

Office of Community Partnerships and Grants  
REQUEST for APPLICATION  
FUND FOR HEALTHY NEVADA  
STATE FISCAL YEARS 2019-2021

QUESTIONS AND ANSWERS

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## **Application Access**

**Q:** I cannot download the RFA form, can you please tell me how to access this?

**A:** The RFA can be accessed by going to our website and clicking on the hyperlink.  
<http://dhhs.nv.gov/Programs/Grants/RFA/>

**Q:** It seems that the Request for Application link on your website has been replaced with the RFA form, rather than the RFA. When you click on these links the same item pops up, is this correct?

**A:** Yes, Funds for Healthy Nevada and Children's Trust Funds are all on the same RFA.

**Q:** When is the RFA available on your website?

**A:** The application has been available on our website since December 10, 2018.  
<http://dhhs.nv.gov/Programs/Grants/RFA/>

## **Application Interpretation**

**Q:** It is unclear what the online application process is, will you be using Amplifund this grant cycle and will you be sending the application link after we attend the webinar? Or is there going to be another online application system used.

**A:** We will not be using Amplifund going forward. All applications documents will be submitted directly to the GMU email ([gmu@dhhs.nv.gov](mailto:gmu@dhhs.nv.gov)) by 5 pm January 18<sup>th</sup>. Application instructions are on page 39. You may submit applications electronic, paper or by thumb drive.

**Q:** Are multiple copies of the RFA (electronic and paper) needed?

**A:** Please submit to the GMU email ([gmu@dhhs.nv.gov](mailto:gmu@dhhs.nv.gov)). Paper copy is not needed, but please be sure to sign you application. You may submit applications electronic, paper or by thumb drive.

**Q:** The page limits for the various sections are different on the application form than in the RFA for the Fund for a Healthy Nevada Disability Category Independent Living Questions. Which guidelines should we follow?

**A:** Please limit your total response to 11 pages and use the application form as a guide.

**Q:** On page 10 of the RFA, under the Service Delivery, Question 2 reads, "Where are you meeting your underserved populations? How to you ensure work scheduled are taken into." For the last sentence, did you mean to write, "How do you ensure your underserved populations work schedules are taken into consideration?"

**A:** Yes, that is correct.

**Q:** On page 10 of the RFA, under the General Questions, Question 10d reads, "Self-reporting increase in confidence with the independent living skills. Indicate the quality of life at 30/60/90 days." The term "independent living skills" usually refers to individuals with disabilities. Could you explain what you mean by this question as it applies to the general

underserved population? Also, do you require an evaluation at 30/60/90 days for hunger services?

**A:** We want to see the tracking of the client over time to show how their independence living skills have progressed. While we understand that the term may apply to those with disabilities, the independence of the population that you are serving is a marker for improvement. The evaluation question is designed to measure the quality of life at 30/60/90 days from service initiation. We have not provided a formal evaluation, we do reserve the right to implement if needed.

**Q:** Indicated in the General Questions section of each funding area, information is required on “self-reporting increase in confidence with the independent living skills indicate the quality of life at 30/60/90 days.” Is this evaluation question designed to measure quality of life at 30/60/90 days following services completion or 30/60/90 days from service initiation?

**A:** The evaluation question is designed to measure the quality of life at 30/60/90 days from service initiation.

**Q:** Also, in the past, we have been required to email the RFA, which is VERY large and may require two separate emails, as well as deliver a flash drive with the RFA and attachments by the due date. Do you want the RFA and attachments on a flash drive?

**A:** You may submit all documents to the [gmu@dhhs.nv.gov](mailto:gmu@dhhs.nv.gov) and if you would prefer to submit a flash drive that is fine as well.

**Q:** The form “RFA Application Form 12 17 18” identifies the total pages as 11 with 2 of those pages being in the general and two pages in outcomes. The RFA Instructions in the Children’s Trust Fund identifies the page limits as 1 page in general and 3 in outcomes. Can you clarify which option is correct?

**A:** Please limit your total response to 11 pages and use the application form as a guide.

**Q:** With regard to the Children’s Trust Fund, General Questions, line item d. on page 30 says “Self-reporting increase in confidence with the independent living skills. Indicate the quality of life at 30/60/90 days.” Is this meant for PCAN or was it perhaps place in the wrong category?

**A:** Please disregard this question for Children’s trust fund.

**Q:** There is a difference in page limits and points for the RFA questions for Children's Trust between the printed instructions and the application. An example is General Questions; the printed instructions list it as “up to 10 points” and a “maximum 1 page”. The application has “up to 25 points and a maximum of 2 pages”. The next four questions have the same type of issue.

**A:** Use the RFA application as a reference to how many pages and points for each section, please disregard what is indicated in the RFA.

**Q:** I noticed that in the same set of questions, this question appears twice, under Service Delivery and under Collaborative Partnerships.

**A:** Answer the question under collaborative partnerships.

**Q:** Under Service Delivery, the questions are numbered 1, 2, 3, 1, 2, 3. Do you want us to keep that numbering?

**A:** Yes, continue with that numbering.

**Q:** Page 39 indicates that there was a mandatory webinar on 12/4 regarding the application process. The RFA was not released until 12/11. Can you clarify what this is referring to? We did attend the webinar on 12/18.

**A:** Disregard this was a type error. The webinar took place on 12/18/18 and was available on our website for viewing through 12/21/18.

**Q:** The RFA mentions 3 funding categories: Fund for Healthy Nevada, Children's Trust Fund, and Title XX. The RFA mentions the first two and provides questions for them, but doesn't mention Title XX again and does not provide questions for Title XX applications. We are applying for the Title XX funding, crisis intervention section. Do we answer the same questions listed for the Children's Trust fund? If not, what questions do we answer for Title XX?

**A:** Title XX funding is going to fund a portion of the Children's Trust Fund, please answer the questions listed for the Children's Trust Fund.

**Q:** There is not an application for Title XX on the web site. I only see a cover page application for the Fund for a Healthy Nevada.

**A:** Title XX funds a portion of the Children's Trust Fund. If you are looking to apply for Title XX funds please answer the questions for the Children's Trust Fund.

### **Budget, Budget Form, Reimbursement**

**Q:** The RFA refers to GSA mileage at 53.5 cents per mile, are using this or the current rate of 54.5 cents per mile?

**A:** We will use the current GSA.

<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates>

**Q:** Can we ask different amount at each year?

**A:** Yes, you may ask for different amount we would needed specific on the funding amount requested for each year along with an explanation on how you intend to use those funds.

**Q:** Can we serve snacks and drinks to families? CTF/Parenting question

**A:** This funding doesn't allow for food purchases.

**Q:** The Budget form states employee name, just to confirm you only want job titles and ID #?

**A:** Please include the employee name, job title and unique ID number.

**Q:** On Page 30 question d under the Children's Trust Fund section states: "Self-reporting increase in confidence with the independent living skills...." Does this only apply to the Independent level section not the Child Self Protection Training section?

**A:** Disregard this question for Children's trust fund.

**Q:** Do you have the breakout of who was funded last time and the final dollar amounts?

**A:** Please reference our annual report that was present to the Grants Management Advisory Committee.

[http://dhhs.nv.gov/uploadedFiles/dhhs.nv.gov/content/Programs/Grants/Advisory\\_Committee\\_s/GMAC/OCPG%20Annual%20Report%20SFY18.pdf](http://dhhs.nv.gov/uploadedFiles/dhhs.nv.gov/content/Programs/Grants/Advisory_Committee_s/GMAC/OCPG%20Annual%20Report%20SFY18.pdf)

**Q:** I was confused about the funding priorities. Are each of the six funding priorities their own programs to be funded or is it just the main three: Hunger, Disability, and prevention of child abuse and neglect?

**A:** The funding priorities are as noted in the table below. They will be funded at those levels. Title XX can be funded into any of those priorities as deemed necessary.

Funding Source	Nevada Revised Statute (NRS) or Federal Law	Funding Priority	Total Pending Amounts Available SFY 20-21
Fund for a Healthy Nevada (FHN) - Wellness	NRS 439.630(1)(g)	Hunger Relief	\$4,000,000 (\$2,000,000 per SFY)
Fund for a Healthy Nevada (FHN) - Disability Services	NRS 439.630(1)(h)	<ul style="list-style-type: none"> <li>• Respite Care</li> <li>• Independent Living</li> <li>• Positive Behavior Support</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,280,000 (\$640,000 per SFY)</li> <li>• \$1,100,000 (\$550,000 per SFY)</li> <li>• \$640,000 (\$320,000 per SFY)</li> </ul>
Children’s Trust Fund (CTF) / Community-Based Child Abuse Prevention (CBCAP)	<ul style="list-style-type: none"> <li>• NRS 432.131</li> <li>• Title II Federal Child Abuse Prevention Treatment Act (CFDA 93.590)</li> </ul>	Prevention of Child Abuse and Neglect	\$1,563,884 (\$781,942 per SFY)
Social Services Block Grant (SSBG-TXX)	Title XX Federal Social Security Act (CFDA 93.667)	<ul style="list-style-type: none"> <li>• Prevention of Child Abuse and Neglect</li> <li>• May also be used to supplement funding in funding priority areas listed above.</li> </ul>	\$2,158,716 (\$1,079,358 per SFY)

## **Collaborative Partnerships**

**Q:** How many community partners are needed for agency collaboration?

**A:** Only applications from collaborative partnerships involving two or more community agencies will be considered.

## **General Questions**

**Q:** Could I please a copy of the grant instructions?

**A:** <http://dhhs.nv.gov/uploadedFiles/dhhsnv.gov/content/Programs/Grants/SFY19%20GIRS.pdf>

**Q:** What is the percent of required increase in knowledge of self-protection and parent outcome of achievement of goals?

**A:** Per the RFA page 28, at least 80% of students that have participated in child self-protection workshops report and increase in knowledge and skill of self-protection.

**Q:** What is considered Rural and Frontier agencies?

**A:** An Urbanized area consists of 50,000 or more people.

Rural and Frontier are defined by the population of people in the county.

Rural encompasses all population, housing and territory not included within an urban area.

Frontier is defined as sparsely populated areas that are geographically isolated from population centers and services. Frontier, like rural, suburban or urban, is a term intended to categorize a portion of the population continuum. Nevada is considered a Frontier State which means that a State in which at least 50% of its counties in the state are Frontier counties where there is less than 6 persons per square mile within the service area and with respect to which the distance or time for the population to access care is excessive.

**Q:** What is the email address we should use to submit questions?

**A:** [gmu@dhhs.nv.gov](mailto:gmu@dhhs.nv.gov)

**Q:** Can we submit the application as soon as it is done?

**A:** Yes, please do!

**Q:** With regard to the Children's Trust Fund, General Questions, line item d. on page 30 says "Self-reporting increase in confidence with the independent living skills. Indicate the quality of life at 30/60/90 days."

**A:** Disregard this question for Children's trust fund.

**Q:** Page 39 indicates that there was a mandatory webinar on 12/4 regarding the application process. The RFA was not released until 12/11. Can you clarify what this is referring too?

**A:** The Webinar was aired on Tuesday December 18, 2018. This was available for viewing on our website through 5:00 PM Friday December 21, 2018.

**Q:** There is a list of required documents in the RFA on page 40 and there is also a list of required documents on the Fund for a Healthy Nevada application cover page on the web site. These lists do not match. Can you clarify the correct required documentation to include with our application?

**A:** Please include the following with your completed application.

- Copy of agency's IRS 501(c)(3) Letter of Determination
- Letters of Agreement or Memorandums of Understanding
- Board of Directors or Other Governing Board Roster, including member affiliations and terms of office
- Agency's Strategic Plan
- Agency's Sustainability Plan
- Most recent Single Audit and Management Letter (if agency receives more than \$750,000 annually in federal funds) OR most recent year-end financial statements (if federal audit is not applicable.)
- Proof of agency liability insurance
- Proof of workers' compensation insurance
- All fields are completed according to instructions.
- Application is signed pages 3.
- Scope of Work, Description of Services and Deliverables are complete.
- Year-One and Year-Two Budgets include:
  - Numbers are whole dollar amounts or zeros for each category.
  - Budget is mathematically correct.
  - Budget Summary and Budget Narrative match
- Arial 11-point font with 1-inch margins retained.
- Page limits have not been exceeded.
- Any other documents indicated in the funding section.
- Include signed copies of the following:
  - Assurances and Certification
  - Audit Request Information
  - Notification of Utilization of Current or Former State Employees
  - Confidentiality Addendum
- Include résumés and copies of licenses of key personnel (including sub-contractors)

**Q:** Within the "Prevention of Child Abuse and Neglect" portion of funding, specifically "Crisis Intervention," would our agency qualify for funding for tertiary child abuse prevention as we provide mental health services for young children through teenagers that are not currently involved in CPS Prevention?

**A:** All agencies that feel they meet the requirements for the RFA opportunity are encouraged to apply.

**Q:** Would it be possible to receive a copy of the slides?

**A:** The slides can be found on our website. <http://dhhs.nv.gov/Programs/Grants/RFA/>

**Q:** The RFA Application has differing points and maximum pages allowed from what is in the instructions.

- I. Instructions say General Questions (up to 10 points) maximum 1 page. The Application says (Up to 15 points) Maximum 2 pages.
- II. Instructions say Cost Effectiveness and Leveraging of Funds (Up to 25 points) Maximum 3 pages. The Application says 2 pages.
- III. Instructions say Outcomes (Up to 15 Points) Maximum 3 pages. The Application says (Up to 25 Points) Maximum of 2 pages.
- IV. The Instructions add up to 90 Points and 11 Pages. The Application adds up to 105 Points and 11 Pages. Please clarify.

**A:** We have updated the application on our website to reflect the following:

General Questions (up to 15 points) Maximum 2 pages  
Collaborative Partnerships (up to 15 points) Maximum 2 pages  
Service Delivery (Up to 20 points) Maximum 3 pages  
Cost Effectiveness and leveraging of Funds (up to 25 points) Maximum of 2 pages  
Outcomes (up to 25 points) Maximum of 2 pages

**Q:** Is the home visitation part of the expectation for applicants providing crisis intervention or for the parenting education and training?

**A:** No, it's not an expectation.

**Q:** Our financial statements for 2018 completed by the application deadline. Should we submit the financial statements for 2017, the financial statements for the 3rd quarter of 2018, or both?

**A:** You may submit both.

### **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:** Is there a physical location for the mandatory webinar?

**A:** No. the webinar was held web based only.