

Application: Section I

Application Form – 20 points

A. Organization Type

Is your organization a registered nonprofit agency?:

Yes

No (attach proof of registration with the Nevada Secretary of State)

B. Geographic Area of Service

<input type="checkbox"/> Northern Nevada	List all zip codes to be included. (A separate attachment is acceptable)
<input type="checkbox"/> Southern Nevada	List all zip codes to be included. (A separate attachment is acceptable)
<input type="checkbox"/> Rural Nevada	List all zip codes to be included. (A separate attachment is acceptable)

C. Applicant Organization

Name		
Mailing Address		
Physical Address		
City		NV
Zip (9-digit zip required)		
Federal Tax ID #	(xx-xxxxxxx)	

D. Project Point of Contact

Name	
Title	
Phone	
Email	

Same mailing address as Section C? <input type="checkbox"/> Yes <input type="checkbox"/> No, use below address information		
Address		
City		NV
Zip (9-digit zip required)		

E. Fiscal Officer

Name		
Title		
Phone		
Email		
Same mailing address as Section C above? <input type="checkbox"/> Yes <input type="checkbox"/> No, use below address information:		
Address		
City		NV
Zip (9-digit zip required)		

F. Subcontracting of Services

Does your organization subcontract its services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Subcontractor		
Mailing Address		
Physical Address		
City		NV
Zip (9-digit zip required)		
Federal Tax ID #	(xx-xxxxxxx)	
9-digit DUNS Number		
Has your agency registered with the system for Award Management (SAM) previously known as the CCR data base? <input type="checkbox"/> Yes <input type="checkbox"/> No		

G. Key Personnel (if applicable)

Name	Title	Licensed?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

H. Services To Be Provided / Tasks To Be Performed

Please mark the box below to confirm your organization’s ability to:

- Purchase diapers specifically for TANF recipients ages 0-3 in the area(s) your agency has designated on the application to serve.
- Advertise and/or notify TANF recipients of diaper distribution locations and distribution dates/times
- Disburse diapers to specific population identified in this RFA
- Track distribution to recipients.
- Verify TANF eligibility of the recipients receiving the diapers identified in this RFA

I. Non-Allowed Services Provided by Applicant

Does your organization or its subcontractors offer services other than those specified in section H above? <input type="checkbox"/> Yes, specified below <input type="checkbox"/> No	
List Services:	
Do you agree that any grant funds awarded through this RFA process will not be used by your organization or its subcontractors to provide any services other than those specified in section H and only those services/benefits allowable under the TANF Block Grant. <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
Do you agree to implement policies and procedures as necessary to ensure that any non-allowed services disclosed in this section (I) are not paid for using TANF Block Grant funds, if awarded? <div style="text-align: right;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	

J. Third-Party Payers of Services

Does your organization or its subcontractors bill any third-party payers (e.g. insurance companies) for services? <input type="checkbox"/> Yes, specified below <input type="checkbox"/> No			
Third-Party Payers	Period	Billables Received (\$)	Percentage of Operating Income (%)

K. Current Funding

Funding	Type	Project Period End Date	Amount Awarded (\$)

L. Certification by Authorized Official – refer to signature box titled:

Certification by Authorized Official in the Application: Section IV

Application: Section II

Application Narrative - 60 points

Attach responses to the end of this document.

1. **Overview** (2 pages)
2. **Availability and Accessibility of Services** (1 page)
3. **Statement of Need** (2 pages)
4. **Goals and Objectives** (1 page)
5. **Methods of Accomplishment** (2 pages)

Application: Section III

Budget - 20 points

- Proposed Project Budget** (1/2 page). Please use the Budget Narrative document to assist with your total budget.

Category	Amount Requested (\$)
Personnel	
Staff Travel / Per Diem	
Operating	
Equipment	
Contractual/Consultant Services	
Other Expenses (be as specific as possible)	
Indirect Costs (see below to choose option)	
Total Funding Requested (\$)	
<p>Does your agency have a federally approved negotiated rate for indirect costs (if so, you must submit proof with your application)?</p> <p style="text-align: right;">_____ Yes _____ No</p> <p>Do your administrative costs exceed 15% of your total budget as defined by CFR 45, Section 263.0?(Use the hyperlink below to determine.)</p> <p style="text-align: right;">_____ Yes _____ No</p> <p>There is also the option to defer to the 10% de minimis rate, utilize your agency's federally approved negotiated rate or waive indirect costs altogether (supporting documentation required). Specify which option you are choosing here:</p> <p style="text-align: right;">_____</p>	
eCFR :: 45 CFR Part 263 -- Expenditures of State and Federal TANF Funds	

- 2. Budget Narrative:** Please use the Budget Narrative provided below (Just double click on the icon below). Be sure to include as much justification for each proposed cost for clarity and ensure that that the numbers in your proposed budget above match with the Budget Narrative document.



Application: Section IV

Print and sign the completed application after reviewing the **Application and Certified Assurances** which the awarded vendor shall be required to comply.

1. FEDERAL LAWS AND AUTHORITIES: [eCFR :: Title 45 of the CFR -- Public Welfare](#)

2. FY22 GRANT CONDITIONS AND ASSURANCES

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an “independent contractor” with respect to the services to be performed under this Agreement. The Department of Health and Human Services, Division of Welfare and Supportive Services (hereinafter referred to as Division) shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance as the Recipient is an independent entity.
2. The Recipient shall hold harmless, defend and indemnify the Division from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient’s performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Division or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Division or Recipient from its obligations under this Agreement.
 - The Division may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Division and Recipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Division. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Division, become the property of the Division, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The Division may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Division may declare the Recipient ineligible for any further participation in the Division’s grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Division may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers’ compensation and employer’s liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. All reports for expenditures and requests for reimbursement processed by the Division are subject to audit.

6. Compliance with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as amended, and Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, (29 U.S.C.794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); as amended, and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
7. Compliance with Title II and Title III of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, by the ADA Amendment Act of 2008 (42 U.S.C.12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36), Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq); and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
8. Compliance with the Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251– 1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act(42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
10. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).
11. No funding associated with this grant will be used for lobbying.
12. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
13. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
14. An organization receiving grant funds through the Nevada Department of Health and Human Services shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or a similar activity.
 - Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative, or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state, or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state, or local legislation;
 - The enactment or modification of any pending federal, state, or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, **by preparing, distributing or using** publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.

- Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
- Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.

15. An organization receiving grant funds through the Nevada Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:

- Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
- Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature, or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the Subrecipient agrees to provide the Division with copies of all contracts, subawards, and or amendments to either such documents, which are funded by funds allotted in this agreement.

3. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meets all requirements of the legislation governing the TANF Funds and the certifications in the Application Instructions; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Statement of Grant Award.

Name (type/print)	Phone
Title	Email
Signature	Date

Application: Checklist

Print and sign the completed application. Complete this checklist prior to scanning/submitting.

Section I: Application Form

- All boxes are checked to indicate the correct answer.
- All fields are completed according to instructions on pages 12-14.
- Certification is signed.

Section II: Narrative

- Section II-1: Overview* covers all requested information.
- Section II-2: Availability and Accessibility of Services* includes all requested information.
- Section II-3: Statement of Need* includes all requested information.
- Section II-4: Goals and Objectives* includes all requested information.
- Section II-5: Methods of Accomplishment* includes all requested information and the measurements of success.
- Page limits have not been exceeded. Arial
- 11-point font has been retained. One-
- inch margins have been retained.

Section III: Budget

- Section III-1: Proposed Project Budget* reflects whole dollar amounts or zeros for each category.
- Section III-1: Proposed Project Budget* is mathematically correct.
- Numbers in the *Proposed Project Budget* match numbers in the *Budget Narrative*.
- Justifications in *Section III-2: Budget Narrative* match the projected number of services provided or customers served in *Section II-4: Goals and Objectives*.
- Page limits have not been exceeded. Arial
- 11-point font has been retained. One-
- inch margins have been retained.

Section IV: Application and Certified Assurances

- Section IV-1. Federal Laws and Authorities have been reviewed.
- Section IV-2. Grant Assurances have been reviewed.
- Section IV-3. Certification by Authorized Official has been completed and signed.

Application Submission

- Completed RFA document with all required attachments emailed to:
- NVTANF-RFA@dwss.nv.gov no later than Monday, November 28, 2022 by 5:00 pm Pacific Time.