

Joe Lombardo
Governor



Department of Business and Industry

Office of the Labor Commissioner

Dr. Kristopher Sanchez
Director

Brett Harris
Labor Commissioner

NOTICE OF FUNDING OPPORTUNITY (NOFO)

STATE APPRENTICESHIP EXPANSION FORMULA

Release Date: April 22, 2024

Questions to be Submitted: On or before May 3, 2024

Must be submitted to NevadaSAC@labor.nv.gov with **NOFO-FQHC** in the subject line of the email.

DEADLINE FOR APPLICATION SUBMISSION: May 31, 2024

For additional information, please contact:

State Apprentice Director's Office
Office of the Labor Commissioner
NevadaSAC@labor.nv.gov

DEPARTMENT OF BUSINESS AND INDUSTRY NOTICE
OF FUNDING OPPORTUNITY (NOFO) SUMMARY

Notice of Funding Type: New Award

Funding Opportunity Award Type: Subgrant

Project Period: As part of the application process, a scope of work with timeline and budget must be submitted for each project period.

State Fiscal Year 2025 (SFY 25): July 1, 2024 – June 30, 2025.

Estimated Number of Awards: Up to 2 awards

Estimated Dollar Available: \$580,000 annually (each State Fiscal Year)

Reporting Periods: Quarterly

Award Restrictions: Ensure all budget and scope proposals are in compliance with Nevada Business and Industry, Grant Instructions and Requirements (GIRS). All funding is subject to change, based on the availability of funds, federal awards, and the state’s needs. **A submitted application does not guarantee funding.**

NOFO Timeline	
Task	Due Date/Time
Notice of Funding Opportunity Released	4/22/2024
Deadline for submission of written questions	5/3/2024, 5:00 PST
Written response to submitted questions will post	5/10/2024, 5:00 PST
Deadline for proposal/application submission	5/31/2024, 5:00 PST
Evaluation Period, on or before	6/21/2024
Funding Decisions, Applicants Notified on or before	7/1/2024
Subgrant Awards Issued	Upon Receipt of Reimbursement Request
Subgrant/Project Period – Year 2, no funding carryover	7/1/2024 – 6/30/2025

FUNDING OPPORTUNITY INTRODUCTION

1. Background

The Office of the Labor Commissioner (OLC) administers the State Apprenticeship Expansion Formula (SAEF) Grant, which is intended to create or enhance existing apprenticeship programs and services. OLC, with approval from the Department of Labor, utilized allocations to initiate support apprenticeship growth under the SAEF Grant. The OLC has continued to focus on increasing access to Registered Apprenticeship Programs (RAPS) to underserved populations. To be eligible for funding, applicants must be an existing RAP seeking to grow or expand services within the State of Nevada.

RAPS are a recognized high-quality career pathway that is approved by the US Department of Labor. All Registered Apprenticeships are paid and include regular wage increases during the program. People who complete a Registered Apprenticeship earn a nationally recognized credential and can get credit toward a college degree. The length of Registered Apprenticeship programs varies but is typically two to five years.

Registered Apprenticeships are a way to earn money while advancing your education and career. After completing an apprenticeship, most individuals earn an average starting salary of \$60K or more per year. Unlike an entry-level job, all Registered Apprenticeships lead to an “industry-recognized credential” – a qualification that they can bring to future employers to show them your knowledge and training. In addition, many Registered Apprentices have the opportunity to get college credit or an associate degree as part of their job-training program.

RAPS provide high-quality on the job training, reaching individuals in often underserved areas. They must offer on the job training; provide comprehensive classroom training; and ongoing mentoring. RAPS are a valuable tool for the State to grow a skilled and competent labor force. Compared to states with similar population sizes, Nevada generally receives a small fraction of health center program dollars.

The SAEF Grant provides the OLC with the opportunity to support RAP growth and workforce development needs. Growing Nevada’s trained workforce, increasing access to RAPS, and supporting the growth of Apprentice Programs will lead to a more skilled workforce and financial wellbeing of individuals and families who live in Nevada.

To expand statewide efforts and promote further service to underserved areas, increase connections between career technical education (CTE) and Pre-Apprenticeship, and increase multi-agency collaboration efforts, this funding opportunity is available to current registered apprentice programs in Nevada. These subgrants will support integrated, statewide registered apprenticeship strategies and state capacity to engage industry and meet the demand for new programs in non-traditional industries, such as the Care Economy, Climate/Clean Energy, Public Sector, Educational Services (K-12 Teachers), Technology/Cybersecurity, Transportation, Hospitality, and the Supply Chain (logistics, warehouse, transportation, and manufacturing, including but not limited to the manufacturing of semi-conductors and biomanufacturing).

Funded projects may include activities such as employer engagement to increase RAP adoption for in-demand industries and occupations within the State, serving targeted communities, developing

workforce training in high-growth sectors, or expanding existing services that will ideally lead to the establishment of programs that better meet the needs of the current and future workforce. These goals are focused on expanding or enhancing the core strengths of a program to support sustainability and growth.

2. Purpose

This Notice of Funding Opportunity (NOFO) is published by the Office of the Labor Commissioner and is focused strictly on Registered Apprenticeship programs in Nevada. The purpose of the grant is to support the sustainability and growth of RAPS in Nevada to ensure all Nevadans have access to quality job skills training and sustainable career options.

This grant will serve as a funding source to enhance a current RAP's ability to serve individuals in underserved areas. The intent of this NOFO is to provide funding for growth and sustainability of RAPS in Nevada and advance the Registered Apprenticeship system as a workforce development strategy and post-secondary education career pathway.

Examples of funded subawards include advancing the Registered Apprenticeship system as a workforce development strategy and post-secondary education career pathway; Providing incentive funding to employers to support new or expand existing RAPs in targeted industries.

Goals for this NOFO are outlined below:

- Increase the number of individuals in underserved and underrepresented areas.
- Increase the collaboration amongst Educational and Community organizations to support RAP growth in the State.
- Increase opportunities for sustainable careers and employer participation in RAPS across the state.

All proposed projects must align with the following objectives:

- Provide cost effective services that are accessible, available, and responsive to the needs of individuals and their communities.
- Promote diversity in occupations suitable for apprenticeship offered throughout the State.
- Provide expanding registered apprenticeships into emerging, high-growth sectors and occupations where such training programs are not commonplace.

3. Eligible Entities

Existing Registered Apprenticeship Programs in the State of Nevada, as defined per NRS 610.

Applications will be evaluated by a formal committee, which will include a technical review. The evaluation committee will submit the funding recommendations to the Director of Apprenticeship, who will make the final funding decisions. Funding decisions may be awarded utilizing a formula of scoring and will strive to ensure geographic distribution of funds and activities statewide. Not all applications will be funded.

This NOFO does not constitute a contract, agreement, or obligation to fund. No authorizations or encumbrances shall be authorized until such time that a fixed- amount Notice of Subaward is complete and signed by both the OLC and Provider. The agreement is subject and contingent upon the successful negotiation of final terms of the subgrant, to include any conditions of award.

4. Licenses and Certifications

The applicant, employees, and agents must comply with all Federal, State, and local statutes, regulations, codes, ordinances, certifications, and/or licensures applicable for their given industry. Prior to award issuance, if selected, OLC reserves the right to request that agencies provide documentation of all licenses and certifications.

APPLICATION AND SUBMISSION INFORMATION

1. Technical Requirements

- A. Completed applications must be submitted via email to the OLC – Nevada State Apprenticeship Council at ([Nevada SAC@labor.nv.gov](mailto:Nevada_SAC@labor.nv.gov)) no later than Friday, May 31, 2024 by 5:00pm PST.
- B. Proposal(s) must be delivered via email in PDF format to: [Nevada SAC@labor.nv.gov](mailto:Nevada_SAC@labor.nv.gov). If you do not receive an acknowledgement of application receipt within 48 business hours, please send an email with Notification Status in the subject line. The OLC is not responsible for issues or delays in mail or email service. Any applications received after the deadline will be disqualified from review. Therefore, the OLC encourages organizations to submit their applications well before the deadline. No acknowledgements will be made for any submittal that arrives after the deadline has passed.
- C. A complete application will require all items listed in the Application Checklist.
- D. Formatting: Applicants are required to use 12-point Times New Roman or Arial Font, with 1.0” margins, double-spaced (unless specifically referenced as single spaced) and convert all items into one PDF document format.

- E. Do not submit unsolicited materials as part of your application. Any unsolicited materials mailed, delivered, or e-mailed to the OLC will not be accepted. This includes support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc.
- F. Once the application is submitted, no corrections or adjustments may be made. The OLC will consider corrections or adjustments prior to the issuance of a subgrant, should both the OLC and the applicant agree on such changes or adjustments.

2. Proposal Submission Requirements

Proposals submitted for evaluation must contain the following:

- A. Project Abstract
- B. Project Application Form
- C. Project Narrative
- D. Scope of Work
- E. Budget Narrative
- F. Project Manager Resume

A description and the associated requirements of each application component are listed below.

A. Project Abstract

A one-page abstract (not to exceed 1-page) should serve as a succinct description of the proposed project and must include the target area, services provided, project partners, the total budget, and a description of how the funds will be used. The abstract is often distributed to provide information to the public and the legislature. Write a clear, accurate, and concise abstract without reference to other parts of the application. Personal identifying information should be excluded from the abstract. Abstract must be single spaced, and not exceed 500 words.

B. Project Application Form

All applicants must complete the Project Application Form (included in this NOFO). Each letter corresponds to a field in the application that all applicants must complete. Missing information or unchecked boxes on the application form will result in an incomplete application. *Not to exceed five (5) pages.*

- 1. Organization Type.** Check the type of organization that is requesting funds.
- 2. Geographic Area of Service.** Check only one type of geographic area and provide a brief description of that area (up to 100 words).

3. **Applicant Organization.** Enter the official name of the agency submitting the application. The address refers to the physical and mailing address of the applicant agency (the 9-digit zip code is required). The OLC will consider the application incomplete if the Federal Tax ID field and DUNS/UEI field is incomplete.
4. **Project Point of Contact (POC).** This field refers to the identified person at the applicant organization that OLC will contact for follow-up questions about the application. This is also the person OLC will contact for questions about quarterly reports, monthly financial claim forms, etc.
5. **Fiscal Officer.** Enter the name of the person who will manage the fiscal requirements of the proposed project, if awarded. The Fiscal Officer must be someone other than the Project Point of Contact.
6. **Key Personnel.** Key personnel are employees, consultants, subcontractors, or volunteers who have the required qualifications and professional licenses to provide identified services. List all such personnel in the provided table, adding additional rows as necessary.
7. **Program Experience.** Organizations are required to select one option that most closely describes the program activities being proposed in the application.
8. **Current Funding.** Some organizations receive funding (e.g. Federal grant dollars, foundation grants, donations, etc.) for similar services. If the applicant does not receive funding from another source for proposed project, check the No box, and continue to field J. Otherwise, confirm by checking the Yes box and for each funding source, provide the name, type of funding, project period end date, and whole dollar amount. Add rows to the table, if necessary.
9. **Certification by Authorized Official:** The administrator, director, or other official ultimately responsible for this project/program must sign this document.
10. **Certification by Authorized Official:** The administrator, director, or other official ultimately responsible for this project/program must sign this document.

C. Project Narrative

The applicant must provide a Project Narrative that articulates in detail the content requirements provided below and the specific criteria described in Section I and II. Please include the title “Project Narrative” at the beginning of the Project Narrative. The narrative must not exceed a total of **ten pages** double-spaced. **Page numbers, headings and subheadings are required.**

Ensure that the project narrative includes ‘subheadings’ for each of the sections below. Do not reference the evaluator to read another section, as no points will be awarded in this

instance. Complete each section providing detailed information for the items being requested in that section. The Project Narrative must include the following information under each subheading:

1. The Organization Description

The Organization Description should include a brief history of the organization demonstrating not less than two (2) years of operations. The organization need not have been a RAP for two years but must have been providing industry training and services for at least two years. In addition, this section should include information about relevant experiences and major accomplishments of the organization; current services provided; number of participants currently being served; an explanation of how organization is capable of accomplishing the NOFO's goals; and description of potential barriers of project implementation and ways these barriers will be mitigated.

2. Project Design and Implementation

The Project Design and Implementation must provide a detailed description of the project to be funded. This section must include the goal(s) of the project as well as the objectives and activities that will be completed to achieve the goal(s). Make sure to differentiate between current capacity and services and what new services or activities are being requested. Describe how the project will support your ability to serve the community. If adding new personnel, describe the number of new, unduplicated apprentices who will receive existing services and/or the number of current apprentices who will receive services should your proposal be funded.

3. Community Organizations and Partnerships

The Community Organizations and Partnerships must provide detailed descriptions of the community organizations currently providing similar services in the geographic service area your proposal depicts. Provide details that describe existing partnerships and coordination to reduce duplication of service. Describe formal collaborations and/or existing Memorandums of Understanding with established partners and relationships that will be important to carrying out the activities proposed. Do not include organizations where there is an informal relationship (i.e., letter of commitment). Do not just list organizations but explain how the identified collaboration will support this project.

4. Capabilities and Competencies

Provide at least three (3) examples of the applicant's success. Describe the capabilities of the applicant, the subrecipients, and/or contractors to successfully implement the project. Describe the roles, experiences, and tenure of key employees who will be running the day-to-day operations of the project. Describe organization's background, qualifications, and experiences with the implementation of projects similar in scope and complexity to the proposed project.

5. Plan for Collecting the Data

Describe the process for collecting participant level data, including but not limited to RAPIDS system, and measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the success of the program activities.

D. Scope of Work

Submit the below form to provide a description of the services proposed that includes goals, implementation timeline with key dates, activities, and deliverables (**maximum of five pages**) **Single Spaced**. This section should be written in complete sentences. The activities/strategies should also identify a quantitative performance metric.

Two examples are below:

- Training a workforce: there will be 10 trainings, with not less than 85% of all staff to receive the training for a total of 40 trainings to be completed.
- Adding a new employee: there will be one additional licensed mental health counselor intern who provides mobile crisis support and will serve not less than 20 individual per month for the term of the project, with the expectation that this position will be sustainable through billing after the completion of the incubator project, with a monthly caseload of 35.

Goal 1: Describe the primary goal* the program wishes to accomplish with this subaward.

Objective	Activities Strategies	Due Date	Documentation Needed
1.	1.	XX/XX/XX	1.
2.	2.	XX/XX/XX	2.

Goal 2: Describe the most important secondary goal** the program wishes to accomplish with this subaward.

Objective	Activities Strategies	Due Date	Documentation Needed
1.	1.	XX/XX/XX	1.
2.	2.	XX/XX/XX	2.

*Add lines to the table as applicable to accomplish all the goals outlined in the application. Line up the activities, due dates, and documentation as best as possible.

**For each goal/objective, include implementation activities, and due dates. There may be more than one activity and due date per objective.

E. Budget

Provide a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program activities). **All proposals must include a detailed project budget for each of the project periods.** The budget should be an accurate representation of the funds necessary to carry out the proposed *Scope of Work* and achieve the projected outcomes over the grant period. If the project is not fully funded, the OLC will work with the applicant to modify the budget, the Scope of Work and the projected outcomes.

Applicants **must** use the Budget Template form (Excel spreadsheet) provided for this NOFO. Use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary spreadsheet (tab labeled Budget Summary) to automatically complete budget totals in Column 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.**

- 1. Personnel:** Employees who provide direct services are provided here. The Personnel section is for staff that are responsible, who work as part of the applicant organization, for whom the applicant organization provides a furnished workspace, tools, and the organization determines the means of service delivery. Contractors include those staff who provide products or services independently and provide their own workspace, tools, means, and methods for completion and are listed in the Contractor category.

For example:

Apprentice Coordinator | \$20/hour X 40 hours/week X 52 weeks = \$ 41,600 Fringe = \$41,600 X 15% (e.g., health insurance, FICA, workmen’s comp) = \$ 6,240 Personnel Total = \$ 47,840

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

2. Travel:

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 56 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. GSA rates can be found online at <https://www.gsa.gov/portal/category/26429>. In the current COVID-19 environment, travel expenditures should be minimal.

3. Operating:

List and justify tangible and expendable property necessary to carry-out the proposed program.

4. Equipment:

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non- federal entity for financial statement purposes, or \$5,000.

5. 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.

6. Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as stipends, scholarships, etc.

7. Indirect Costs:

Indirect costs represent the expenses of doing business that are not readily identified with or allocable to a specific grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs include, but are not limited to rent, utilities, stipends, depreciation and use allowances, facility operation and maintenance, memberships, and general administrative expenses such as management/administration staff, human resources, accounting, payroll, legal, and data processing expenses that cannot be traced **directly** back to the grant project. If agencies have a federally approved indirect cost rate, that rate must be used. All other agencies may use the de minimus rate currently at 10%. All budgets are subject to the exclusions identified in the Modified Total Direct Cost Base (MTDC).

SELECTION PROCESS

OLC has selected to use the competitive Notice of Funding Opportunity (NOFO) process.

- The application must request funding within programmatic funding constraints.
- The application must be responsive to the scope of the solicitation and the evaluator tool.
- The application must include all items designated as basic minimum requirements.

1. NOFO Review Process

Proposals received by the deadline will be reviewed as follows:

A. Technical Review

OLC staff will perform a technical review of each proposal to ensure that minimum standards are met. Proposals may be disqualified if they:

Are	<i>Field Name</i>	<i>Scoring Points or TR*</i>	<i>Page Limit</i>	
	A. Abstract	T R	1	Single spaced, 500 words, Arial or Times New Roman 12 Point Font
	B. Project Application	T R	5	Must use attached form
	C. Narrative	T R	10	Double-spaced, page numbered with headings and subheadings, defined in section II.1 of NOFO. Arial or Times New Roman 12 Point Font (Tables may be single spaced). No form provided.
	D. Scope of Work	T R	5	Must use included format, Times New Roman or Arial 12 Point Font, single spaced
	E. Proposed Project Budget and Narrative	T R	NA	Must use attached form
	F. Resume of Project Manager	T R	2	Project Manager with experience
	Provisions of Grant Award is signed	T R	N/A	
	Internal Controls Certification	T R	N/A	
	*Technical Requirement			Sign and attach
				Sign and attach

missing fundamental elements (i.e., abstract, application, narrative, scope of work, or budget);

B. Evaluation

Applications that meet minimum standards will be forwarded to a review team elected by the OLC. Reviewers will score each application, using the Evaluator Tool. In accordance with prevailing grant evaluation procedures, discussion between applicants and reviewers will not be allowed during the scoring process. Proposals must stand on their own merit.

Technical Review (application may not be sent on for Evaluator Review if it does not pass the technical review)

Criterion	Technical Requirement
Organization Type	Applicant organization has indicated if it is a Registered Apprentice Program in Nevada
Applicant Organization	Applicant provided its Federal Tax ID
Geography and Target Area Identified	Applicant has completed both sections
Current Funding	Applicant has answered this section
Application	All other sections of the application form have been completed
Certification by Authorized Official	Certification is signed
Criterion	Technical Requirement
Application Submission	Applicant organization submitted application as a single pdf
Application Submission	Applicant organization submitted application no later than Friday, May 31, 2024, 5:00pm PST
Abstract	Attached, does not exceed 500 words, single- spaced
Narrative	Attached, does not exceed 10 pages, double- spaced
Narrative	Includes subheadings: Organization, Project Design and Implementation, Community Organizations and Partnerships, Capabilities and Data Collection
Scope of Work	Attached, does not exceed 5 pages
Scope of Work/Budget	Attached, does not contain services billable to public and private insurance
Budget	Mathematically correct
Attachment	Assurances and Provisions, signed and attached
Submission	Arial or Times New Roman, 12-point font

Evaluator Review / Scoring

Evaluators will be asked to score each section of the proposal and application; points will be assigned using the following rubric:

- Excellent responses will receive 100% of available points
- Strong responses will receive 80% of available points
- Average responses will receive 60% of available points
- Basic responses will receive 40% of available points
- Weak responses will receive 20% of available points

A. Funding Recommendations

Project proposals with the highest ranking shall be prioritized for funding; however, this will not be the only method for selection. Recommendations may also consider underserved populations and geographic areas.

B. Final Review – Director

The OLC staff will submit funding recommendations to the Director, who will make the final funding decisions. Final decisions made by the Director will be based on the following factors:

- i. Scores on the scoring matrix;
- ii. Geographic distribution to help ensure statewide service and activities;
- iii. Conflicts or redundancy with other federal, state or locally funded programs, or supplanting (substitution) of existing funding; and
- iv. Availability of funding.

C. Notification Process

Applicants will be notified of their status via email in late April or early May 2024. OLC staff will conduct negotiations with the applicants regarding the recommendation for funding to address any specific issues identified by the evaluators. These issues may include, but are not limited to:

- Revisions to the project budget;
- Revisions to the Scope of Work and/or Performance Indicators; and/or
- Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirements or more frequent reviews, etc.).

Not all applicants who are contacted for final negotiations will not necessarily receive an award. All related issues must be resolved before a subgrant is awarded. **All funding is contingent upon availability of funds.** Upon successful conclusion of negotiations, OLC staff will complete a written subgrant agreement in the form of a Notice of Subaward (NOSA). The NOSA and any supporting documents will be distributed to the subrecipient upon approval of the Subaward.

D. Disclaimer

OLC reserves the right to accept or reject any or all applications. This NOFO does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel solicitation if it is in its best interest.

E. Upon Approval of Award

a. Monthly Financial Status and Request for Reimbursement Reports

OLC requires the use of a standardized Excel spreadsheet reimbursement request form that self-populates certain financial information. This form must be used for all reimbursement requests. Monthly reports are required even if no reimbursement is requested for a month. Instructions and technical assistance will be provided upon award of funds. The monthly reports will be due by the 15th of the following month. Failure to provide timely reimbursement reports may result in corrective action.

b. Performance Reporting

Applicants who receive an award must collaborate with the OLC in reporting quarterly on progress in meeting goals. Additional performance reports may be requested as instructed by the OLC. Quarterly progress reports will be due by the 15th of the month following the end of the reporting quarter.

c. Subrecipient Monitoring

Successful applicants must participate in subrecipient monitoring. Subrecipient monitoring is intended to provide ongoing technical support to subrecipients and gather information reportable by the OLC to Department of Labor oversight entities. To facilitate the review process, materials referred to in the review documents should be gathered prior to the review. The subrecipient's primary contact person and appropriate staff should make themselves available to answer questions and assist the reviewer(s) throughout the process. The subrecipient monitoring reports or action items will be sent to the subrecipient within 30 working days following the conclusion of the monitoring.

d. Compliance with changes to Federal and State Laws

As federal and state laws change and affect either the OLC process or the requirements of recipients, successful applicants will be required to respond to and adhere to all new regulations and requirements.

e. Applicant Risk

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OLC also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards and has a satisfactory record with respect to performance, integrity,

and business ethics, OLC checks whether the applicant is listed as excluded from receiving a federal award. In addition, if the OLC anticipates that an award will exceed \$250,000 in federal funds, the OLC also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through the Federal Awardee Performance and Integrity Information System (FAPIIS).

VI. APPLICATION FORM

A. Organization Type (please select):

<input type="checkbox"/>	Joint Apprenticeship	<input type="checkbox"/>	Non-Joint Apprenticeship	<input type="checkbox"/>	Pre-Apprentice Program
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B. Current Funding Request

Funding Request	
Are you a current Grantee with the Director's Office Grants Management Unit (GMU)?	
<input type="checkbox"/> No	
<input type="checkbox"/> If Yes, please list DO Numbers here:	

C. Geographic Area of Service

Town/City	
County	
Region	

D. Applicant Organization

Name	
Mailing Address	
Physical Address	
City	
Zip Code (9-digit zip code required)	
Federal Tax ID #	(xx-xxxxxxx)
DUNS No./UEI	

E. Program Point of Contact

Name	
Title	
Phone	
Email	
Same mailing address as section B? Yes If No, complete address information below <input type="checkbox"/> <input type="checkbox"/>	
Address	
City	
Zip Code (9-digit zip code required)	

F. Fiscal Officer

Name	
Title	
Phone	
Email	
Same mailing address as section B? Yes If No, complete address information below <input type="checkbox"/>	
Address	
City	
Zip Code (9-digit zip code required)	

G. Key Personnel (Add Rows if Required)

Name	Title	
Project Manager		

Fiscal Manager		

H. Experience (Must Select One). Select the box that most accurately describes the activities being proposed.

<input type="checkbox"/>	Program is < 2 years old
<input type="checkbox"/>	Program 2-5 years old
<input type="checkbox"/>	Program 6-9 years old
<input type="checkbox"/>	Program 10+ years

Describe a proposed sustainability plan for proposed project after SFY 2025:

I. Current Funding (Federal, State, and private funding). Add rows as required. Describe all funding received for services and/or similar programs. If no additional funding is received, enter NOT APPLICABLE in this section.

Funding	Type	Project Period End Date	Current or Previous Amount Awarded (\$)

J. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meets all requirements of the Federally Qualified Health Center (FQHC) Incubator Project and the certifications in the Application Instructions; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the assurances.

Name (type/print):	Phone
Title	Email
Signature	Date

GENERAL PROVISIONS AND ASSURANCES

This section is applicable to all subrecipients who receive funding from the OLC under this NOFO solicitation. The subrecipient agrees to abide by and remain in compliance with the following:

2. 2 CFR 200 -Uniform Requirements, Cost Principles and Audit Requirements for Federal Awards
3. NRS 218G - Legislative Audits
4. NRS 458 - Abuse of Alcohol & Drugs
5. NRS 616 A through D Industrial Insurance
6. GAAP - Generally Accepted Accounting Principles and/or GAGAS - Generally Accepted Government Auditing Standards
7. GSA - General Services Administration for guidelines for travel
8. Grant Instructions and Requirements
9. State Licensure and certification: The subrecipient is required to be in compliance with all State licensure and/or certification requirements. The subrecipient's commercial, general or professional liability insurance shall be on an occurrence basis and shall be at least as broad as ISO 1996 form CG 00 01 (or a substitute form providing equivalent coverage); and shall cover liability arising from premises, operations, independent subgrantees, completed operations, personal injury, products, civil lawsuits, Title VII actions, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
10. To the fullest extent permitted by law, subrecipient shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of subrecipient, its officers, employees, and agents.
11. The subrecipient shall provide proof of workers' compensation insurance as required by Chapters 616A through 616D inclusive Nevada Revised Statutes at the time of their certification.
12. The subrecipient agrees to be a "tobacco, alcohol, and other drug free" environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed;
13. The subrecipient will report within 24 hours the occurrence of an incident, following OLC policy, which may cause imminent danger to the health or safety of the clients, participants, staff of the program, or a visitor to the program, per NAC 458.1533(e).
14. If the subrecipient is serving minors, background checks must be completed every 3 years on all staff, volunteers, and consultants occupying clinical and supportive roles.
15. Application to Nevada 211. As of October 1, 2017, the subrecipient will be required to submit an application to register with the Nevada 211 system.
16. The subrecipient agrees to fully cooperate with all OLC sponsored studies including, but not limited to, utilization management reviews, program compliance monitoring, reporting requirements, complaint investigations, and evaluation studies.
17. The subrecipient must be enrolled in System Award Management (SAM) as required by the Federal Funding Accountability and Transparency Act.
18. The subrecipient acknowledges that to better address the needs of Nevada, funds identified in this subgrant may be reallocated if ANY terms of the sub-grant are not met, including failure to meet the scope of work. The OLC may reallocate funds to other programs to ensure that gaps in service are addressed.

19. The subrecipient acknowledges that if the scope of work is not being met, the subrecipient will be provided an opportunity to develop an action plan on how the scope of work will be met and technical assistance will be provided by OLC staff or specified sub-contractor. The subrecipient will have 60 days to improve the scope of work and carry out the approved action plan. If performance has not improved, the OLC will provide a written notice identifying the reduction of funds and the necessary steps.
20. "The subrecipients will NOT expend FHN funds for any of the following purposes: a. To purchase or improve land: purchase, construct, or permanently improve, other than minor remodeling, any building or other facility; or purchase major medical equipment. b. To purchase equipment over \$1,000 without approval from the OLC. c. To satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds. d. To provide in-patient hospital services. e. To make payments to intended recipients of health services. f. To provide individuals with hypodermic needles or syringes so that such individuals may use illegal drugs, unless the Surgeon General of the Public Health Service determines that a demonstrated needle exchange program would be effective in reducing drug abuse and there is no substantial risk that the public will become infected with the etiologic agent for AIDS. g. To provide treatment services in penal or correctional institutions of the State.
21. Failure to meet any condition listed within the subgrant award may result in withholding reimbursement payments, disqualification of future funding, and/or termination of current funding.

Compliance with Notice of Funding Opportunity

Applicant agrees to the following requirements of compliance with submission of an application.

1. If the applicant has not met performance measures of previous OLC subgrants, OLC reserves the right to not make additional awards.
2. Funds are awarded for the purposes specifically defined in this document and shall not be used for any other purposes.
3. OLC reserves the right during the make funding recommendations and subgrant awards in a manner that ensure geographic coverage for services throughout Nevada.

OLC will not evaluate proposals that do not meet technical requirements of the NOFO.

Agreed to:

Signature: _____

Date: _____

Printed Name:

Title:

Applicant Checklist

For applicant use (do not submit with application).

Section A: Abstract (One page)

- Abstract is compliant with formatting (single spaced, under 500 words)
- Does not exceed one page

Section B: Application Form (Does not exceed five (5) pages). No modifications.

- All boxes are checked to indicate the correct answer.
- All fields are completed according to instructions
- Certification is signed.

Section C: Narrative (Does not exceed ten (10) pages)

- Separate Headings for Organization, Project Design and Implementation; Community
 - Organizations and Partnerships; Capabilities; and Data Collection.
- Does not exceed 10 pages, double-spaced.
- Arial or Times New Roman 12-point font has been retained.
- One-inch margins have been retained.

Section D: Scope of Work (Does not exceed five (5) pages)

- All sections are complete and matches the narrative.
- Single-spaced, Arial or Times New Roman 12-point font has been retained

Section E: Budget (Existing Form – No modifications)

- Proposed Project Budget is complete on the required form
- Proposed Project Budget is mathematically correct.
- Proposed Project Budget match numbers in the Budget Narrative.
- Justifications for Budget Narrative match the projected number of services identified in Narrative

Section F: Resume (Does not exceed two (2) pages)

- Resume of Project Manager

Attachments (Existing Forms – No modifications). Not in page count.

- Provisions and Assurances of Grant Award is signed

Application Submission

- A single PDF will be emailed no later than 5:00 p.m. PST on Friday, May 5, 2023