

## **Nevada Department of Agriculture**

### **Nevada Day Care Home (DCH) Expansion Funds Request for Application (RFA)**

#### **Purpose of Administrative Funds**

The USDA allows eligible DCH sponsors to obtain additional administrative funds to conduct outreach and recruitment activities to expand the number of DCH providers that participate in the CACFP in rural and/or low income areas. The DCH expansion funds provide payments to DCH sponsors for administrative expenses incurred to identify, recruit, train, and enroll providers in the CACFP.

Interested DCH sponsors must submit an Application for Day Care Home Expansion Funds to the Food and Nutrition Division (FND) no later than 30 days prior to the requested award month(s). The application and instructions are available on the Sponsor Information and Payment System (SIPS) in the Document and Reference Library.

This process is not a competitive bid for funding. The NDA will award funding to all eligible DCH sponsors that apply. There are no requirements for matching funds. Sponsors who received expansion funds and conducted the related activities within the last 12 months are not eligible to apply. Sponsors who were awarded expansion funds in federal fiscal year 2012 must have completed all 2012 related activities and reporting requirements by September 30, 2012, in order to apply for a 2014 award.

#### **Application Deadline**

The NDA must receive the Application for DCH Expansion Funds at least 30 days prior to the requested award month(s) within the timeframe explained below. Submit the application to the following address:

Diane Hogan, Nutrition Programs Professional  
Food and Nutrition Division  
Nevada Department of Agriculture  
2300 McLeod  
Las Vegas, NV 89104

The NDA is not responsible for postal delays and will not accept late applications, regardless of the postmark date. The applications must be submitted with original signatures. The NDA will not accept hand-delivered applications, will not process incomplete or illegible applications, and cannot accept fax or e-mail submissions.

## Eligibility Criteria

The following three Child and Adult Care Food Program (CACFP) sponsoring organizations are eligible to apply for the Day Care Home (DCH) Expansion Grant:

Food for Kids, Inc.  
Navy Region SW Child Youth Programs  
USAF Nellis Child Development Programs

DCH sponsors must meet the following criteria in order to apply for these additional administrative funds:

- Maintain private nonprofit (tax exempt) status under the Internal Revenue Code, Section 501(c)(3), or be a public agency
- Provide documentation that the newly proposed providers are located in rural or low income areas
- Assure that they have not been awarded DCH expansion funds within the past 12 months, and assure that it has been at least 12 months since they completed all requirements for any previous expansion funds award
- Be in good standing with the NDA and the USDA (i.e., sponsors with current seriously deficient status are not eligible to apply for and/or receive expansion funds)

The Request for Applications (RFA) includes additional requirements specific to the Application process.

## Time Frame for Expansion Activities

Sponsors can conduct expansion activities and claim administrative expenses for either **one month, or two consecutive months between May 1 and September 30, 2014**. The USDA allows sponsors to request up to two months of reimbursement to allow sufficient time for outreach, recruitment, training, and pre-operational visits to a new provider.

The NDA will not reimburse sponsors for expansion activities that occur before or after their approved award period. The sponsor must submit a final report within 30 days after completing the expansion activities. This includes a list of new providers, description of expansion activities, and a detailed final expenditure report.

## Funding Amount

DCH sponsors may request \$109 for each provider that the sponsor proposes adding to their CACFP Agreement, up to a maximum of 50 new providers during the funding period. DCH sponsors can request payments for either one month or two months of administrative expenses. Therefore, the maximum amount the NDA can award to a DCH sponsor is \$5,450 for one month, or \$10,900 for two consecutive months (50 providers x \$109 x either one or two months). The NDA will adjust the reimbursement

amount per home consistent with the administrative reimbursement schedule released by the federal government in July 2013.

### **Awards**

The NDA will determine each DCH sponsor's award based on the number of providers the sponsor proposes adding to their CACFP Agreement, and the number of months requested for expansion activities (either one or two months). The NDA will issue 50 percent of the award when the DCH sponsor signs both their Notification of Subgrant Award and a Supplemental Agreement with the NDA. The NDA must approve all supporting documentation submitted by the DCH sponsor before issuing the remainder of the funding. The NDA will reimburse sponsors at the administrative rate per home or for actual expenses, whichever is the lesser amount.

### **Application Process**

The NDA will review all applications for content, completeness, and compliance with the requirements. The NDA will send successful applicants a Notification of Subgrant Award with a Supplemental Agreement that outlines the specific expansion activities, time frame for the activities, and reporting requirements. DCH sponsors must sign and return these documents within 30 days of receipt. The NDA encourages DCH sponsors to sign and return the documents as soon as possible so that the NDA can review and award funding requests timely. Sponsors whose applications are denied will receive letters of denial postmarked no later than 30 days following the receipt of an application.

### **Questions**

If you have questions, please contact Diane Hogan, CACFP Nutrition Programs Professional, by phone at 702-668-4582 or by e-mail at [dhogan@agri.nv.gov](mailto:dhogan@agri.nv.gov) .

**Reference:** Title 7, Code of Federal Regulations, sections 226.2, 226.4(e) and (f), 226.6 (k)(vi), 226.7(h), and 226.12(b); U.S. Department of Agriculture Policy Memorandum CACFP 06-2011