



State of Nevada
Department of Health and Human Services
Division of Welfare and Supportive Services
Request for Application

SFY 23

Opportunity Summary

The Nevada Department of Health and Human Services (DHHS), Division of Welfare and Supportive Services (DWSS) is seeking proposals from all eligible, non-profit community organizations qualified to participate in the distribution of diapers to assist needy families with young children through the Temporary Assistance for Needy Families (TANF) block grant.

This Request for Application (RFA) is for competitive proposals to be funded through the TANF Year (FFY) 2023. On behalf of DHHS, DWSS will be managing the grant application and selection process to award these funds. The award application deadline is Monday, November 28, 2022 at 5:00 pm.

The TANF block grant provides states and territories with flexibility in operating programs designed to help low-income families with children achieve economic mobility, and support physical, social, and emotion well-being. States use their TANF funding to provide monthly cash assistance payments and support services to low-income families with children which align with one of the following four TANF purposes:

1. Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage
3. Prevent and reduce the incidence of out-of-wedlock pregnancies
4. Encourage the formation and maintenance of two-parent families

These purposes were outlined in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the law that created TANF, which replaced the Aid to Families with Dependent Children (AFDC) and other related programs.

Nevada TANF recipients with children three (3) years of age or younger are eligible to receive diaper assistance. The funding may also provide diapers to expectant mothers who are at least six months pregnant and determined to be a TANF recipient at the time of assistance pre-registration.

Funds must be expended in accordance with the Code of Federal Regulations Title 45 Part 75, Part 95 Subpart A and G, Part 260 Subpart A, and Part 263 Subpart B, as well as 2CFR 200 Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards.

Specific to this subaward, the diapers will serve as assistance to ensure young children are provided with clean diapers in hopes of reducing health risks and eliminating a potential barrier to acceptance of children into child care, which may ultimately help relieve a parent's inability to obtain and maintain employment. Providing this service fulfills TANF Purpose #1 to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Program Requirements

Funding Sources and Priorities

The State of Nevada will utilize a portion of the TANF block grant funds to provide diapering assistance to children who are TANF recipients aged three (3) or younger and/or pregnant mothers in at least their sixth month of pregnancy receiving/approved for TANF at the time of diaper pre-registration.

Agencies will be required to follow a pre-registration process which includes verifying current TANF eligibility through the DWSS eligibility verification process.

The individual receiving the diapers on behalf of the child(ren) must be listed as the head of the TANF household or included in the TANF household, which should be verified through DWSS by means of the approved verification process.

Identification must be verified, and receipt of the diaper distribution must be documented by the grantee and reported back to DWSS for measurement purposes.

This Request for Application (RFA) is a competitive bid process which will be funded through TANF funding for Federal Fiscal Year (FFY) 2023 and is published and administered by the Department of Health and Human Services' (DHHS) Division of Welfare and Supportive Services (DWSS).

Current subrecipients are not guaranteed funding and applicants/recipients through this RFA are not guaranteed current or future funding. All allocations are subject to the availability of funds, any and all changes made by the Nevada Legislature during the state budgeting process and/or by the United States Congress during the federal budgeting process, and approval through the state and federal approval process. If changes occur, amendment(s) to this RFA will be published.

Who Can Apply?

To be considered to receive a portion of any available TANF grant funds through this RFA, the agency must qualify as a non-profit and any assistance administered using these funds must only be provided to the specific TANF recipient population mentioned in this document.

The Department of Health and Human Services (DHHS) strives to promote economic health and social well-being of Nevadans through the delivery and facilitation of equitable, and essential services to ensure families are supported.

The mission of the Division of Welfare and Supportive Services (DWSS) is to engage clients, staff, and the community to provide public assistance benefits to all who qualify and reasonable support for children with absentee parents to help Nevadans achieve safe, stable, and healthy lives.

All proposals funded through this RFA must be aligned with the overall mission of the DHHS and the DWSS as well as with at least one of the four TANF purposes cited in this document.

Agencies completing the Request for Application must include measurable criteria of success. The agency applying must also provide its scope of work, how long it has been providing similar services, and explain what prior successes make the agency a suitable candidate to facilitate a diaper distribution program and receive grant funding. In addition, the agency applying must list out which geographical location(s) it will serve if approved for funding, including a separate cost breakdown for each geographical area to be served.

Grant Period

Awards made under this RFA are intended to be fully expended no later than September 30, 2023. All services must be provided, and funds expended by this date. Requests for Reimbursement (RFR), along with all required backup documentation, must be received quarterly, with the final RFR due no later than October 15, 2023. All awards are subject to funding availability. The performance of agencies that have received awards will be considered when applying for subsequent funding opportunities.

Webinar

All nonprofit agencies that would like the opportunity to apply for this award are encouraged to attend the webinar at the following date and time:

- Tuesday, November 1, 2022, 9:00 am PT – 10:00 am PT Webinar Link - to be provided upon email request submission to NVTANF-RFA@dwss.nv.gov.
- Join by phone option – this information will be provided upon email request submission

During the webinar, potential applicants will receive an overview of the RFA process and will be given the opportunity to ask additional questions. Following the conclusion of the webinar, interested agencies will have the opportunity to submit additional questions via email (NVTANF-RFA@dwss.nv.gov) for a specified period of time. The due date for submission of questions will be provided during the webinar.

What Do Grant Funds Cover?

The agency must submit a detailed budget with breakdowns of general costs, and the agency's administrative costs may constitute no more than 15% of their overhead. Per CFR 45, Section 263.0, administrative costs are defined as costs necessary for the proper administration of the TANF program or Separate State Programs and include costs for general administration and coordination of these programs, including contract costs and all indirect (or overhead) costs. Administrative costs are NOT:

- a) direct costs of providing program services, such as costs of providing diversion benefits and services, providing program information to clients, screening and assessments, development of employability plans, work activities, post-employment services, work supports, and case management. It also excludes costs for contracts devoted entirely to such activities.
- b) the salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing the services, such as the costs of supplies, equipment, travel, postage, utilities, rental of office space and maintenance of office space.

Administrative costs ARE costs for general administration and coordination of these programs, including contract costs and all indirect (or overhead) costs, such as (not all inclusive):

- a) Salaries and benefits of staff performing administrative and coordination functions;

- b) Activities related to eligibility determinations;
- c) Preparation of program plans, budgets, and schedules;
- d) Monitoring of programs and projects;
- e) Fraud and abuse units;
- f) Procurement activities;
- g) Public relations;
- h) Services related to accounting, litigation, audits, management of property, payroll, and personnel;
- i) Costs for the goods and services required for administration of the program such as the costs for supplies, equipment, travel, postage, utilities, and rental of office space and maintenance of office space, provided that such costs are not excluded as a direct administrative cost for providing program services;
- j) Travel costs incurred for official business and not excluded as a direct administrative cost for providing program services;
- k) Management information systems not related to the tracking and monitoring of TANF requirements (e.g., personnel and payroll systems); and
- l) Preparing reports and other documents.

If an individual does both administrative duties and has duties that involve direct contact and interaction with a client, his or her salary and benefits are NOT considered administrative. Administrative costs are generally treated as an indirect cost, while costs that can be assigned directly to an activity/project/program with a high degree of accuracy are generally direct costs.

In addition, funding is not available to assist with the purchase of property or a building and should be limited to the costs for supplies being provided to the TANF customers, costs related to the delivery of items to the TANF customers, verification of eligibility criteria and documentation required for reporting purposes. Requests for Reimbursement of allowable expenditures must be submitted quarterly, with the final submission due no later than October 15, 2023.

Award Overview TimeLine

Event	Date/Time (Pacific Time)
Grant opportunity announced	Monday, October 24, 2022
Webinar	Tuesday, November 1, 2022 9:00am – 10:00am
Follow-up questions accepted via email	Tuesday, November 1, 2022 through Friday, November 4, 2022 at 5:00pm.
Responses to questions submitted via email	Emailed to applicants in a Q&A format and posted to the website on or around Tuesday, November 8, 2022.
Deadline for RFA submission	Monday, November 28, 2022 by 5:00pm
Evaluation period (approximate time frame)	Three weeks (11/28/22-12/16/22)
Announcement of awards	No later than Monday, December 19, 2022.
Program target start date (approximate)	On or about Monday, January 2, 2023
Program target end date	September 30, 2023

Questions?

Please contact the Division of Welfare and Supportive Services to speak with program staff regarding program-related questions or the contracts/subawards team for questions regarding the application process using the following email: NVTANF-RFA@dwss.nv.gov.

Program Staff:

Brooke Yarborough, TANF Social Services Program Specialist

Tonya Stevens, Chief of Eligibility and Payments

Contracts/ Subawards Team:

Andy Jin, Administrative Services Officer, Certified Contracts Manager, 775-684-0672

Email: dwsscontracts@dwss.nv.gov

Monique Pomerleau, Certified Contracts Manager, 775-684-0678

Email: dwsscontracts@dwss.nv.gov

Evaluation Process

Applications/Proposals will only be accepted from nonprofit agencies if received by the published deadline of 5:00 p.m. on Monday, November 28, 2022. See below for specific information on the evaluation process:

STEP 1: TECHNICAL REVIEW

DWSS staff will perform a technical review of each proposal to ensure that minimum standards are met.

- Proposals will be disqualified if they do not match the identified funding requirements, or do not address one or more key requirements of the identified funding priority.
- Proposals may be disqualified if they are missing fundamental elements (i.e., unanswered questions, incomplete sections, budget, Scope of Work, required attachments).

STEP 2: DWSS STAFF EVALUATION

- A. Each proposal that passes the technical review will be evaluated for content and scored by an evaluation committee of at least three (3) individuals using the Scoring Matrix.
- B. During the review process, the committee will identify strengths and weaknesses and may recommend that if the proposal is funded:
 - Specific revisions are made to the budget or Scope of Work; or
 - Special conditions are placed on the award (e.g., certain fiscal controls, more stringent performance requirements, or more frequent reviews).
- C. Proposals that achieve a minimum score of 60 become requests and qualify for Step 3 of the evaluation process. Exceptions to the 60-point rule may be made if necessary, to ensure statewide geographic distribution of funds.
- D. Once the scoring portion of the evaluation process is complete, each applicant will receive individual notification of their status via email.

STEP 3: EVALUATION BY ADMINISTRATION

- A. Requests will be distributed to the DWSS Administrator.
- B. The DWSS Administrator will:
 - Compile the results of the committee evaluations; and
 - Identify recipients for the development of award recommendations.

STEP 4: FINAL DECISIONS

Final funding decisions will be made by the DWSS Administrator based on the following factors:

- Consideration of the recommendations of the committee evaluators.
- Reasonable distribution of the recommended grant awards among North, South, and rural parts of the state;
- 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 the DWSS Administrator are final.

DWSS Grants Procedures – Complaints from applicants not selected, refer to Appendix B.

Notification and Award Process

- A. DWSS staff will notify all applicants of the final outcome after the Administrator's decisions have been made.
- B. DWSS staff will conduct negotiations with the applicants recommended for funding. During these negotiations, any specific issues identified by the DWSS or the DWSS Administrator will be addressed. These issues may include, but are not limited to:
 - Revisions to the project budget;
 - Revisions to the Scope of Work;
 - Revisions to Performance Indicators; and/or
 - Enactment of Special Conditions (e.g. certain fiscal controls, more stringent performance requirements or more frequent reviews.).
- C. Upon successful conclusion of negotiations, DWSS staff will complete and distribute to subrecipients the Notices of Grant Award (NOGA), General Conditions and Grant Assurances, and Grant Instructions and Requirements (GIRS).
- D. Not all applicants who are contacted for final negotiations will necessarily receive an award. All questions and concerns must be resolved before a grant will be awarded. All funding is contingent upon availability of funds.

NOTE: DWSS is not responsible for any costs incurred in the preparation of the application and, upon receipt, applications become the property of DWSS. DWSS, in coordination with the DHHS, reserves the right to accept or reject any or all applications.

BUDGET INSTRUCTIONS

All proposals must include a detailed project budget for the grant. The budget should be an accurate representation of the funds **actually needed** to carry out the proposed Scope of Work and achieve the projected outcomes over the award period.

Budget Narrative Form 1

Applicants must use the budget template form (Excel file) provided for downloading in the Budget Section of the online application. Use the budget definitions provided in the "Categorized Budgets" section below to complete the budget narrative (spreadsheet tab labeled Budget Narrative 1). 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 narrative should include only funds requested in this application. Budget items funded through other sources may be included in the budget narrative description, but not in the extension column. **Ensure that all figures add up correctly and that totals match within and between all forms and sections.**

Categorized Budgets

A *Categorized Budget* must be developed and submitted in order to demonstrate how the applicant arrived at the overall budget cost. Evaluation will be based on the applicant's explanation of costs, allowability and allocability of costs, and the reasonableness of cost. If the application is approved for funding, the reimbursement process will be based on units of service instead of the cost of salaries, supplies, occupancy, etc. Reimbursement will be limited to the number of units actually provided (not proposed), with maximum reimbursement limited to the total grant award. Program monitoring will include a review of documentation that supports the reimbursement (e.g. pre-registration, TANF recipient verifications, payment receipts, recipient spreadsheet, etc.).

Personnel:

Employees who provide direct services are identified here. The following criteria is useful in distinguishing employees from contract staff:

CONTRACTOR	EMPLOYEE
Delivers product	The applicant organization is responsible for product
Furnishes tools and/or equipment	The applicant organization furnishes workspace & tools
Determines means and methods	The applicant organization determines means and methods

In the narrative section, list 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/hour x 2,080/year + 22% fringe) x 25% of time = \$17,763

Intake Specialist – (\$20/hour x 40 hours/week + 15% fringe) x 52 weeks = \$47,840

Only those staff whose time can be traced directly back to the grant project should be included in this budget category. This includes those who spend only part of their time on grant activities. All others should be considered part of the applicant’s indirect costs (explained later).

Staff Travel/Per Diem:

Travel costs must provide direct benefit to this 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 62.5 cents), should be used **unless** the organization’s policies specify lower rates for these expenses. Local travel (i.e., within the program’s service area) should be 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>.

Operating:

- **Supplies:**

List and justify tangible and expendable property, such as office supplies, program supplies, etc., that are purchased specifically for this project. Provide justification of the number of units for each item per eligible recipient. Uses that are not in compliance with the Grant Instructions and Requirements will be denied.

- **Communications:**

Identify, justify and cost-allocate any communication expenses associated with the project, such as telephone services, internet services, cell phones, fax lines, etc.

- **Public Information:**

Identify and justify any costs for brochures, project promotion, media buys, etc.

Equipment:

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 should be listed under Supplies. Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled, inventoried, and tracked as such.

Contractual/Consultant Services:

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the DWSS. A copy of written agreements with any and all partners must be provided. Scan these documents along with the budget into one file to attach to the application.

Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends, or scholarships that are a component of a larger project or program may be included here but require special justification as to the merits of the applicant serving as a “pass-through” entity, and its capacity to do so. If there is insufficient room in the narrative section to provide adequate justification, please add a third tab to the budget template for that purpose.

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 that occupy the same facility, only the appropriate share of costs associated with this grant project should be 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 you wish to request an amount different than 10%, you may override the formula (located in Cell C-125), however indirect costs may not exceed 15% as defined in CFR 45. NOTE: If your agency has a federally approved negotiated rate, and as long as it does not exceed the 15% cap, this rate may be accepted, however 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 Form 2

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“DWSS”) should automatically update with the category totals from Budget Narrative Form 1. Column B should reflect only the amount requested in this application.

Complete Columns C through I of the form for all other funding sources that are either secured or pending for this project (not for the organization as a whole). Use a separate column for each separate source, including in-kind, volunteer, or cash donations. Replace the words “Other Funding” in the cell(s) in Row 6 with the name of the funding source. Enter either “Secured” or “Pending” in the cell(s) in Row 7. If the funding is pending, note the estimated date of the funding decision in Section B below the table, along with any other explanation deemed important to include.

Enter the “Total Agency Budget” in Cell J-23 labeled for this purpose. This should include all funding available to the agency for all projects including the proposed project. Cell J-27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested for the proposed project will represent.

Complete Column I of the form if any program income is anticipated through this project. In Section C below the table, provide an explanation of how that income is calculated.

Additional Resources (In-Kind, Volunteer, or Cash Donations)

Additional resources are not required as a condition of this grant but will be a factor in the scoring. Such resources might include in-kind contributions, volunteer services, or cash contributions. In-kind items must be non-depreciated or new assets with an established monetary value.

Definition of In-Kind: Any property or services provided without charge by a third party to a second party are In-Kind contributions.

First Party: Funding Source administered by the DWSS

Second Party: The Subrecipient (and any sub-subrecipient of project supported by the grant)

Third Party: Everyone else

If the subrecipient (second party) provides the property or services, then it is considered “cash” contributions, since only third parties can provide “In-Kind” contributions.

When itemizing volunteer time, remember to calculate the cost based on the duties performed, not the volunteer’s qualifications. For example, an attorney may donate his/her time to drive clients a certain number of hours per month, but the donation must be calculated on the normal and expected pay received by drivers, not attorneys.

Program Income

Program income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. For programs receiving federal funds, program income shall be added to funds committed to the project and used to further eligible project or program objectives. A program may charge reasonable fees/subsidies/costs to be paid by recipients of services. Any estimated cash income generated in such a way must be identified and reported on Budget Summary Form in Column I – “Program Income”.

Application Instructions

Potential applicants are encouraged to attend the online webinar. The DWSS strongly encourages potential applicants to assign appropriate representation to attend. Ideally, this would include the person who will manage the proposed program, a member of the agency's fiscal staff, and the person who will be writing the proposal. Potential applicants must RSVP to: NVTANF-RFA@dwss.nv.gov no later than 3 p.m. the Friday before the webinar and request the link and call-in information. If no alternative email address is provided to send the information to, the link will be sent to the RSVP sender's email address.

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The WEBINAR is scheduled for Tuesday, November 1, 2022 from 9:00am PT – 10:00am PT.

SEND RSVP VIA EMAIL TO NVTANF-RFA@dwss.nv.gov no later than Monday, October 31, 2022 by 5:00pm to obtain the link and call-in information for the WEBINAR

Application Process

1. Each application form will require organizational and contact information, a project title, the amount of funding requested, a program summary, projected outputs and outcomes, and responses to questions regarding the proposed project. Applicants must provide an answer for each question. If a question does not apply to a particular organization or proposal, the applicant must at least respond "Not applicable" or "N/A." Do not leave any fields blank.
2. Applicants will also be asked to attach documents to the application. Some are required while others are optional, depending on the content of the proposal. The application software supports the following file types for uploading: Word (.doc, .docx); Excel (.xls, .xlsx) and PDF (.pdf).
 - If a document's extension does not match one of these choices, the applicant is advised to convert it to PDF format.
 - Required documents include, but may not be limited to, the following (read entire document for complete instructions regarding required documents):
 - Proof of an active Nevada Secretary of State Business License
 - Proof of liability insurance
 - Proof of worker's compensation insurance
 - Pertinent sub-agreements with identified partners specific to this project (if applicable)
3. Any unsolicited materials mailed, delivered or emailed to the DWSS will **not** be accepted. This includes, but is not limited to, support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc.
4. Technical questions regarding submission may be directed by email to: NVTANF-RFA@dwss.nv.gov.
5. Once the full application is submitted, no corrections or adjustments may be made prior to the negotiation period.

Important Application Instruction Reminders

- An application packet, which includes this application and the required data sources, is available for download at <https://dwss.nv.gov>.
- The completed application package consists of three sections and a checklist.
- Late and/or incomplete applications will not be scored.

The total possible score for the entire application is 100. Applications with scores lower than 60 will not be evaluated further.

Section I – Application Form (20 points)

Each letter below corresponds to a field in the application that all applicants must complete. Missing information or unchecked boxes on the application form may result in an incomplete application.

- A. Organization Type.** Applicants must be a nonprofit agency registered with the Nevada Secretary of State to be considered for an award through this Request for Application.
- B. Geographic Area of Service.** Check only one type of geographic area per application and provide a brief description of that area (up to 100 words). Include the locations and zip codes you intend to serve within the noted geographical area. Applicant organizations that serve more than one geographical area within Nevada are encouraged to submit for each individual geographical area. Separate applications are required for each geographical area.
- C. Applicant Organization.** Enter the official name of the agency submitting the application. The address refers to the physical and mailing address of the applicant agency (the 9-digit zip code is required). DWSS will consider the application incomplete if the Federal Tax ID field is not provided.
- D. Project Point of Contact.** This field refers to the identified person at the applicant organization that the DWSS will contact with follow-up questions about the application. This is also the person DWSS will contact regarding questions about quarterly reports, monthly financial claim forms, etc.
- E. Fiscal Officer.** Enter the name of the person who will manage the fiscal requirements of the proposed project, if awarded. The Fiscal Officer must be someone other than the Project Point of Contact.
- F. Subcontracting of Services.** Some organizations subcontract services to a separate organization, or consultant, such as a community service provider. If the applicant provides these services directly, check the **No** box, and continue to field H. Otherwise, confirm by checking the **Yes** box and entering the contact information for the subcontractor.
- G. Key Personnel.** Key personnel are employees, consultants, subcontractors, or volunteers who have the required qualifications and professional licenses to provide services. List all such personnel in the provided table, adding additional rows as necessary. Include an up-to-date résumé and a copy of all required licenses for each person as an addendum to the application. Disbursement of the diapers does not require any special license. Therefore, **completion of this section is not required.**
- H. Services To Be Provided / Tasks To Be Performed.** These specified services are the grant-funded activities allowed by the legislation. Check the box next to all services that will be provided during the project period.
- I. Third-Party Payers of Services.** Some organizations bill third-party payers (e.g. insurance companies) for some services. If the applicant does not bill any third-party payers, check the **No**

box, and continue to field K. Otherwise, confirm by checking the **Yes** box and for each third-party payer organization and provide the specified financial information for the applicant’s most recent, complete reporting period. Add rows to the table, if necessary.

J. Current Funding. Some organizations receive funding (e.g. Federal grant dollars, foundation grants, donations, etc.) for services. If the applicant does not receive funding, check the **No** box, and continue to field K. Otherwise, confirm by checking the **Yes** box and for each funding source, provide the name, type of funding, project period end date, and whole dollar amount. Add rows to the table, if necessary.

K. Certification by Authorized Official: The administrator, director, or other official of the agency responsible for this project/program must sign this document.

Section II – Narrative (60 points)

- This Section has five (5) fields assigned different numbers of points.
- The Statement of Need (field 3) must be substantiated with data.
- Use Arial 11-point font on single-spaced pages with one-inch margins.

Field Name	Scoring Points	Page Limit	Instructions
1. Overview	12	2 (two)	<ol style="list-style-type: none"> 1. Introduce the applicant organization, explain the services provided through the organization, including the role of any subcontractor(s) as applicable. 2. Provide the organization’s mission statement and explain how it aligns with the missions of the DHHS and DWSS. 3. Provide up to three (3) brief examples of the organization’s successes and how these are measured. 4. Describe the organization’s desired outcome from the proposed program/project. 5. Attach verification of nonprofit registration with the Nevada Secretary of State. 6. Attach a current copy of your agency’s organizational chart which includes the key staff implementing and operating the proposed program. 7. Provide the details of your governing board and attach a copy of the board’s roster, bylaws and policies. 8. Attach a copy of the organization’s liability and worker’s compensation insurance policy. 9. Attach a description of the organization’s services, Scope of Work, and Deliverables (Appendix A) for the proposed program/project.
2. Availability and Accessibility of Services	5	1 (one)	<ol style="list-style-type: none"> 1. Describe the geographic area and community the applicant organization serves. 2. Detail the availability of services within that geographic area.

			3. Describe how methods of available transportation within that geographic area affect access to services.
Statement of Need	20	2 (two)	<ol style="list-style-type: none"> 1. Establish the degree of need within the geographic area for services being proposed. 2. Provide details and statistical data as needed to thoroughly establish the degree of need within the community. 3. Attach references to support your statistics for verification purposes.
4. Goals and Objectives	12	1 (one)	<ol style="list-style-type: none"> 1. Describe the organization's goals and objectives to meet the geographic area's needs. 2. Provide the projected number of TANF recipients (children and pregnant mothers in at least their 6th month of pregnancy) to be served in the geographical area. 3. Explain the diapers to be distributed to TANF recipients (i.e. boxes, packs, etc.). 4. Discuss the total count for each item to be provided to each child and/or pregnant woman TANF recipient with these grant funds. Note that these projections must match the Budget Narrative (Section III-2).
5. Methods of Accomplishment	10	2 (two)	<ol style="list-style-type: none"> 1. Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved. 2. Explain the method of obtaining, storing and distributing the items to eligible TANF recipients. 3. Explain the processes that will be followed to verify, document and report which services were provided to which eligible TANF recipients. 4. Explain what measurements will be used to report on the program's success. 5. Explain how you will ensure non-duplication of benefits.
Total for Narrative	60		

Section III – Budget (20 points)

- This Section has two (2) fields assigned the same number of points.
- Use Arial 11-point font on single-spaced pages with one-inch margins.

Field Name	Scoring Points	Page Limit	Instructions
1. Proposed Project Budget	10	½ (half)	Use the provided table and designate a whole dollar amount for the seven (7) budget categories, or use a zero (0) to indicate that no funds are being requested. Add these numbers to get the

			sum of the total amount of funding requested for the project period.
2. Budget Narrative	10	2 (two)	Provide justification for each non-zero budget category. Include projections of services to be provided and TANF recipients to be served over the project period and the associated cost rate to justify the funding request. This should align with the Narrative’s Goals and Objectives (Section II-4) and Methods of Accomplishment (Section II-5).
Total for Budget	20		

Section IV – Overview of Certifications and Assurances

By signing the Application Form comprising Sections I-IV of the Department of Health and Human Services application, the applicant certifies:

1. The project described in this application meets all the requirements of the governing legislation.
2. All information contained in the application is correct.
3. The appropriate coordination with impacted organizations, including subcontractors, took place.
4. The applicant will read, understand and comply with all provisions of the governing legislation and all other applicable federal and state laws, current or future rules, and regulations.
5. The applicant further understands and agrees that any award received as a result of this application is subject to the grant conditions set forth in the Statement of Grant Award.

Submission Instructions

- The grant application deadline is Monday, November 28, 2022 by 5:00pm Pacific Time.
- Submit the signed, completed application with all requested documentation in a single email to: NVTANF-RFA@dwss.nv.gov

Tips

- Attend the Recommended Webinar
- Read the application instructions carefully.
- Review and note all deadlines.
- Allow plenty of time to review and clarify information to ensure all required information is provided timely
- Submit applications early to allow for any necessary revisions.
- Respond to ALL sections of the application.
- Brevity is required. Observe page limits. Any pages over the page limit will not be reviewed.
- Follow stated formatting guidelines.
- Use only whole dollar amounts.
- Ensure budget figures are mathematically correct.
- Use data provided in the application packet.
- Spell out acronyms at initial use. Eliminate jargon whenever possible.