



Nevada Department of Agriculture

Request for Applications

Home Feeds Nevada
July 2026 – June 2027

Home Feeds Nevada Agriculture
Food Purchase Program
Division of Food and Nutrition

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About Home Feeds Nevada

The Home Feeds Nevada (HFN) Agriculture Food Purchase Program was established by the passage of Senate Bill (SB) 370 during the 81st Nevada Legislative Session in 2021 to help Nevada become more food secure and create economic opportunities for Nevada agricultural producers. This program is codified in Nevada Revised Statute (NRS) 561.515, through which the Nevada Department of Agriculture (NDA) purchases nutritious foods that are grown, produced or processed in Nevada and distributes them to Nevada's food-insecure populations through designated food banks.

Designated Food Banks

NRS 561.515 defines “food bank” as a food bank or other organization that is a member of the Feeding America network. Currently, Nevada has two food banks meeting this definition: Three Square Food Bank in Las Vegas and Food Bank of Northern Nevada in Sparks.

For the purposes of this program and statutory requirements, all food purchases must be delivered to eligible food banks, which are then responsible for delivering the food to individuals, emergency food pantries, soup kitchens or homeless shelters.

Request for Applications

The Nevada Department of Agriculture (NDA) is seeking applications from Nevada-based food producers and processors to participate in the HFN program. Applications are accepted on an ongoing basis through the online HFN RFA portal on the NDA website. Only electronic submissions will be reviewed. Applicants will receive email confirmation of receipt and approval or denial once eligibility has been evaluated.

Applicants needing assistance with online submission may contact nda-hfn@agri.nv.gov.

Approval to participate does not guarantee that purchases will occur; product acquisition depends on available funding and food bank needs.

Eligibility

Applicants must meet mandatory qualifications as identified below. If a vendor is found to not meet any of the required qualifications, the response in its entirety shall not be considered for award. If an application is incomplete, the NDA may, as its sole discretion, contact the applicant to request additional information or decline the application. Failure to address each requirement will result in the application failing review. Applicants may note “pending” in the application for requirements that are in process.

Requirements

Location

Food producers and processors must be based in Nevada. Nevada businesses with capabilities to provide transportation services are eligible to apply.

Nevada Registered Vendor

All applicants must be a registered vendor with the State of Nevada and in good standing with the Nevada Secretary of State. These requirements must be completed before an application may be approved. Vendor registration is free and establishes a vendor record in the State's accounting database. Applicants can register online with the Nevada State Controller's Office. This process may be completed while the NDA is reviewing the application; however, payments cannot be issued until a vendor number has been assigned. Register here: [Vendor services](#).

Licenses and Certifications

- Applicants must hold a valid Nevada business license which may be verified through SilverFlume. Apply or check business license status here: [SilverFlume Nevada's Business Portal to start/manage your business](#)
- Food producers (farmers and ranchers) must provide proof of a current, valid **Nevada producer certificate or Nevada livestock assessment number**.
 - Producer certificates: [Producer Certification](#)
 - Livestock assessment number: [Livestock Assessment](#)
- Applicants selling meat or poultry products must provide proof of processing under a USDA FSIS Grant of Federal Inspection or the Nevada State Meat Inspection program. Questions may be directed to MeatInspection@agri.nv.gov.
- Food processors and warehouses must maintain a valid license from their applicable State or local health authority for that purpose.

Unique Entity Identifier

Applicants must obtain and provide a federal Unique Entity Identifier (UEI) generated by [SAM.gov](#) before an application may be approved. The process is free and required for all vendors to confirm eligibility to receive federal funds, as the HFN program occasionally receives federal funds for purchases. Applicants that have applied for a UEI and are awaiting approval will be put on hold until the NDA receives the UEI number from the business or applicant. Register here: [SAM.gov](#).

Eligible foods

- Only nutritious food, defined as “whole or minimally processed foods that provide nourishment to the body and contain no or minimal added sugar, salt or fats, including fresh produce such as fruits and vegetables, dairy, grains, honey, proteins and nuts” are allowable for purchase through this program. Fresh dried, or frozen foods are eligible. Unallowable food items include products such as chips, crackers, candies, snack food items and pastries. A list of eligible products can be found in Appendix A. Products not listed in the appendix may be added upon written request and subsequent approval by the NDA and designated food banks.
- All products must be grown, produced and/or processed in Nevada.

Note: Producers are prioritized over processors when product availability allows. All products must be vetted and approved by NDA and the designated food banks.

Food Safety Requirements

Vendors must abide by all local, State and Federal food safety requirements, including those related to safe handling and maintaining safe temperatures during production, harvest, storage and transportation. Producers of fruits and vegetables must comply with the [FSMA Final Rule on Produce Safety](#), which provides standards for the growing, harvesting, packing and holding of

produce for human consumption. Additional information and resources can be found on the [NDA website](#).

Packaging Requirements

- Glass containers are not permitted.
- Dependent on food bank preferences, products may be packaged in bulk or in individual/family serving sizes. Vendors will be notified about the required package size.
- All packaging materials must be food grade.
- Containers and packaging must be new and in good condition.
- Products must be delivered in sturdy, rectangular boxes or totes that protect products from bruising. Loose items are not allowed.
- Containers must not weigh more than 40 pounds unless permission has been given by the food bank to deliver in gaylord boxes (e.g., melons and winter squash).
- Fresh, canned, dried and frozen foods are acceptable. Processed foods must be processed in a facility approved for that process by their applicable State or local health authority.
- Tops should be removed from carrots before packing to prevent wilting. If tops are left on beets, turnips and other root vegetables, they should be packaged appropriately to prevent them from wilting.
- Produce should be free from environmental contaminants including sand, dust, soil and dirt.
- Products should be labeled in accordance with the labeling requirements in this RFA.
- Products not meeting harvest and packaging requirements may be rejected by the food bank, and the vendor(s) will not receive payment by the NDA.
- Processed foods with “Best if Used By” dates that expire within 30 days of delivery will not be accepted. Milk must have a “Best if Used By” date that will expire no less than ten days from delivery.

Labeling Requirements

In compliance with NRS 446.187, 21 C.F.R Part 101, and 9 C.F.R Part 317, all products must be labeled with the name and complete business address of the farm/ranch where they were grown or produced and/or the name and complete business address of the facility where the food was processed. The label including this information must be placed on the individual packaging or on the box for bulk produce.

Transportation Requirements

Producers and processors are responsible for the final delivery of their products to food banks. When not delivering their own products, producers and processors must schedule and coordinate all delivery logistics between transportation providers and food banks. Upon request and dependent upon availability, the NDA may assist with identifying transportation options for producers who are unable to provide their own transportation.

Deliveries not meeting the below requirements may be rejected by food banks, and vendor(s) will not receive payment for rejected items through the NDA.

- Food products must be delivered in good condition.
- Food safety requirements must be met throughout transport, including, but not limited to, maintenance of appropriate temperatures, cross-contamination mitigation, and cleanliness.

- Recommended cold storage temperatures may be found here: [Food Safety Basics | Food Safety and Inspection Service](#)

Delivery

Deliveries must be pre-scheduled with the food bank(s) at least 48 hours in advance and delivered within the designated delivery time.

Every delivery must include a Bill of Lading (BOL) listing products and weights, signed by both the delivery driver and food bank staff. If the delivery includes products from multiple farms, a separate BOL must be provided for each farm.

Vendors will be paid upon proof of delivery and upon the NDA's receipt of both an invoice and a signed BOL from the vendor(s). Invoices must be submitted no later than seven days after product delivery.

Ineligibility

- Applicants who have been debarred or suspended from receiving federal or state funds are not eligible to apply.
- Applicants are required to disclose to the NDA if any of the following conditions apply:
 - The applicant has been convicted of or had a civil judgment rendered against them within the three-year period preceding the application for any of the following:
 - Fraud or a criminal offense related to obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction;
 - Violations of a federal or state antitrust statute;
 - Embezzlement, theft, forgery, bribery, falsification, destruction of records; or
 - Making false statements or receiving stolen property.
 - The applicant is presently indicted or otherwise criminally or civilly charged by a federal, state or local governmental entity of any of the offenses enumerated above.
 - The applicant has had any public transaction (federal, state or local) terminated for cause or default within the three-year period preceding the application.

Application Evaluation

Review Committee

The NDA will ensure evaluation committee members are free from conflicts of interest and conduct fair and impartial reviews. Individuals that have a conflict of interest may have:

- Served as advisors/advisees of the applicant;
- Collaborated with the applicant over a designated amount of time, or are currently affiliated with, previously employed by, or are being considered for employment at the business/institution(s) of the applicant(s);
- Hold a personal/familial relationship with the applicant(s); or
- In recent years, participated in a consulting/financial arrangement with the applicant.

Program staff who meet any of the criteria above may not participate in the evaluation committee.

Approved Applications

Completed and approved applicants will be placed on the approved vendor list. The NDA, depending upon the products/services needed and available program funding, will execute a contract to enable purchases and may issue the vendor a declining request to purchase (RTP) outlining terms, quantities, agreed-upon purchase price and award amount.

Appeals

If an application is not approved, the applicant may appeal if they demonstrate one of the following:

- Applicant provided misinformation; or
- NDA staff failed to follow existing policies.

A Notice of Appeal must be made in writing to the Fiscal Administrator of the NDA within 30 days of the applicant's notice of disapproval. The Notice of Appeal must be signed by the same authorized representative who signed the application.

Funding and Purchasing

The NDA aims to ensure that prices paid are consistent, competitive and fair to food producers. The NDA determines the cost of purchasing nutritious food products through a defined process and uses a Contract and declining Request to Purchase (RTP) process that allocates a maximum amount of funding to each participating producer/processor. RTPs will be issued and approved on a State fiscal year basis, from July 1–June 30.

Vendors are not guaranteed the total dollar amount indicated on the RTP. Purchases will be made based on food bank needs and the corresponding amounts will be deducted from the vendor's approved RTP total. Every delivery requires a preapproved RTP with an assigned RTP number. Deliveries completed without an approved RTP will not be paid or accepted by the food banks.

Vendors will not be penalized if they do not fulfill the entire encumbered RTP amount. Vendors may request an increase in the maximum dollar amount if they reach their limit established on the RTP during the designated time period. Approval will depend on available funding and current demand for products and/or services. There is no guarantee that a new RTP will be issued upon fulfillment of the previous RTP.

Pricing

Premiums and product prices will be established using a tiered system during the application process, based upon the size of the farm or ranch.

- Small farms (gross cash farm income of less than \$350,000): Full premium
- Midsize farms (gross cash farm income between \$350,000 and \$999,999): Half premium
- Large-scale farms (gross cash farm income of \$1,000,000 or more): No premium

Purchase prices for processed products will be negotiated based on product supply/demand and trending wholesale prices.

Product prices and premiums will be reviewed annually or as often is practical. If it is determined that premiums and/or product prices must change, the new prices and/or premiums

will take effect at the beginning of the next State fiscal year, which begins on July 1. Appendix B provides a detailed explanation of the formulas used for establishing product prices.

Transportation and Delivery Pricing

Round-trip transportation costs will be paid to producers/processors for delivery of their products to the food banks. Transportation costs will not be paid to producers that deliver products to aggregation/storage sites, in lieu of delivering directly to the food bank.

The producer/processor will be paid *the lower of*:

- The calculated delivery cost using the current federal GSA mileage rates, which may vary depending on the size of the vehicle used for transport, *or*
- One-third of the total price paid for the delivered product.
 - A. If a vendor utilizes their own vehicle and the applicable GSA rate is \$0.70 per mile, and the round-trip distance to the food bank is 100 miles, the total compensation that can be requested for the delivery is \$70.00 ($\$0.70 \times 100 \text{ miles}$). This reimbursement covers all associated costs of transporting the food items. *OR*
 - B. If the total price paid for the products delivered is \$100, this will be multiplied by 1/3, equaling \$33.33. Because this dollar amount is lower than example A, this will be the reimbursement amount for transportation.

To request a reimbursement for delivery/transportation costs, the producer or processor must list the cost as a separate line item on the invoice and submit documentation of the delivery route. Documentation must show the round-trip mileage (e.g., a Google Maps printout or similar map delineating the exact route). The NDA will then compare the mileage-based reimbursement amount to one-third of the total price paid for delivered products to determine the lowest rate.

Payment

Upon review and acceptance by the NDA, payments for invoices are typically made within 30 days of receipt, provided all required information, documents and/or attachments have been submitted. Advance payments are not allowed.

Payment will be issued upon proof of delivery of products to the designated food bank(s) and upon the receipt of both an invoice and a properly signed BOL to the NDA. Invoices and signed BOLs must be submitted within seven days of product delivery.

Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for goods and services purchased under the provisions of this RFA electronically.

Losses

The producer/processor is responsible for the storage, transportation and safekeeping of all food products until they are delivered to the designated food bank. The vendor is financially responsible for any food losses resulting from improper storage, care or handling.

Once the food has been delivered, the food banks assume responsibility for the safekeeping of products. The NDA requires the food banks to document and explain any losses, including those that occur at sub-distributing sites, if applicable. When federal funds are used to purchase food, federal regulations require the NDA to pursue recovery of the value of any food lost due to fraud

or negligence. In such cases, the designated food bank may be held financially responsible for the loss.

Fraud, Waste and Abuse

Anyone who becomes aware of actual or suspected fraud, waste or abuse related to this program should immediately report it to the NDA. Fraud, waste and abuse include, but are not limited to, embezzlement, misuse or misappropriation of funds and false statements made by either organizations or individuals. The NDA reserves the right to conduct audits of the program at any time, including reviewing food production records of approved vendors.

Funding Availability and Limitations

The execution and administration of the HFN program is dependent upon gifts, grants and donations received by the NDA. Funding amounts for participating vendors will vary and are based on the amount of program funds available, the production and/or processing capacity of each vendor and the demand for products. As additional funds become available, caps may be increased and additional requests accepted. If available funding decreases, the cap may be lowered. In periods of limited funding, the NDA will prioritize purchases of the most critical products needed by the food banks.

Recordkeeping

Financial records, statistical records, supporting documents and all other records pertinent to this program must be retained by the vendor for a period of three years from the date of allocation. Records that relate to audits, appeals, litigation or settlement of claims arising out of the performance of the program must be retained until such audits, appeals, litigation, or claims have been disposed of, but not earlier than three years from submission. The NDA must have access to any pertinent documents, books, papers and records of the recipient organization to make audits, examinations, excerpts and transcripts upon request.

Questions

For questions about the HFN program or application process, please email:

nda-hfn@agri.nv.gov

HFN Eligible Foods / Appendix A

Division of Food and Nutrition



Nevada
Department
of Agriculture

Appendix A—List of Eligible Foods

The following list has been approved by the designated food banks to meet their clients' needs and preferences. It is subject to change dependent upon the needs of the food banks and the introduction of other allowable foods.

Additional foods may be added upon request and approved within the definition of nutritious foods. Some nutritious foods may not be purchased based on the needs and preferences of the food banks.

apples	peas
apricots	peaches
asparagus	pears
beans, green	peppers, sweet and hot
beef, ground	plums
beets	pork, ground
broccoli	potatoes
cabbage	pumpkins and/or winter squash (no decorative or carving)
cantaloupe	radishes
carrots (tops removed)	shallots
chard	spinach
cheese	summer squash, small/medium
cherries	tomatillos
chicken, whole	tomatoes
cucumbers	turnips
eggplant	winter squash
eggs	zucchini, small/medium
garlic	other, upon approval by the NDA
grapes	
honey, 1 lb. or smaller, no glass	
kale	
lettuce, greens, salad mixes (no microgreens)	
melons	
milk	
nuts	
onions	