State Of Nevada
Department of Health and Human Services

GRANTS MANAGEMENT UNIT
REQUEST for APPLICATIONS
STATE FISCAL YEARS 2016-2017

QUESTIONS AND ANSWERS

Contents Page

Application Access

Q: Will the email that you send on Friday the 30th include both links?
A: The email will include five links that take you to new applications in each of the funding priority areas and will also include a link that will allow you to access saved applications after they are started.

Q: We have changed our email from two years ago, so will we need to become a "new applicant"?
A: Yes, you will need to set up a new user name and password.

Q: I received my email with the links to the applications. To access the applications, I need to sign in using our existing email and password; however, the email used for the last application has changed and we do not have the password associated with it. So, I cannot use "Forgot Password" because notification would go to the old email address. Is it okay to go ahead and enter "New Applicant" even though we are re-applying?
A: Yes, it is OK to set up a new user name and password.

Q: I have tried twice to get my password sent to me since I cannot remember it but it never comes. What should I do?
A: The system won't send your old password. It should send you an email that allows you to reset your password. If it doesn't recognize your email, it won't send anything. In that case, you will have to set yourself up as a new applicant.

Q: Can more than one person work on the application simultaneously from different computers/locations?
A: No. Only one person can work on an application at one time.

Q: If new staff will be completing this application and the old login and password are unavailable, should we start as a new applicant?
A: Yes, you should.

Q: We have a CTF grant. I don't see an application link that says CTF.
A: The application that you need to complete for a grant from the Children's Trust Fund (CTF) is labeled Prevention of Child Abuse and Neglect. The types of programs funded in this category are Parent Training, Crisis Intervention and Child Self-Protection Training.

Application Interpretation

Q: In regard to respite, if they have now been merged into one, will there need to be one application per program?
A: If you have a respite program, you need to submit only one application. This is true even if you serve both adults and children or if you provide both voucher and center-based care. The application will capture all of that information.

Q: On the TIN *(Tax Identification Number)*, do we enter with dashes or as one number?
A: No dashes. Just enter it as one number.

Q: Do we have to apply for youth and adult services for Positive Behavior Support/ Independent Living? Can it be adult only?
A: You can submit one application under Positive Behavior Support even if you serve multiple populations. Yes, your proposal can be for adults only. (Please note that Positive Behavior Support and Independent Living are two separate program areas.)

Q: If we are applying for multiple programmatic areas, would we submit multiple requests under the RFA or a single RFA with multiple services areas?
A: You need to submit a separate application for each program area. For example, if you want to submit a Hunger One-Stop Shop proposal and a Prevention of Child Abuse and Neglect proposal, you would have to complete separate applications. Many of the questions on the applications are different.

Q: I would like to apply for two different components for the grant. Do I have to apply with two different grants if I would like to include a grant for the regular transit service and another one for a taxi voucher program that would supplement the transit program?
A: You don't have to apply for two separate grants. You can use one application. Just be sure that the two programs are clearly and separately described within that application – both from a service delivery standpoint and a funding standpoint (i.e., the dollar amount requested for the transit service and the dollar amount requested for the voucher program). If you are more comfortable submitting a separate application for each, then feel free to do so.

Q: Even if you are applying for a grant under the Independent Living program, do I still need to say "yes" to the Hunger One-Stop Shop?
A: No. During the webinars, we showed the Hunger One-Stop Shop application as a sample. If you are applying for an Independent Living grant, then you would click on the link that takes you to that online application. It will not include questions about Hunger One-Stop Shops.

Q: When asking for a specific word count (for example, 250 words) what stat are you asking for? It makes a significant difference – words, characters (no spaces) and characters (with spaces).
A: The system counts actual words; not spaces or characters. If you type in the words "every good boy does fine," the word count below the response box would show 5 words.

Q: Under the Projections section of the application for Output/Outcome 3 and 4, you ask for data from FY14. If our agency did not apply last year, do you still want to know data from us and our partnering agencies or should I respond N/A?
A: You did not specify which application you have accessed but your question appears to match the Hunger One-Stop Shop. If you and/or your partners operated a food/meal program in SFY14, regardless of the source of funding, you would enter the data for all partner organizations. If neither you nor your partners operated a food/meal program in SFY14, then you would enter N/A or 0.

Q: We are in the new start-up phase of a public transportation program in Nye County. Our program will be under the RTC or the County directly. We are seeking support funding under the Independent Living/Transportation side of your grant, if applicable. Do you think we could apply for this funding to support our program and transportation of the disabled and elderly? We would be getting primarily NDOT funding, which we would apply for in April and potentially receive in October. It would be about February before we were up and running.

A: Independent Living money is intended to help persons with disabilities live as independently as possible. Transportation programs are typically among the services this population needs to be self-sufficient, so your project appears to match this category. If your project requires a start-up period and you would not need to actually begin using these funds until later in the first grant year (i.e., February 2016), then explain that in the application. It is possible to negotiate a delayed start.

Q: Could you please define "Resource Development" on Page 6 of the proposal?

A: Resource development refers to the means required for an organization to operate and provide services. Resources can include grant funding, donations, program income, in-kind donations or in-kind services. Basically, it is any kind of tangible support that keeps the organization afloat and moving forward.

Q: For the list of the board of directors, can we submit our Nevada advisory board or must it be our national board of directors?

A: Submit your actual board of directors, even if that is a national board.

Q: This references the section on Projections Output/Outcome 1: b). The number of parents who will be surveyed before and again after training is provided. According to the RFA packet (Page 13), we are required to use the Protective Factors Survey (PFS). The current version of the PFS that is used is the Retrospective. Will that be changing back to the pre- and post-versions? Or will the Retrospective version still be used?

A: The Retrospective PFS will still be used.

<u>Budget, Budget Form, Reimbursement</u>

Q: I know that 50% of the requested funds must be used to purchase food. Can hygiene items and paper goods that are distributed at food pantries be included in this 50%, or would they have to be a separate line item?

A: The 50% does have to be food. Non-food items don’t count toward that target.

Q: Can the match for SNAP Outreach be included in the hunger-relief grant as in past years?

A: Yes, you can discuss the match in the Cost-Effectiveness section of the application.

Q: Do I need to show funding that only helps support this grant?

A: On the Budget Summary page, enter details about the sources of funding that support the specific project you are asking us to fund. There is also one box at the lower right side of the Budget Summary page that asks you to enter the total amount of your organization’s budget.

Q: On the Budget Summary page, should we fill out budget line items, such as Personnel, etc., under the “Other Funding” columns?
A: Yes, you should tell us how you are going to spend the other funding by filling in the categories.

Q: Is there a rule about how much money can go to a subcontractor? For example, the lead applicant applies for 40% for their responsibilities and the subcontractor has 60% because of their responsibilities. Is this appropriate?
A: No, there is no minimum or maximum amount or percentage that must be used. The funding split will depend on the needs of the project.

Q: Will the applicant be considered Lead Contractor Agency and the main partner as Sub-Contractor? Can the Lead Contractor and Sub-Contractor both have budget line items in the main budget?
A: If the lead agency is going to issue funds to the partner, then yes, the partner should be listed in the budget as a subcontractor.

Q: Is there a maximum percentage for admin/operations?
A: We allow up to 8% for indirect expenses. The only exception would be an organization that already has a federally negotiated indirect rate. We would have to accept that rate.

Q: Do we need to budget for that amount *(the amount of funding listed on Page 2 of the RFA)* and you will let us know later full amounts or will you have full amounts by Feb 2015?
A: Submit a budget that supports the project you are proposing. We will not know the final available funding for each priority area until later in the legislative process.

Q: Is there a set dollar amount cut-off for when the application moves from categorical to fee-for-service? I also receive an aging grant. If an agency applies for below 50K, they apply for categorical. If it is above 50K, it is fee for service.
A: No, we don’t have a cut-off for fee-for-service applications.

Q: Is this a cost reimbursement grant?
A: Yes. A few awards may be established as fee-for-service (e.g., an agreed-upon cost per unit of service). However, most are reimbursed based on actual expenses incurred.

Q: How long is the timeframe between reimbursement request and an agency receiving payment?
A: We try to pay within a couple of weeks of receipt of a draw request. Sometimes it takes longer if we have questions that need to be answered before the request is approved.

Q: Is charging a “fee for service” allowable under the Hunger One Stop? The services will be free for low-income but not for certain income level population. Any revenue generated from these fees will be considered program income and will go back to the program itself. Possible or not?

A: You cannot charge a fee to anyone who is served with these grant funds. If you have multiple funding sources and other funders do allow fees, then you would need to track the clientele and the funding separately.

Collaborative Partnerships

Q: Do collaborative partners need to be included in the funding structure of the grant application?
A: Collaborative partners need to be listed in the application narrative but do not need to be included in the budget unless they are receiving funds from this grant.

Q: Will it be permissible to collaborate across programs under one agency?
A: Two programs within the same agency do not constitute a collaborative partnership. The partners must be separate organizations.

Q: Collaborative partnerships only apply to agencies who are sharing funding, correct?
A: No. A collaborative partnership does not automatically mean that the partners will share funding. Sometimes collaborative partners share only the work.

Q: Are Letters of Agreement and/or MOUs required for collaborative applications only?
A: Yes.

Q: What is the difference between a Letter of Agreement and an MOU?
A: A Letter of Agreement is a short letter submitted by partners simply stating that they have agreed to work together. A Memorandum of Understanding (MOU) is a more complete document that lists the partners and their roles and responsibilities.

Q: Only applications from collaborative partnerships involving two or more community agencies will be considered?
A: Yes, for Hunger One-Stop Shops, that is a requirement. It is optional for applicants in other program areas.

Q: Do hunger relief organizations have to collaborate to receive funding?
A: Yes. This is a requirement for Hunger One-Stop Shops. It is optional for all other program areas in this RFA.

Q: So, to verify, the lead agency in a hunger grant must have two community partners? Can the lead agency be included in another lead agency's application as a partner/sub-contractor?
A: According to the RFA, there must be at least two partners. One of those two can be the lead agency. Yes, the lead agency can be included as a partner or sub-contractor in another application.

Q: Can one organization have multiple partners/applications? In other words, can my organization be a partner to more than one NGO/lead?
A: Yes. An organization can be listed as a partner (or as a lead agency) in multiple applications.

Q: Can a local school be one of the partners? Not the lead applicant but a partner.
A: The RFA states that partners may include “food pantries, local agencies involved in linking families with major income and supportive services, and other organizations that will add value to the project.” If a school would add value to the project, then a school could be a partner.

Q: If your proposal includes a teacher providing nutrition education, can the school be a partner?
A: Yes. The school can be a partner.

Q: What is considered a community partner? Would a County be considered a community partner or does it have to be a non-profit?
A: There are no restrictions on the kind of organization that can be a collaborative partner. A County agency can be a partner.

Q: Would a letter from Desert Regional Center be considered a partnership letter?
A: Yes, Desert Regional Center could potentially be a partner in a collaborative.

Q: Can one of the partners of the Hunger One-Stop lead nonprofit be the Las Vegas *(Police)* Metropolitan Department, the Homeless Liaison?
A: Yes. The Department must be the partner, however. The MOU cannot be with the individual Homeless Liaison.

Q: Will you provide a list of RFA orientation webinar participants for possible collaborations?
A: No. Contact information for webinar attendees is considered confidential. Also, the DHHS-DO GMU believes that potential applicants should seek out their own partners.

Evaluation Process and Award Recommendations

Q: Do you have an estimate/range of total funds available in 2016?
A: That information is on the first page of the RFA (after the Table of Contents).

Q: How many applications are you planning to award for each category? Should we apply for the entire amount? How many will be awarded a grant? Is there a maximum per granting source we can request?
A: We do not establish the number of expected awards in advance. It depends on the number and quality of the proposals received. There is no minimum or maximum funding request associated with these grants. You are not prohibited from applying for the entire amount, but it is not likely that one organization would receive the entire amount. We need to consider geographic distribution of the funds.

Q: How is "reasonable distribution" among geographic areas to be determined? Is this going to be based on percentage of population?

A: We don't go into the process with a specific plan for geographic distribution. It depends on the quality and number of proposals that are received from each area – Clark, Washoe and Rural. Once we see what we have, we can begin to flesh out a reasonable distribution plan.

Q: So, there will no longer be "hearings"?
A: That is correct. The GMAC Subcommittees will still meet and discuss proposals, but only among themselves and with GMU staff; not with the applicants.

Q: Will you know your score at the subcommittee meeting or only at the full GMAC meetings?
A: You will know whether you pass or fail before qualifying proposals are forwarded to the GMAC Subcommittees. GMAC Subcommittee scores will be released before the Subcommittee meetings.

Q: Who are the Subcommittees made up of?
A: We don't know exactly who will be on the Subcommittees yet. There are new members who need to be assigned. Some of the existing members may change Subcommittees.

General Questions

Q: Can we receive an electronic copy of this *(the orientation webinar)* presentation?
A: Yes, the orientation presentation is posted on our website here: http://dhhs.nv.gov/Programs/Grants/Forms/RFA_2016-17/

Q: Could you please send me the link that came out with the application that connects to the State Food Coalition so I can see what things they are looking at? Thank you.
A: You can find everything online at http://dhhs.nv.gov/grants/. Click on "The Office of Food Security" in the left-hand menu column.

Q: I have a master contract with the State. Can I still apply under this application?
A: Yes. That does not prohibit you from applying for these funds.

Q: What is the email address we should use to submit questions?
A: GMU@dhhs.nv.gov

Q: Can we submit the application as soon as it is done?
A: Yes, please do!

Mandatory Orientation Attendance

Q: How do you know who attended the webinar since you didn't do roll call?
A: The webinar service generates a report that tells us who attended. We get names, email addresses and level of attention during the webinar.

Q: We have two agencies watching the webinar together. Only one logged in.
A: The other provider needs to log in to a webinar him/herself in order to be eligible to apply.

Q: If your agency is not partnering with another organization, why is it important that they attend the webinar tomorrow (Friday, January 30th)?
A: Each applicant must be registered for and logged in to a webinar in order to receive the links to the online application. If we receive an application from an organization whose attendance at a webinar cannot be verified, then the application will be disqualified.

Q: Is there any other opportunity to attend the webinar for the specific grant opportunity?
A: Three webinars were offered (one each on January 28th, 29th and 30th). No additional webinars are scheduled.

Q: Can other email addresses from our agency be added to the contact list?
A: Yes, we will add email addresses from an organization as long as that organization's attendance at a webinar can be verified.

Reference Questionnaire

Q: How many references need to be submitted?
A: Applicants should request references from three organizations. There is no requirement that all three have to be submitted. If more than three are received, the first three to arrive will be used and the others will be disregarded. If fewer than three are received, the rankings from the references that are received will be averaged. If no references are received, the points for that section of the application will be zero.

Q: What if the three references aren't all sent to you, will that disqualify the application?
A: No, it won't disqualify the application. If fewer than three references are received, the rankings of the references that are received will be averaged. If no references are received, you will receive zero points for that part of the application. The maximum number of points you can receive for that section is 5.

Q: If we are an approved agency with the State and have already completed the three references, do we need to do them again?
A: Yes. The DHHS-DO GMU does not have access to any references that may be have been submitted to the Purchasing Division or other State agencies. Also, the reference questionnaire for this RFA is unique.

Q: Do the three organizations have to be non-profit or can it be any type of organization/business that we work with? Can one of your references be a funding agency? Do they have to be non-profit organizations?
A: References can be from any type of organization or business that you work with including funding agencies. They do not have to be non-profit organizations.

Q: Can I include a board member as one of the references?
A: No. We're looking for organizational references rather than individual references. Additionally, a board member is an internal reference; we need to hear what outside organizations think of the applicant's work.

Q: Our voc-rehab services are just starting, but we are well-established in other states. Can we use an out-of-state voc-rehab agency as our reference?
A: Yes. Out-of-state references are acceptable.

Q: If we are an affiliate organization, can we provide references from other affiliate offices or partners in those offices in other states that provide the same services? We specifically work on vocational rehabilitation services for people with disabilities.
A: If you are not all part of the same organization but simply part of a network of organizations that are doing similar work, then the answer is yes.

Q: Where can I find the Reference Questionnaire?
A: The Reference Questionnaire ("Appendix C" of the RFA) can be found on our webpage here: http://dhhs.nv.gov/Programs/Grants/Forms/RFA_2016-17/

Service Matrix

Q: Do you need to list a total of five supplemental services or can you list less?
A: You may list up to five. If your clients typically have fewer than five other needs, then just list those.

Q: A question about completing Service Matrix. If we don't have any supplemental services, can I leave it in blank? And for Table One? We provide parenting education classes, then can I just write parenting education classes?
A: Regarding the Service Matrix, Table One is reserved for the services you are asking us to help you fund. If you are only asking us to help pay for parenting education classes, then that is what you would list in Table One. Table Two is intended for supplemental services that your clients typically need but that your specific program cannot provide to them. For example, parents who come to your classes may also need food or bus passes or help paying their energy bill. If your clients don't have other needs, or if your program does not inquire about other needs, then you would have to leave Table Two blank.