

State Of Nevada
Department of Health and Human Services

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

Contents	Page
FUNDING SOURCES AND PRIORITIES	2
GRANT PERIOD	3
PHILOSOPHY	3
GUIDELINES FOR PRIORITY AREAS	5
APPLICATION AND AWARD PROCESS	17
TIMETABLE	21
APPLICATION INSTRUCTIONS	23
BUDGET INSTRUCTIONS	24
APPENDIX A SCORING MATRIX	28
APPENDIX B SERVICE MATRIX	<i>(Separate Document)</i>
APPENDIX C REFERENCE QUESTIONNAIRE	<i>(Separate Document)</i>
APPENDIX D BUDGET TEMPLATE	<i>(Separate Document)</i>
APPENDIX E GRANT CONDITIONS AND ASSURANCES	<i>(Separate Document)</i>
APPENDIX F GRANT INSTRUCTIONS AND REQUIREMENTS	<i>(Separate Document)</i>

STATE OF NEVADA
Department of Health and Human Services

SFY 2016-2017
REQUEST FOR APPLICATIONS and INSTRUCTIONS
Fund for a Healthy Nevada
Social Services Block Grant – Title XX
Children’s Trust Fund

NOTE: This application is also available at <http://dhhs.nv.gov/grants>

FUNDING SOURCES AND PRIORITIES

Source and Purpose of Funds

This Request for Applications (RFA) is for competitive proposals to be funded through the sources listed below for State Fiscal Years (SFY) 2016 and 2017. Although these funding sources are distilled in a single RFA, each will retain specific regulatory requirements. The RFA is published and administered by the Grants Management Unit (GMU) in the Director’s Office of the Department of Health and Human Services (DHHS-DO).

This is a competitive process. Current grantees are not guaranteed funding in SFY16-17 and applicants who receive awards through this RFA are not guaranteed future funding.

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)	• Respite Care • Independent Living • Positive Behavior Support	• \$650,000 • \$325,000 • \$325,000
Children’s Trust Fund (CTF) / Community-Based Child Abuse Prevention (CBCAP)	• 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)	• Prevention of Child Abuse and Neglect • May also be used to supplement funding available in other priority areas above	\$1,061,410

All of the proposed allocations listed above are subject to the availability of funds as well as any and all changes made by the 2015 Legislature during the state budgeting process and/or by the United States Congress during the federal budgeting process. If changes occur, amendment(s) to this RFA will be published.

GRANT PERIOD

Awards made under this RFA are intended to span two State Fiscal Years – 2016 and 2017. Year One awards will begin July 1, 2015 and end June 30, 2016. Year Two awards will begin July 1, 2016 and end June 30, 2017. All awards are subject to funding availability. Year Two awards are also contingent upon grantee performance in Year One.

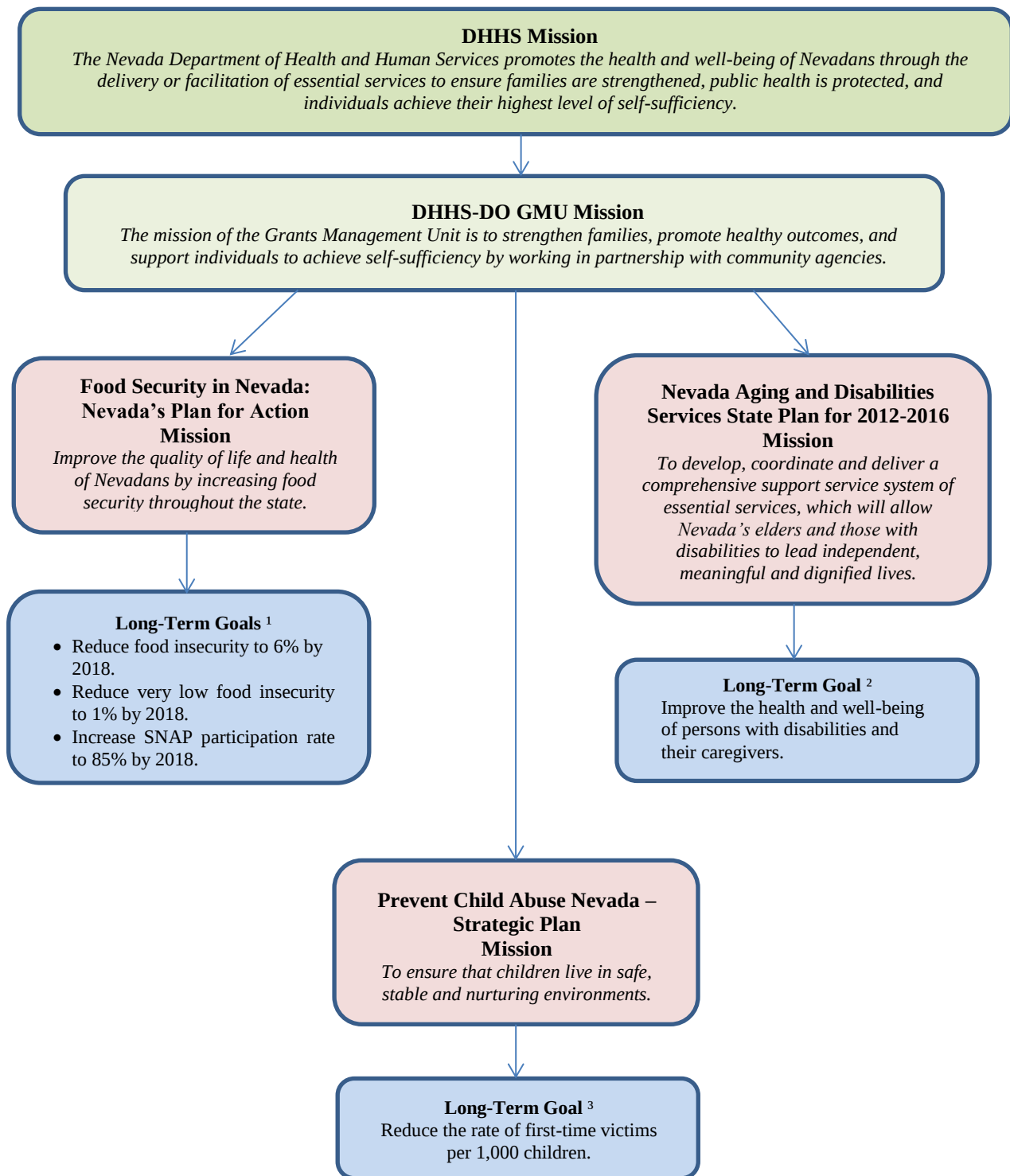
PHILOSOPHY

1. The DHHS-DO GMU is a **mission-driven grantor**. All proposals funded through this RFA must be aligned with the overall mission of the Department and the GMU as well as any program-specific missions cited in this document.
2. To further the missions of the Department and the Unit, the DHHS-DO GMU is seeking **goal-oriented** partners whose programs are focused on **achieving positive outcomes**.

The over-arching objective of all work supported by the available funding is to improve the quality of life of the individuals and families served while influencing positive change in Nevada communities. To reach that goal, the DHHS-DO GMU has pulled together existing guidance from the NRS and from comprehensive planning processes conducted by State and community agencies. This will ensure coordination of effort and greater potential for achieving the desired outcomes.

The diagram on Page 4 identifies the key missions and long-term goals associated with this RFA.

3. The GMU has adopted a new strategy to ensure that its partners work cooperatively to approach client needs from a holistic viewpoint and to promote statewide program development. The Service Matrix incorporated into the Basic Requirements of each Funding Priority is a step toward implementation of this strategy.



¹ From *Food Security in Nevada: Nevada's Plan for Action*, a state strategic plan published in 2013. http://dhhs.nv.gov/uploadedFiles/dhhsnv.gov/content/Programs/Grants/StrategicPlan_FoodSecurityinNV_020713.pdf

² NRS 439.630(1)(h) <https://www.leg.state.nv.us/NRS/NRS-439.html>

³ A preferred CBCAP measurement based on an analysis of the National Data Archive on Child Abuse and Neglect (NCANDS) Child File and the prior victim data element. See Page 3, Chapter One, Introduction of the 2012 Child Maltreatment report: <http://www.acf.hhs.gov/sites/default/files/cb/cm2012.pdf>

**Nevada Department of Health and Human Services
Request for Applications SFY 2016-17**

GUIDELINES FOR PRIORITY AREAS

I. FUND FOR A HEALTHY NEVADA – WELLNESS CATEGORY

APPLICATION I – Hunger – One-Stop Shop

This application addresses multiple goals in the DHHS Food Security Strategic Plan.

- Establish and integrate an actual or virtual ‘one-stop shop’ system to increase access to food and other services for food insecure Nevadans.
- Increase the number of service providers/places within a community and neighborhood to increase access points to healthy food by food insecure people who may be ineligible for federal nutrition programs.
- Maximize participation in each federal nutrition program available to the state.

The application also addresses one of the five key principles in the Plan.

- Use a comprehensive, coordinated approach to ending hunger and promoting health and nutrition, rather than just providing emergency short-term assistance.

To view the entire plan, go to:

http://dhhs.nv.gov/uploadedFiles/dhhsnv.gov/content/Programs/Grants/StrategicPlan_FoodSecurityinNV_020713.pdf

Projects awarded funds will:

- Provide individuals and families with a sufficient amount of food resources to meet their immediate needs.
- Link individuals and families with income and other supportive services in order to provide a foundation for families to stabilize and move toward economic self-sufficiency.
- Create a more collaborative, organized and innovative network of agencies in local communities working together on food security and family self-sufficiency.
- Provide outreach to people who need food assistance but lack access.

Projects may also:

- Open new sites in unserved areas.
- Provide education to ensure that participants understand how to prepare fresh foods.

REQUIREMENTS for HUNGER	DETAILS
Basic Requirements of Proposals	• Only applications from collaborative partnerships involving two or more community agencies will be considered. ○ 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.

REQUIREMENTS for HUNGER	DETAILS
	○ Collaborative partnerships must have the capability to provide both food assistance and linkage services. ○ Only one lead agency within the collaborative will submit the application on behalf of the partnership. ○ Fiscal details regarding sub-awards should be included in the proposed budget. ○ Partnerships must be formalized through MOUs. The applicant will be required to submit Letters of Agreement and a draft MOU with the proposal. The signed MOUs must be in place before the award notice is issued. ● At least 50% of the requested funds must be used to purchase food. ● Screening, referral and follow-up must be conducted for the following food and supportive services programs. Referrals to additional services are encouraged. ○ Food: SNAP, WIC, School Lunch, Senior Congregate and Home-delivered meals, commodity foods ○ Supportive Services: EITC, TANF, CCDF (child subsidy), EAP, Silver State Health Insurance Exchange, Nevada Check-up, Medicaid, local employment assistance programs ● Projects must be structured to serve all ages – birth to elder. ● If opening a new pantry, applicants are required to document the unmet need and submit a timeline for opening the pantry by September 30, 2015. ● Applicants must have an outreach plan. ● Applicants will be requested to provide information ensuring that they will make cost-effective food purchases and distribute food that contributes to a balanced diet. ● Applicants will be asked to complete and submit a Service Matrix (Appendix B) that clearly presents the Direct Services to be provided and the Supplemental Services clients typically need, the basic service delivery components, and the methods used to verify that client needs are being met. Supplemental Services cannot be the required supportive services programs listed in Bullet 3 above.
Reporting and Other Requirements for Funded Proposals	● Grantees must submit quarterly reports documenting progress toward goals, and also track and report on basic client demographics (ideally on all clients served from all sources of funding). ● Grantees must also track and report on other support leveraged for this project (including cash, in-kind and volunteer support). ● Grantees must submit a <u>monthly</u> Financial Status Report/Request for Funds based on GMU requirements (e.g., reimbursement for actual expenses paid).

REQUIREMENTS for HUNGER	DETAILS
	• All grantees and subrecipients that provide direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. Proof of submission and/or updates will be required as part of the grantee's second quarter progress report. • The following standardized outcomes are required, although grantees are welcome to propose, track and report on additional outcomes. ○ Number of additional meals provided as a result of this project. (The USDA formula for converting pounds of food to meals is 1.2 pounds of food equals one meal.) ○ Number and percent of unduplicated people who reported that they did not need to skip meals in the month following the food and referral assistance received from this project. ○ Number and percent of unduplicated people who were successfully linked with programs that address risk factors. ○ Increase in the average pounds of fresh produce provided to each individual or family. • Applicants who receive awards will be expected to participate in quarterly meetings to maximize project impact. Grantees will share information and strategize on a number of issues including, but not limited to: ○ Prioritization of the Supplemental Services identified in the Service Matrix and best practices for ensuring that client needs are met; ○ Best practices for managing a food pantry (e.g., conducting intake, purchasing food, amount of food distributed, quality of food offered); ○ Maximizing the amount of food provided to minimize the need for individuals and families to utilize multiple pantries to meet their needs; ○ Best practices for tracking client activity; and ○ <i>Statewide Food Security Strategic Plan</i> initiatives.

II. FUND FOR A HEALTHY NEVADA – DISABILITY SERVICES CATEGORY

Per NRS 439.630(1)(h), all grants funded in this category must be targeted to persons with disabilities.

- A. In order to determine whether a proposal specifically targets the intended population, applicants will be asked to provide the citation from federal, state or local law that their organization uses to determine disability. If no law is referenced, applicants must

provide the disability criteria contained in their organizational policy. In either case, the DHHS GMU may request copies of policies, client enrollment forms and other documents that support the applicant's response.

- B. **These grants should be targeted to low-income populations to the extent practicable.** Applicants will need to describe how the proposed project will identify, target and verify low-income populations within the narrative section of the application.
- C. The U.S. Department of Health and Human Services, Administration on Community Living has adopted a strategic plan covering the timespan 2013 through 2018. Among the goals for older adults and persons with disabilities are: Individual Self-Determination and Control (Goal 3) and Long-Term Service and Supports (Goal 4). It is the intent of the DHHS-DO GMU to align FHN Disability Services programs with these goals. The plan is available for review at:
http://www.acl.gov/About_ACL/StrategicPlan/docs/ACL_Strategic_Plan.pdf
- D. In its 2014 Integration Plan, the Nevada Aging and Disability Services Division established a goal to “adopt and implement a universal, person-centered framework.” It is the intent of the DHHS-DO GMU to align FHN Disability Services programs with this goal. As defined in the Integration Plan, person-centered practice is “treatment and care that places the person at the center of their own care and considers first and foremost the needs of the person receiving the care. It is also known as person-centered care, patient-centered care and client-centered care. Person-centered practice is treating persons/patients/clients, as they want to be treated.” This definition was adapted from a guide published by the Department of Health and Human Services in Victoria, Australia. Links to the Integration Plan and the guide are provided below.

ADSD Integration Plan

<http://www.nvaging.net/ADSDStrategicPlan-2014Integration.pdf>

Person-Centered Practice (Guide)

<http://www.health.vic.gov.au/older/toolkit/02PersonCentredPractice/docs/Guide%20to%20implementing%20Person%20centred%20practice.pdf>

APPLICATION IIA – Respite Care

Respite Care is intended to alleviate stress by providing temporary relief for the primary caregiver of a person or persons with disabilities of any age (including children in out-of-home placement).

REQUIREMENTS for RESPITE	DETAILS
Basic Requirements	- Proposals must provide short-term care within the home and/or outside the home (e.g., center-based). - If the proposed project will provide respite to caregivers of children with disabilities, the applicant must incorporate the Six Protective

REQUIREMENTS for RESPITE	DETAILS
	Factors into the program and activities. • Applicants will be asked to complete and submit a Service Matrix (Appendix B) that clearly presents the Direct Services to be provided and the Supplemental Services clients typically need, the basic service delivery components, and the methods used to verify that client needs are being met.
Reporting and Other Requirements for Funded Proposals	• Grantees must submit quarterly reports documenting progress toward goals, and also track and report on basic client demographics (ideally on all clients served from all sources of funding). • Grantees must submit a <u>monthly</u> Financial Status Report/Request for Funds based on GMU requirements (e.g., reimbursement for actual expenses paid). • All grantees and subrecipients that provide direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. Proof of submission and/or updates will be required as part of the grantee's second quarter progress report. • The following standardized outcomes are required, although grantees are welcome to propose, track and report on additional outcomes. ○ Improvement in family stress levels; ○ Improved relationships among caregivers, care recipients and other family members; and ○ A decrease in the risk of harm to care recipients (as reported by caregivers). • Grantees may also be required to track unmet needs and report on waiting lists. • Applicants who receive awards will be expected to participate in quarterly meetings to maximize project impact. Grantees will share information and strategize on a number of issues including, but not limited to: ○ Prioritization of the Supplemental Services identified in the Service Matrix and best practices for ensuring that client needs are met; ○ Development of a reasonable model for case management by respite providers; ○ Alignment with national service delivery standards and outcomes; and ○ Providing equitable access to respite statewide through coordinated practices.

APPLICATION IIB – Positive Behavior Support

Positive Behavior Support (PBS) is an empirically validated, function-based approach to developing and employing a plan of support for individuals whose disability is accompanied by problem behavior. PBS focuses on proactive and educative strategies to (1) expand an individual's behavior repertoire and (2) redesign environments. These strategies are intended to enhance a person's lifestyle and minimize problem behavior. Because substantial funding is available from other sources (i.e., the Department of Education) for school-based programs, the preference in this solicitation will be to fund services in non-school settings.

REQUIREMENTS for PBS	DETAILS
Basic Requirements	- Proposals submitted under this funding priority must include the following elements. - The assembly and participation of a team that has agreed to support the individual. - Person-centered planning regarding lifestyle ambitions of the family or participant with a description of goals for improved lifestyle. - Functional assessment to identify possible relevant antecedent and maintaining stimuli, and all major environments in which the behavior occurs. - Direct observation relevant to confirmation of hypotheses regarding the function of the problem behavior. - The development of a multi-component plan. - Statewide services including rural, frontier counties. - Applicants will be asked to complete and submit a Service Matrix (Appendix B) that clearly presents the Direct Services to be provided and the Supplemental Services clients typically need, the basic service delivery components, and the methods used to verify that client needs are being met.
Reporting and Other Requirements for Funded Proposals	- Grantees must submit quarterly reports documenting progress toward goals, and also track and report on basic client demographics (ideally on all clients served from all sources of funding). - Grantees must submit a <u>monthly</u> Financial Status Report/Request for Funds based on GMU requirements (e.g., reimbursement for actual expenses paid). - All grantees and subrecipients that provide direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. Proof of submission and/or updates will be required as part of the grantee's second quarter progress report. - The following standardized outcomes are required, although grantees are welcome to propose, track and report on additional outcomes.

REQUIREMENTS for PBS	DETAILS
	○ Improvement in behavior exhibited by target individuals; ○ An increase in the number of individuals with behavioral challenges who are able to live in community-based settings (or remain in school if a student); and ○ A decrease in stress reported by those who provide support to the behaviorally challenged individual. • Grantees may also be required to track unmet needs and report on waiting lists. • Applicants who receive awards may be asked to participate in quarterly meetings with grantees in the Independent Living program category to maximize project impact.

APPLICATION IIC – Independent Living

Independent Living (IL) proposals should focus on the provision of direct services to individuals with disabilities. Online applications will be available for adaptive resources, life skills training, transportation and transitional housing.

All applicants will be asked to complete and submit a Service Matrix (Appendix B) that clearly presents the Direct Services to be provided and the Supplemental Services clients typically need, the basic service delivery components, and the methods used to verify that client needs are being met.

Service-specific guidelines are listed below.

A. ADAPTIVE RESOURCES with CASE MANAGEMENT

Adaptive Resources may include adaptive housing and/or assistive technology. Adaptive housing services should include appropriate accommodations to and modifications of any space used to serve, or be occupied by, individuals with significant disabilities. Assistive technology should include equipment or systems to assist people with disabilities to increase, maintain or improve functional capacity. If a policy exists for reuse or recycling of equipment, this information should be included in the narrative section of the application.

B. LIFE SKILLS TRAINING with CASE MANAGEMENT

Life Skills programs teach persons with disabilities skills that help them live as independently as possible in the community. Proposals may cover one or more of a broad range of needs including, but not necessarily limited to:

- Job training and preparation;
- Understanding and compensating for a new disability (e.g., adjusting to blindness or low vision);
- Developing skills in areas such as personal care, coping, financial management, social skills, household management and utilizing public transportation; and
- Education about community resources and activities.

C. TRANSITIONAL HOUSING with CASE MANAGEMENT

Transitional Housing projects must provide comprehensive housing and supportive assistance to persons with disabilities and their families in order to transition them to stable housing and self-sufficiency. Programs should link with other service providers to select appropriate clients, identify appropriate transitional housing for clients, and facilitate transition to ensure continuous housing for the client.

D. TRANSPORTATION SERVICES

Transportation services to assist individuals with disabilities in getting to medical appointments, work, shopping centers, etc.

REQUIREMENTS for IL	DETAILS
Reporting and Other Requirements for Funded Proposals	• Grantees must submit quarterly reports documenting progress toward goals, and also track and report on basic client demographics (ideally on all clients served from all sources of funding). • Grantees must submit a <u>monthly</u> Financial Status Report/Request for Funds based on GMU requirements (e.g., reimbursement for actual expenses paid). • All grantees and subrecipients that provide direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. Proof of submission and/or updates will be required as part of the grantee's second quarter progress report. • The following standardized outcomes are required, although grantees are welcome to propose, track and report on additional outcomes. ○ An increase in self-confidence and ability to function without assistance; ○ An increase in long-term stability; and ○ Improvement in at least one ancillary need (e.g., food security). • If vocational rehabilitation services are provided, the grantee must track the percentage of participants gaining and maintaining competitive employment at three to six months following program completion. • Grantees may also be required to track unmet needs and report on waiting lists. • Applicants who receive awards will be expected to participate in quarterly meetings to maximize project impact. Grantees will share information and strategize on a number of issues including, but not limited to: ○ Prioritization of the Supplemental Services identified in the Service Matrix and best practices for ensuring that client needs are met; ○ Best practices in the delivery of services to persons with disabilities;

REQUIREMENTS for IL	DETAILS
	○ Developing a reasonable case management model for service providers with limited client interaction; and ○ Best practices for tracking client activity.

III. PREVENTION OF CHILD ABUSE AND NEGLECT

Proposals in this priority area must either address child abuse and neglect prevention or provide respite to the primary caregiver of children with disabilities.

Child Abuse and Neglect – Definitions

Child abuse and neglect prevention programs must address one of the following types of prevention.

- **Primary Prevention** consists of activities that are targeted toward the community at large. These activities are meant to impact families prior to any allegations of abuse and neglect.
- **Secondary Prevention** consists of activities targeted to families that have one or more risk factors including families with substance abuse, teen parenting, parents of special needs children, single parents and low-income families.
- **Tertiary prevention** consists of activities targeted to families that have confirmed or unconfirmed child abuse and neglect reports. These are families that qualify for services under child welfare programs and are **not** a focus of CBCAP programs but may be funded under Title XX. Tertiary Prevention programs must include case management through collaboration with Family Resource Centers in their community or document case management capacity within their own organization.

APPLICATION IIIA – Parent Training

Parent Training consists of classes or support groups for parents of children age birth through 17. Participants are taught child development milestones and appropriate child discipline approaches in order to prevent child abuse and neglect. Programs must use a curriculum that is evidence-based, evidence-informed or is an emerging program.

Applicants that are awarded funding for Parent Training must:

- Use the Protective Factors Survey to track improvement in the parents' perception of the child(ren)'s behavior and their perception of their competency as a parent,
- Track unduplicated children, adults, and families,
- Track unduplicated children and adults with disabilities, and
- Track client satisfaction.

APPLICATION IIIB – Crisis Intervention

Crisis Intervention programs must document a critical need related to tertiary prevention of child abuse and neglect and document how this service will be linked to other services to avoid duplication. Contact must be made within 72 hours of crisis and the intervention must be a time-limited service.

Applicants that are awarded funding for Crisis Intervention must track:

- The level of long-term support and stabilization resulting from the intervention service.
- Improvement in the well-being of the child and/or family functioning.
- Improvement in the parents' perception of the child(ren)'s behavior and their perception of their competency as a parent;
- Achievement of care plan goals; and
- No further or new referrals to and/or involvement with Child Protective Services at 3, 6 and 18 months.

APPLICATION IIIC – Child Self-Protection Training

Child Self-Protection Training teaches students to recognize potential abuse situations and provides them with the skills necessary to protect themselves from abusive situations they may encounter with strangers as well as known and trusted people. Applicants that are awarded funding for Child Self-Protection Training must track:

- A demonstrated increase in knowledge and skill of self-protection as determined by post tests administered to children 90 days after training; and
- Track unduplicated children, adults, and families,
- Track unduplicated children and adults with disabilities, and
- On post tests, a percentage of students report affirmative action against an abusive situation.

REQUIREMENTS for PCAN	DETAILS
Basic Requirements for All Proposals	• Proposals submitted under this funding priority must include the following elements. ○ Support meaningful involvement of parents in the planning, implementation, and evaluation of prevention programs. ○ Incorporate the Protective Factors in program and activities. ○ Utilize evidence-based or evidence-informed practices. ○ Conduct pre/post or retrospective assessments for direct service programs. ○ Conduct client satisfaction surveys. ○ Demonstrate bilingual service capacity. • Applicants will be asked to complete and submit a Service Matrix (Appendix B) that clearly presents the Direct Services to be provided and the Supplemental Services clients typically need, the basic service delivery components, and the methods used to verify that client needs are being met.

REQUIREMENTS for PCAN	DETAILS
Reporting and Other Requirements for Funded Proposals	• All grantees funded in this priority area must meet the following requirements. ○ Work with Prevent Child Abuse Nevada (PCANV) on strategies for public awareness in the grantee's community. ○ Participate in child abuse prevention activities during Child Abuse Prevention month in April 2016 and April 2017. ○ Demonstrate accountability for collaboration. ○ Submit quarterly reports documenting progress toward goals, track and report on basic client demographics (ideally on all clients served from all sources of funding), and if funded through CTF, submit reports based on Client Data Forms. ○ Submit a <u>monthly</u> Financial Status Report/Request for Funds based on GMU requirements (e.g., reimbursement for actual expenses paid). • All grantees and subrecipients that provide direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. Proof of submission and/or updates will be required as part of the grantee's second quarter progress report. • In addition to working with the PCANV as described above, all grantees must participate in twice-yearly meetings to maximize project impact. Grantees will share information and strategize on a number of issues including, but not limited to: ○ Prioritization of the Supplemental Services identified in the Service Matrix and best practices for ensuring that client needs are met; ○ How to function as a coordinated network; and ○ Sharing anecdotal success stories that demonstrate best practices.

Resources

- Information about the Protective Factors is available online at: http://dhhs.nv.gov/uploadedFiles/dhhsnv.gov/content/Programs/Grants/Forms/The_Six_Protective_Factors.pdf
- Information about the Protective Factors Survey and access to the survey is available online at: <http://friendsnrc.org/protective-factors-survey>.
- Information about evidence-based and evidenced-informed programs and practices is available online at: <http://friendsnrc.org/cbcap-priority-areas/evidence-base-practice-in-cbcap>

- List of evidence-based and evidenced-informed Parent Education programs
<http://www.cebc4cw.org/>
- The definition of a child with a disability is available online at:
<http://friendsnrc.org/cbcap>.
- Information about PCA Nevada is available online at: <http://preventchildabusenevada.org/>

APPLICATION AND AWARD PROCESS

Eligibility

All nonprofit and public agencies (including state and local governmental agencies, universities and community colleges) can apply if interested in providing services that address one or more of the funding priorities described in this RFA.

Explanation of Competitive Process

This is a competitive grant solicitation process structured to meet accepted industry standards. It is inappropriate for applicants to attempt to influence the outcome in any manner other than by submitting a strong proposal. Transparency and respect of the process are essential for a fair result.

Use of the Terms Application, Proposal and Request

Throughout this document, the words “application” and “proposal” may be used interchangeably. Both refer to the documents that applicants will submit to support funding for their projects. In this section, a distinction is made between those documents and the point at which the documents become a qualified “request.”

Application Process

This is an online application process. If an applicant wishes to submit a proposal under more than one funding priority, the applicant must complete and submit a separate application for each proposal. Additional details about the online process are located in the “Application Instructions” section of this document (see Page 23).

Mandatory Orientation

In order to obtain the information necessary to access the application website, applicants **must** attend at least one of three Orientation Sessions, which will be conducted via webinar.

The GMU strongly encourages applicants to assign appropriate representatives to attend the orientation. Ideally, this would include the person who will manage the proposed program, a member of the applicant’s fiscal staff and the person who will be writing the proposal.

Orientation dates and times are provided on Page 22 along with contact information for the GMU staff member who will track RSVPs. The URL address and password to access the application website will be released by 5 p.m. on Friday, January 30, 2015, to all applicants who have attended an orientation session. Applicants will also need a valid email address and the organization’s tax ID in order to register online.

Application Questions and Answers

Substantive questions about the application may be submitted via e-mail to gmu@dhhs.nv.gov through Friday, February 6, 2015, and will be posted to the GMU website <http://dhhs.nv.gov/Grants/> with responses, by Tuesday, February 10, 2015. The Q&A will remain on the website through the end of the application period. After February 10, 2015, no substantive questions about the application will be answered.

Technical questions about navigating the online application may be directed to Laurie Olson via e-mail at lolson@dhhs.nv.gov or via telephone at (775) 684-4020 throughout the application period. **Applicants are advised not to wait until the deadline to ask submittal questions since the GMU cannot guarantee immediate response and applications submitted after the published deadline will be disqualified.**

Evaluation and Award Process

Proposals received by the published deadline of **5 p.m. Wednesday, February 25, 2015**, will be processed as follows.

I. GMU STAFF REVIEW

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

Proposals **will** be disqualified if they:

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

Proposals **may** be disqualified if they:

- Are missing fundamental elements (i.e., unanswered questions, required attachments).

II. GMU STAFF EVALUATION

A. Each proposal that passes the technical review will be evaluated for content and scored by at least two GMU staff members based on the Scoring Matrix in Appendix A.

B. During the review process, staff 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 III of the evaluation process. Exceptions to the 60-point rule may be made if necessary to ensure statewide geographic distribution of funds.

D. The results of this step will be treated as “pass/fail” only. Each applicant will receive individual notification of their status via email. There is no appeals process.

III. GRANTS MANAGEMENT ADVISORY COMMITTEE (GMAC) SUBCOMMITTEE EVALUATION

A. Requests will be distributed to members of the appropriate GMAC Subcommittee.

- Wellness (*Hunger*)
- Disability Services (*Respite Care, Positive Behavior Support and Independent Living*)
- Prevention of Child Abuse and Neglect (*Parent Training, Crisis Intervention and Child Self-Protection*)

- B. Members will independently read and score the requests in accordance with the corresponding Scoring Matrix in Appendix A.
- C. GMU staff will:
- Compile the results of the independent reviews, and
 - Prepare a report for the GMAC Subcommittees that will include suggested approaches to the development of award recommendations.
- D. In public meetings scheduled for April 21-24, 2015, GMAC Subcommittee members will discuss the requests among themselves and with GMU staff. Adjustments to individual subcommittee scores may be made at that time. **In accordance with prevailing grant evaluation procedures, discussion between applicants and reviewers will not be allowed. Requests must stand on their own merit.** Therefore, while applicants are welcome to attend subcommittee meetings, they are not required to do so.
- E. GMAC Subcommittees will vote on award recommendations to be presented to the full GMAC. Members with conflicts of interest will abstain from votes that directly affect an applicant with whom they are affiliated.

IV. FULL GMAC RECOMMENDATIONS

- A. In a public meeting scheduled for **May 14, 2015**, the full GMAC will hear recommendations from the GMAC Subcommittees.
- B. Members of the full GMAC may discuss the recommendations among themselves and with GMU staff. **In accordance with prevailing grant evaluation procedures, discussion between applicants and reviewers will not be allowed. Requests must stand on their own merit.** Therefore, while applicants are welcome to attend the full GMAC meeting, they are not required to do so.
- C. The full GMAC will vote on final recommendations for consideration by the DHHS Director. Members with conflicts of interest will abstain from votes that directly affect an applicant with whom they are affiliated.

V. FINAL DECISIONS

Final funding decisions will be made by the DHHS Director based on the following factors.

- Consideration of the recommendations of the full 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; and
- Availability of funding.

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

VI. NOTIFICATION AND AWARD PROCESS

- A. GMU staff will notify all applicants of the final outcome after the Director's decisions have been made.
- B. GMU staff will conduct negotiations with the applicants recommended for funding. During these negotiations, any specific issues identified by the GMAC, the GMU or DHHS Director 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, DHHS GMU staff will complete and distribute to grantees notices of grant award, general conditions, 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: DHHS is not responsible for any costs incurred in the preparation of the application and applications become the property of DHHS. DHHS, in coordination with the GMAC, reserves the right to accept or reject any or all applications.

TIMETABLE

Week	Date	Activity
Week 1	Friday, January 23, 2015	RFA is published.
Week 2	Wednesday through Friday January 28-30, 2015	Applicant orientations scheduled. Attendance mandatory. (See Page 22 for session dates and times.)
	Friday, January 30, 2015	Information about how to access the online application system will be released by 5 p.m. only to those who attended at least one mandatory orientation session.
Week 3	Friday, February 6, 2015	Deadline for applicants to submit substantive questions about application to GMU.
Week 4	Tuesday, February 10, 2015	GMU posts final Questions and Answers to website.
Week 6	Wednesday, February 25, 2015	Applications are due by 5 p.m.
Week 9	Monday, March 23, 2015	GMU staff completes internal processing of applications, forwards review packets to GMAC Subcommittee members, and notifies each applicant of their status.
Week 13	Wednesday, April 15, 2015	GMAC Subcommittee members complete reviews and return materials to GMU.
Week 14	Tuesday through Friday April 21-24, 2015	GMAC Subcommittees meet to adopt recommendations for consideration by the full GMAC. (See Page 22 for meeting dates, times and locations.)
Week 16	Monday, May 4, 2015	GMU distributes results of Subcommittee meetings to full GMAC, applicants and stakeholders.
Week 17	Thursday, May 14, 2015	Full GMAC meets to hear reports from Subcommittees and adopt final recommendations for submission to the DHHS Director.

Week	Date	Activity
Week 18	Thursday, May 21, 2015	DHHS Director completes review of GMAC recommendations and finalizes awards.
Week 24	June 30, 2015	GMU staff finalizes budgets, outcomes and issues Notices of Grant Award.

Applicants must attend at least one of the following orientation sessions to be conducted via webinar. The GMU strongly encourages applicants to assign appropriate representatives to attend the orientation. Ideally, this would include the person who will manage the proposed program, a member of the applicant's fiscal staff and the person who will be writing the proposal. Applicants must RSVP to Gloria Sulhoff at gsulhoff@dhhs.nv.gov no later than 3 p.m. the day before the selected orientation to ensure that connection information is communicated in advance.

Orientation Sessions Dates and Times

- 1:30 to 3 p.m. Wednesday, January 28, 2015
- 10:30 a.m. to noon Thursday, January 29, 2015
- 9 to 10:30 a.m. Friday, January 30, 2015

GMAC Subcommittee Meetings

Subcommittee	Date/Time	Location	Video-Conference	Video-Conference
Child Abuse/Neglect	Tuesday April 21, 2015 1 to 5 p.m.	Public and Behavioral Health 4150 Technology Way, 3 rd Floor, Carson City	Aging and Disability Services 3811 W Charleston, Suite 112 Las Vegas	Aging and Disability Services 1020 Ruby Vista Drive, Suite 102 (EIS), Elko
Disability Services	Thursday April 23, 2015 9 a.m. to 1p.m.	Public and Behavioral Health 4150 Technology Way, 3 rd Floor, Carson City	Aging and Disability Services 3811 W Charleston, Suite 112 Las Vegas	Aging and Disability Services 1020 Ruby Vista Drive, Suite 102 (EIS), Elko
Wellness	Friday April 24, 2015 9 a.m. to 1 p.m.	Public and Behavioral Health 4150 Technology Way, 3 rd Floor, Carson City	Aging and Disability Services 3811 W Charleston, Suite 112 Las Vegas	Aging and Disability Services 1020 Ruby Vista Drive, Suite 102 (EIS), Elko

APPLICATION INSTRUCTIONS

I. Online Application Process

- A. This is an online application process. If an applicant wishes to submit a proposal under more than one funding priority, the applicant must complete and submit a separate application for each proposal. This rule applies even if two or more funding priorities share the same application form. For example, the Independent Living application includes four program areas – adaptive resources, life skills training, transportation and transitional housing. If an applicant wishes to apply for funds to support an adaptive resources project **and** a transportation project, two applications must be submitted.
- B. The URL address and password to access the application website will be released by 5 p.m. on Friday, January 30, 2015, to all applicants who have attended at least one orientation session. Applicants will also need a valid email address and the organization's tax ID in order to register online.
- C. Each online application form will request organizational and contact information, a project title, a program summary, outputs and outcomes, and responses to questions regarding the proposed project. Each question will have a word limit. Applicants **must** provide an answer for each question marked with an asterisk to indicate that is required or otherwise specifies that it is required. Failure to do so may result in disqualification. If a required question does not apply to a particular organization or proposal, the applicant must at least respond “Not applicable.”
- D. Applicants will be asked to provide the Reference Questionnaire in Appendix C to three agencies/organizations that are familiar with the applicant's work. These agencies/organizations **cannot** be subawardees or collaborative partners with direct involvement in the proposed project. In accordance with the instructions on the Reference Questionnaire, the agencies/organizations will submit a **confidential response** directly to the GMU. Responses will be scored in accordance with the Scoring Matrix in Appendix A.
- E. Applicants will also be asked to provide the following documents as attachments to the online application. Some are required while others are optional depending on the content of the proposal. The online process will allow applicants to attach them when the application is submitted. The online system is programmed to accept documents with the following extensions – pdf, doc, docx, xls and xlsx. If a document's extension does not match one of these choices, the applicant is advised to convert it to a pdf format.
- Service Matrix
 - Year One Budget
 - Letters of Agreement from partner agencies (if applicable)
 - Draft or Final Memorandums of Understanding 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
 - 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)
- F. There is no option to attach unsolicited materials to the online application. Any unsolicited materials mailed, delivered or e-mailed to the GMU will **not** be accepted. This includes support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc.
- G. Technical questions regarding submission may be directed to Laurie Olson via e-mail at lolson@dhhs.nv.gov or via telephone at (775) 684-4020.
- Applicants are strongly advised not to wait until the deadline to ask submittal questions since the GMU cannot guarantee immediate response and applications submitted after the published deadline will be disqualified.**
- H. Once the full application is submitted, no corrections or adjustments may be made prior to the negotiation period.

BUDGET INSTRUCTIONS

All proposals must include a detailed project budget. 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 in Year One. If the project is not fully funded, the GMU will work with the applicant to modify the budget, the Scope of Work and the projected outcomes.

Applicants **must** use the budget form in Appendix D. Use the budget definitions below to complete the narrative budget (labeled Form 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary (labeled Form 2) to automatically complete budget totals in Column B. **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 respite program might determine that, overall, it costs \$50 to provide one hour of respite to one client. If the intent were to provide 500 respite hours over the course of the grant period, then the funding request would be \$25,000.

A Categorized budget must still be developed and submitted in order to demonstrate how the applicant arrived at the unit 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 of the applicant organization should be identified here. The following criterion 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 work space & 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 benefit rate (e.g., health insurance, FICA, worker's compensation). For example:

Program Director – (\$28/hour x 2,080/year + 22% fringe) x 25% of time = \$17,763
 Intake Specialist – (\$20/hour x 40 hours/week + 15% fringe) x 52 weeks = \$47,840

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

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 GMU. A copy of written agreements with any and all partners must be provided.

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 57.5 cents) should be used unless the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) should be listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification.

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 and tracked as such.

Supplies:

List and justify tangible and expendable property, such as office supplies, program supplies, etc., that are purchased specifically for this project. As a general rule, supplies do not need to be priced individually, but a list of typical program supplies is necessary. If food is to be purchased, detail must be provided that explains how the food will be utilized to meet the project goals. Uses that are not in compliance with the Grant Instructions and Requirements (GIR-15-11) will be denied.

Occupancy:

Identify and justify any facility costs specifically associated with the project, such as rent, maintenance expenses, insurance, as well as utilities such as power and water. 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.

Communications:

Identify and justify any communications costs 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.

Other Expenses:

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

Indirect Costs:

At the end of the budget narrative forms, include the total dollar amount for indirect costs and show it as a percentage of the total funds being requested through the GMU. Indirect costs represent the expenses of doing business that are not readily identified with a particular 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, and general administrative expenses such as accounting, payroll, legal and data processing expenses that cannot be traced directly back to the grant project. These examples are provided as guidance; no actual expenses should be listed in the Indirect category. Indirect costs may not exceed 8% of the total funds being requested. *(Note that the budget form contains a formula that will automatically calculate 8% indirect. This formula is located in Cell C-125. Applicants may override this formula if they wish to request less than 8% indirect.)*

Budget Summary Form 2

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“GMU”) 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 H 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) on Line 6 with the name of the funding source. Enter either “Secured” or “Pending” in the cell(s) on Line 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 J26 labeled for this purpose. This should include all funding available to the agency for all projects including the proposed project. Cell J27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested from the GMU 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 these grants 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 GMU

Second Party: The grantee (and sub-grantee of project supported by the grant)

Third Party: Everyone else

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

When costing out 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 Form 2 in Column I – “Program Income.”

**Nevada Department of Health and Human Services
Request for Applications SFY 2016-2017**

APPENDIX A – SCORING MATRIX – HUNGER ONE-STOP SHOP

Following is a guide for evaluators to help them determine the appropriate score for each section.

1. ORGANIZATION STRENGTH (Up to 20 Points)

Elements to be evaluated: (1) Project alignment with RFA mission and goals. (2) Organization's qualifications to provide proposed service. (3) Staff qualifications. (4) Strength of board (or other) leadership. (5) Comprehensive planning.

- 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

2. SERVICE DELIVERY (Up to 25 Points)

Elements to be evaluated: (1) Service Matrix. (2) Education and outreach. (3) Overall service delivery methods including tracking/reporting. (4) Strategies to maximize food availability/ quality.

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 6 points
- 2 or 3 elements strong, others unsatisfactory – Score between 7 and 13 points
- 2 or 3 elements strong, others satisfactory – Score between 14 and 20 points
- All 4 elements strong – Score between 21 and 25 points

3. COLLABORATIVE PARTNERSHIPS (Up to 20 Points)

Elements to be evaluated: (1) Roles of partners. (2) Capability of lead organization. (3) Funding distribution. (4) Working relationship among partners.

- 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
- All 4 elements strong – Score between 16 and 20 points

4. COST-EFFECTIVENESS AND LEVERAGING OF FUNDS (Up to 15 Points)

Elements to be evaluated: (1) Plans to make cost-effective purchases. (2) Percentage of funds spent on food. (3) Other resources (from partners and/or from match).

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 5 points
- 1 or 2 elements strong, others satisfactory **OR** all 3 elements satisfactory – Score between 6 and 10 points
- All 3 elements strong – Score between 11 and 15 points

5. OUTCOMES (Up to 15 Points)

Elements to be evaluated: (1) Use of outcomes. (2) Impact of services to client. (3) Impact of services to community.

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 5 points
- 1 or 2 elements strong, others satisfactory **OR** all 3 elements satisfactory – Score between 6 and 10 points
- All 3 elements strong – Score between 11 and 15 points

6. REFERENCE QUESTIONNAIRE (Up to 5 Points)

Ratings from references will be averaged. One score of 0-5 points will be assigned to this section.

**Nevada Department of Health and Human Services
Request for Applications SFY 2016-17**

APPENDIX A – SCORING MATRIX

Respite, Positive Behavior Support, Independent Living, Prevention of Child Abuse and Neglect

Following is a guide for evaluators to help them determine the appropriate score for each section.

1. ORGANIZATION STRENGTH (Up to 25 Points)

Elements to be evaluated: (1) Project alignment with RFA mission and goals. (2) Organization's qualifications to provide proposed service. (3) Staff qualifications. (4) Strength of board (or other) leadership. (5) Comprehensive planning.

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 6 points
- 2 or 3 elements strong, others unsatisfactory – Score between 7 and 13 points
- 2 or 3 elements strong, others satisfactory – Score between 14 and 20 points
- 4 or 5 elements strong, others (if any) satisfactory – Score between 21 and 25 points

2. SERVICE DELIVERY (Up to 30 Points)

Elements to be evaluated: (1) Service Matrix. (2) Education and outreach. (3) Overall service delivery. (4) Use of evidence-based or evidence-informed practices.

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 7 points
- 2 or 3 elements strong, others unsatisfactory – Score between 8 and 15 points
- 2 or 3 elements strong, others satisfactory – Score between 16 and 23 points
- All 4 elements strong – Score between 24 and 30 points

3. COLLABORATIVE PARTNERSHIPS (Up to 10 Bonus Points)

Elements to be evaluated: (1) Roles of partners. (2) Capability of lead organization. (3) Funding distribution. (4) Working relationship among partners.

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 3 points
- 2 or 3 elements strong, others unsatisfactory – Score between 4 and 6 points
- 2 or 3 elements strong, others satisfactory – Score 7 or 8 points
- All 4 elements strong – Score 9 or 10 points

4. COST-EFFECTIVENESS AND LEVERAGING OF FUNDS (Up to 20 Points)

Elements to be evaluated: (1) Overall cost-effectiveness of project. (2) Other resources.

- 0 elements addressed satisfactorily – Score 0 points
- 1 element satisfactory, 1 unsatisfactory – Score between 1 and 6 points
- 2 elements satisfactory – Score between 7 and 13 points
- 2 elements strong – Score between 14 and 20 points

5. OUTCOMES (Up to 20 Points)

Elements to be evaluated: (1) Use of outcomes. (2) Impact of services to client. (3) Impact of services to community.

- 0 elements addressed satisfactorily – Score 0 points
- 1 or 2 elements satisfactory, others unsatisfactory – Score between 1 and 6 points
- 1 or 2 elements strong, others satisfactory **OR** all 3 elements satisfactory – Score between 7 and 13 points
- All 3 elements strong – Score between 14 and 20 points

6. REFERENCE QUESTIONNAIRE (Up to 5 Points)

Ratings from references will be averaged. One score of 0-5 points will be assigned to this section.