NEVADA DIVISION of PUBLIC and BEHAVIORAL HEALTH

2025-2029 HOPWA REQUEST FOR FUNDING APPLICATIONS

Possible Provider Questions from Monday, April 28, 2025

1) The RFP has pages with the headings for each section of the narrative on it. Are we supposed to include the narrative onto this, or onto a separate word document.
   a. If it goes on a separate document, I want to verify it is single spaced, 12 font.

Response:
Apologies, I'm not quite following the question. The blank pages with headers have been provided to help providers respond to the RFA in a more cohesive fashion. The RFA dos does not require the completed response be single space or 12 fonts, only to adhere to the page count limits and requested attachments.

2) Does the application need to be submitted as one PDF, or a separate PDF for the narrative and an excel for the budget.

Response:
The application should be submitted as PDF, and the budget should be submitted as an Excel document.

3) The following narrative sections do not have page limits listed. Does that mean they do not have a page limit – Service provision, project management, budget and diversity, quality improvement methods.

Response:
Page limits have been added to the revised RFA (please see attached). Also, for the Budget and Diversity of Funding Sources, please refer back to V. as the original reflected the intent for this document to be submitted as a separate Excel document.

4) Is there a specific type of documentation you would like to verify that we are located in northern Nevada?

Response:
No specific documentation has been requested by grantee. A suggestion would be Silver Flume from the state that shows an organization is able to conduct business in Nevada and their location.

5) Can you give me examples of the type of documentation needed to document that we provide services in northern Nevada.

Response:
Marketing material, brochures, website.

6) Will a copy of the IRS determination as a 501c3 work for documentation as a private non-profit?

Response:
Please provide official documentation that denotes your organization as a 501(c)3 entity.

7) Can you give specific instructions on how to complete the project management section. Are we to complete position title, general job descriptions and key responsibilities for each staff member responsible for HOPWA service delivery?
   a. If so, for the key responsibilities are we to chose from the list provided?
   b. Also, the instructions indicate "Form is below". Is there a specific form we need to complete for the Project Management section?

Response:
The form below notation has been removed. Please answer fully utilizing the format outlined in the Format section for Project Management.

8) In regard to the organizational chart. Is it for the entire organization or specific to the delivery of HOPWA
   a. If it is for the entire organization, is it ok to just include departments instead of individual staff, as the organization is quite large.

Response:
Please provide enough detail or information to support your application that reflects which staff are providing HOPWA services.

9) In regard to the budget section, I want to verify that along with creating the line item budget we need to answer ii and v in the body of the narrative.

Response:
Correct. If the organization has a response to ii, please include that with the narrative requested for v. Which is a separate tab, both answers can be included in that one tab, there does not have to be two (2) separate narrative tabs.

10) The attachment says the limit is 5 pages, but to include MOU's and 2 LOS, along with the organizational chart and the required documentation listed in the background section (4 attachments) sticking to the five page attachment limit will be very difficult. Are there items that need to be attached and not included in the 5 page limit?

Response:
A clarification has been added to i. Background Information, e. Also, the requested organizational chart should be within the newly added six (6) pages limit under iv. Project Management. Under vii. Attachments should only reflect MOU/MOA and/or letters of support.

Possible Provider Questions from Tuesday, April 29, 2025

1) Im still a little confused on how to complete the Project Management section. I want to confirm that for each staff member who has a role in the implementation of HOPWA programming I need to list their position/title, job description, and indicate which is the options provided (supervision, planning, reporting, etc.) if the role they play in the program. Also, it says a job description attachment is ok. Does this count towards the 6 page attachment limit?
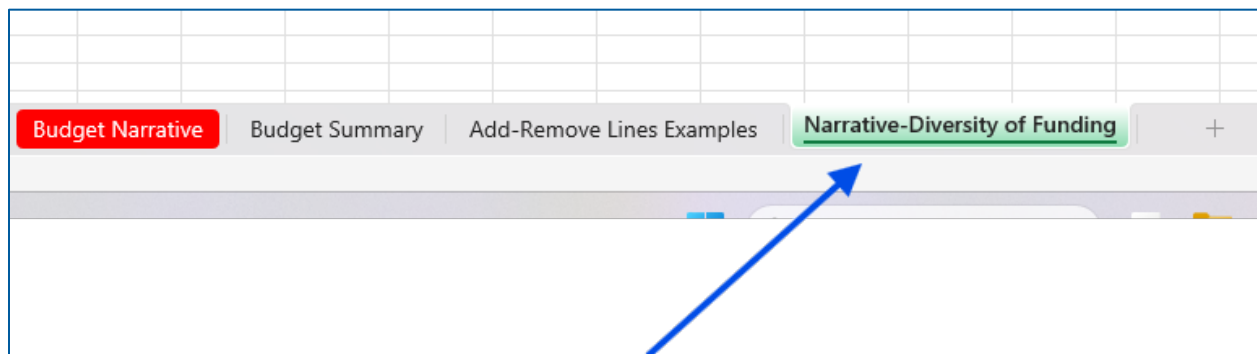
Response:
Job descriptions can be submitted that outline the information required in i. and iii. If no job descriptions are provided, respondent must be able to clearly identify key staff providing as much information as possible from iii and done within the six (6) page limit.

2) In regard to the budget and answers to the questions about leveraging funds and how services will continue, you state "If the organization has a response to ii, please include that with the narrative requested for v. Which is a separate tab, both answers can be included in that one tab, there does not have to be two (2) separate narrative tabs". Im confused. Are you saying to answer these questions within a tab on the budget excel sheet and indicate in the narrative that the info is provided there, or do I answer those questions in the body of the narrative itself?

Response:
Please refer to the Excel document, which a narrative diversity of funding tab has already been created. Snippet below:

3) I see you added page limits to many of the sections, but the budget and Quality improvement methods sections still do not have page limits. Are there any for these sections?

Response:
There are no page limits for the budget, as it is an excel document. In regard to the Quality Improvement Methods, no page limits as I suspect this to not be a lengthy response from respondents.

4) To confirm, the attachments that count towards the attachment page limit are: letters of support, MOU's and organizational chart. The other documents required to attach (verification located in northern Nevada, verification of providing services in northern Nevada, documentation of a non-profit, documentation of 501c3 status, job descriptions, client satisfaction survey, grievance P&P) do not count towards page limit.

Response:
Please refer to the snippets below for everything besides the organizational chart. The organizational chart is an attachment within the iv. Project Management and is a part of the six (6) pages limit for this section.

Format

  i.   Background Information [no more than two (2) pages, not including attachments]

    a. Name of Organization
    b. Description of the Organization, i.e. how long in existence
    c. Social media presence, such as web address
    d. Unique Entity Identifier (UEI) number
    e. Proof of Eligibility (are considered attachments, and do not count towards page limit)

        i. Is your organizational physically located in northern Nevada?
            1. Please attach organization registration or any another official document that shows address to support this response.
        ii. Does your organization provide services within northern Nevada?
            1. Please attach any supporting documentation that supports this response.
        iii. Is your organization either a community group/organization, private nonprofit organization, or a governmental entity?
            1. Please attached any supporting documentation that supports this response.
        iv. Does your organization currently have Internal Revenue Service (IRS) 501(c)(3) status?
            1. Please attach verification of this response.

occur and involvement, as needed, of grantee.

  vii. Attachments (no score) – [no more than five (5) pages]

13

    a. Memorandum of Understanding or Agreements with other community-based organizations
    b. Two (2) letters of support

5) You said the attachment page limit has been changed to 6, im not seeing that in the revised RFP. Just want to verify.

Response:
The revised page limit of six (6) is only applicable to the following sections:
- iii. Service Provision
- iv. Project Management

Please see revisions table below:

Revisions

Section	Item	Added	Removed
Format	i. Background Information	e. (are considered attachments, and not count towards page limit)	None
Format	iii. Service Provision	[no more than six (6) pages]	None
Format	iv. Project Management	[no more than six (6) pages]	Form is below.
Format	v. Budget and Diversity of Funding Sources	a. (see document here, and this document should be submitted as an Excel document)	a. (see attachment AA)

Attachments – Clarification

There are required attachments contained within in section. When submitting the full proposal, the attachments outlined in each section should accompany those appropriate sections. The only "additional" attachments, which do not count towards a score or other page limits is vii. Attachments, which has a limit of five and should be at the end of the proposal.

Possible Provider Questions from Tuesday, April 29, 2025

1) We distribute our patient satisfaction survey electronically through our EMR. It sounds like getting a print out of the survey from the EMR isn't really possible. I do have a list of all of the questions we ask and a screen shot of a few of the questions in the EMR. Will that suffice as documentation of the survey?

Response:
Please provide whatever documentation you have access to.

2) One more question, about the MOU's. We don't have MOU's as it directly relates to housing, but we do have MOU's and BAA's with agencies that talk about expediting the intake/enrollment process, referral coordination, etc. Most of these are TX facilities that provide also housing. However, each one individually is at least 5 pages. Can I provide an attachment with a list of these places instead of the actual MOU/BAA itself.

Response:
Please provide the required documentation for each section, including the MOU portion, within the prescribed page limit(s).