

RFA FAQ/ The Emergency Food Assistance Program

Food and Nutrition Division



Frequently Asked Questions (FAQ)

Following are questions that were asked by applicants applying for The Emergency Food Assistance Program (TEFAP) 2018 Competitive Grant.

Q1: We are working on a draft list of agencies through which we would distribute commodities but know it could change, especially after the NDA gives us the percentages for each county. Can the list be modified should we be awarded the grant?

A: Yes. We will also share our current sponsor / distribution site lists with the selected applicants.

Q2: On page 6 of the RFA, it says, "Compile information from client signature sheets which includes the number of individuals and households served." Does this mean that we must collect the actual client signature sheets from the agencies instead of the agencies retaining the sheets and reporting the numbers to us?

A: Regional distributing agencies (RDAs), the request for application (RFA) applicants, will be collecting the data / numbers from the agencies for reporting. Agencies will retain the sheets.

Q3: Just to confirm – the total funding of \$500,000 is for one year for BOTH the North and the South? Would it then be reasonable for us to request \$_____ for a year since the number of minimum square footage shows approximately that percentage for the north and the south?

A: Yes, the total funding is for the entire state. At this time, it is inappropriate for us to discuss funding amounts. This will be discussed and potentially negotiated when applicants are selected.

Q4: On page 4 of the RFA, the acronyms SDA and LDA are used. Is SDA State Distributing Agency? What is LDA?

A: SDA = Sub-Distributing Agency and LDA = Local Distributing Agency

Q5: _____ said that in past discussions with the NDA, there was mention of _____ taking receipt of the driver/warehouse person currently employed by NDA should we be awarded the grant. Is this still the case, and what does that look like? Would the person be an employee of _____ so would be written into the budget? If so, is there an expectation of what we should pay that person, or should we just assume we would pay that person comparable to what we pay our drivers/warehouse staff?

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- A: This may have been discussed by parties in the past, however, this is not part of the RFA and as such, there are no expectations or assumptions for this. There is no hiring of NDA staff included as part of this RFA.
- Q6: What type of proof are you looking for of an established organization...990 IRS forms or audited financials?
- A: Audited financials will suffice.
- Q7: May we receive the tables in Part IV – Budget Narrative on pages 18-21 in soft copy form so that we can copy and paste them in our application?
- A: Yes if you request them.
- Q: Please clarify the monitoring requirements.
- A: The Nevada Department of Agriculture will review each RDA every other year. This review will include 1/10 or 20 whichever is fewer of all approved LDAs and SDAs. The RDAs will be required to review 1/10 or 20 whichever is fewer of all approved LDAs and SDAs.