

Nevada Community Food Access Grant Request for Applications

Division of Food and Nutrition



Background

The Nevada Department of Agriculture (NDA) is releasing a Request for Applications (RFA) for the Nevada Community Food Access (NCFA) grant. The NCFA grant is intended to increase food access in underserved communities throughout Nevada with an emphasis on food distribution infrastructure enhancement and the provision of food to households in need. The NDA is looking to partner with community organizations and public and Tribal entities engaged in food assistance activities in Nevada.

The NCFA grant utilizes funding provided to the State through the American Rescue Plan Act (ARPA) - Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The ARPA-SLFRF provides \$350 billion nationwide to State, local, and Tribal governments to support their response/recovery from the COVID-19 pandemic. This program ensures governments have the resources needed to fight the pandemic and support families and businesses struggling with public health and economic impacts. The NDA will be leveraging these funds, through the NCFA grant, to ensure that the most at-risk communities have sufficient food distribution resources to fight food insecurity and recover from the impacts of the COVID-19 pandemic.

NCFA grants will have a performance period from the date of project award through December 31, 2024. There is no required match for this grant, but the applicant must demonstrate the ability to manage all aspects of the proposed project and cover project costs prior to being reimbursed on a monthly basis.

Allowable uses of funds include, but are not limited to:

- Small-scale Food storage infrastructure (cooler, freezers, racking, etc.)
- Food distribution infrastructure (trucks, pallet jacks, forklifts, etc.)
- Food distribution costs
- Supplemental food purchases
- Personnel costs associated with grant implementation

Applications must be submitted via email to ncfa@agri.nv.gov using the attached Application Template. Applications are due by April 29, 2022.

For questions related to this funding opportunity, please email Ashley White or Devin Wilcox at ncfa@agri.nv.gov.

IMPORTANT INFORMATION

Project Goal

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program provides substantial flexibility for each jurisdiction to meet local needs within separate eligible use categories. The

eligible use category this funding covers is to provide support to COVID-19 public health and economic response by addressing COVID-19 and its impact to public health, as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector. Each category includes assistance from “impacted” and “disproportionately impacted” classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.

The goal of the NCFAs grant is to increase food access in rural, Tribal, and underserved urban communities in Nevada. Successful projects would develop new community food distribution resources in underserved communities. Grantees will be required to develop a means for identifying individuals in need, though there will be no state-wide income threshold for individuals receiving food through this grant. The NDA will determine what constitutes an underserved community using available poverty, food insecurity, and Feeding America’s Map the Gap data, and any other pertinent indicators.

Timeline

April 1, 2022 – Request for Applications released by the NDA
April 29, 2022 – Full Application due to the NDA by 5:00 pm PDT
May 2-6, 2022 – Applications reviewed and scored by NDA staff
May 9-13, 2022 – Successful applicants notified, subgrants awarded
June 2022 – Anticipated award start date

Application Due Date

April 29, 2022, by 5:00 p.m. PDT

Funding Available

\$500,000. The maximum award amount for a single grantee will be \$100,000 and the minimum award amount will be \$10,000. These thresholds were established to ensure that a projects are funded in multiple underserved communities.

Eligibility

Any non-profit organization or public entity that can meet the objectives of the grant described in Section II below is eligible to apply.

Contact

Ashley White, Program Officer, ncfa@agri.nv.gov

SECTION I

DESIRED OUTCOMES

The goal of the NCFAs grant is to increase food access in rural, Tribal, and underserved urban communities in Nevada. The impact targets listed below were developed using the cost-to-individuals-served ratios from the 2020 NV CARES Community Food Response grants. The proportion of grant funds targeted to infrastructure and food purchases described below may be subject to change depending on the type and nature of project applications received. Successful applicants for funding will clearly articulate how proposed projects and actions will contribute to the desired outcomes.

Rural and Tribal Nevada

Per the 2021 US Census, rural and Tribal Nevada make up less than 20% of the state's population. These communities face unique food access challenges, including long distances to food assistance sources and a less robust food storage and distribution infrastructure than Nevada's urban areas. This grant aims to target \$235,000 to address food access in rural and Tribal Nevada:

- \$117,500 to enhance food storage and distribution infrastructure
- \$117,500 to support additional food purchases

The targeted outcome will be to increase food access for 10,000 individuals in rural and Tribal Nevada through both infrastructure development and the more immediate provision of food.

Underserved Urban Communities

Even though the urban areas of Las Vegas, Reno/Sparks, and Carson City have numerous sources of food assistance, certain communities still face geographic and transportation barriers. This grant aims to target \$265,000 to address food access in underserved urban communities:

- \$145,000 to address food distribution infrastructure, including home deliveries
- \$120,000 to support additional food purchases

The targeted outcome will be to increase food access for 25,000 individuals in urban Nevada through both infrastructure development, the provision of food, and home delivery of food to vulnerable populations.

SECTION II: GRANT INFORMATION

Project Structure

Funds from this grant award must be used to support approved project goals. Grant awards may be used to fund a variety of different projects and activities, including:

- Small scale food storage infrastructure (cooler, freezers, racking, etc.)
- Food distribution infrastructure (trucks, pallet jacks, forklifts, etc.)
- Food distribution costs
- Supplemental food purchases
- Personnel costs associated with grant implementation

Eligibility Information

Current Nevada non-profit organizations and public entities are eligible to apply. Applicants should have maintained an established operation for two years involving the provision of food and/or social services as an integral part of the organization's activities. Applicants with less than two years of operation can apply but may be subject to a pre-award review. Organizations and public entities will need to self-certify that they have not received ARPA funds for similar activities or purchases.

The NDA's website will contain information regarding the RFA. It is the responsibility of each applicant to monitor the NDA 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 the following minimum specifications for the purpose of receiving electronic program and fiscal information.

- Internet access

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

Allowable Uses of Funding

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

Unallowable Uses of Funds

While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions apply. NCFAs grant funds may not be used to:

- Offset a reduction in net tax revenue
- Direct deposits into a pension fund (excluding routine indirect cost allocations)
- Service debt or replenish financial reserves
- Satisfy settlements and/or judgments

SECTION III: AWARD INFORMATION

Award Process

The NDA will award funds based on an application evaluation. The NDA may request additional information through clarifying questions after receiving applications and prior to award.

Award Amounts

Maximum award amount of \$100,000.00 and minimum award amount of \$10,000 for each grantee.

Spending Timeframes

The term of the grant will be from the date of project award through December 31, 2024.

SECTION IV: APPLICATION PROCESS AND SUBMISSION INFORMATION

Applications must be received on or before 5:00 pm PDT on April 29, 2022. The NDA will only accept applications via email and will not accept applications submitted by mail, in-person, on disk, flash drive or by fax. Email completed applications to ncfa@agri.nv.gov.

Format Requirements

- The application must be submitted using the Nevada Community Food Access Grant Application Template provided. Applicants must submit one clearly identified, signed application. Signatures may be either digital or clearly signed in blue ink.
- Applications submitted in a format other than in the manner prescribed in this announcement will not be considered for funding.
 1. Applicant Information Required
 - a. Organization name
 - b. Full mailing and physical addresses
 - c. State Vendor ID Number
 - d. Name of contact person and title
 - e. Email
 - f. Phone number
 2. Organization/Background
 - a. Eligibility Requirements
 - b. Experience/Services Provided
 - c. Food Assistance Experience
 3. Project Description
 - a. The project title, requested dollar amount, and location of project implementation
 - b. Project type and target audience
 - i. If a pilot, describe how this project is innovative.
 - ii. If a scale-up, describe how this project has been successful in the past.
 - iii. If this is an extension, describe how this project has been successful in the past, why you're extending the project into this region, and how the project will be modified to meet the needs of this region.
 - c. Brief summary of project
 - d. Project impact (measurable goals and expected results or outcomes)
 4. Budget Narrative
 - a. The budget narrative must demonstrate a clear and strong relationship between (1) the project's expenses, (2) the project's goals and activities, and (3) the targeted outcome. The budget narrative should be detailed, cost efficient, and should align with the project's goals.
 - b. The narrative should focus on explaining expenses, not simply listing or summarizing them. From the budget narrative, the reviewer should be able to assess how the budget expenditures relate directly to the targeted outcome and how the successful project will reach those outcomes.
 5. Audit Submission Requirements

All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of the application. The NDA will use the audit to ascertain the fiscal viability 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, the 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.

Grant review and selection process

A comprehensive, well-written application provides all the information necessary for a complete evaluation. The review committee will use the criteria summarized above to evaluate applications. A complete application will include the four (4) components listed below, along with the audit submission requirement, and will be scored as follows:

1. Applicant Information; Pass/Fail
2. Organization/Background
 - a. Eligibility Requirements; 5 points possible
 - b. Experience/Services Provided; 10 points possible
 - c. Food Management; 5 points possible
3. Project Description
 - a. Project title, requested dollar amount, and location of project implementation; 10 points possible
 - b. Brief summary of project; 30 points possible
 - c. Project type and target audience; 10 points possible
 - d. Anticipated Project Impact; 10 points possible
4. Budget Narrative
 - a. Budget Narrative; 20 points possible

SECTION V: AWARD ADMINISTRATION INFORMATION

Reimbursement

The NCFA grant is a reimbursement grant; no funding will be provided as an advance. Grantees will be reimbursed for project costs through the submission of monthly reimbursement requests.

Fiscal Responsibilities

All recipients of funding are required to identify a fiscal agent if the grantee is not its own fiscal agent. All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. All grant awards are subject to audits during and within three years following the end of the grant award period.

Reporting Requirements

Grantees will be required to provide monthly reports on the number of individuals and households impacted by the project, the total pounds of food distributed if applicable, and the type and quantity of small-scale infrastructure and equipment purchased, if applicable. The required information being reported is required to be reported by the county or Tribal community the services took place in. The NDA will provide the monthly report template.

Additional Information

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contracts (subgrant awards) will become null and void, without penalty to the State. All materials submitted regarding this application for NDA funds become the property of the State.

SECTION VI: TERMS AND CONDITIONS

Federal/State Suspension & 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 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.

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.

Losses

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

Records Management

Financial records, statistical records, supporting documents and other records pertinent to this award shall be retained for a period of five 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, Food and Nutrition staff of the 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.