



REQUEST FOR APPLICATION
*Inventory and Distribution System for
Nevada Agricultural Produce and Products
Round 2*

September 14, 2020

CARES ACT
Plant Industry

NV CARES Inventory and Distribution System for Nevada Agriculture Produce and Products Request for Applications Plant Industry



Background

On March 27, 2020, President Donald Trump 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 COVID-19 pandemic. The Nevada Department of Agriculture (NDA) has received funds to support projects that will increase food access and address food and agriculture distribution challenges that have arisen due to the pandemic. This Request for Application (RFA) is being released to identify project(s) that will establish a Nevada inventory and distribution system for regionally produced agricultural products. Nevada has hundreds of small agricultural producers and businesses that need support in facilitating food and product distribution during the COVID-19 pandemic. In addition, direct-to-consumer market channels need improved access to products. This RFA details eligibility, project priorities and application requirements. The maximum award amount for this funding opportunity is \$400,000 and funds must be expended by December 1, 2020.

Project Priorities

- Applications must be able to demonstrate they can achieve the following project priority: **Increase access to Nevada and regional agricultural products (food products will be given priority) during the COVID-19 public health emergency.**
- Benefit Nevada agricultural producers
- Facilitate aggregation and delivery options for products
- Provide training to system users to increase participation
- Provide for farm inventory data to be uploaded and easily updated
- Provide for on-line ordering of products
- Provide for the distribution of products using appropriate food safety measures

*Projects that impact multiple Nevada agricultural businesses and can demonstrate long-term sustainability will be given priority.

Eligible expenses:

- Hiring personnel to manage and implement key objectives of the project
- Purchasing a digital system that is effective for inventorying and placing orders of Nevada and regional agricultural products
- Purchasing or leasing refrigerated vehicles or storage areas to support the distribution of products
- Purchasing supplies necessary for implementing key project objectives
- System marketing and promotion

Additional Requirements:

- For any programming or IT services, the selected contractor must have at least 3 years of experience providing similar services.

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- For any contract services, contracts must be pre-reviewed and approved by NDA.
- Sub-grantees will provide monthly updates involving project progress, unless required on a more frequent basis, on a template established by NDA.

Eligible Organizations

All entities, organizations or individuals are eligible to apply. Poor performance from previous NDA grant awards or contracts may also impact eligibility. Additional eligibility information includes the following:

- Applications will be accepted from non-profits, tribal organizations, minority groups, disadvantaged farmers, agricultural associations, industry groups, community-based organizations, individual producers and academia.
- Any individual/organization that has been disbarred or had funding revoked with any state/federal entity will not be considered.
- Entities that have been established for a minimum of 3 years will be given priority

Federal Suspension and Debarment

Organizations or individuals that are suspended or debarred cannot apply for or be paid from the NDA during the period of the suspension or debarment. If an organization or individual is debarred, another entity from within the county, an adjoining county or regional provider can 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 with ongoing non-compliances or that are in default with the state will not be awarded grant funding.

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

1. Applicant has been convicted of or had a civil judgment rendered against them within the three-year period preceding the application for NDA funding for any of the following:
 - a. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction;
 - b. Violation of a federal or state antitrust statute;
 - c. Embezzlement, theft, forgery, bribery, falsification or destruction of records, or
 - d. False statements or receipt of stolen property.
2. 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.

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3. Applicant has had any public transaction (federal, state or local) terminated for cause or default within the three-year period preceding the application for NDA funding.

Active and Good Standing and Nevada State Business License Requirements

Applicant agencies that are a Nevada corporation, LLC, LP, LLP, or LLLP must have a current Nevada Business License. Organizations or individuals that have been exempted from having a business license must provide proof of exemption. Non-profit corporations must show that their corporation is active and in good standing. Satisfactory proof may include one of the following from the applicant:

- A copy of the certificate of good standing or,
- A copy of an unexpired business license or,
- A print-out from the Nevada’s Secretary of State’s free Business Entity Search showing active status
- A copy of the exemption status, which can be obtained through the Secretary of State’s office

Term of Grant

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

Funding Availability and Allowability

Approximately \$400,000 is available for funding project(s) as described in this RFA. Payments to the selected grantee(s) may not exceed approved expenditures. Documentation of all expenditures for grant funds is required. Expenditures shall be recorded in all 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 (pre-approved by NDA)
- Equipment

Funding will be sub-granted 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.

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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 of the Final Project Report. The Program Manager, Plant Industry 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 this award should immediately report this information to the NDA.
- Fraud, waste and abuse include, but are not limited to, embezzlement, misuse or misappropriation of award funds or property, and false statements, whether by organizations or individuals. Examples are:
 - Theft of award funds for personal use
 - Using funds for non-award related purposes
 - Theft of owned property or property acquired or leased under the award
 - 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 and 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 and scanned in color.

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

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Application checklist:

- Completed application template signed in blue ink and scanned in color
- Most recent financial audit
- 2-4 Letters of Support, any project partners listed on the application should submit a Letter of Support on letterhead

If applicable

- Organization's 501(c)(3) status
- Any other documentation related to requested project

RFA Deadline and Submission Instructions

Applications must be received on or before 5:00 p.m. PDT on September 28, 2020. The Department will not accept applications submitted by mail, on disk, flash drive or by fax. Applications will be reviewed per the scoring criteria available at http://agri.nv.gov/Administration/Grant_Opportunities/.

Email completed applications to NVtrade@agri.nv.gov.