

**NV CARES Community Food Response Projects
Request for Applications**
Food and Nutrition Division



The Nevada Department of Agriculture (NDA) is releasing a Request for Applications (RFA) for NV CARES Community Food Response projects that address food insecurity and food distribution needs in Nevada during the coronavirus (COVID-19) pandemic. We are looking to partner with Nevada community organizations and public entities to promote innovative distribution models that complement existing food assistance resources, promote safe food assistance models during the pandemic, and provide food to underserved populations and communities.

On March 27, 2020, the President signed the Coronavirus Aid, Relief, and Economic Security Act (P.L. 116-136, CARES Act), which provides funding to states to address the various impacts arising from the pandemic. NDA has set aside \$2.88 million to support multiple Community Food Response projects that address food insecurity and the challenges of safely distributing food during the pandemic. The maximum award amount for this funding opportunity is \$750,000.

Project proposals will have a performance period from the date of project award through December 31st, 2020. Nevada community organizations and public entities are eligible to apply. There is no required match for this funding opportunity, but applicants must demonstrate the ability to manage all aspects of the proposed project. Community organizations and public entities may partner with for-profit businesses to submit a project proposal provided the roles and responsibilities are clearly stated. Only community organizations and public entities will be awarded funding as a grantee.

Examples of projects include but are not limited to:

- Home delivery of food to vulnerable populations
- Innovative partnerships utilizing new food distribution channels
- Providing food to underserved, rural, and Tribal communities
- Purchasing food to supplement existing food distribution efforts
- Development of lasting partnerships between food producers and community organizations

For further clarification on the allowable uses of these funds, please see the attached [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#).

Applications must be submitted via email to NVCares@agri.nv.gov using the attached Application Template. The due date for applications is June 17, 2020.

For questions related to this this funding opportunity, please email NVCares@agri.nv.gov.

Sincerely,

Homa Anooshehpour
Administrator, Food and Nutrition Division
Nevada Department of Agriculture

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Sparks, NV 89431

2300 East St. Louis Ave.
Las Vegas, NV 89104

4780 East Idaho St.
Elko, NV 89801

Terms and Conditions

TIMELINE

June 3, 2020 – Request for Application released by NDA
June 17, 2020 – Full Application due to NDA by 5:00 pm PDT
June 18-19, 2020 – Applications opened, Technical & Budget review by NDA staff
June 22-26, 2020 – Successful Applicants notified, Subgrants awarded
July 2020 – Anticipated Award start date

MONITORING

The grantee will be required to track all aspects of project funding and will be monitored by NDA. Reports will be submitted on a monthly basis and include accounting of product receipt, distribution and inventory numbers as well as service data on the number of individuals and households served.

AWARD

NDA will award funds based on an application evaluation. Additional clarifying questions may be requested by NDA after receiving applications and prior to award. Applications should specify the service area of the project. Projects will have a maximum award amount of \$750,000 and minimum award amount of \$50,000. This funding is contingent upon approval of the Interim Finance Committee.

LOSSES

The grantee is responsible for safekeeping of all food and equipment purchases. The grantee is financially responsible for all food losses due to improper storage, care and handling.

ELIGIBLE ORGANIZATIONS

Nevada community organizations and public entities are eligible to apply. The applicant organization must have maintained an established operation for three years or be able to demonstrate the ability to manage a food assistance project per the requirements outlined in this release.

The NDA's website will contain information regarding the RFA. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the RFA. Agencies awarded funds through this grant must have or obtain a computer that meets following minimum specifications for the purpose of receiving electronic program and fiscal information.

- Internet access
- Email capability
- Microsoft Excel
- Microsoft Word
- Adobe Reader

FEDERAL/STATE SUSPENSION AND DEBARMENT

Organizations or individuals that are suspended or debarred from any state or federal agency cannot apply for or be paid from NDA grants during the period of the suspension or debarment. In the event that an organization or individual is debarred, another entity from within the county, an adjoining county or regional provider can

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compete for the program dollars. As a result, the entity awarded the grant, cannot contract and/or hire the debarred agency in any capacity. Any expenditure charged to this grant for such individuals or agencies will be disallowed.

Applicants are required to disclose to the NDA if any of the following conditions apply to the agency or agency personnel:

- Applicant has been convicted of or had a civil judgment rendered against them within the three (3) year period preceding the application for NDA funding for any of the following:
 - Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction;
 - Violation of a federal or state antitrust statute;
 - Embezzlement, theft, forgery, bribery, falsification or destruction of records, or
 - False statements or receipt of stolen property.
- Applicant is presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with the commission of any of the offenses enumerated above.
- Applicant has had any public transaction (federal, state or local) terminated for cause or default within the three (3) year period preceding the application for NDA funding.

TERM OF GRANT

The term of the grant will be from the date of project award through December 31st, 2020.

FUNDING AVAILABILITY AND ALLOWIBILITY

Approximately \$2.88 million is available for funding NV CARES projects. Payments to the selected grantees may not exceed approved expenditures. Isolation and documentation of all expenditures for these grant funds is required. Expenditures shall be recorded in all the grantees records in such a manner as to establish an audit trail for future verification of appropriate use of funds. Below is a list of allowable administrative expenditures.

- Personnel
- Travel
- Supplies
- Contracts
- Equipment
- Food Purchases
- Indirect Costs

Funding will be subgranted to awarded grantees, and project costs will be paid on a reimbursement basis. The grantee may request up to 25% of the award total in advance at the start of the project. Advance payments to an awarded entity must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the awarded entity in carrying out the purpose of the approved project.

RECORDS MANAGEMENT

Financial records, statistical records, supporting documents and other records pertinent to this award shall be retained for a period of three years from submission of the Final Project Report. Records that relate to audits, appeals, litigation or settlement of claims arising out of the performance of the project shall be retained until such audits, appeals, litigation or claims have been disposed of, but not earlier than three years from submission

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of the Final Project Report. The Program Manager, Food & Nutrition staff of NDA or any of their duly authorized representatives, shall have access to any pertinent documents, books, papers and records of the recipient organization to make audits, examinations, excerpts and transcripts.

FRAUD, WASTE AND ABUSE

Anyone who becomes aware of the existence (or apparent existence) of fraud, waste or abuse related to the sub grants or use of grant funds should immediately report this information to the NDA.

Fraud, waste and abuse include, but are not limited to, embezzlement, misuse or misappropriation of grant funds or property and false statements, whether by organizations or individuals.

Examples:

- Theft of grant funds for personal use
- Using funds for non-grant related purposes
- Theft of federally owned property or property acquired or leased under a grant
- Charging inflated building rental fees for a building owned by the recipient
- Submitting false financial reports
- Submitting false financial data in bids submitted to the NDA

CONFLICT OF INTEREST

Grantee agencies shall avoid any action that might result in or create the appearance of:

- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Adversely affecting the public confidence in the integrity of the program.

No grantee agency employees may participate in the process of contracting or sub granting out funds if any real or apparent conflict of interest would be involved. Sub recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors or parties to sub agreement.

APPLICATION

Applications not submitted in the manner prescribed in this announcement will not be considered for funding under this announcement.

FORMAT REQUIREMENTS

The application for this RFA must be submitted in the format provided in the Application Template. Applicants must submit one clearly identified application originally signed in blue ink.

RFA DEADLINE AND SUBMISSION INSTRUCTIONS

Applications must be received on or before 5:00 pm PDT on June 17, 2020. The Department will not accept applications submitted by mail, on disk, flash drive or by fax.

Email completed applications to NVCares@agri.nv.gov

AUDIT SUBMISSION REQUIREMENTS

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All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of the application. The Department will use the audit to ascertain the fiscal health of Applicants. The audited financial statements should be included as Appendix A: Audited Financial Statements.

The audited financial statements only need to be submitted one time. While the audit will not be scored as part of the review, NDA reserves the right to use information in the audit to assist in the final recommendation for funding. Applicants are expected to demonstrate through their audits a strong financial position and an ability to obtain funding outside of the public sector. Units of government (such as cities and counties, schools, health departments, etc.) do not need to submit an audit.