



# **The Commodity Supplemental Food Program Competitive Grant**

Request for Application: Guidelines  
Instructions and Application

Federal Fiscal Year 2022  
*Food & Nutrition Division*

# **The Commodity Supplemental Food Program (CSFP)**

## **Competitive Grant Request for Application**

### **Food and Nutrition Division**

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#### **Background/Overview**

The Commodity Supplemental Food Program (CSFP) works to improve the health of low-income elderly persons at least 60 years of age by supplementing their diets with nutritious USDA Foods. Through CSFP, the United States Department of Agriculture (USDA) distributes both food and administrative funds to participating states and Indian Tribal Organizations (ITOs), who work with local agency partners to provide CSFP food benefits to eligible seniors. CSFP food packages do not provide a complete diet, but rather, are good sources of the nutrients typically lacking in the diets of the senior population.

#### **PART I – QUALIFICATIONS AND REQUIREMENTS**

##### **Scope of work and program priorities**

The Nevada Department of Agriculture (NDA) is pleased to announce a competitive solicitation process to award funds and provide USDA Foods through CSFP to eligible seniors in southern Nevada. One Local Agency (LA) will be selected to serve this region and NDA will enter into a subgrant agreement to provide administrative funds and food to the awarded agency.

The CSFP program is limited by a caseload: the number of eligible seniors a state may serve each month. Nevada's caseload is assigned by the USDA on an annual basis taking into account available resources and past participation numbers. The Federal Fiscal Year (FFY) 2021 caseload for southern Nevada is 4,300 seniors. The first significant priority for the awarded LA will be to increase participation to meet the assigned caseload level.

The corresponding administrative grant for southern Nevada for FFY 2021 is \$282,745. Caseload and the administrative grant amount are subject to change each Federal Fiscal Year, which begins October 1<sup>st</sup> of each year.

USDA Foods for CSFP are received and stored by the NDA warehouse in Las Vegas. The awarded LA will work with NDA program staff and warehouse staff to ensure food inventory levels are sufficient to meet food package needs and participation levels.

##### **Department's request for services**

The NDA is seeking an agency in southern Nevada to receive, store and distribute USDA Foods through the CSFP program. NDA also requires that the awarded LA perform all mandated administrative activities outlined in the *Nevada CSFP Policy and Procedures Manual*. Below is the required information that must be included in the application.

**Local Agencies interested in providing CSFP services in southern Nevada must complete and submit the application provided to [ssabo@agri.nv.gov](mailto:ssabo@agri.nv.gov). The areas to be addressed in the application are:**

- Organizational capacity;
- Geographic area and population served;

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- Current food assistance and/or social services provided;
- Distribution/Delivery plan;
- Ability to receive, store, and distribute food;
- Allocation, outreach, training and monitoring;
- Proposed budget narrative.

#### **Intent of the RFA (RFA priorities)**

The NDA is requesting formal applications from non-profit agencies for the provision of CSFP food and associated services in the southern Nevada region. This region encompasses the greater Las Vegas area and surrounding rural communities south of Tonopah. While it is not required that CSFP be offered in every county and community, the ability to provide CSFP in rural communities will be considered an asset in the selection process. The selected LA will enter into a permanent agreement with NDA and will not need to re-apply on an annual basis.

#### **CSFP local agency must provide these services:**

- Order, receive, and distribute the monthly CSFP food package to eligible seniors in southern Nevada;
- Establish and maintain agreements with sub-distributing agencies, if applicable;
- Conduct CSFP certification in accordance with the *Nevada CSFP Policy and Procedures Manual*;
- Distribute the full food package to all eligible and certified seniors until the caseload is met;
- Maintain accurate receipt and distribution records for CSFP foods;
- Assure that each distribution site has a contract to distribute USDA commodities which must include a policy of non-discrimination and an assurance that donated food is made available to all eligible households to the extent that such food is available;
- Provide a storage facility and insurance for CSFP foods as outlined in 7 CFR 250.14;
- Assure that each storage site used by the LA is sufficient to accommodate projected amounts of refrigerated and dry products, and the distribution sites comply with storage requirements in terms of temperature, security and rodent control;
- Comply with all program rules, policies and procedures in accordance with the *Nevada CSFP Policy and Procedures Manual*;
- Track financial expenditures, units of food both distributed and in inventory, number of individuals served on a monthly basis, and submit monthly reimbursement and program reports to NDA;
- Develop and implement dual participation detection protocols to ensure that certified seniors only receive one CSFP food package per month;
- Provide nutrition education to CSFP recipients on a monthly basis;
- Maintain accurate warehousing and inventory records for all CSFP foods;
- Investigate and address program complaints and irregularities and provide reports to the NDA as needed.

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#### **Receipt and storage specifications**

The NDA will order and store CSFP foods from the USDA at the Las Vegas warehouse. The LA will then order foods from NDA which will be delivered on a weekly basis or as needed.

The LA agrees to have CSFP foods delivered to a site accessible to commercial vehicles, to have sufficient staff or volunteer labor available to unload the foods from the delivery truck and to perform a physical count of all foods for verification purposes.

The LA will assure that all foods are held in a secure storage facility in compliance with applicable State and federal regulations (7 CFR 250). The LA must develop a pest and rodent inspection and treatment protocol.

- Refrigerated foods must be maintained at 35° to 40°F.
- Frozen foods, when available, must be maintained at 0°F or less.
- Dry foods must be maintained at 35° to 75°F.

Minimum requirements for storage facilities:

Refrigerated	150 sq. ft.
Dry	2,000 sq. ft.

#### **Distribution schedule**

The awarded LA shall maintain and provide NDA with a current schedule of dates and times that all distributions take place. The list will be posted on NDA's website. The master list of distribution site schedules must be updated as soon as current information is available. The LA will advise the NDA of operating schedules upon receipt of the award and when any changes are made.

#### **Public outreach**

The agency shall take positive and specific action to implement a public outreach system throughout its jurisdiction which informs potential participants of the availability of the program. Outreach activities and materials should specify the addresses and scheduled operating hours of CSFP distributions within the jurisdiction.

#### **Certification of CSFP participants**

The LA will be responsible for conducting certification and eligibility determination for the CSFP program in compliance with the Nevada CSFP Policy and Procedures Manual. Self-declaration of income is the only method which may be used to establish eligibility; applicants may not be required to provide proof of income. NDA will provide standard state-wide CSFP applications, notification documents and income eligibility guidelines to the awarded LA.

#### **Repackaging**

Repackaging of USDA commodities by distribution sites is prohibited.

#### **Program reports**

The awarded LA must submit the CSFP Participation and Inventory report on a monthly basis,

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within 15 days after the end of each calendar month. The LA must also submit a Request for Reimbursement (RFR) each month, showing all program costs for that month, with supporting documentation. NDA will review and provide prompt payment to the LA.

#### **Losses**

After physical delivery of food is made, the agency is responsible for safekeeping of CSFP foods. NDA requires that the LA explain any and all losses, including those experienced by sub-distributing sites, if applicable. NDA is required by federal regulations to pursue recovery of the value of all food lost due to fraud or negligence. If commodities are lost during the month, the agency is required to submit a Commodity Loss Report along with their monthly inventory report within 15 days after the report month. The LA may be held financially responsible for food losses at the discretion of the NDA. Based upon the commodity claim determination, restitution may be required either by the collection of funds or by the in-kind replacement of food in lieu of payment to FNS (USDA's Food & Nutrition Service Unit).

The LA will assume liability for loss of the USDA foods caused by failure to provide proper storage, care and handling through:

- Insurance coverage of at least the value of the maximum quantity of CSFP foods expected in possession at any one time; or
- Through proof of unencumbered assets held by the agency that have a value of at least the maximum quantity of CSFP foods expected in possession at any one time.

#### **Eligible recipients**

Qualifications and Requirements: All federally tax-exempt organizations legally authorized to operate in the State of Nevada with a Charitable Solicitation Registration Statement (CSRS) or Exemption from Charitable Solicitation Registration Statement (ECSR) with the Secretary of State are eligible to apply for funds under this Request for Application (RFA). The applicant organization must have maintained established operations for three (3) years involving the provision of food and/or social services to individuals in need.

The applicant organization must have the ability to accept, store and distribute approximately 5,000 CSFP food packages per month.

The LA awarded funds through this grant must have a current registration in the federal government's System for Awards Management (SAM) in order to receive federal funds through this grant.

#### **Federal 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. 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

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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 CSFP is a continuous federal program. NDA will enter into a permanent agreement with the awarded LA. Funding and caseload assignments are awarded each Federal Fiscal Year and are subject to change based on the allocation provided to Nevada by the USDA. The award will begin October 1, 2021 and will continue until cancelled.

#### **Funding availability**

Approximately \$280,000 is available for administrative funding for CSFP in southern Nevada each year. CSFP foods are provided as needed and are not purchased with administrative funds. In FFY 2020, \$1,037,615 worth of CSFP foods were provided to the CSFP in southern Nevada.

CSFP administrative funds will be awarded to the LA as a sub-grant award, guaranteeing NDA's commitment of funding. Allowable costs will then be reimbursed through monthly reimbursement requests until the subaward amount is reached for the year. Expenditures shall be recorded in all the provider's 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/Operating;
- Equipment;
- Contractual;
- Indirect Costs.

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**PART II – FISCAL REQUIREMENTS/RESTRICTIONS**

**Cost principle and allowable/unallowable costs**

The costs included in proposed budgets must conform to Office of Management and Budget Uniform Guidance: Administrative Requirements, Cost Principles, Audit Requirements for federal Awards and all applicable state laws and regulations. All costs must meet the following general criteria:

- Be necessary, reasonable and allowable for proper and efficient performance and administration of the sub grant.
- Costs should not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

When determining reasonableness of a given cost, the following should be considered:

- The cost must be a type generally necessary for the organization's operations or the grants performance.
- The cost must comply with federal, state and your organization's own established policies for incurring a cost or charge.
- Consideration must be given for market prices for comparable goods or services in the geographic area.
- Individuals responsible for the expenditure must act with due prudence in carrying out their responsibilities to the federal and state government and the public at large as well as to the organization.
- Be allocable to the CSFP sub grant award, project goals and objective. If costs are shared for a good or service, that portion of the costs allocable to the grant must be in accordance to the relative benefits received. A cost is allocable to a grant if it:
  - Is incurred solely to advance work under the grant;
  - Benefits both the grant and other work of the organization, including other grant supported projects and programs, and can be distributed in proportions that may be approximated using reasonable methods;
  - Is necessary to the overall operation of the organization under similar circumstances and is deemed to be assignable, at least in part, to the grant.
- Be authorized or not prohibited under state or local laws and regulations;
- Be consistent in assigning costs to cost objectives and must treat costs consistently for all work of the organization under similar circumstances, regardless of the source of funding, to avoid duplicate charges.
- Be in conformance with limitations and exclusions contained in the terms and conditions of this award.

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#### **Allowable costs**

Examples of allowable costs may include, but are not limited to the following:

- Advertising/outreach for CSFP
- Audiovisual activities
- Audit costs
- Communication costs
- Conferences
- Contractual and consultant costs (professional services)
- Equipment-special purpose
- Insurance and indemnification
- Participant support costs-stipends or subsistence allowance, etc. in connection with approved conferences, training projects and focus groups
- Publication and printing costs
- Registration fees
- Rental or lease costs of buildings, vehicles, land and equipment
- Salaries, wages, fringes
- Scholarships and student aid costs
- Supplies and materials
- Training and education
- Travel

#### **Unallowable costs**

Examples of unallowable costs may include, but are not limited to the following:

- Advertising/public relations-promotion of an organization's image, logo, or brand name
- Advertising/public relations-promotion of non-CSFP activities
- Advertising/public relations-gifts, prizes, memorabilia, and souvenirs
- Advertising-sponsorships
- Depreciation or use allowances
- Entertainment
- Fines, penalties, damages and other settlements
- Match requirements for other grants

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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, Food & Nutrition staff of NDA and/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.

#### **Comingling of funds**

In no case will CSFP administrative funds be commingled with the personal funds of, or be used for personal purposes by any officer, employee or agent of the recipient; nor will any of these funds be deposited in personal bank accounts for disbursement by personal check.

#### **Supplanting**

Requests that seek to replace operational funding for ongoing projects that have suffered losses of state or federal funding, or to supplant other local, state or federal funding, will be denied.

#### **Fraud, waste and abuse**

Anyone who becomes aware of the existence (or apparent existence) of fraud, waste or abuse related to the CSFP sub grant 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

#### **Fiscal requirements/restrictions**

Cash advances will not be permitted. All CSFP allowable costs will be reimbursed through the monthly reimbursement process.

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#### **Other requirements**

##### *Federal Funding Accountability and Transparency Act (FFATA)*

Under the most recent CSFP sub grant agreement, state departments of agriculture are required to report sub awards over \$25,000 and executive compensation.

##### *DUNS*

All recipients of CSFP sub grant funds must have a DUNS number. Dun & Bradstreet (D&B) provides a DUNS number, a unique nine-digit identification number, for each physical location of your business. DUNS number assignment is FREE for all businesses required to register with the US federal government for contracts or grants. DUNS numbers may be obtained by visiting: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by calling 1-866-705-5711.

##### *Conflict of interest*

Sub recipient 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 LA employees may participate in the process of contracting or sub granting out federal 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.

### **PART III – APPLICATION PROCESS**

#### **Application**

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

#### **Format requirements**

LAs must submit an application using the Application Template provided. Signatures may be digital if a timestamp is included.

#### **Submission guidelines**

##### *RFA deadline and submission instructions*

Applications must be received on or before 5:00 pm PDT on August 20, 2021.

##### *Important notices:*

To be considered, applications must be in the possession of the NDA by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a

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dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.

Late applications will not be opened or considered and will be automatically disqualified but will be retained by NDA. The NDA will notify all applicants whose applications will not be considered due to lateness or non-compliance with application requirements.

**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 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.

**TIMELINE**

July 29, 2021 – Request for Application released by NDA  
August 20, 2021 – Full application due by 5:00 pm PDT to NDA  
August 27, 2021 – Technical and budget review by NDA fiscal staff  
August 30, 2021 – Successful applicants are notified  
September 15, 2021 – All sub awardees and contracts signed  
October 1, 2021 – Anticipated award start date

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