

Nevada Department of Health and Human Services Grants Management Unit

SFY16-17 Request for Applications

Grants Management Advisory
Committee

Orientation to Evaluating
Proposals

Available Funding

(Subject to Change)

Funding Source	Nevada Revised Statute (NRS) or Federal Law	Funding Priority	Pending Amount Available
Fund for a Healthy Nevada (FHN): Wellness	NRS 439.630(1)(g)	Hunger Relief	\$2.3 million
Fund for a Healthy Nevada (FHN): Disability Services	NRS 439.630(1)(h)	<ul style="list-style-type: none"> • Respite Care • Independent Living • Positive Behavior Support 	<ul style="list-style-type: none"> • \$650,000 • \$325,000 • \$325,000
Children’s Trust Fund (CTF) / Community-Based Child Abuse Prevention (CBCAP)	<ul style="list-style-type: none"> • NRS Chapter 432 • Title II Federal Child Abuse Prevention Treatment Act (CFDA 93.590) 	Prevention of Child Abuse and Neglect	\$764,077
Social Services Block Grant (SSBG-TXX)	Title XX Federal Social Security Act (CFDA 93.667)	<ul style="list-style-type: none"> • Prevention of Child Abuse and Neglect • May also be used to supplement funding available in other priority areas above 	\$1,061,410

Grant Period

- SFY 2016 – July 1, 2015 through June 30, 2016
- SFY2017 – July 1, 2016 through June 30, 2017
- Second-year renewals dependent upon availability of funding and grantee performance

Funding Priorities

Priorities and funding amounts based on results of needs assessments conducted by three State advisory bodies, recommendations of those bodies and consideration by the DHHS Director

- Hunger Relief – Hunger One-Stop Shops
- Respite Care
- Independent Living
- Positive Behavior Support
- Prevention of Child Abuse and Neglect

Philosophy

- **Mission-driven**
- **Goal-oriented**
- **Holistic Approach**



Philosophy: Mission-Driven

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

The mission of the Grants Management Unit is to strengthen families, promote healthy outcomes, and support individuals to achieve self-sufficiency by working in partnership with community agencies.

Philosophy: Goal-Oriented

Nevada's Food Security Plan for Action

- Reduce food insecurity to 6% by 2018.
- Reduce very low food insecurity to 1% by 2018.
- Increase SNAP participation rate to 85% by 2018.

Nevada Aging and Disability Services

- Improve the health and well-being of persons with disabilities and their caregivers.

Prevent Child Abuse Nevada

- Reduce the rate of first-time victims per 1,000 children.

Philosophy: Holistic Approach

Service Matrix

TABLE ONE: PROPOSED SERVICES

	A	B	C	D
	What are the primary services that will be provided with these funds	Provision Method	List service delivery components and briefly describe	Methods for verifying that services are meeting client needs
1				
2				
3				

TABLE TWO: SUPPLEMENTAL SERVICES

	A	B	C	D
	What are the supplemental services that your clients most frequently need	Provision Method	If the listed service is provided directly by your staff, what are the service delivery components	Methods for verifying that services are meeting client needs
1				
2				
3				
4				
5				

✓ Notable Changes from SFY14-15

Hunger

- “Increase Access Points” merged into “One-Stop Shops”
- More emphasis on balanced diet, healthy foods and foods that people will actually consume

Disability Services

- Alignment with state, national and international trends (*Page 8 of RFA*)

Respite

- Two applications (children/adults) merged into one

Positive Behavior Support

- More emphasis on non-school settings and rural service delivery

Application Highlights: Appendices

- Appendix B – Service Matrix
- Appendix C – Reference Questionnaire
- Appendix D – SFY16 Budget Template
- Appendix E – Grant Conditions and Assurances
- Appendix F – Grant Instructions and Requirements

Application Highlights: Attachments

Attachments

- Service Matrix (*required*)
- Year One Budget (*required*)
- Letters of Agreement from partner agencies (*if applicable*)
- Draft or Final MOUs with partner agencies (*if applicable*)
- Draft Agreements with subawardees (*if applicable*)
- Current List of Board of Directors or Other Governing Board (if applicable) including affiliations and terms of office (*required*)
- Auditor's Letter and Schedule of Findings and Questioned Costs from most recent federal audit (*if agency receives more than \$750,000 annually in federal funds*) **OR**
- Most recent Financial Status Report or Financial Statement (*if federal audit not applicable*)

Application Highlights: Budget - 1

Applicant Name: Ima Sample's Respite Care and Meal Program		DO NOT OVERRIDE FORMULAS IN LAST COLUMN		
BUDGET NARRATIVE-SFY15 (Revised February 2013)				Form 1
NOTE: Only include amounts to be funded through this grant in the Extension column.				
Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
Personnel	List Direct Costs Only			
List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.	Program Director (\$28 hr x 2,080 hours/year + 22% fringe x 25%) (per GM)	\$71,052.80	0.25	\$ 17,763
	Intake Specialist (\$20 x 40 hours/week +15% fringe x 52 weeks)	\$920.00	52.00	\$ 47,840
	Case Manager (\$31 x 32 hours/week + 18% fringe x 52 weeks)	\$1,170.56	52.00	\$ 60,869
		\$0.00	-	\$ -
		\$0.00	-	\$ -
	Program Director is also regional coordinator of National Respite Foundation, which pays 75% of salary (\$53,290)	\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
Contractual/Consultant	List Direct Costs Only			
Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc. for each site.	Five contract respite care providers (\$18 x 80 hours/month x 12 months)	\$1,440.00	12.00	\$ 17,280
	Mileage for contract respite care providers to travel to client homes	\$0.00	-	\$ -
	Average 125 miles/month x 5 providers x 56 cents/mile x 12 months	\$350.00	12.00	\$ 4,200
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -

Application Highlights: Budget - 2

PROPOSED BUDGET - SFY16

(Form Revised January 2015)

A.

PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

FUNDING SOURCES	GMU/FHN	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
PENDING OR SECURED										
ENTER TOTAL REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

EXPENSE CATEGORY

Personnel	\$									\$
Contractual/Consultant	\$									\$
Staff Travel/Per Diem	\$									\$
Equipment	\$									\$
Supplies	\$									\$
Occupancy	\$									\$
Communications	\$									\$
Public Information	\$									\$
Other Expenses	\$									\$
Indirect	\$									\$

TOTAL EXPENSE	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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These boxes should equal 0	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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Total Indirect Cost	\$
Indirect % of Budget	#DIV/0!

Total Agency Budget	\$
Percent of Agency Budget	#DIV/0!

Funding Requests



Applicants were instructed to:

- Develop a budget that will reasonably support their proposed project
- Correlate funding to service projections so that, if a lower award is offered, they can easily scale back the projections
- Be assured that any reductions will be based on an equitable formula linked to scores

Evaluation: GMU Technical Review

Applications **will** be disqualified if they:

- Are received after the stated deadline
- Do not match the identified funding priority
- Do not address one or more key requirements of the identified funding priority

Applications **may** be disqualified if they:

- Are missing fundamental elements

Evaluation: GMU Qualitative Review

Scoring based on matrix in Appendix A of RFA

- Organization Strength
- Service Delivery
- Collaborative Partnerships (*if applicable*)
- Cost-Effectiveness and Leveraging of Funds
- Outcomes
- Reference Questionnaire

Evaluation: GMU Qualitative Review

No scores are associated with the following application sections

- Organization/Contact Information
- Introduction
- Population to Be Served
- Projections
- Management Checklist

Evaluation: GMU Qualitative Review

- Strengths and weaknesses identified
- Recommendations for changes to scope of work or Special Conditions
- Minimum passing score is 60
- Applicants notified individually of pass/fail
- Applications that pass will be provided (*without GMU scores*) to the Grants Management Advisory Committee for further evaluation

Evaluation: GMAC Subcommittees

- Subcommittees are Wellness, Disability Services and Prevention of Child Abuse and Neglect
- Proposals and accompanying materials will be available to members Tuesday, March 24th
- Members score requests individually using the same matrix used by the GMU
- Members must return score sheets to GMU by Wednesday, April 15th

Evaluation: GMAC Subcommittees

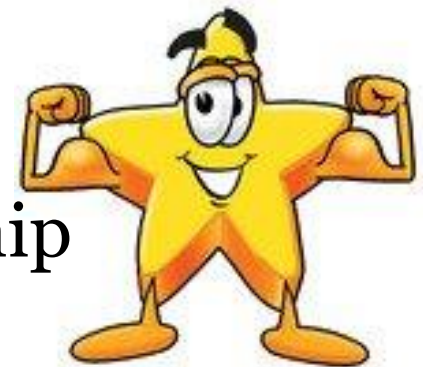
Scoring Categories

- Organization Strength (*20 or 25 points*)
- Service Delivery (*25 or 30 points*)
- Collaborative Partnerships (*20 or 10 bonus points*)
- Cost-Effectiveness / Leveraging (*15 or 20 points*)
- Outcomes (*15 or 20 points*)
- Reference Questionnaires (*5 points*)

Evaluation: GMAC Subcommittees

Organization Strength (*5 Elements*)

- Project alignment with RFA mission and goals
- Organization's qualifications to provide proposed service
- Staff qualifications
- Strength of board (or other) leadership
- Comprehensive planning



Evaluation: GMAC Subcommittees

Organization Strength – Up to 20 Points (*Hunger*)

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 5 points
- 2 or 3 elements strong, others unsatisfactory – Score between 6 and 10 points
- 2 or 3 elements strong, others satisfactory – Score between 11 and 15 points
- 4 or 5 elements strong, others (if any) satisfactory – Score between 16 and 20 points

Evaluation: GMAC Subcommittees

Element ↓	Hunger Applicant A	Opinion	Hunger Applicant B	Opinion
Project Alignment	Organization was created specifically to address food security in the community it serves	Strong	Primary focus is mental health with long-term goals related to preventing homelessness of this population	Unsatisfactory
Organization Qualifications	Organization formed six months ago and still ramping up	Unsatisfactory	In business 25 years and for 10 years has operated a service component to ensure food security for clients	Strong
Staff Qualifications	Director 18 years providing case management to low-income families, program manager 10 years coordinating food pantry, finance manager is CPA	Strong	Director 15 years in mental health, program manager licensed therapist and has managed food security component 10 years, finance manager 5 years in A/R and A/P	Satisfactory
Strength of Board	New board but has received recent training and developed strategic plan in first phase of implementation	Satisfactory	Several board vacancies, no involvement in strategic planning	Unsatisfactory
Comprehensive Planning	Strategic plan in place with innovative strategies for resource development and accountability elements	Strong	Strategic plan 5+ years old. Goals met. Plan needs updating.	Satisfactory
Up to 20 Points		12		7

Evaluation: GMAC Subcommittees



Other Tips

- Collaborative Partnerships – Partners do not necessarily share money but must share responsibility for meeting outputs and outcomes
- MOUs and Letters of Intent must identify roles of partners, not just indicate general support for the project or willingness to cooperate
- Collaborative Partnerships are required for hunger projects, optional for others

Evaluation: GMAC Subcommittees



Other Tips, Continued

- Budget and Cost-Effectiveness – 8% indirect except when applicant has federally negotiated rate and award is federal money
- References – Already scored by staff but provided for your information (*only first three received per RFA*)
- Service Matrix – Strongest indicated by knowledge of client's other needs and ability to assist through referrals with follow-up

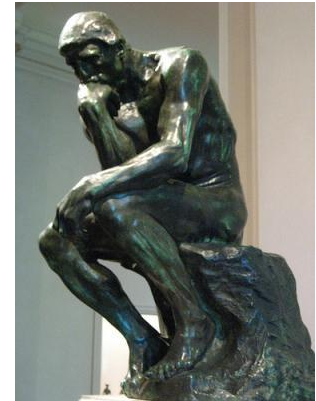
Evaluation: GMAC Subcommittees

- Subcommittee meetings reserved for members and staff to discuss applications
- No interaction among evaluators and applicants
- Requests must stand on their own merit
- Subcommittees *may* adjust scores
- Recommendations go to full GMAC



Evaluation: Full GMAC

- Full committee meets May 14th
- Subcommittees present recommendations
- Members and staff may discuss applications
- No interaction among evaluators and applicants
- Requests must stand on their own merit
- Recommendations go to DHHS Director for final decisions



Final Decisions



The DHHS Director makes final decisions based on:

- Consideration of the recommendations of the GMAC
- 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
- Availability of funding

Funding decisions made by the DHHS Director are final. There is no appeals process.