



**FFY24 – FFY26 - Nevada SNAP-Ed**

Supplemental Nutrition Assistance Program Education

**Amended – Notice of Funding Opportunity (NOFO) / Request for Application (RFA)**

STATE OF NEVADA, DIVISION OF WELFARE AND SUPPORTIVE SERVICES, SNAP-ED GRANT

Application **New Due Date: July 8, 2024, 8:00AM**

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## FFY24 – FFY26 - Nevada SNAP-Ed

### Supplemental Nutrition Assistance Program Education

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STATE OF NEVADA, DIVISION OF WELFARE AND SUPPORTIVE SERVICES, SNAP-ED GRANT

Application **New Due Date: July 8, 2024, 8:00AM**

### 1. Funding Opportunity Summary

The Board of Regents, Nevada System of Higher Education (NSHE), University of Nevada Reno – Extension (UNR-EXT), in partnership with the Nevada Department of Health and Human Services (DHHS), Division of Welfare and Supportive Services (DWSS), invites local organizations that prioritize equity, inclusion, and cultural competence to apply for subgrants to implement the Nevada Supplemental Nutrition Assistance Program Education (Nevada SNAP-Ed) State Plan. This Notice of Funding Opportunity (NOFO) / Request for Application (RFA) is being facilitated by UNR-EXT with the intent of the selected organizations to enter into a subaward agreement directly with UNR-EXT and administration from DWSS. The current Nevada SNAP-Ed program operates on a three-year State Plan, spanning three federal fiscal years: FFY24, FFY25, and FFY26 (October 1, 2023, to September 30, 2026) as approved by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) in accordance with Federal Guidance.

**Full Budget Timeline:** Funding for Nevada SNAP-Ed program implementation is reviewed, evaluated, and, if necessary, amended annually. Annual funding is contingent on the performance and annual evaluation of Implementing Organizations and on availability of Federal funds.

**Pre-Award Costs:** This grant does not allow reimbursement of any pre-award costs, such as printing of the application, mailing costs, or staff time spent reading related documents or writing an application.

**NOFO/RFA Coordinator:** Macy Helm, Nutrition Education Programs Sr. Coordinator, [mhelm@unr.edu](mailto:mhelm@unr.edu). Direct all communication, including questions, complaints, or requests for assistance to [SNAPED@unr.edu](mailto:SNAPED@unr.edu) with “FFY25 SNAP-Ed NOFO/RFA” in the subject line.

**Nevada SNAP-Ed NOFO/RFA Timeline**

Grant Event	Date/Time (PST)
Notice of Funding Opportunity (NOFO) and Request for Application (RFA) Release	May 13, 2024
Amendment to NOFO and RFA Release	June 10, 2024
Final date to submit questions: <a href="mailto:SNAPED@unr.edu">SNAPED@unr.edu</a>	June 17, 2024
Responses to questions will be provided by:	June 21, 2024
<b>Deadline for Application Package submission</b>	<b>July 8, 2024 by 8AM</b>
Evaluation period	Approximately three weeks
Notification of selected organizations	July 26, 2024
FFY25 Nevada State Plan submitted to USDA FNS	August 15, 2024
FFY25 Period of performance	October 1, 2024 – September 30, 2025

## 2. Program Description

### 2.1 Nevada SNAP-Ed Description

The Board of Regents, Nevada System of Higher Education (NSHE), University of Nevada Reno – Extension (UNR-EXT), in partnership with the Nevada Department of Health and Human Services (DHHS), Division of Welfare and Supportive Services (DWSS), invites local organizations that prioritize equity, inclusion, and cultural competence to apply for subgrants to implement the Nevada Supplemental Nutrition Assistance Program Education (Nevada SNAP-Ed) State Plan. This Notice of Funding Opportunity (NOFO) and Request for Application (RFA) is facilitated by UNR-EXT, with the intent for selected organizations to enter into subaward agreements directly with UNR-EXT and administration from DWSS. To ensure a continual infusion of new and innovative perspectives in line with the guiding principles of SNAP-Ed, we extend invitations for new applicants to participate each fiscal year. By welcoming new organizations annually, we foster diversity and inclusivity within our grantee community, encouraging a wide range of organizations and individuals to contribute their expertise and creativity to our shared mission. Under the current State Plan, UNR-EXT provides direct management and guidance to participant organizations, while DWSS maintains administrative and fiscal oversight of the program, providing technical assistance as needed. Program integrity and compliance are managed by both DWSS and UNR-EXT.

Nevada SNAP-Ed, a federally funded program, operates under a three-year State Plan approved by the USDA Food and Nutrition Service (FNS). The current plan covers federal fiscal years FFY24, FFY25, and FFY26, spanning from October 1, 2023, to September 30, 2026. The program focuses on streamlining implementation, reporting, and outcome evaluation in collaboration with all SNAP-Ed funded organizations. The program's target audience is SNAP-eligible individuals. Individuals living in communities with fifty percent or greater poverty rates, eligible to receive other federal assistance programs that require the income and/or assets of an individual or family to be at or below 185% of the Federal Poverty Level (FPL) to qualify for benefits are considered SNAP-eligible individuals. Nevada's Broad-based Categorical Eligibility income limit is 200% FPL.

### 2.2 Nevada SNAP-Ed Approaches

The current State Plan uses three SNAP-Ed established evidenced-based approaches in alignment with community needs, an appropriate dietary ([DGA](#)) and physical activity ([PAG](#)) guidelines and [My Plate](#). The combined implementation of these approaches supports Nevada SNAP-eligible individuals in making healthy food choices within a limited budget and adopting active lifestyles. These approaches are:

1. Individual or group-based [Nutrition Guidance](#),
2. [Social Marketing](#) initiatives that combine commercial marketing methods with public health initiatives
3. Policy, Systems and Environment Change ([PSE Change](#)), comprehensive multilevel initiatives at complementary organizational/institutional levels.

### 2.3 Nevada SNAP-Ed Goals

The current Nevada SNAP-Ed State Plan goals aim to create healthy environments and promote healthy habits and choices, these include:

1. Improve coordination within and between federally funded nutrition programs in Nevada.
2. Increase fruit and/or vegetable consumption among SNAP-eligible Nevadans.
3. Reduce consumption of sugar-sweetened beverages and food items among SNAP-eligible Nevadans.
4. Increase food resource management skills among SNAP-eligible Nevadans.
5. Increase physical activity participation among SNAP-eligible Nevadans.
6. Maximize Policy, Systems, and Environment (PSE) change approaches across SNAP-Ed implementing counties and communities to improve access to healthy eating and physical activity.

## 2.4 Nevada SNAP-Ed Projects

### **PROJECT 1: Improving the likelihood of healthy habits in children under 5 years old.**

Based on the [2022 Child and Adult Care Food Program \(CACFP\)](#) and April 2024-SNAP Participation, subsidy and participation datasets, Early Care and Education (ECE) sites in 14 counties are eligible for SNAP-Ed programming. While the areas outlined in table 1 are identified as key focus areas for Project 1 implementation, *applicants are encouraged to suggest supplementary SNAP-ED eligible locations.*

Table 1: Targeted Areas for Project 1 Implementation (additional areas can be proposed)

Carson City	Emphasis in 89701, 89703, and 89706
Churchill County	Emphasis in Fallon, 89406
Clark County	Emphasis in Boulder City, 89005; Henderson, 89012,89015, 89052, and 89074; Las Vegas, 89101, 89102, 89103,89104, 89106, 89107, 89108, 89110, 89113, 89115, 89117, 89118, 89119, 89120, 89121, 89122, 89123, 89128, 89129, 89130, 89131, 89134, 89135, 89138, 89139, 89141, 89142, 89144, 89145, 89146, 89147, 89148, 89149, 89153, 89154, 89156, 89166, 89169, 89170, 89178, 89179, 89183; Mesquite, 89027; Nellis AFB, 89191; and North Las Vegas, 89030,89031, 89032, 89081, 89085.
Douglas County	Emphasis in Gardnerville, 89410, 89460; Minden, 89423; and Stateline, 89449.
Elko County	Emphasis in Carlin, 89822; Elko, 89801; Owyhee, 89832; Spring Creek, 89815; and Wells, 89835.
Humboldt County	Emphasis in McDermitt, 89421 and Winnemucca, 89445.
Lander County	Emphasis in Battle Mountain, 89820.
Lyon County	Emphasis in Dayton, 89403; Fernley, 89408; and Yerington, 89447.
Mineral County	Emphasis in Schurz, 89427.
Nye County	Emphasis in Duckwater, 89314.
Pershing County	Emphasis in Lovelock, 89419.
Storey County	Emphasis in Virginia City, 89440
Tribal Lands	Battle Mountain, Dresslerville, Ely, Goshute, McDermitt, Nixon, Wendover, Winnemucca.
Washoe County	Emphasis in Incline Village, 89451; Nixon, 89424; Reno, 89501, 89502, 89503, 89506, 89508, 89509, 89511, 89512, 89519, 89521, 89523, 89557.
White Pine County	Emphasis in Ely, 89301.

### **PROJECT 2: Improving healthy eating/physical activity for youth (5-17 years).**

Based on the [2023-2024 Free and Reduced-Price Lunch data](#), at least 333 schools across 13 counties in Nevada had 75% or more of their students participating in the Free and Reduced Meal Plan, qualifying these counties for SNAP-Ed programming. Although the areas on table 2 are target areas to implement Project 2, *applicants are encouraged to propose additional SNAP-Ed eligible areas.*

Table 2: Targeted Areas for Project 2 Implementation (additional areas can be proposed)

Carson City	
Churchill County	Emphasis in Fallon, 89406
Clark County	
Douglas County	
Elko County	
Esmeralda County	
Humboldt County	
Lyon County	
Mineral County	
Nye County	Emphasis in Pahrump, 89020 (elementary and high school youth)
Storey County	
Tribal Lands	
Washoe County	Emphasis in 89412, 89424, 89501 (middle school youth)
White Pine County	Emphasis in Ely and McGill

**PROJECT 3: Improving healthy eating/physical activity for adult populations (18 years and older)**

Based on the [2022 Nevada SNAP-Ed Needs Assessment Dashboard](#), there are 8 counties in Nevada with individuals living in communities with fifty percent or greater at or below 200% of federal poverty level, thus eligible for SNAP-Ed programming. Although the areas on table 3 are target areas to implement Project 3, *applicants are encouraged to propose additional SNAP-Ed eligible areas.*

Table 3: Targeted Areas for Project 3 Implementation (additional areas can be proposed)

Clark County	Emphasis in 89030, 89046, 89054, 89101, 89102, 89103, 89104, 89106, 89107, 89109, 89110, 89115, 89119, 89121, 89129, and 89169
Elko County	Emphasis in 89832, 89833, and 89834
Esmeralda County	Emphasis in 89010
Humboldt County	Emphasis in 89404 and 89421
Lyon County	Emphasis in 89428, and 89447
Mineral County	Emphasis in 89427
Nye County	Emphasis in 89003, 89020, 89049, 89314
Tribal Lands	Emphasis in Battle Mountain, Dresslerville, Ely, Goshute, McDermitt, Nixon, Yerington Paiute, Wendover, Winnemucca (Food Distribution Program).
Washoe County	Emphasis in 89412, 89424, 89501, 89512

**PROJECT 4: Increasing access to healthy food via Nevada’s charitable food distribution channels.** Although, the areas Based on the [2022 Nevada SNAP-Ed Needs Assessment Dashboard](#), there are 8 counties in Nevada with individuals living in communities with fifty percent or greater at or below 200% of federal poverty level, thus eligible for SNAP-Ed programming. Although the areas on table 4 are target areas to implement Project 4, *applicants are encouraged to propose additional SNAP-Ed eligible areas.*

Table 4: Targeted Areas for Project 4 Implementation (additional areas can be proposed)

Clark County	Emphasis in 89030, 89046, 89054, 89101, 89102, 89103, 89104, 89106, 89107, 89109, 89110, 89115, 89119, 89121, 89129, and 89169
Elko County	Emphasis in 89832, 89833, and 89834
Esmeralda County	Emphasis in 89010
Humboldt County	Emphasis in 89404 and 89421
Lyon County	Emphasis in 89428, and 89447
Mineral County	Emphasis in 89427
Nye County	Emphasis in 89003, 89020, 89049, 89314
Tribal Lands	Emphasis in Battle Mountain, Dresslerville, Ely, Goshute, McDermitt, Nixon, Yerington Paiute, Wendover, Winnemucca (Food Distribution Program).
Washoe County	Emphasis in 89412, 89424, 89501, 89512

## 2.6 Nevada SNAP-Ed State Plan – Initiatives/Activities

The current initiatives/activities supporting the State Plan are evidence-based and align with the [DGA](#), [My Plate](#), and the [PAG](#). These are intended to address identified needs as they relate to each project in the State Plan. Applicants could visit the [SNAP-Ed Toolkit](#) to get familiar with and potentially proposed some of these initiatives in their application. Alternatively, applicants can propose other initiatives/activities (not listed in the Toolkit) to support the current Nevada State Plan. *New proposed activities (not listed in the SNAP-Ed Toolkit) may be allowable based on community needs, available funding, and alignment with federal SNAP-Ed guidance and requirements (page 28).* Initiatives must be evidence-based and must use at least one of the established SNAP-Ed Approaches, outlined in section 2.2 of this NOFO/RFA), and proper justification. The next Section outlines most of the current initiatives/activities supporting the projects of the current Nevada SNAP-Ed State Plan.

Initiatives/Activities that support State Plan's PROJECT 1

- [Creating Healthy Opportunities in Child Care Environments](#) (PSE)
- [Color Me Healthy](#) (Direct Education)
- [Coordinated Approach to Child Health Early Childhood](#) (Direct Education and PSE) NEW FFY25
- [Eat Well Play Hard in Child Care Settings](#) (Direct Education and PSE) NEW FFY25

Initiatives/Activities that support State Plan's PROJECT 2

- [Pick A Better Snack](#) (Direct Education) / Grades K – 3<sup>rd</sup>
- [ReFresh](#) (Direct Education) / Grades 4<sup>th</sup> – 5<sup>th</sup> NEW FFY25
- [Choose Health: Food, Fun, and Fitness](#) (Direct Education) / Grades 6<sup>th</sup> -8<sup>th</sup>
- [SPARK](#) (Direct Education) / Grades 6<sup>th</sup> – 12<sup>th</sup> NEW FFY25
- [Eating Smart Being Active](#)\* (Direct Education) / Grades 9<sup>th</sup> – 12<sup>th</sup>
- [Alliance for a Healthier Generation](#) (PSE) / Grades K – 12<sup>th</sup> NEW FFY25
- [Project breakFAST](#) (PSE) / Grades 9<sup>th</sup> – 12<sup>th</sup>
- [Go Wild With Fruits & Veggies](#) (Direct Education) / Grades 3<sup>th</sup> – 5<sup>th</sup> NEW FFY25

\*Modified content for teen audiences will be provided by UNR-EXT.

Initiatives/Activities that support State Plan's PROJECT 3

- [Bingocize® \(Direct Education\)](#)
- [Cooking Matters](#) (Direct Education)
- [Create Better Health](#) (Direct Education) NEW FFY25
- [Eating Smart Being Active](#) (Direct Education)
- [Healthy Steps to Freedom](#) (Direct Education)

Initiatives/Activities that support State Plan's PROJECT 4

- [Nutrition Environment Food Pantry Toolkit](#) (PSE)
- [Supporting Wellness at Pantries](#) (PSE)

### 3. Award Information

#### 3.1 Period of Performance

The period of performance is the same as the three-year Nevada SNAP-Ed State Plan, three consecutive fiscal years (FFY24, FFY25, and FFY26), from October 1, 2023, to September 30, 2026. However, each federal fiscal year, we extend invitations for new applicants to join the current Nevada SNAP-Ed State Plan, providing them with the opportunity to contribute their unique perspectives and solutions to the challenges of promoting healthy lifestyles among SNAP-eligible individuals. Through this ongoing invitation process, we aim to cultivate a vibrant network of partners dedicated to advancing the Nevada SNAP-Ed State Plan's collective efforts in improving nutritional wellness and healthy lifestyles services within statewide Nevada communities. Should the award be granted, it will empower the chosen applicants to achieve the specified goals and objectives as delineated in the existing Nevada SNAP-Ed State Plan.

#### 3.2 Award Amount

Nevada SNAP-Ed anticipates making multiple awards ranging from **approximately** \$10,000 to \$100,000 per year, depending on the scope and scale of proposed activities that will contribute to the implementation of the current Nevada SNAP-Ed State Plan.

### 3.3 Total Funding Available

The State of Nevada Department of Welfare and Supportive Services (DWSS) intends to subaward funding (amount to be determined) from Nevada's federal fiscal year 2025 (FFY25) SNAP-Ed allotment to the University of Nevada, Reno Cooperative Extension (UNR-EXT). UNR-EXT then contracts with selected organizations to aid in implementing the current Nevada SNAP-Ed State Plan. After the organizations are selected, UNR-EXT and DWSS coordinate the assignment of subaward agreements. The available funding is accessible through this competitive bid process, with approximately \$550,000 designated for new applicants in FFY25 (October 1, 2024, to September 30, 2025). Annual funding for all participant organizations (Implementing Organizations) is contingent on organizations' performance measurements, the results of an annual evaluation, and the availability of federal funds. The current Nevada SNAP-Ed State Plan allows to serve SNAP-eligible Nevadans at a reasonable cost.

### 3.4 Allowable Expenditures

The Nevada SNAP-Ed program adheres closely to established guidelines for allowable expenditures, ensuring transparency and accountability in its financial management. This commitment is upheld through diligent reference to two key resources:

1. **SNAP-Ed Plan Guidance and Policy** (click [here](#)): This resource serves as a comprehensive framework outlining the specific parameters and directives governing the allocation and utilization of Nevada SNAP-Ed funds. By following this guidance, the program ensures that all expenditures align with the overarching objectives and priorities outlined in the Nevada SNAP-Ed plan.
2. **Code of Federal Regulations – 2 CFR 200** (click [here](#)): Nevada SNAP-Ed operates within the regulatory framework provided by the Code of Federal Regulations – specifically, 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This codified set of regulations delineates the standards and requirements for financial management, including allowable costs and procurement procedures. By adhering to these regulations, the Nevada SNAP-Ed program maintains compliance with federal mandates and fosters responsible stewardship of public funds.

***All SNAP-Ed funded organizations (Implementing Organizations) must provide all services and eligible funds expended, by September 30th of the corresponding fiscal year. Unexpended funds from a previous budget period or fiscal year are NOT carried over by Implementing Organizations in a subsequent budget period or fiscal year. The performance of all participant organizations is reviewed and evaluated quarterly and annually. Annual funding is contingent upon Implementing Organizations' performance measurements, the results of an annual evaluation, and the availability of federal funds.***

## 4. Eligibility Information

### 4.1 Eligible Applicants

Organizations, groups, agencies, or entities committed to prioritizing equity, inclusion, and cultural competence in their working with, or have a desire to work with SNAP-Ed Target audience, as described in section 2.2 of this NOFO/RFA, are encouraged to apply. Organizations with experience conducting direct and/or indirect nutrition guidance, working on policy systems and environmental changes (strategies to create environments in communities that foster and promotes healthy choices) and combining commercial marketing with public health approaches to support SNAP-eligible individuals to make the healthy choice the easy choice are eligible organizations.

Proposed services must align with the Nevada SNAP-Ed Needs Assessment and comply with the current SNAP-Ed Plan Guidance. Before submitting an application, applicant organizations are strongly encouraged to visit and review the following resources:

- The Nevada SNAP-Ed Needs Assessment Dashboard, click [here](#).
- SNAP-Ed Guidance, click [here](#).

Eligible organizations must be in good standing with the federal, state and implementing agencies to participate in federally funded assistance programs and activities. Examples of eligible organizations include local health jurisdictions, community-based organizations, non-profit organizations, county governments, tribal entities, municipalities, school districts, state government agencies, non-profit hospitals, not-for-profit colleges and universities, and other entities capable of delivering comprehensive and coordinated community-based nutritional wellness and healthy lifestyle services.

Individuals are not eligible to apply. However, organizations that have not previously received SNAP-Ed funding are welcome to submit applications. They undergo evaluation and selection process using the same criteria as already funded organizations and current SNAP-Ed implementing organizations.

Selected organizations must demonstrate the ability and willingness to:

1. Prioritize equity, inclusion, and cultural competence in delivering culturally appropriate nutrition and/or physical activity initiatives and related health information with respect, at appropriate levels, and in multiple languages (as applicable) to meet community needs, while adhering to federal guidelines.
2. Implement the current Nevada SNAP-Ed State Plan.
3. Maintain comprehensive controls and documentation of revenues and expenditures in compliance with federal and state regulations.
4. Adhere to the current SNAP-Ed data sharing agreement for security procedures and protocol.
5. Stay current on federal, state, and agency policies, procedures, and regulations concerning SNAP-Ed programming and fiscal requirements.

***This NOFO/RFA is exclusive to organizations that are not currently contributing to the Nevada SNAP-Ed State Plan and have not received funding for FFY24 efforts. As a result, organizations that are already participating in the current funding cycle (Implementing Organizations) are not eligible to apply for this opportunity, but they will continue to be selected as Implementing Organizations and are not required to apply for FFY25 funding.***



#### 4.2 Nevada SNAP-Ed Requirements

Selected organizations are required to comply with both federal and state laws, as well as regulations, encompassing a spectrum of areas such as civil rights, budget management and spending, program monitoring, and reporting. The stipulated requirements encompass:

1. Report monthly, and if required quarterly, program activities into the Program Evaluation and Reporting System (PEARS).
2. Timely report obligations and management evaluation (ME) requirements set forth by USDA FNS, DWSS, and UNR-EXT, encompassing monthly, quarterly, and annual assessments and financial and programmatic reports using approved templates.
3. Submit any budget amendments for approval, with potential further approvals required from UNR-EXT, DWSS, and/or USDA Food and Nutrition Services (FNS).
4. Provide monthly, and if required quarterly, invoices to UNR-EXT, including all necessary supporting documentation for reimbursement, itemizing all SNAP-Ed expenses by the 15th of each month and must include:
  - Invoices must incorporate the provided tracking sheet from UNR-EXT, encompassing all contract terms.
  - Documentation of hours worked by staff compensated through Nevada SNAP-Ed funds utilizing the template provided by UNR-EXT.
  - Receipts and justifications for all purchased items as requested with clear delineation of expenses by project if multiple projects are implemented. Costs lacking substantiation from vendors or deemed unallowable per the [SNAP-Ed Guidance](#) and/or federal and state regulations will be disallowed.
5. Provide, by October 15th, a list of all outstanding obligations to be paid from the approved funding ending September 30th. All obligations must be settled by November 30th each year.
6. Submit budget and/or Scope of Work amendments requests to UNR-EXT as necessary.

#### 4.3 Nevada SNAP-Ed Program Implementation Requirements

Selected organizations are required to comply with the following program implementation specific requirements:

1. Monthly all Nevada SNAP-Ed funded staff meetings.
2. Quarterly evaluations and technical assistance meetings with DWSS.
3. Participate in all Nevada SNAP-Ed funded staff required trainings as requested by FNS, the State, and/or UNR-EXT and take advantage of offered technical assistance opportunities.
4. Establish and annually submit executed written agreements, such as Memorandums of Understanding with partner and implementation sites, outlining duties and expectations.
5. Adhere to the current Nevada SNAP-Ed State Plan scope of work by using at least one of the following [SNAP-Ed approaches](#):
  - o Individual or group-based [Nutrition Guidance](#) initiatives
  - o [Social Marketing](#) initiatives combine commercial marketing methods with public health initiatives.
  - o [PSE Change](#) are comprehensive multilevel initiatives at complementary organizational/institutional levels
6. Utilize the Nevada Eat Healthy Be Active brand when creating, editing, or printing SNAP-Ed materials funded through Nevada SNAP-Ed.
7. Provide scheduled monthly SNAP-Ed activities for the Nevada SNAP-Ed calendar of events.
8. Employ established evaluation methods as specified in the Nevada SNAP-Ed State Plan.

There is no cost-sharing or matching requirement for this funding opportunity.

## 5. Application and Submission Information

### 5.1 Application Instructions

Application format is Arial font, 11 size, double spaced, and with one-inch margins. Application narrative not to exceed 10 pages in length (without appendices). **Application Package is one PDF file**, with all documents listed on Section 5.2 of this NOFO/RFA **by 8:00 AM on July 8, 2024** to [SNAPED@unr.edu](mailto:SNAPED@unr.edu). Applicants must follow all instructions as outlined on the following pages. Failure to do so will mark an application ineligible for scoring, selection, and therefore, funding.

### 5.2 Application Package

The Application Package consists of ***eight documents***:

#### 1. Cover Sheet

The Cover Sheet is a template and consists of:

- Cover Sheet
- Name of Organization
- Address of Organization
- Federal Tax Identification Number and/or DUNS Number (if available)
- Point of Contact Name, Title, Email, Phone Number
- Contract Signatory Name, Email, Phone Number
- Budget amount requested
- Initiative(s) by Project(s) and Geographic Area(s) included in the Application.

#### 2. DWSS Assurance Form

The DWSS Assurance Form is a checklist is a template

#### 3. UNR-EXT Assurance Form

The UNR-EXT Assurance Form is a template

#### 4. Application Narrative

In narrative form, the Application Narrative outlines the specific services applicants will provide, demonstrates a track record of providing similar services by specifying the length of time organizations have been doing so, and highlights applicants previous successes and achievements that make them a suitable candidate for receiving the grant funding. Application narratives must provide the following information:

- Organizational Capacity and Prior Success
- Community Engagement and Participation
- Population Served
- Intervention Selection
- Evaluation Plan
- Potential Impact

## 5. Budget Narrative

The Budget Narrative Excel file is a template used to create a detailed and organized narrative of a budget. It provides a framework for explaining and providing a detailed breakdown of the budget's categories, such as Salaries, Travel, and Materials. The template includes sections to describe the costs and justifications of proposed budgetary needs. Review Appendix A to review how to breakdown the budget narrative by project.

## 6. Scope of Work

In narrative form, the Scope of Work (SOW) defines the specific goals, objectives, and initiatives to achieve the objectives. It also includes an estimated number of individuals that will be served, and deliverables that a grant recipient is expected to accomplish with the awarded funds. In general, the SOW outlines what the grantor (DWSS/Nevada SNAP-Ed Program) wants to achieve, and what specific work the grantee (participant organizations) is required to perform to achieve those goals.

## 7. Planned Sites

The Planned Sites Excel file is a template used to document and organize information and locations where a Nevada SNAP-Ed program or project will be implemented.

## 8. Planned Staffing

The Planned Staffing Excel file is a template used to help grant managers and administrators to plan and track the staffing needs and resources required to implement a Nevada SNAP-Ed program, ensuring that they have the necessary personnel and resources to achieve their goals.

## 5.2 Submission Instructions

### 1. Electronically by email:

Email: [SNAPED@unr.edu](mailto:SNAPED@unr.edu)

### 2. In person or by mail:

University of Nevada, Reno Extension  
Lifelong Learning Center, Attn: Macy Helm  
8050 Paradise Rd.  
Las Vegas, NV 89123

### 3. Amended – Application Due Date: July 8, 2024 by 8AM

## 6. Application Review and Evaluation Information

### 6.1 Declaration of Potential Conflict of Interest

As Nevada is a sparsely populated state and the nutrition education community partners are well known to each other, it is acknowledged that application reviews may be completed with individuals that currently have or may have previously had connections with one or more of the agencies submitting applications for funding. Every effort is made to review and evaluate new applications based on the criteria provided in this document and in a fair and unbiased manner. The review and evaluation process does not introduce items not listed in the evaluation criteria.

## 6.2 Acceptance Criteria

Only Application Packages that are submitted **by 8:00 AM on July 8, 2024 and have** all required documents will be accepted and considered for this opportunity.

## 6.3 Review and Evaluation Criteria

Applications are evaluated based on the following criteria:

- Relevance and significance of the proposed activities/initiatives to the Nevada SNAP-Ed State Plan goals and objectives.
- Quality and feasibility of the proposed activities/initiatives.
- Strength of the evaluation plan to measure program outcomes.
- Budget appropriateness and cost-effectiveness.
- Experience and capacity of the applicant organization to manage and execute the program.

## 6.4 Review and Selection Process

Application Packages are reviewed by a panel of experts in nutrition and physical activity initiatives, and public health. The selection process encompasses the three steps:

### 1. **STEP 1: Technical Review**

The Evaluation Committee will perform a technical review of each application to ensure that the minimum standards are met.

- Application Packages will be disqualified if they are not compatible or do not address one of the Nevada SNAP-Ed State Plan goals, objectives, or initiatives.
- Applications Packages will be disqualified if they are missing one of the required documents of the Application Package.

### 2. **STEP 2: Evaluation Committee Content Review**

- Each application package that passes the technical review will be evaluated for content and scored by an evaluation committee of at least three reviewers using the attached Scoring Matrix.
- During the review process, the committee will identify strengths and weaknesses and may recommend that if the applicant is funded.
  - o Specific revisions are made to the Budget Narrative and Scope of Work.
  - o The total score (out of 100) will be used to prioritize applications.
  - o Once the scoring portion of the evaluation process is complete, each applicant will receive individual notification of their status via email.

### 3. **STEP 3: Evaluation By Program Administrators (DWSS)**

- Recommendations by the UNR-EXT Evaluation Committee will be distributed to the Nevada SNAP-Ed Program Administrators (DWSS).
- The DWSS Administrators will:
  - o Review the results of the UNR-EXT Evaluation Committee.
  - o Make final funding decisions based on the following:
    - Recommendations of the UNR-EXT Evaluation Committee.
    - Reasonable distribution of funds among proposed projects. goals, objectives, and/or initiatives.
    - Potential conflicts or redundancy with other federal, state or locally funded programs, or supplanting (substitution) of existing funding; and
    - Availability of funding.

***Funding decisions made by DWSS are final.***

## 7. Agency Contacts Application Score Criteria

### 1. Organizational Capacity and Prior Successes – 10 points

Organization clearly demonstrates the capacity to serve and reach the priority population for the selected project(s) and proposed initiative(s)/activity(s). Applicant demonstrates the ability to follow all federal and state requirements. Applicant demonstrates synergies between organizational mission and the Nevada SNAP-Ed State Plan goals and objectives. If applicable, the applicant describes other organization's programs that work with a similar audience and/or previous experiences implementing similar types of projects.

### 2. Community Engagement and Participation – 10 points

Organization describes how community members or partners will be engaged or participate in planning, implementing, or evaluating proposed initiative(s)/activity(s). Applicant identifies relevant partnerships, coalitions, and/or collaborations that will contribute to successful implementation of the selected project(s) and proposed initiative(s)/activity(s). Applicant demonstrates a commitment to engaging community members in previous or current work.

### 3. Population Served – 15 points

Organization demonstrated the population that will be served is aligned with the Nevada SNAP-Ed target population. Organization describes the populations that will be served by selected project(s) and proposed initiative(s)/activity(s). When describing the population to be served, the applicant provides:

- Method used to identify and recruit the target population to participate in programming
- Physical location(s) of proposed initiative(s) (e.g., early care and education center, school, community location, senior center, food pantry, etc.)
- Geographic location of initiative(s) including town/city, county, and zip code
- Approximate number of people to be served by each project in the application
- Organization demonstrates proposed sites are qualified for SNAP-Ed programming.

### 4. Selection of Initiatives/Activities – 25 points

- Organization describes a reasonable and well-developed proposed initiative(s)/activity(s) that align with their organizational capacity, community needs, and Nevada SNAP-Ed State Plan goals and objectives.
- If proposed initiatives/activities are not included in this NOFO/RFA, applicant provides a clear description of the NEW proposed initiative/activity and a justification of its inclusion in the Nevada SNAP-Ed State Plan.
- If applicable, the applicant provides a clear description of the proposed Policy, Systems, and Environment (PSE) change initiatives/activities. Proposed PSE initiative(s)/activity(s) discuss approaches to foster sustainability.
- Organization describes how proposed staffing plan supports the implementation of each initiative(s)/activity(s) and projected reach. Collaboration and coordination internally and with other organizations is clearly described and articulated.

**5. Evaluation – 10 pts**

- Organization clearly demonstrates capacity to carry out data collection and evaluation requirements. These requirements include, attendance tracking, demographic collection, pre- and post-assessments for Direct Education initiatives/activities data entry into web-based or Microsoft-based platforms, readiness and environmental assessments, and partnership evaluations.
- Organization describes how proposed staff plan supports the evaluation of each initiative(s).

**6. Potential Impact – 10 pts**

Organization proposed implementation aims to positively impact individuals by empowering them to make healthy food choices within a limited budget and adopt active lifestyles. Applicant provides the number of estimated number of individuals who will be reached and engaged through greater access to healthy and active living literacy. Applicant estimates that approximately [number] individuals will be directly benefited through their proposed initiatives/activities, ultimately participants gain the skills to make informed choices about their diet and lifestyle.

**7. Budget Justification by Project – 20 points**

Organization uses the Excel file template to provide Budget Justifications for each selected SNAP-Ed Project, projects are outlined in section 2.3 of this NOFO/RFA. The budget justification for each selected project provides a detailed breakdown of the budget narrative by project(s), making it easy to understand and visualize the costs and allocations for each project. Every item that appears in the budget narrative has a budget justification for the item and is explained clearly. The applicant provided the total cost and individual expenditures for a project are accurate, allowable, allocable, reasonable, and necessary. All costs must be necessary and allowable in accordance with SNAP regulations and the SNAP-Ed Plan Guidance.

**8. Non-Scored Items**

- Planned Sites – Provide the number of planned sites across each project and initiative(s) type by site domain for FFY25 (October 1, 2024 – September 30, 2025) in the designated excel file. If a site domain is not reflected, specify the other location. Please complete the excel file with the requested information.
- Staffing – Provide the total planned staffing contributing to SNAP-Ed funded or not funded for the project period (October 1, 2024 – September 30, 2025) in the designated excel file. SNAP-Ed funds may be used to pay staff who support SNAP-Ed delivery. For each proposed staff person who will be paid using SNAP-Ed funds, provide the position title; full-time equivalents (FTEs) charged to SNAP-Ed; SNAP-Ed salary, benefits, and wages; percentage of SNAP-Ed time spent on management and administrative duties (including training, professional development, and required reporting); and percentage of SNAP-Ed time spent on SNAP-Ed delivery. Please complete the excel file with the requested information.

## 8. Award Information and Administration

### 8.1 Award Notices

Successful applicants will receive a Notice of Award (NOA) from UNR-EXT via email by July 26, 2024. Unsuccessful applicants will be notified and provided with feedback on their application.

After such notification, UNR-EXT will conduct negotiations with the selected organizations to finalize budget narrative and draft a Scope of Work (SOW) using DWSS SOW template. During these negotiations, any issues identified by the DWSS and or UNR-EXT will be addressed. These issues may include, but are not limited to:

- Revisions to the project(s) budget narrative.
- Revisions to the Scope of Work.
- Revisions to Implementation Settings/Coordination; and/or
- Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirement, or more frequent reviews).

Upon successful conclusion of negotiations, UNR-EXT in collaboration with DWSS will finalize the required subaward documents with the selected vendors. Not all applicants who are contacted for final negotiations will necessarily receive an award. All questions and concerns must be resolved before a grant can be awarded. All funding is contingent upon availability of funds and approved by the state and federal entities. DWSS and UNR-EXT are not responsible for any costs incurred in the review, preparation, completion and submission of any items required for this NOFO/RFA. DWSS and UNR-EXT, in coordination with the Department for Health and Human Services (DHHS), reserves the right to accept or reject any or all applications.

## 9. Award Contacts

Please contact the University of Nevada, Reno Extension to speak with program staff regarding program-related questions using the following email: [SNAPED@unr.edu](mailto:SNAPED@unr.edu)

## 10. Appendix A: Budget Narrative Guidance

### Budget Narrative

Applicants must use the attached Budget Narrative Template (excel file) for this section. All applications must include a detailed project budget and justification. If an applicant is applying to implement more than one project, separate budget details by project must be submitted, not to exceed the available amount for the geographic area.

Each budgeted item will need to have a detailed justification supporting each expenditure as it relates to initiatives/activities that support each project(s) of the current State Plan. Each line item must include a reasonable calculation [e.g., population being served (adult/youth age range), number of participants being served (as applicable), unit item and unit cost.]

Applicants must use the budget template form (Excel file) provided in the RFA and on the Nevada SNAP-Ed webpage. Use the budget definitions provided in the “Categorized Budgets” section below to complete the budget template. This spreadsheet contains formulas to automatically calculate totals and links to the budget summary spreadsheet (tab labeled Budget Summary) to automatically complete budget totals in Column C. Do not override formulas. The column for extensions (unit cost, quantity, total) on the budget justification includes only funds requested in this application. Budget items funded through other sources may be included in the budget justification, but not in the budget template. Ensure that all figures add up correctly and that totals match within and between all forms and sections.

NOTE: Categorized Budget, an individual budget is required for each individual State Plan’s project

**Personnel (Total Salary/Benefits):** Employees who provide direct services are identified here. Include each position and provide a breakdown of the wages or salary and the fringe benefits rate (e.g., health insurance, FICA, worker’s compensation). For example: Program Director –  $(\$28/\text{hour} \times 2,080/\text{year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$   
Intake Specialist –  $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$

Staff whose time can be traced directly back to the current Nevada State Plan project(s) are included in this budget category. This includes those who spend only part of their time on grant activities. All other staff who provide direct or indirect services to the implementation of the proposed initiatives are identified in this part of the budget as \$0.00.

All others are considered part of the applicant’s indirect costs (explained later).

**Contracts/Agreements:** Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Sub-awards or mini-grants that are a component of a larger project may be included here but require special justification. The justification includes the contracted agency’s scope of work and methods of accountability. These project workers and/or agencies will be expected to maintain the same accountability to the SNAP-Ed State and Federal guidelines.

**Non-Capital Equipment/Office Supplies:** Include office equipment, supplies, postage, and duplication costs necessary to carry out initiative(s) designed to support Nevada SNAP-Ed funded personnel. Provide justification of the number of units, percentage charged to the grant, etc.

**Nutrition Education Materials:** Include the development, production, and acquisition of SNAP-Ed materials to implement initiative(s). Provide justification of the number of units for each item multiplied by the number of individuals projected to reach by the initiative(s). Uses that are not in compliance with the Grant Instructions and Requirements will be denied.



**Travel:** Travel costs must provide direct benefit to the proposed project. Identify staff that will travel, the purpose, frequency, and projected costs. U.S. General Services Administration (GSA) rates for per diem and lodging, and the state rate for mileage (currently 67 cents), are required to be used unless the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) is listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification and approval. GSA rates can be found at <https://www.gsa.gov/portal/category/26429>. If conference funds are requested, a justification is required to align the conference agenda/purpose with the SNAP-Ed State Plan.

**Cost of Publicly Owned Building Space:** Include depreciation based on the building's original acquisition cost and such building-related costs. Provide justification for dollars charged to the SNAP-Ed grant. If rent or a lease is funded by the SNAP-Ed grant, submit a copy of the rental agreements in the appendix of the application.

**Maintenance and Repair:** Include costs for utilities, insurance, security, necessary maintenance, repair which neither add to the permanent value of the property nor appreciably prolong its intended life. Justification is required to ensure the items funded are contributing to the Nevada SNAP-Ed projects. Cost-shared and prorated items must be explained. Must not include costs of maintenance, utilities, etc. directly if they are charged as indirect costs.

**Institutional Memberships and Subscriptions:** Include cost of institutional memberships in technical and professional organizations necessary to effectively implement the Nevada SNAP-Ed State Plan. Costs of individual memberships in organizations for personnel that work in SNAP-Ed are not allowable. Professional registration or license fees paid by the individuals is unallowable costs.

**Equipment and Other Capital Expenditures:** List equipment to purchase or lease costing \$1,000 or more and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$1,000 is listed under Non-Capital Equipment/Office Supplies. Equipment that does not directly facilitate the purpose of the initiative or project, as an integral component, is not allowed. Equipment purchased for this initiative or project must be labeled, inventoried, and tracked as such.

**Indirect Costs:** Indirect costs represent the expenses of doing business that are not readily identified with or allocable to a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs include but are not limited to: depreciation and use allowances, facility operation and maintenance (such as rent and insurance, as well as utilities). If an applicant administers multiple projects funded with multiple funding sources that occupy the same facility, only the appropriate share of costs associated with this grant project is requested in this budget), memberships, and general administrative expenses such as management/administration, accounting, payroll, legal and data processing expenses that cannot be traced directly back to the grant project. Identify these costs in the narrative section, but do not enter any dollar values. The form contains a formula that will automatically calculate the indirect expense at the 10% de minimis rate based on the total direct costs. If your federally negotiated rate is not 10%, you may override the formula. If your agency has a federally negotiated rate, you must also submit a copy of verification of the federally approved negotiated rate. There is also the option to defer to the 10% de minimis rate or waive indirect costs altogether. Please clarify this in your submission.

### Budget Narrative By Project








The Budget Narrative Excel file is a template that breaks down the Budget Narrative by project, with each project's budget information presented separately. It explains the amounts requested for each line in the budget. Specifically describe how each item will support the achievement of the proposed project(s) and

initiative(s)/activity(s). All expenses must adhere to the conditions specified in the [USDA SNAP-Ed Guidance](#). The Budget Justification must be concise.

Include the following in the Budget Justification per project:

- Personnel costs: List each staff member to be supported by SNAP-Ed funds, include name of each staff member (or indicate vacancy), position title, position ID number, percentage of full-time equivalency, and annual salary.
- Fringe benefits: List each staff member/position category's fringe planned fringe rates for the period of performance (October 1, 2024 – September 30, 2025).
- Nutrition Education Materials: List educational supplies including handouts, posters, curriculum licenses (must not extend beyond September 30, 2025), cooking demonstration items, nutrition and/or physical activity reinforcement items (< \$5 per), PSE supports for activities. The list must include the following if certain initiatives are being proposed.
- Any PSE initiative(s) implemented by new SNAP-Ed staff: Making the Healthy Choice the Easy Choice eCornell training, \$100/person.
- Travel: The budget section reflects the travel expenses associated with the implementation of the initiative(s). The request provides a direct and clear link to providing quality SNAP-Ed programming for the target audience. A breakdown of expenses (e.g., airfare, hotel, per diem, mileage reimbursement) is included and follow the approved GSA rates. This list must include the following for at least one organization member to attend the statewide SNAP-Ed training:
  - o Travel to Las Vegas for 3 days/2 night
  - o Estimated Lodging: \$152/night (GSA) + 13.35% tax rate
  - o Estimated Per Diem: \$69/day (GSA)
  - o Other Direct Costs: May include some or all the categories below:
    - o Contracts/Agreements
    - o Non-Capital equipment/Office supplies
    - o Equipment
    - o Cost of building/space
    - o Maintenance and repair
  - o Indirect Costs: The Federally negotiated indirect cost rate (if applicable) or explanation that a de minimis indirect cost rate will be used or waived altogether. Please clarify this.

### 11. Appendix B: NOFO/RFA Files

 1.FFY25 Cover Sheet.pdf	 2.FFY25 Assurance_DWSS.pc	 3.FFY25 Assurance_UNR EXT.
4.Application Narrative	 5. FFY25 Proposed Budget Narrative.xls	6.Budget Narrative
 7.FFY25 Planned Sites.xlsx	 8.FFY25 Planned Staffing.xlsx	 FFY25 Scoring Matrix.pdf

## 12. Acronyms

**CACFP:** Child and Adult Care Food Program

**DGA:** Dietary Guidelines for Americans

**DHHS:** Department of Health and Human Services

**DWSS:** Division of Welfare and Supportive Services

**FNS:** Food and Nutrition Service

**FTE:** Full-time equivalents

**GSA:** United States General Services Administration

**MOU:** Memorandum of Understanding

**NSHE:** Nevada Systems of Higher Education

**PSE:** Policy, systems, and environment

**RFA:** Request for application

**SNAP:** Supplemental Nutrition Assistance Program

**SNAP-Ed:** Supplemental Nutrition Assistance Program Education

**UNR:** University of Nevada, Reno

**UNR-EXT:** University of Nevada, Reno Extension

**USDA:** United States Department of Agriculture