costs.**

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Healthcare Cost and Utilization

Three options to fulfill requirement:

1. Self-report utilization using survey questions
2. Utilization data extracted from electronic health records (EHR) *
3. Insurance claims data *

* EHR and claims data are likely only accessible to grantees that are clinics or have strong relationships with the affiliated health system

https://www.nutritionincentivehub.org/media/bnpd5k3h/ppr_outlining-healthcare-outcomes-rqmts_final_.pdf

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Reporting Requirements

Food and Nutrition Service
- Partner Firms

National Institute of Food and Agriculture
- REEport technical
- REEport financial
- SF-425

- Firm-level
- Participant-level
- Healthcare cost and utilization (PPR only)

Institutional Review Board (IRB)

- Considerations:
  - Have you worked with an IRB before?
  - Do you know what local IRB you might work with?
    Examples could include at a university, medical institution, or governmental agency.
- Resources:
  - https://www.nutritionincentivehub.org/institutional-review-board

1st option: Hospital/clinic IRB or other grantee-affiliated IRB

⬇

2nd option: Land-grant university or other public service institution

⬇

3rd option: Fee-based (private) IRB

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Recommended IRB Application Timeline
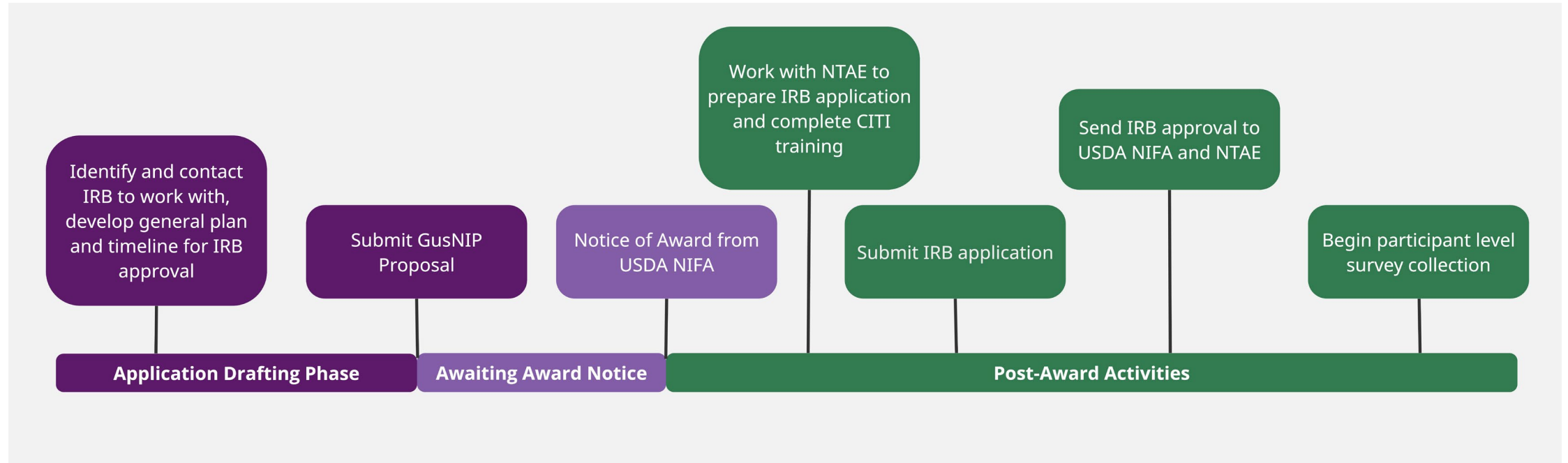
Budgeting for Reporting & Evaluation

The NTAE recommends adding a budget line item for evaluation, which may include, but is not limited to:

- External IRB costs
- Data Collection
- Data Extraction (for PPR projects working with EHR data)
- Participant Survey Stipends ($10-15/survey)

It is highly recommended that GusNIP applicants plan for at least 10% of the total budget for activities around evaluation

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