



**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 facilitate and administer a virtual Pre-Kindergarten (Pre-K) Early Learning Program to assist needy families with young children and help improve a child's transition into elementary education through the Temporary Assistance for Needy Families (TANF) program.

This Request for Application (RFA) is for competitive proposals to be funded through the TANF Federal Fiscal 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 Friday April 7, 2023, at 5:00 pm.

The TANF program provides states and territories with flexibility in operating programs designed to help low-income families with children achieve economic self-sufficiency. States use their TANF grants to fund 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; and
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 who are age 4 on or before the first day of the school year are eligible to enroll the child(ren) in an online, virtual Pre-K program to improve a child's transition into formal education.

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 Principles, and Audit Requirements for Federal Awards.

Specific to this subaward, online Pre-K programming will serve as assistance to ensure young children statewide are provided with developmental opportunities and routine experiences to help prepare families for the school-entry transition promoting consistency and routine. These services will fulfill 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 TANF block grant funds to provide a statewide virtual Pre-K program to child TANF recipients who are age 4 by the beginning of the school year.

Agencies will be required to verify current TANF eligibility for program enrollees which must be verified through the DWSS by means of the approved verification process. Identification must be verified. Proof of enrollment, participation, and completion must be documented and reported back to DWSS for measurement purposes.

This Request for Application (RFA) is for competitive proposals to 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).

This is a competitive bid process. DWSS will provide a 100% match up to \$1 million dollars to the non-profit organization approved to receive funding for this program for expenditures meeting Maintenance of Effort (MOE) requirements. Current subrecipients are not guaranteed funding in FFY24 and applicants/recipients through this RFA are not guaranteed future funding. All allocations are subject to the availability of funds, 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.

A virtual Pre-Kindergarten program supported by this grant award pursuant to this section must meet the following criteria:

- (a) Be administered by a recognized non-profit organization that is able to provide the following: Federal Tax Identification Number, Sam.gov registration and proof of Unique Entity Identifier number, proof of registration with the Secretary of State, most current Tax Form 990, Federal Audit Clearinghouse information (if applicable), Single Audit or Financial Reports from a licensed Certified Public Accountant.
- (b) Provide programming in the TANF household, including the installation of internet service in the household of a pupil who participates in the program if the household does not already have internet service.
- (c) Provide a device such as a computer, laptop, or other sufficient device to the TANF household in order for the pupil to participate in online virtual learning.
- (d) Utilize a comprehensive curriculum for pre-kindergarten that is aligned to standards of content and performance established for prekindergarten pursuant to NRS 389.520, as appropriate.
- (e) Ensure usage of the comprehensive curriculum meets the American Academy of Pediatrics (AAP) recommendation of no more than one hour of screen time per day for preschool-age children.
- (f) Effectively engage the parents or guardians of pupils and participate in any evaluation of such engagement that is required by the program, as appropriate.
- (g) Provide appropriate individualized accommodation and support for pupils with disabilities.

- (h) Meet the minimum standards of performance prescribed pursuant to NRS 387.656, as appropriate.
- (i) Report to the Division on measures of student academic growth over the course of the program; and
- (j) Participate in any evaluation of the program or the pupils who participate in the program that is prescribed by the program, as appropriate.

## Who Can Apply?

The Department of Health and Human Services (DHHS) promotes the health and well-being of Nevadans through the delivery of facilitation of essential services to ensure families are supported, strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency.

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.

To be considered to receive a portion of any available TANF grant funds through this RFA, the agency must qualify as a non-profit organization meeting the specific criteria in section (a) above, and any services administered using these funds must only be provided to the specific TANF recipient population mentioned in this document. The non-profit organization approved to receive grant funds for this purpose must match the amount of the grant up to \$1,000,000 in allowable maintenance of effort expenditures.

## What Are Allowable Maintenance of Effort (MOE) Expenditures?

Maintenance of Effort Expenditures (MOE) are expenditures that an agency spends to support on one or more of the four purposes of TANF:

- Provide assistance to needy families so that children may be cared for in their own homes, or in the homes of relatives;
- End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
- Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
- Encourage the formation and maintenance of two-parent families.

Funding for these types of expenditures must meet all the following criteria:

- The services were not federally funded.
- The services funded were not used to match any other funding sources.
- The services were provided to individuals/families that are under a specified percent of the Federal Poverty Level (FPL) as documented through a needs test by the agency or through verification of those served being recipients of other needs-based services or programs.

Agencies completing the Request for Application must include measurable criteria and previous success conducting virtual Pre-Kindergarten programs through independent, valid, and reliable evaluations. The Agency must also describe its scope of work, how long it has been providing similar services, and explain what prior successes make the agency a suitable candidate to receive grant funding. In addition, the Agency must list out which geographical location(s) it will serve if approved for funding.

## Grant Period

Awards made under this RFA are intended to be fully expended no later than September 30, 2023. To clarify, all services must be provided, funds expended, and request for reimbursement with all backup documentation must be received by this date. All awards are subject to funding availability. The performance of agencies who have received awards will be considered when applying for subsequent funding opportunities.

## Informational Webinar

All non-profit agencies that would like the opportunity to apply for this award may attend the Webinar at the following date and time: Tuesday, March 21, 2023, 10:00 am – 11:00 am PST.

- Webinar Link - to be provided upon email request submission.
- Join by phone option – this information will be provided upon email request submission.

During the webinar, potential applicants will be able to ask questions regarding the application process. Following the conclusion of the webinar, agencies that attended will have the opportunity to submit additional questions March 21, 2023, through Thursday, March 30, 2023, at 5:00 pm PST. The email address 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 educational plans, learning activities, post-enrollment services, 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 recipient 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 one-time costs for supplies being provided to the TANF customers, costs related to the delivery of items to the customers, verification of eligibility criteria and documentation required for reporting purposes. Requests for reimbursement of allowable expenditures must be submitted no later than September 30, 2023.

## Award Overview TimeLine

Event	Date/Time (Pacific Standard Time)
Grant opportunity announced	Tuesday, March 14, 2023
Informational Webinar	Tuesday, March 21, 2023 10:00am – 11:00 am PST.
Follow-up questions accepted via email	Tuesday, March 21, 2023 through Tuesday, March 28, 2023 at 5:00pm PST.
Responses to questions submitted via email	Posted to DWSS website on or around Friday, March 31, 2023.
Deadline for submission	Friday, April 7, 2023, by 5:00pm PST.
Evaluation period (approximate time frame)	Three weeks from application deadline.
Announcement of awards	No later than Monday, May 1, 2023.
Program target start date (approximate)	Late May 2023.
Program target end date (approximate)	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:

### **Program Staff:**

Tonya Stevens, Chief of Eligibility and Payments, [tstevens@dwss.nv.gov](mailto:tstevens@dwss.nv.gov)

Brooke Yarborough, TANF Program Specialist, [byarborough@dwss.nv.gov](mailto:byarborough@dwss.nv.gov)

### **Contracts/ Subawards Team:**

Shannon Jones, Administrative Services Officer, Certified Contracts Manager, 775-684-0676  
[dwsscontracts@dwss.nv.gov](mailto:dwsscontracts@dwss.nv.gov)

Monique Pomerleau, Certified Contracts Manager, 775-684-0678  
[dwsscontracts@dwss.nv.gov](mailto:dwsscontracts@dwss.nv.gov)

## Evaluation Process

Applications will only be accepted from non-profit agencies that meet all eligibility criteria and that are received by the published deadline of 5:00 p.m. on April 7, 2023. Late applications will not be accepted. See below for specific information on the evaluation process:

### **STEP 1: TECHNICAL REVIEW**

A technical review of each agency's proposal will be conducted to ensure that minimum standards are met.

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

### **STEP 2: REVIEW PANEL EVALUATION**

- A. Each proposal that passes the technical review will be evaluated for content and scored by an evaluation committee of at least three 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.
- 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 DWSS Staff evaluations; and
  - Suggest 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 Application Review Panel.
- Reasonable distribution of the recommended grant award(s) 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 applicant(s) 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.**

### Fee-for-Service Budgets

Applicants who wish to request funding based on a Fee-for-Service budget, instead of a Categorized budget, are invited to do so. A Fee-for-Service budget is based on the unit cost of providing a service. For instance, a Work Preparation/Job Retention program might determine that, overall, it costs \$50 to provide one hour of service to one client. If the intent were to provide 500 hours over the course of the grant period, then the funding request would be \$25,000. Applicants

who are providing parenting classes, or voucher- or case management-based services, are strongly encouraged to submit Fee-for-Service budgets.

A *Categorized Budget* must still be developed and submitted in order to demonstrate how the applicant arrived at the 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 visits will include a review of documentation that supports the reimbursement (e.g. client service records).

## Categorized Budgets

### **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 –  $(\$28/\text{hour} \times 2,080/\text{year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$

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

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.

### **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 .655 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, 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.

## Fee-for-Service Budgets Only:

If the applicant is requesting a “fee-for-service” reimbursement method, enter the number of units the project is expected to deliver.

## 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 may attend an informational online webinar which will provide details on the application process and provide agencies with an opportunity to ask questions regarding the grant process. The DWSS strongly encourages potential applicants to assign appropriate representation to attend the orientation. 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 no later than 3 p.m. the day 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.

**The INFORMATIONAL WEBINAR is scheduled for Tuesday, March 21, 2023 at 10:00am PST.**

**SEND RSVP VIA EMAIL TO: [NVTANF-RFA@dwss.nv.gov](mailto:NVTANF-RFA@dwss.nv.gov) no later than 3:00pm PST on Monday, March 20, 2023, to obtain the link and call-in information for the INFORMATIONAL 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.
  - Requested documents include, but may not be limited to, the following (read entire document):
    - Copy of agency's IRS Non-Profit Letter of Determination
    - Proof of an active Nevada Secretary of State Business License and registration
    - Agency's Federal Tax Identification Number
    - Proof of Unique Entity Identifier and SAM.gov registration
    - Federal Audit Clearinghouse information (if applicable)
    - Copy of most current Single Audit or Financial Reports from a licensed Certified Public Accountant
    - Most current Tax Form 990
    - Proof of liability and Workers'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 to DWSS staff via email at: [NVTANF-RFA@dwss.nv.gov](mailto: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 will result in an incomplete application.

- A. Organization Type.** Applicants must be a registered nonprofit organization to be considered for an award through this Request for Application. A letter verifying the organization's nonprofit status is required.
- B. Geographic Area of Service.** Check the type of geographic area(s) 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(s). Organizations that serve more than one geographic area within Nevada or have the ability to facilitate the program state-wide please indicate such on the application.
- C. Applicant Organization.** Enter the official name of the agency submitting the application as listed on tax documents. 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 incomplete.
- D. Project Point of Contact.** This field refers to the identified person at the applicant organization that the DWSS may 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 health organization or consultant, such as a community health nurse. 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.
- 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. Non-Allowed Services Provided by Applicant.**

**J. 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 L. 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.

**K. 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 L. 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.

**L. Certification by Authorized Official:** The administrator, director, or other official ultimately responsible for this project/program must sign this document.

Section II – Narrative (60 points)

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

<b>Field Name</b>	<b>Scoring Points</b>	<b>Page Limit</b>	<b>Instructions</b>
1. Overview	13	2 (two)	<ol style="list-style-type: none"> <li>1. Introduce the applicant organization, explain the services provided through the organization, including the role of any subcontractor(s) as applicable. (1 point)</li> <li>2. Provide the organization’s mission statement and explain how it aligns with the missions of the DHHS and DWSS. (1 point)</li> <li>3. Provide up to three (3) brief examples of the organization’s successes and how these are measured. (3 points)</li> <li>4. Describe the organization’s desired outcome from the proposed program/project. (1 point)</li> <li>5. Attach a copy of the organization’s Non-Profit Letter of Determination. (1 point)</li> <li>6. Attach a current copy of your agency’s organizational chart which includes the key staff implementing and operating the proposed program. (1 point)</li> <li>7. Provide the details of your governing board and attach a copy of the board’s roster, by-laws and policies. (1 point)</li> <li>8. Attach a copy of the organization’s liability and worker’s compensation insurance policy. (1 point)</li> <li>9. Attach a description of the organization’s services, Scope of Work, and Deliverables (Appendix A) for the proposed program/project. (3 points)</li> </ol>

2. Availability and Accessibility of Services	12	1 (one)	<ol style="list-style-type: none"> <li>1. Describe the geographic area and community the applicant organization serves. (4 points)</li> <li>2. Detail the availability of similar services already in place within that geographic area. (4 points)</li> </ol>
			3. Describe how methods of available transportation within that geographic area impacts access to services. (4 points)
3. Statement of Need	9	2 (two)	<ol style="list-style-type: none"> <li>1. Establish the degree of need within the geographic area for services being proposed. (3 points)</li> <li>2. Provide details and statistical data as needed to thoroughly establish the degree of need for a Virtual Pre-K program within the community. (3 points)</li> <li>3. Attach references to support your statistics for verification purposes. (3 points)</li> </ol>
4. Goals and Objectives	14	2 (two)	<ol style="list-style-type: none"> <li>1. Describe the organization's goals and objectives and to meet the geographic area's needs by providing a Virtual Pre-K Early Learning Program. (5 points)</li> <li>2. Provide the projected number of TANF recipients (TANF children aged 4) to be served in the geographical area. (3 points)</li> <li>3. Explain how the agency will ensure the TANF household will be able to access internet and the virtual learning curriculum. (3 points)</li> <li>4. Discuss the total amount of equipment/ devices that will be provided. Note: These projections must match the Budget Narrative (Section III-2). (3 points)</li> </ol>
5. Methods of Accomplishment	12	2 (two)	<ol style="list-style-type: none"> <li>1. Describe the plan to achieve the outlined goals and objectives. Include how, who, and when these goals and objectives will be achieved. (3 points)</li> <li>2. Explain the method of obtaining, storing and distributing equipment to eligible TANF recipients. (2 points)</li> <li>3. Explain the processes that will be followed to verify, document and report which services were provided to which eligible TANF recipients. (3 points)</li> <li>4. Explain what measurements and benchmarks will be used to report on the program's success. (4 points)</li> </ol>
Total for Section II - 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.

<b>Field Name</b>	<b>Scoring Points</b>	<b>Page Limit</b>	<b>Instructions</b>
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 detailed projections of services to be provided and the number of 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 Friday, April 7, 2023, 5:00pm Pacific Standard Time.
- Submit the signed, completed application with all requested documentation in a single PDF document to: [NVTANF-RFA@dwss.nv.gov](mailto:NVTANF-RFA@dwss.nv.gov). Receipt confirmation will be provided.

### Tips

- Attend the Informational Webinar
- Read the application instructions carefully.

- Review and note all deadlines.
- Ask for clarification, if needed.
- 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.

# Application: Section I

Application Form – 20 points

## A. Organization Type

Is your organization a registered Nonprofit agency with the Secretary of State?

**Yes** (attach a copy of your organization's Letter of Determination)

**No**

## B. Geographic Area of Service: Indicate which area(s) the organization intends to serve:

<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.gov system), previously known as the CCR database? <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:

- Facilitate and administer a Virtual Pre-Kindergarten program specifically for TANF recipients, who are age 4, in the area(s) your agency has designated on the application to serve.
- Provide internet compatible devices and access to internet service in TANF-eligible households that do not have existing means to participate in the program.
- Verify TANF eligibility via the Division of Welfare and Supportive Services (DWSS) to provide services to the specific population identified in this RFA.
- Track distribution of the services and equipment provided to TANF recipients as outlined 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. <input type="checkbox"/> Yes <input type="checkbox"/> No	
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? <input type="checkbox"/> <input type="checkbox"/> No	

**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 <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

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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	
Consultant / Contract Personnel	
Other Expenses (be as specific as possible)	
Program Supplies (be as specific as possible)	
Indirect Costs (see below)	
<b>Total Funding Requested (\$)</b>	
<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;">___ <b>Yes</b>    ___ <b>No</b></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;">___ <b>Yes</b>    ___ <b>No</b></p> <p>There is also the option to defer to the 10% de minimis rate or waive indirect costs altogether. Specify which option you are choosing here:</p>	
<a href="#">eCFR :: 45 CFR Part 263 -- Expenditures of State and Federal TANF Funds</a>	



- 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

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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. FY23 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 setforth in the Statement of Grant Award.

Name (type/print)	Phone
Title	Email
Signature	Date

# Application: Checklist

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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**

- Include all requested attachments.
- A single PDF emailed to no later than Friday, April 7m 2023 at 5:00pm Pacific Standard Time.