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# **The Emergency Food Assistance Program (TEFAP) Competitive Grant**

Request for Application: Guidelines  
Instructions and Application

Federal Fiscal Year 2018  
Community Nutrition  
*Food & Nutrition Division*

**The Emergency Food Assistance Program (TEFAP)**  
Competitive Grant Request for Application  
Food and Nutrition Division



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# **The Emergency Food Assistance Program (TEFAP)**

## Competitive Grant Request for Application

### Food and Nutrition Division



#### **Background/Overview**

The Emergency Food Assistance Program was first authorized in 1981 to distribute foods purchased by USDA to support agriculture markets for household use. The Hunger Prevention Act of 1988 authorized funds to be appropriated for the purchase of USDA Foods specifically for TEFAP. The program was formally named the Emergency Food Assistance Program under the 1990 Farm Bill.

This program helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food assistance at no cost. The amount of food each State receives out of the total amount of food provided is based on the number of unemployed persons and the number of people with incomes below the poverty level in the State.

#### **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 USDA Foods for The Emergency Food Assistance Program (TEFAP) in Nevada. The sole purpose of this program is to provide access to USDA Foods to individuals and families who are in situations of emergency and distress through the provision of food to needy persons, including low-income and unemployed persons and who meet the program eligibility requirements. A Regional Distributing Agency (RDA) will be selected to serve the northern region and a RDA will be selected to serve the southern region. The RDA will provide USDA Foods and funding to Emergency Feeding Organizations such as food banks, food pantries and soup kitchens.

Priorities for use of TEFAP funds and food will include, but are not limited to the activities listed below:

- Expand food access in underserved/food desert communities in counties that are in the regional distributing agency's area
- Improve efficiency within the distribution system and reduce costs
- Increase nutritional knowledge
- Enhance food safety

Projects must have multiple beneficiaries and funds cannot be used to solely benefit one individual or organization.

##### **DEPARTMENT'S REQUEST FOR SERVICES**

The NDA is seeking an agency in northern and southern Nevada to receive, store and distribute USDA food commodities and privately donated food in all of the regions service area. NDA also requires that these agencies conduct administrative activities related to this distribution throughout the counties awarded to them. The goals of the program are to provide food to eligible persons who have an emergent need for food, provide nutrition education and to

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supplement the food resources of other eligible persons. These goals are achieved through the following methods of distribution:

- Food Pantries,
- Soup Kitchens,
- Homeless Shelters.

**Agencies must complete the application to participate in TEFAP and outline each agencies ability to meet NDAs' need for the required supplies and services. The areas to be addressed in the Request for Application (RFA) are:**

- Organizational capacity;
- Amount of privately donated food;
- Geographic Coverage;
- Distribution/Delivery plan;
- Ability to receive and store food;
- Allocation, outreach, training and monitoring;
- Budget and budget narrative.

**INTENT OF THE RFA (RFA PRIORITIES)**

The NDA is requesting formal applications from not-for-profit agencies for distribution services to include ordering, storage, handling and distribution of privately donated food and USDA commodities. The program funded under this RFA shall be known as TEFAP. Organizations selected for participation in the program will be known as RDA.

Administrative funds awarded under this contract are available for the ordering, storage, handling and distribution of both USDA commodities. NDA will make selections to distribute USDA commodities based in part upon the total pounds of privately donated food distributed by the RDA on an annual basis. The amount of food and administrative funding provided to each RDA selected through this proposal will be determined through use of a formula based upon the weighted poverty population and unemployed population (60% poverty/40% unemployment) in the geographic service area awarded to the applicant. NDA may set a maximum amount of funds to be awarded to any one RDA. Funds awarded under this sub grant award may not be used to purchase food.

**REGIONAL DISTRIBUTING AGENCY MUST PROVIDE THESE SERVICES:**

- Order, receipt, and distribute its share of USDA TEFAP foods received by Nevada regardless of the number of pounds;
- Establish and maintain agreements with SDAs and LDAs;
- Monitor recipient agencies for program compliance.
- Distribute donated food to pantries, soup kitchens, and homeless shelters at least once a month through pickup and delivery services in accordance with the USDA policy of non-discrimination;

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- Maintain accurate receipt and distribution records for TEFAP commodities with at least 99% product accountability;
- Provide recipient agencies with invoices showing USDA food values monthly and annual USDA food values report;
- 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 storage facilities and insurance for TEFAP products as outlined in 7 CFR 250.14;
- Assure that each storage site used by the RDA is sufficient to accommodate projected amounts of refrigerated, frozen, 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 TEFAP policy manual provided annually by the Nevada Department of Agriculture, Food and Nutrition Division;
- Provide annual training to all to recipient agency staff and volunteers at least once each year to assure adherence to program policies; training includes formal TEFAP policy and procedure training (in accordance with the TEFAP policy manual provided annually by NDA), regulations and civil rights; and provide technical assistance to recipient agency staff an ongoing basis;
- Track financial expenditures, pounds of food distributed, inventory, and service data (number of individuals and households served by county) on a monthly basis and submit monthly reimbursement and program reports to the Food and Nutrition Division;
- Annually monitor one-tenth or twenty; whichever is fewer each year of TEFAP distribution sites to ensure that all required TEFAP criteria are met as specified in the TEFAP Sub-Distributing and Local Agency Compliance Review;
- Provide nutrition education which may include recipes and demonstrations using TEFAP products to all recipient agencies;
- Conduct at least three types of structured outreach activities in the service area on an ongoing basis to make the community aware of donated food resources (e.g., printed materials, brochures, flyers, and media appearances);
- Verify receipt, location, and condition of all equipment, funded wholly or in part with TEFAP federal administrative funding, at least once every year;
- Expend and/or obligate TEFAP administrative funding on a monthly basis; document and isolate all TEFAP program expenditures in the RDA's accounting records and maintain all expenditure documentation;
- Track the pounds of privately donated/purchased (non-government) food distributed on a monthly basis;
- Distribute food to counties and distribution sites in the assigned service area in accordance with fair-share allocation percentages provided annually by NDA;
- Assure that pantries and soup kitchens maintain regularly scheduled hours and adhere to other program requirements;

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- Ensure that food commodities are distributed to eligible participants according to established program guidelines through receiving, tracking and verifying the accuracy of completed NDA signature sheets on a monthly basis;
- Maintain accurate warehousing and inventory records for all TEFAP food commodities;
- Investigate and handle 100% of complaints and irregularities and provide reports to the NDA as needed;
- Submit required accurate reports on timely basis;
- Distribute SNAP applications to food pantries, soup kitchens, and homeless shelters for distribution to potentially eligible clients;
- Compile information from client signature sheets which includes the number of individuals and households served.

**RECEIPT AND STORAGE SPECIFICATIONS**

The NDA, acting as an agency of the USDA, will provide USDA commodities to RDA without charge. The commodities may be shipped direct to the RDA from USDA vendors.

The RDA agrees to have commodities delivered to a site accessible to commercial vehicles, to have sufficient staff or volunteer labor available to unload the commodities from the delivery truck and to perform a physical count of all commodities received as verification of receipt.

The RDA will assure that all commodities are held in a secure, adequate and proper storage facility prior to distribution. Storage must be rodent and insect free.

- Refrigerated commodities must be maintained at 35° to 40°F.
- Freezer commodities must be maintained at 0°F or less.
- Dry commodities must be maintained at 35° to 75°F.

Minimum requirements for storage facilities:

	<u>Southern Nevada</u>	<u>Northern Nevada</u>
Refrigerated	1,100 sq. ft.	900 sq. ft.
Freezer	1,360 sq. ft.	800 sq. ft.
Dry	4,240 sq. ft.	3,600 sq. ft.

The RDA will comply with storage directives, fact sheets, and storage handbooks as compiled and issued by the USDA, state and county health codes, and any specific directions of the NDA concerning storage. The NDA reserves the right to inspect and approve RDA storage facilities prior to awarding the sub grant and during the sub grant period.

**METHODS OF DISTRIBUTION**

RDA will distribute commodities through food pantries, soup kitchens and homeless shelters. Distribution sites must meet all criteria in the following definitions:

- A food pantry provides emergency and supplemental food to income eligible households on a periodic basis. Food pantries must have regular hours of at least two hours per month, have food available on a continuous basis, and have food available in addition to USDA commodities. Food pantries must allow clients to

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- receive service at least once in a thirty day period and cannot require clients to provide proof of public assistance benefits. Food pantries must obtain client signatures attesting that the household meets USDA income eligibility standards. Food pantries may request documentation to verify identity and residency.
- Soup kitchens and homeless shelters serve prepared, congregate meals to homeless, transient, or other needy people. All persons requesting meal service at a soup kitchen are presumed eligible for service. Soup kitchens and homeless shelters cannot charge for these meals and must have regular hours of at least two hours per week for meal service. Although homeless shelters serve only their own residents, soup kitchens must be open to the general, needy public. Meals must be served in a clean, secure environment.

### **DISTRIBUTION SITE REQUIREMENTS**

The pantries, soup kitchens and homeless shelters must be federally tax-exempt, nonprofit private or governmental agencies legally authorized to operate in the State of Nevada. Private agencies must have a Charitable Solicitation Registration Statement (CSRS) or Exemption from Charitable Solicitation Registration Statement (ECSR) with the Secretary of State or a current verification of exemption from Federal Income Tax Liability under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code unless an organization is exempt from filing under Internal Revenue Service regulations. The RDA must have a written contract with all pantries, soup kitchens and homeless shelters. All pantries, soup kitchens, and homeless shelters receiving USDA commodities are subject to NDA approval.

Prior to the initiation or renewal of any TEFAP distribution site contract, the RDA must verify that the site is not present on the IRS Automatic Revocation of Exemption List found at <http://www.irs.gov/charities/article/0,,id=240099,00.html>.

Food Pantries are responsible for collecting household participation records on client signature sheets and for reviewing sheets on a monthly basis to assure accuracy of completion. Information on the client signature sheets will include the names, addresses and signatures of individuals receiving donated food. Soup kitchens and homeless shelters must track the number of meals served. Food pantries and soup kitchens must also distribute SNAP applications and conduct other SNAP outreach activities as required by NDA. Other records deemed necessary by NDA may be required.

### **FEES TO PANTRIES, SOUP KITCHENS AND HOMELESS SHELTERS**

The RDA may not require the pantries, soup kitchens and homeless shelters to contribute to the defrayal of the RDA expenses associated with the distribution of USDA commodities. RDA's may, however, charge maintenance fees to distribution sites to offset the distribution costs of privately donated food.

### **ALLOCATION TO DISTRIBUTION SITES**

The RDA must award USDA commodities to each county at the level determined by NDA. The percentages each county must receive are provided by NDA on an annual basis to the RDA. The RDA must then apply a NDA approved allocation formula based on service data, or alternative



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NDA approved method, to determine the amount of commodities that each pantry, soup kitchen, and homeless shelter receives. Proposals should specify the methods and data sources to be used in establishing allocations to pantries, soup kitchens, and homeless shelters within each county. Generally the most acceptable data source for awarding USDA commodities to distribution sites within each county are service data including households or individuals served by food pantries and meals served by soup kitchens and homeless shelters. RDA may propose alternative methods of allocation which are based upon other objective indicators of need. Allocation methodologies must be approved by NDA.

#### **DISTRIBUTION SCHEDULE**

The RDA shall maintain and provide NDA with a current schedule of dates and times that all pantries and soup kitchens are open by updating the online distribution site list on the NDA Emergency Food Program website, [http://commodityfoods.nv.gov/TEFAP/TEFAP-Emergency\\_Food\\_Assistance\\_Program/](http://commodityfoods.nv.gov/TEFAP/TEFAP-Emergency_Food_Assistance_Program/). The master list of distribution site schedules must be updated as soon as current information is available. The RDA will advise the NDA of operating schedules upon inception of the award.

#### **PUBLIC OUTREACH**

Each RDA 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 food pantries, soup kitchens and homeless shelters within the RDA's jurisdiction. At least 3 formal types of structured outreach activities must be used by the RDA, on an ongoing basis, to advise the community of the availability and location of service (e.g., printed materials, brochures, flyers, website information and other electronic media).

#### **HOUSEHOLD USE**

The RDA must ensure that food pantries distribute USDA commodities for household consumption only. The RDA must also ensure that food pantries agree to adhere to the income eligibility guidelines specified by the USDA as a basis for the determination of program eligibility. Self-declaration is the only method which may be used to establish eligibility by food pantries. NDA Client Signature Sheets will be used to document eligibility using the self-declaration methodology.

#### **CONGREGATE FACILITIES**

Unless authorized by USDA and NDA, RDA must not distribute USDA commodities designated for The Emergency Food Assistance Program (TEFAP) to nonprofit school lunch programs, nonprofit summer camps for children, and other nutrition programs targeted to children or elderly populations, including nutrition projects operating under authority of the Older American Act of 1965, providers of home delivered meals, hospitals, and any other group care facility, including alcohol and drug continuing recovery centers. Soup kitchens open to the general needy public and homeless shelters are the only congregate feeding facilities eligible for USDA commodities.

#### **BONUS FOOD EXCEPTION**

With authorization from USDA and NDA, RDA may distribute USDA commodities as bonus to



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non-profit agencies which are not considered eligible for participation in The Emergency Food Assistance Program (TEFAP). Procedures for distribution of bonus product are detailed in the TEFAP Procedures Manual.

#### **REPACKAGING**

Repackaging of USDA commodities by distribution sites is prohibited.

#### **MONITORING**

The RDA is responsible for reviewing the activities and operations of their pantries, soup kitchens and homeless shelters. The review must include verification of adherence to eligibility criteria, residency requirements, and adequacy of storage of commodities. It is the responsibility of the RDA to take necessary actions to correct deficiencies identified through monitoring of distribution sites. Copies of reviews must be available for inspection by the USDA/NDA upon request. All pantries, soup kitchens and homeless shelters under contract with the RDA must be monitored no less frequently than once every four years by the RDA. A level of 100% compliance with this objective is required.

The RDA must also participate in and comply with all monitoring/evaluation activities conducted by NDA and/or USDA - including, but not limited to, annual on-site RDA reviews.

#### **AMOUNT OF USDA COMMODITIES AWARDED TO RDA**

NDA will award USDA commodities to RDA through a formula based on poverty and unemployment statistics for the TEFAP geographic service area awarded to the RDA. The service areas are defined by county. The formula will be weighed as follows: 60% for people below poverty level and 40% for people who are unemployed.

#### **PROGRAM REPORTS**

The RDA must submit the TEFAP Financial and Program Reports on a monthly basis, within 21 days after the end of each calendar month. The Financial Reports require monthly accounting of allowable administrative expenditures, in accordance with an approved budget. The Program Reports require monthly accounting of product receipt, distribution and inventory numbers, as well as service data on the number of meals served in soup kitchens and homeless shelters and the number of individuals and households served in food pantries.

#### **LOSSES**

After physical delivery of food is made, the RDA is responsible for safekeeping of commodities. NDA requires that RDA explain all losses, including those experienced by their distribution sites. 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, RDA's are required to submit a Commodity Loss Report along with their monthly Inventory Report within 21 days after the report month. The RDA is financially responsible for all losses even when the distribution site causes the loss. NDA makes an ultimate commodity claim determination on all losses. 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). If the value of any lost commodity is at or above \$2,500, the RDA must

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notify NDA immediately by phone and forward all loss documentation to NDA for transmission to the appropriate FNS Regional Office for claim determination.

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

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

### **SERVICE AREA**

The NDA is interested in gathering information about the service delivery area for each agency/program providing services to our participants and clients. This geographic analysis helps us to assure that services are being delivered in the areas of greatest need, in the most efficient and effective manner possible.

Because of the importance of this information, your proposed service delivery area will be reviewed in the context of your application and the State's need for services in that area.

The RDA will define by county(s) the area it proposes to serve in the application. Sub grants will be awarded to exclusively serve specific geographic service areas defined by county.

The RDA must also attach a map to its application showing the county or counties it proposes to serve and the location of each food pantry, homeless shelter and soup kitchen that will participate. NDA may award sub grants to serve all or part of the proposed service area. In some instances, NDA may request that selected RDA serve counties not in its proposal in order to assure quality service to all Nevada counties.

### **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 an established operations for three (3) years involving the provision of food to soup kitchens, food pantries or emergency homeless shelters on a regular basis as an integral part of the organization's activities.

The applicant organization must have the ability to accept, store and distribute its pro-rata share of USDA commodities received by Nevada, regardless of the number of pounds.

Each applicant must have access to the Internet. The Department's website will contain information regarding the RFA. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the RFA.

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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, preferably high-speed
- E-mail capability
- Microsoft Excel
- Microsoft Word
- Adobe Reader

**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. 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.

**TERM OF GRANT**

The term of the grant will be three one year agreements, beginning upon date of signature and continuing through September 30, 2020. With the mutual consent of both parties, and dependent upon the provider’s performance and adherence to program requirements, and dependent upon the availability of funds to the Department, the grant may be renewed for two additional one year periods extending the terms of the grant through September 30, 2022.

**FUNDING AVAILABILITY**

Approximately \$500,000 is available for funding a northern and southern RDA. The RDA must determine if agencies (food banks, food pantries and soup kitchens) served by their region will

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receive part of the federal funds. Funding for administrative costs and food is contingent on USDA funding and will be determined on a year-to year basis.

Payments to the selected agencies under TEFAP may not exceed approved expenditures. Isolation and documentation of all expenditures from TEFAP grant funds is required. 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
- Equipment
- Contractual
- Insurance

**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 and reasonable and allowable for proper and efficient performance and administration of the sub grant.
- Cost 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 be in compliance 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 TEFAP 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;

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- 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.

### **ALLOWABLE COSTS**

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

- Advertising/public relations-marketing TEFAP
- Advertising/public relations-promotion of TEFAP
- 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 TEFAP activities
- Advertising/public relations-gifts, prizes, memorabilia and souvenirs
- Advertising-sponsorships
- Depreciation or use allowances
- Entertainment

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- Equipment-general purpose
- Fines, penalties, damages and other settlements

**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 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 TEFAP sub grant 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**

Request 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 TEFAP sub grants or use of grant funds should immediately report this information to the NDA and to USDA.

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**

Advances and Cash Reimbursement – as of FY 2018 cash advances will not be permitted, only reimbursements will be issued.



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**COST SHARING/MATCHING AND PROGRAM INCOME**

Cost sharing or matching refers to the portion of project costs not paid by TEFAP sub grant funds. Non-federal funds received from the NDA for other purposes are also ineligible as match. Matching funds are no longer required; however, it is encouraged to demonstrate project commitment. If including match, be aware of the different types of match and record-keeping requirements as listed below.

*CASH MATCH*

Cash match must be non-federal income received by the applicant agency that will be used for project-related costs at the time the costs are incurred. Cash match may include appropriations, fees or third party cash donations by the applicant agency.

*IN-KIND MATCH*

In-kind (non-cash) contributions are donated goods or services provided by a third party or volunteers. Donated goods and services must be necessary to the organization; that is, they are goods or services with cash value which the organization would have to purchase if not donated.

**TIMING OF MATCHING CONTRIBUTION/PROGRAM INCOME**

Matching contributions must be applied at the time of reimbursement and in proportion to the obligation of federal funds. The full matching share must be obligated by the end of the project period for which the federal funds have been made available for obligation under an approved grant program.

**OTHER REQUIREMENTS**

*Federal Funding Accountability and Transparency Act (FFATA)*

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

*DUNS*

All recipients of TEFAP 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.

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No sub recipient 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**

The application for this RFA must be **typed** in the format provided which includes 8.5 x 11 inch paper using 12 point type, single spaced, single sided. A 10 point type may be used within tables only. With the exception of letterhead stationery, the entire proposal should be printed in black ink on white paper.

The entire application, including appendices must be sequentially page numbered. Hand numbering is acceptable. The appendices must be clearly separated, with a cover sheet for each appendix labeled with the appropriate appendix letter and name. All applications should be bound with a single binder clip in the upper left-hand corner. Applicants must not use any other form of binding, including ring binders, spiral binders, report covers or rubber bands as well as subject dividers or tabs that extend beyond the 8.5 x 11 inch page.

Applicants must submit one clearly identified application originally signed in **blue ink** and two (2) copies of the same application.

**SUBMISSION GUIDELINES**

**RFA DEADLINE AND SUBMISSION INSTRUCTIONS**

Applications must be received on or before 3:00 pm PDT on July 25, 2017. The application container will be time-stamped upon receipt. The Department will not accept applications submitted by email, on disk, flash drive or by fax.

**Mail or drop off in-person completed applications to:**

Nevada Department of Agriculture  
Food and Nutrition Division  
2300 E St. Louis Ave  
Las Vegas, NV 89104  
**Attn: Patricia Hoppe**

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*Important notices:*

To be considered, applications must be in the possession of the NDA staff at the specified location and by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.

Applications that are sent electronically (e-mailed), faxed, handwritten and/or late will not be accepted and will be immediately disqualified.

**DATE, LOCATION AND TIME OF RFA OPENING**

All application submissions will be opened on July 25, 2017 at 5:00 pm PDT at the address listed above for submissions.

Late applications will not be opened or considered and will be automatically disqualified, but will be retained by NDA. The Department 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 Department 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 10, 2017 – Request for Application released by NDA  
July 25, 2017 – Full Application due by 3:00 pm PDT to NDA  
July 25, 2017 – Applications opened at 5:00 pm PDT by NDA  
July 31, 2017 – Technical and Budget Review by NDA Fiscal Staff  
August 15, 2017 – Successful applicants are notified  
September 15, 2017 – Sub awardees must sign agreements/contracts and submit to NDA  
October 1, 2017 – Anticipated Award Start Date  
November 2017 (subject to change) – Release of Grant funds. Projects may commence once contract is signed by both parties.

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**Part IV – BUDGET NARRATIVE**

**BUDGET NARRATIVE**

All expenses described in this budget narrative must be associated with expenses that will be covered by the TEFAP sub grant award. If any matching funds will be used and NDA requires a description of their use, the expenses to be covered with matching funds must be described separately.

Budget Summary	
Expense Category	Funds Requested
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
Direct Costs Subtotal	
Indirect Costs	
<b>Total Budget</b>	

**PERSONNEL**

List the organization’s employees whose time and effort can be specifically identified and easily and accurately traced to project activities that solely enhance the competitiveness of TEFAP. See the Request for Applications *Allowable and Unallowable* Costs for further guidance.

#	Name/Title	Level of Effort (# of hours or % FTE)	Funds Requested
1			
2			
3			
4			

<b>Personnel Subtotal</b>	
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**PERSONNEL JUSTIFICATION**

For each individual listed in the above table, describe the activities to be completed by name/title including approximately when activities will occur. Add more personnel by copying and pasting the existing listing or deleting personnel that aren’t necessary.

Personnel 1:

Personnel 2:

Personnel 3:

Add other Personnel as necessary:

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**FRINGE BENEFITS**

Provide the fringe benefit rates for each of the project’s salaried employees described in the Personnel section that will be paid with TEFAP funds.

#	Name/Title	Fringe Benefit Rate	Funds Requested
1			
2			
3			
4			

Fringe Subtotal	
-----------------	--

**TRAVEL**

Explain the purpose for each trip request. Please note that travel costs are limited to those allowed by formal organizational policy; in the case of air travel, project participants must use the lowest reasonable commercial airfares. For recipient organizations that have no formal travel policy and for-profit recipients, allowable travel costs may not exceed those established by the Federal Travel Regulation, issued by GSA, including the maximum per diem and subsistence rates prescribed in those regulations. This information is available at <http://www.gsa.gov>. See the Request for Applications *Allowable and Unallowable Costs* for further guidance.

#	Date	Routes	Mileage	Staff	Misc.	Meals/Per Diem	Total Funds Requested
1							
2							
3							
4							
5							
6							
7							

Travel Subtotal	
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**Travel Justification**

For each trip listed in the above table describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include approximately when the trip will occur. Add more trips by copying and pasting the existing listing or delete trips that aren’t necessary.

Trip 1 (approximate date of travel MM/YYYY):

Trip 2 (approximate date of travel MM/YYYY):

Trip 3 (approximate date of travel MM/YYYY):

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Add other trips as necessary:

Conforming with your travel policy

By checking the box to the right, I confirm that my organization’s established travel policies will be adhered to when completing the above mentioned trips in accordance with 2 CFR 200.474 or 48 CFR subpart 31.2 as applicable.

**EQUIPMENT**

Describe any special purpose equipment to be purchased or rented under the grant. “Special purpose equipment” is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000 per unit and is used for the distribution of TEFAP. See the Request for Applications *Allowable Costs*. Rental of “general purpose equipment” must also be described in this section, Purchase of general purpose equipment is not allowable under this grant. See the Request for Applications *Unallowable Costs*.

#	Item Description	Rental or Purchase	Acquire When	Funds Requested
1				
2				
3				
4				

Equipment Subtotal	
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**Equipment Justification**

For each equipment item listed in the above table, describe how this equipment will be used to achieve the objectives and outcomes of the project. Add more equipment by copying and pasting the existing listing or delete equipment that isn’t necessary.

Equipment 1:

Equipment 2:

Equipment 3:

Add other Equipment as necessary

**SUPPLIES**

List the materials, supplies and fabricated parts costing less than \$5,000 per unit and describe how they will support TEFAP.

Item Description	Per-Unit Cost	# of Units Purchased	Acquire When	Funds Requested



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<b>Supplies Subtotal</b>	
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**Supplies Justification**

Describe the purpose of each supply, listed in the table above, purchased and how it is necessary for TEFAP.

**ADDITIONAL INFORMATION**

Provide Applicable:

- Letters of Support
- Quotes for equipment
- DUNS number
- Any other supporting documents that would support project activities

**Part V – APPLICATION REVIEW AND SELECTION PROCESS**

**TECHNICAL AND FISCAL REVIEW**

Applications will be reviewed internally by NDA’s Food and Nutrition and Fiscal Division staff, who will provide a financial and technical review for eligibility, completeness, accuracy and compliance with the requirement outlined in this announcement. If an applicant’s RFA packet is deemed ineligible, fiscal staff will provide information about the components or elements that did not meet state eligibility requirements.

**PROPOSAL EVALUATION CRITERIA**

Scoring Categories	Possible Points
Organizational Capacity	25
Amount of Privately Donated Food	20
Geographic Coverage	10
Distribution/Delivery Plan	15
Ability to Receive and Store Food	15
Allocation, Outreach, Training & Monitoring	15
<b>Total Possible Points</b>	<b>100</b>

**CRITERIA REQUIREMENTS OF ELIGIBLE APPLICANT**

Applicants:

- Must be federally tax exempt, non-profit Foodbank legally authorized to operate in the State of Nevada with a CSRS or ECSR with the Secretary of State.
- Must have maintained an established operation for three (3) years involving the provision of food to soup kitchens, food pantries or emergency homeless shelters on a regular basis as an integral part of the organization’s activities.

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Food Distribution Capacity:

- The applicant organization must accept and distribute its pro-rata share of USDA commodities received by Nevada, regardless of number of pounds.

Internet Access:

- The applicant organization must have access to the Internet for purposes of using data systems.

**PROPOSAL CONTENT**

Addendum I – Proposal application requires the following:

**Mandatory Section** – with the exception of the fifth item below, all components in the Mandatory Section must be provided or the applicant’s RFA proposal application cannot be considered.

- Proof of an established operation for a minimum of three (3) years involving the provision of food to pantries, soup kitchens and/or homeless shelters on a regular basis as an integral part of the organization’s activities.
- Proof of federally tax exempt, non-profit legal authorization to operate in the State of Nevada with a CSRS or ECSRS with the Secretary of State.
- Proof of exemption from federal income tax liability under the applicable Section 501(c)(3) or 501 (c)(4) of the Internal Revenue Code as verified from the Internal Revenue Service.
- Proof of insurance that includes the coverage of food commodities.
- Proof that applicant is not present on the Internal Revenue Service Automatic Revocation of Exemption list <http://www.irs.gov/charities/article/0,,id=240099,00.html>, **applicant need not provide verification for this item; NDA will verify this requirement as part of the evaluation process.**

**Organizational Capacity Data [max points 25]**

- Agency’s primary function [1-3 points]
- Operational data – years of operation and number of staff employed [1-3 points]
- Statistics – number of households and meals served annually [1-3 points]
- Other governmental food programs [informational only; not scored]
- Budget – funding sources and amounts [1-3 points]
- Fiscal accountability – name of accounting system and its ability to track, segregate and isolate agency expenditures by funding code [1-5 points]
- Inventory accountability – ability to maintain accurate warehousing and inventory records for **ALL** TEFAP commodities [1-5 points]
- Civil Rights – written policy of Non-Discrimination, Complaint Investigation and Resolution Process and Written Statement to Agree to distribute USDA food commodities without charge [1-3 points]

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**Privately Donated Food Data [max points 20]**

- Projected number of pounds of food to be distributed [1-15 points]
- Methodology used to count/estimate the amount of food distributed including accountability for all commodity losses [1-5 points]
- Client data – projected number of individuals and meals to be served annually [informational only; scored in previous section]

**Geographic Coverage [max points 10]**

- Identification of geographic coverage by indicating the county(s), municipality(s) or community area(s) served [informational only; not scored]
- Attachment of map depicting the area to be served and the location of each food pantry, homeless shelter and soup kitchen that will participate [1-2 points]
- Identification of areas not being served and plan for filling the gaps [1-2 points]
- Confirmation that distribution sites agree to participate in TEFAP [1-2 points]
- Explanation of how distribution site contracts are initiated, contracts include a policy of Non-Discrimination and an assurance that donated food is made available to all eligible households [1-2 points]
- Assurance that sites meet adequate warehousing and storage standards and operate at least once a week for two (2) hours prior to initiation of a site contract [1-2 points]

**Distribution/Delivery Plan [max points 15]**

- Names of sites, municipalities or counties [1-5 points]
- Number of travel miles [1-5 points]
- Specification of distribution plan – pickup and/or delivery for both privately donated/purchased food and USDA commodities [1-5 points]

**Ability to Receive and Store Foods [max points 15]**

- Warehouse capabilities including the ability to receive semi-trailer loads [1-3 points]
- Storage space [1-4 points]
- Warehouse security system [1-4 points]
- Adequate pest control [1-4 points]

**Allocation Formula, Outreach, Training and Monitoring [max points 15]**

- Description of plan to allocate amounts of USDA commodities within counties with multiple distribution sites [1-3 points]
- Identification of public outreach activities, including specific information related to outreach for limited English proficiency (LEP) communities – at least three (3) structured types are required [1-3 points]
- Identification of training opportunities including required training for applicant staff, distribution site staff and volunteers [1-3 points]

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- Identification of applicant’s ability to distribute SNAP applications to food pantries, homeless shelters and soup kitchens for distribution to potentially eligible clients [1-3 points]
- Identification of applicant’s ability to monitor 100% of TEFAP distribution sites annually [1-3 points]

**APPEAL PROCESS**

Applicants who believe their proposal was improperly rejected or scored may submit a written appeal within seven (7) calendar days after receiving notice of the selected proposals. Notice of Appeal must be made in writing on the applicant agency’s letterhead to the Fiscal Administrator of NDA within seven (7) calendar days of the Intent to Award announcement on the Department’s website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

The Department will consider all such appeals which are submitted within the specified timeframe. An appeal officer will be appointed to review the appeal and issue a written response. The decision of the appeal officer is final and no award will be made until the appeal is resolved.

Appeals must be in writing and will be considered filed when physically received by the Department at the following address:

Nevada Department of Agriculture  
Food and Nutrition Division  
Attn: Patricia Hoppe  
2300 E St. Louis Ave  
Las Vegas, NV 89104

**Part VI – GRANT AWARD/POST AWARD PROCESS**

**GRANT ACCEPTANCE/GRANT MANAGEMENT PROCESS**

Upon final approval, all sub grant recipients must sign a Notice of Sub grant award agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted in order to demonstrate acknowledgement and understating of sub grant requirements.

**POST AWARD MANAGEMENT**

By signing the sub agreement the grantee agrees to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved proposal, all state and federal laws, approved budget, NDA policies and procedures and award terms and conditions of parent award.

**SUB AWARD DOCUMENT/CONTRACT**

- Disclose conflicts.

# The Emergency Food Assistance Program (TEFAP)

## Competitive Grant Request for Application

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- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964 and the American Disabilities Act.

### **BUDGET OR PROGRAMMATIC CHANGES**

All requests for programmatic and budget changes to grant awards must be submitted in writing. Grantees cannot make changes to the grant award without prior written approval from NDA.

Proposed programmatic and budget changes can be mailed to:

Nevada Department of Agriculture  
Food & Nutrition Division  
Attn: TEFAP Program Specialist  
2300 E St. Louis Ave  
Las Vegas, NV 89104

Or, proposed programmatic and budget change may be submitted by email to:

[fnd@agri.nv.gov](mailto:fnd@agri.nv.gov)

Program staff will review proposed programmatic and budget changes for their reasonableness. Program staff will make recommendations for changes in writing to the Fiscal Administrator, who will provide a final decision in writing to the grantee.

Prior written approval is necessary, but limited to the following as they are anticipated:

- Revision to the scope, objectives, location or methodology of the sub grant award;
- Change in key personnel when as specified in application package and sub grant award
- Cumulative transfers among direct cost categories, or, if applicable among separately budgeted activities or projects which exceed 10 percent

Requests must be in writing prior to the change. They will be accepted via scanned email attachment or hardcopy and should include a description, justification and the project lead signature (who signed the agreement).

Extensions to the award dates will not be approved.

### **REQUEST FOR REIMBURSEMENT**

Funds are disbursed on a reimbursement basis and upon submission of a payment request form and adequate supporting documentation. Reimbursement requests must be turned in on a monthly basis. Supporting documentation includes receipts, invoices and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities you must specify. Itemized expense reports are strongly encouraged. Payments will be made within 30-45 days after receipt of properly completed reimbursement

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requests are received. Advances will not be issued. All funds must be expended by the expiration date listed on the sub grant agreement.

**WITHHOLDING PAYMENTS**

The NDA reserves the right, upon written notice, to withhold future payments if the recipient fails to comply with the conditions of the award, including reporting requirements. In addition, if sub grantees fail to respond to program staff correspondence in a timely manner, funds will be put on hold and could ultimately be revoked.

**REPORTING REQUIREMENTS**

Required reports described in the TEFAP Policies and Procedures Manual must be submitted within prescribed timelines.

RDA recipients must complete quarterly performance reports. The final performance report will be due October 31<sup>st</sup> each year.

**ACKNOWLEDGEMENT OF SUPPORT**

An acknowledgement of The Emergency Food Assistance Program, **MUST** appear in any publication or at any significant event based on this program. Terms should include “This project was funded (or funded in part) by The Emergency Food Assistance Program.



# ATTACHMENT 1

**COVER PAGE**

TEFAP Regional Distribution Grant _____ Region		
Name of Organization		Address of Organization
Employer Identification Number		
	PROGRAM CONTACT	CHIEF EXECUTIVE
Full Name		
Title		
Organization		
Telephone Number		
Tax ID#		
DUNS#		
Email address		
Mailing address		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date