**READ BEFORE APPLYING**

**SFY 2021 Supplemental Budget Capacity Grants**

**Washington State Department of Agriculture – Food Assistance**

**Date: March 16, 2021 Revised 10:50 a.m.**

**Why should you read this document?** It is a requirement prior to applying for these grants and will be one of the questions that you will need to respond to. You will not move forward in the grant application if you list NO as your response. This document will be updated periodically as new questions arise.

**Are these state or federal funds?** These are federal CARES pass-through funds and will need to be included in your Single Audit Determinations ($750,000 is the threshold). The CFDA # is 21.019. The state legislature, as signed by the Governor, provided WSDA Food Assistance with these reallocated federal dollars for the specific purpose of providing grants to Food Assistance contractors and subcontractors for its’ core programs (EFAP, EFAP-Tribal, TEFAP, and CSFP) to assist with the impacts of COVID-19.

**If awarded, how will my organization/tribe receive the funding?** On a reimbursement basis – no advances. Reimbursement requests will be required monthly using the monthly invoice template provided by WSDA. If not already registered, the successful applicants must register as a statewide vendor for the state of Washington within thirty (30) calendar days of being selected as a successful applicant. For instructions on becoming a statewide vendor, please visit: [https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services](https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services)

**Who can apply?** Food Assistance tribal and non-tribal contractors and subcontractors for core programs (EFAP, EFAP-Tribal, TEFAP, and CSFP). It is important to remember that EFAP and EFAP-tribal are the primary vehicles for this grant. If you do not participate in EFAP or EFAP-Tribal, but do participate in TEFAP or CSFP, then you may also apply for these grants. If your request does not meet the minimum funding level and you are a subcontractor, then contact your TEFAP or CSFP contractor to see if they would be willing to add your request in the subcontractor roll-up option available to contractors.

- **Exception:** There is one limited grant for pre-selected contractors and subcontractors that are eligible to apply for staffing, including temporary staff, to backfill the drawdown of the National Guard at specific organizations. (see below)

**How do I apply?** The application is done through Survey Monkey. All applications are available on the Food Assistance Grants webpage [https://agr.wa.gov/services/food-access/hunger-relief-resources/2021-wsda-food-assistance-capacity-grant](https://agr.wa.gov/services/food-access/hunger-relief-resources/2021-wsda-food-assistance-capacity-grant)

**Can I get a copy of the different types of grants prior to applying in Survey Monkey?** Yes, a PDF of each application is available on the Food Assistance Grants webpage. All applications must be submitted using our Survey Monkey Application tool.

**When can I apply?** Any time during the grant application period which starts March 16, 2021 at 9:00 a.m. and ends at 5:00 p.m. on March 29, 2021.
What types of grants are available? There are multiple grants with varying minimum funding request requirements as well as varying categories (equipment, capacity improvement, “new” rental/lease of equipment and/or space due to COVID-19). Here is the summary of grants, categories, and minimums:

- **Non-tribal contractors and subcontractors with a minimum funding request of $50,000** and meet the eligibility requirements of having a DUNS # and SAM registration at the time of the application submittal. You may apply for any or all categories as long as the total request is $50,000 or more. The categories are equipment, capacity improvement, and “new” rental/lease of equipment and/or space due to COVID-19.
- **Non-tribal contractors may apply on behalf of subcontractors who at a minimum have a DUNS #**. The contractor may apply for multiple subcontractors (one roll-up application) as long as the total request meets the $50,000 minimum. Any individual subcontractor request must meet a minimum of $5,000. It is at the sole discretion of the contractor to offer this option to its subcontractors. You may apply for any or all categories as long as the combined subcontractor total requests are $50,000 or more. The categories are equipment, capacity improvement, and “new” rental/lease of equipment and/or space due to COVID-19.
- **Tribal contractors and subcontractors with a minimum funding request of $15,000** and meet the eligibility requirements of having a DUNS# and SAM registration at the time of the application submittal. You may apply for any or all categories as long as the total request is $15,000 or more. The categories are equipment, capacity improvement, and “new” rental/lease of equipment and/or space due to COVID-19.
- **Tribal contractors may apply on behalf of subcontractors who at a minimum have a DUNS #**. The contractor may apply for multiple subcontractors (one roll-up application) as long as the total request meets the $15,000 minimum. It is at the sole discretion of the contractor to offer this option to its subcontractors. You may apply for any or all categories as long as the combined subcontractor total requests are $15,000 or more. The categories are equipment, capacity improvement, and “new” rental/lease of equipment and/or space due to COVID-19.
- **Non-tribal contractors, tribal contractors, non-tribal subcontractors, and tribal subcontractors who do not meet the minimums listed above** may apply for a specific grant to cover leases and rentals of equipment and/or capacity that were established in response to the pandemic (ex: increased capacity needs for frozen, cold, dry storage; equipment; and can include office space due to increased staffing). The minimum funding request for this grant is $5,000. DUNS # and SAM registration is required for all applicants under this grant.
- **Pre-selected contractors and subcontractors (limited grant)** that are eligible to apply for staffing, including temporary staff, to backfill the drawdown of the National Guard at specific organizations. The minimum for this grant is $5,000. The grant is short-term and covers the period of March 1, 2021 thru June 30, 2021. DUNS # and SAM registration is required for all applicants under this grant.
What are the start and end dates for these grants? All but one of the grants (see grant related to the National Guard listed above) have the same retroactive start date of January 1, 2021 and all projects related to the grants MUST be completed by June 30, 2021.

Are capacity improvements allowed to be made on our leased building? Yes, as long as the lease is a minimum of 3 years and you have preliminary approval from the lessor for the capacity improvement. Be advised that for extensive projects we may require a longer minimum than 3 years. Keep in mind that permitting can take a while and lead to additional work or delays.

Will Davis-Bacon laws apply to these funds for capacity improvement projects? No, Davis-Bacon (prevailing wage) will not apply.

Can grant funds be used to purchase a new building at a different location? No. However, if you plan on expanding your organization’s current property by building or purchasing a modular building to place on property then that would be allowable. Additional conditions will apply.

What kind of procurement rules need to be followed? The requirements will vary depending on the cost of the equipment or capacity project. Prior to purchasing equipment or entering into capacity projects costing $5,000 or more, you will need to verify that the businesses or organizations you will purchase from or doing business are not on the federal (not suspended or debarred). If awarded, the contract will have additional details and include our WSDA prior approval form for equipment or capacity improvement projects that are $5,000 or more. Vendors you do business with must not have been suspended or debarred. It is important to work with your fiscal office or auditor prior to submitting the application to ensure that compliance requirements are met, including your organizations policies.

If awarded, will additional conditions and length of use after the contract date be required? Yes, and they will be included in the contract or amendment, as applicable. Inventory tracking will be required as well.

Is there any reporting required in addition to monthly invoices? Yes, expanded general ledgers and most of the grants will require source documentation, progress reports and closeout narrative reports. Each application lists the basic reporting requirements but are subject to additional contract reporting requirements.

Who can I contact with questions regarding this application? If you have questions regarding the applications and grants, you may initially contact Erin Kester at ekester@agr.wa.gov or by phone at 360-878-1579. We will be contracting with another entity within the next two weeks and will update this document to include the new contact information.