



Nevada SNAP-Ed
Supplemental Nutrition Assistance Program Education (SNAP-Ed)
Notice of Funding Opportunity (NOFO)
State of Nevada, Division of Welfare and Supportive Services, SNAP-Ed Grant
Application Due Date: May 19, 2025 8:00AM

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1. FUNDING OPPORTUNITY SUMMARY

The Board of Regents, Nevada System of Higher Education (NSHE), University of Nevada Reno (UNR), in partnership with the Nevada Department of Health and Human Services (DHHS), Division of Welfare and Supportive Services (DWSS), invites local organizations that prioritize authentic community engagement, centering Nevadans' voices, and cultural competence to apply for subgrants to implement the Nevada Supplemental Nutrition Assistance Program Education (Nevada SNAP-Ed) State Plan. This Notice of Funding Opportunity (NOFO) is being facilitated by UNR with the intent of the selected organizations to enter into a subaward agreement directly with UNR and administration from DWSS. The current Nevada SNAP-Ed program operates on a three-year State Plan, spanning three federal fiscal years: FFY24, FFY25, and FFY26 (October 1, 2023, to September 30, 2026) as approved by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) in accordance with Federal Guidance.

Full Budget Timeline: Funding for Nevada SNAP-Ed program implementation is reviewed, evaluated, and, if necessary, amended annually. Annual funding is contingent on the performance and annual evaluation of Implementing Organizations and on availability of Federal funds.

Pre-Award Costs: This grant does not allow reimbursement of any pre-award costs, such as printing of the application, mailing costs, or staff time spent reading related documents or writing an application.

NOFO Coordinator: Macy Helm, UNR Nutrition Education Programs Sr. Coordinator, mhelm@unr.edu. Direct all communication, including questions, complaints, or requests for assistance to SNAPED@unr.edu with "FFY26 SNAP-Ed NOFO" in the subject line.

Nevada SNAP-Ed NOFO Timeline

Grant Event	Date/Time (PST)
Notice of Funding Opportunity (NOFO)	April 15, 2025
Final date to submit questions: SNAPED@unr.edu	May 5, 2025
Responses to questions will be provided before or by:	May 9, 2025
Deadline for Application Package submission	May 19, 2025 8:00 AM
Evaluation period	Approximately three weeks
Notification of selected organizations	June 9, 2025
FFY26 Nevada State Plan submitted to USDA FNS	June 30, 2025
FFY26 Period of performance	October 1, 2025 – September 30, 2026

2. PROGRAM DESCRIPTION

2.1 Nevada SNAP-Ed Description

The Board of Regents, Nevada System of Higher Education (NSHE), University of Nevada Reno – Extension (UNR-EXT), in partnership with the Nevada Department of Health and Human Services (DHHS), Division of Welfare and Supportive Services (DWSS), invites local organizations that prioritize authentic community engagement, centering Nevadans' voices, and cultural competence to apply for subgrants to implement the Nevada Supplemental Nutrition Assistance Program Education (Nevada SNAP-Ed) State Plan. This Notice of Funding Opportunity (NOFO) is facilitated by UNR, with the intent for selected organizations to enter into subaward agreements directly with UNR and administration from DWSS. To ensure a continual infusion of new and

innovative perspectives in line with the guiding principles of SNAP-Ed, we extend invitations for new applicants to participate each fiscal year. By inviting new organizations each year, we enrich our grantee community, promoting varied perspectives and approaches that enhance our collective mission and encourage innovative contributions from a broad spectrum of organizations and individuals. Under the current State Plan, UNR provides direct management and guidance to participant organizations, while DWSS maintains administrative and fiscal oversight of the program, providing technical assistance as needed. Program integrity and compliance are managed by both DWSS and UNR.

Nevada SNAP-Ed, a federally funded program, operates under a three-year State Plan approved by the USDA Food and Nutrition Service (FNS). The current plan covers federal fiscal years FFY24, FFY25, and FFY26, spanning from October 1, 2023, to September 30, 2026. The program focuses on streamlining implementation, reporting, and outcome evaluation in collaboration with all SNAP-Ed funded organizations. The program's target audience is SNAP-eligible individuals. Individuals living in communities with fifty percent or greater poverty rates, eligible to receive other federal assistance programs that require the income and/or assets of an individual or family to be at or below 185% of the Federal Poverty Level (FPL) to qualify for benefits are considered SNAP-eligible individuals. Nevada's Broad-based Categorical Eligibility income limit is 200% FPL.

2.2 Nevada SNAP-Ed Approaches

The current State Plan uses three SNAP-Ed established evidenced-based approaches in alignment with community needs, appropriate dietary (DGA), physical activity (PAG), and My Plate guidelines. The combined implementation of these approaches supports Nevada SNAP-eligible individuals in making healthy food choices within a limited budget and adopting active lifestyles. These approaches are:

ONE: Individual or group-based direct nutrition education, health promotion, and intervention strategies.

Reach the SNAP-Ed-eligible audience at the individual or group level and are conducted by a SNAP-Ed provider or partner organizations (FFY25 guidelines Page 31).

TWO: Comprehensive, multilevel interventions at complementary organizations and institutional levels. Reach the SNAP-Ed-eligible audience at more than one level (individual, interpersonal, organizational, community, etc.) and mutually reinforce one another (FFY25 guidelines Page 32).

THREE: Community and public health approaches to improve nutrition and obesity prevention. Interventions that reach a large segment of the SNAP-Ed-eligible population, rather than focusing on the individual or small groups. (FFY25 guidelines Page 33).

There could be an overlap between SNAP-Ed Approaches Two and Three, as both could include Social Marketing and PSE change efforts, reflecting an integrated approach to engaging the target audience for comprehensive SNAP-Ed State Plans.

2.3 Nevada SNAP-Ed Goals

The current Nevada SNAP-Ed State Plan goals aim to create healthy environments and promote healthy habits and choices, these include:

1. Enhance the Effectiveness and Reach of Nevada's SNAP-Ed Nutrition and Physical Activity Programs Through Improved Collaboration, Targeted Assessments, and Strategic Marketing Initiatives that Promote Healthy Eating and Active Living Across Diverse Communities.
2. Streamline the Effectiveness of Snap-Ed Funded and Other Applicable Organizations in Nevada Through Resource Management, Comprehensive Staff Training, And Continuous Improvement.
3. Increase Fruit and/or Vegetable Consumption in SNAP-Eligible Nevadans.
4. Reduce Consumption of Sugar-Sweetened Beverages and Food Items in SNAP-Eligible Nevadans.
5. Increase Food Resource Management Skills in SNAP-Eligible Nevadans.
6. Increase Physical Activity Participation in SNAP-Eligible Nevadans.
7. Maximize and Optimize Policy, Systems, And Environment Change Efforts Across all SNAP-Eligible Sites in Counties Participating in SNAP-Ed.

2.4 Nevada SNAP-Ed Available Projects

PROJECT 1 – ECE

Improving the likelihood of healthy habits in children in ECE Settings.

According to the 2023 Child and Adult Care Food Program (CACFP) data for Licensed Early Care and Education (ECE) participant sites, there are 14 counties eligible for SNAP-Ed programming. While the areas outlined in table 1 are identified as key focus areas for Project 1 implementation, **applicants are encouraged to propose other SNAP-Ed eligible areas.**

Table 1: Targeted Areas for Project 1 Implementation (additional areas can be proposed)

Carson City	Emphasis in 89701, 89703, and 89706
Churchill County	Emphasis in Fallon, 89406
Clark County	Emphasis in Boulder City, 89005; Henderson, 89012,89015, 89052, and 89074; Las Vegas, 89101, 89102, 89103,89104, 89106, 89107, 89108, 89110, 89113, 89115, 89117, 89118, 89119, 89120, 89121, 89122, 89123, 89128, 89129, 89130, 89131, 89134, 89135, 89138, 89139, 89141, 89142, 89144, 89145, 89146, 89147, 89148, 89149, 89153, 89154, 89156, 89166, 89169, 89170, 89178, 89179, 89183; Mesquite, 89027; Nellis AFB, 89191; and North Las Vegas, 89030,89031, 89032, 89081, 89085.
Douglas County	Emphasis in Gardnerville, 89410, 89460; Minden, 89423; and Stateline, 89449.
Elko County	Emphasis in Carlin, 89822; Elko, 89801; Owyhee, 89832; Spring Creek, 89815; and Wells, 89835.
Humboldt County	Emphasis in McDermitt, 89421 and Winnemucca, 89445.
Lander County	Emphasis in Battle Mountain, 89820.
Lyon County	Emphasis in Dayton, 89403; Fernley, 89408; and Yerington, 89447.
Mineral County	Emphasis in Schurz, 89427.
Nye County	Emphasis in Duckwater, 89314.
Pershing County	Emphasis in Lovelock, 89419.
Storey County	Emphasis in Virginia City, 89440
Tribal Lands	Battle Mountain, Dresslerville, Ely, Goshute, McDermitt, Nixon, Wendover, Winnemucca.

Washoe County	Emphasis in Incline Village, 89451; Nixon, 89424; Reno, 89501, 89502, 89503, 89506, 89508, 89509, 89511, 89512, 89519, 89521, 89523, 89557.
White Pine County	Emphasis in Ely, 89301.

PROJECT 2 – YOUTH

Improving healthy eating/physical activity for youth.

Based on the 2024-2025 Free and Reduced-Price Lunch data, at least 535 schools across 16 counties in Nevada had 50% or more of their students participating in the Free and Reduced Meal Plan, qualifying these counties for SNAP-Ed programming. Although the areas on table 2 are target areas to implement Project 2, **applicants are encouraged to propose other SNAP-Ed eligible areas.**

Table 2: Targeted Areas for Project 2 Implementation (additional areas can be proposed)

Carson City	
Churchill County	Emphasis in Fallon, 89406
Clark County	
Douglas County	
Elko County	
Esmeralda County	
Humboldt County	
Lyon County	
Mineral County	
Nye County	Emphasis in Pahrump, 89020 (elementary and high school youth)
Storey County	
Tribal Lands	
Washoe County	Emphasis in 89412, 89424, 89501 (middle school youth)
White Pine County	Emphasis in Ely and McGill

PROJECT 3 – ADULT

Improving healthy eating/physical activity for adults.

Based on the 2022 Nevada SNAP-Ed Needs Assessment Dashboard, there are 8 counties in Nevada with individuals living in communities with fifty percent or greater at or below 200% of federal poverty level, thus eligible for SNAP-Ed programming. Although the areas on table 3 are target areas to implement Project 3, **applicants are encouraged to propose other eligible SNAP-Ed areas.**

Table 3: Targeted Areas for Project 3 Implementation (additional areas can be proposed)

Clark County	Emphasis in 89030, 89046, 89054, 89101, 89102, 89103, 89104, 89106, 89107, 89109, 89110, 89115, 89119, 89121, 89129, and 89169
Elko County	Emphasis in 89832, 89833, and 89834
Esmeralda County	Emphasis in 89010
Humboldt County	Emphasis in 89404 and 89421
Lyon County	Emphasis in 89428, and 89447
Mineral County	Emphasis in 89427
Nye County	Emphasis in 89003, 89020, 89049, 89314
Tribal Lands	Emphasis in Battle Mountain, Dresslerville, Ely, Goshute, McDermitt, Nixon, Yerington Paiute, Wendover, Winnemucca.
Washoe County	Emphasis in 89412, 89424, 89501, 89512

PROJECT 4 – FOOD ACCESS

Increasing access to healthy food via Nevada’s food distribution channels.

Based on the 2022 Nevada SNAP-Ed Needs Assessment Dashboard, there are 8 counties in Nevada with individuals living in communities with fifty percent or greater at or below 200% of federal poverty level, thus eligible for SNAP-Ed programming. Although the areas on table 4 are target areas to implement Project 4, **applicants are encouraged to propose other SNAP-Ed eligible areas.**

Table 4: Targeted Areas for Project 4 Implementation (additional areas can be proposed)

Clark County	Emphasis in 89030, 89046, 89054, 89101, 89102, 89103, 89104, 89106, 89107, 89109, 89110, 89115, 89119, 89121, 89129, and 89169
Elko County	Emphasis in 89832, 89833, and 89834
Esmeralda County	Emphasis in 89010
Humboldt County	Emphasis in 89404 and 89421
Lyon County	Emphasis in 89428, and 89447
Mineral County	Emphasis in 89427
Nye County	Emphasis in 89003, 89020, 89049, 89314
Tribal Lands	Emphasis in Battle Mountain, Dresslerville, Ely, Goshute, McDermitt, Nixon, Yerington Paiute, Wendover, Winnemucca (Food Distribution Program).
Washoe County	Emphasis in 89412, 89424, 89501, 89512

PROJECT 5 – RYDN

Rethink Your Drink, a University of Nevada, Reno project, aims to provide parents and healthcare providers with resources to help kids choose healthy beverages and reduce sugary drink intake, while also working with corner stores and small to medium-sized grocery stores.

2.5 Nevada SNAP-Ed Initiatives/Activities/Interventions

The ongoing initiatives, activities, and interventions that support the State Plan are evidence-based and fully aligned with the Dietary Guidelines for Americans (DGA), the Physical Activity Guidelines for Americans (PAG), and MyPlate, as detailed on the following page. Nevada SNAP-Ed initiatives are designed to meet specific identified needs corresponding to each available project outlined in the previous section. Applicants can visit the SNAP-Ed Library to get familiar with and potentially propose some of these initiatives in their application. Alternatively, applicants can propose other initiatives/activities/interventions (not listed in the evidence-based Library) to support the current Nevada State Plan. New proposed initiatives (not listed in the SNAP-Ed Library) may be allowable based on community needs, available funding, and alignment with federal SNAP-Ed guidance and requirements (FFY25 guidelines page 28, section 3.3. Requirements for SNAP-Ed Projects and Interventions). Initiatives must be evidence-based and must use at least one of the established SNAP-Ed Approaches, outlined in section 2.2 of this NOFO, and proper justification. The next Section outlines the current initiatives/activities supporting the current State Plan’s available projects. Furthermore, initiatives must be implemented in accordance with established fidelity and evidence-based protocols. If modifications to established protocols are anticipated, they must be thoroughly documented while ensuring that the initiative’s core objectives remain unchanged. **Applicants are welcome to propose alternative initiatives for each available project, provided that the proposed initiatives align with federal guidelines and requirements.**

1. Initiatives/Activities/Interventions that support State Plan’s **PROJECT 1 – ECE**

- Creating Healthy Opportunities in Child Care Environments
- Color Me Healthy
- Coordinated Approach to Child Health Early Childhood
- Eat Well Play Hard in Child Care Settings *NEW FFY26*

- I Am A Seed Gardening, nutrition education, physical activity and food systems (A UNR developed curriculum currently being submitted to the SNAP-Ed Library)

FFY26 implementation emphasizes direct education delivery in ECE settings.

2. Initiatives/Activities/Interventions that support State Plan's **PROJECT 2 – YOUTH**

- Pick A Better Snack/ Grades K – 3rd
- ReFresh / Grades 4th – 5th *NEW FFY26*
- Choose Health: Food, Fun, and Fitness/ Grades 6th -8th
- SPARK/ Grades 6th – 12th *NEW FFY26*
- Eating Smart Being Active*/ Grades 9th – 12th
- Alliance for a Healthier Generation/ Grades K – 12th
- Project breakFAST/ Grades 9th – 12th
- Go Wild With Fruits & Veggies/ Grades 3th – 5th
- Food Hero *NEW FFY26*

*Modified content for teen audiences will be provided by UNR.

3. Initiatives/Activities/Interventions that support State Plan's **PROJECT 3 – ADULT**

- Bingocize®
- Cooking Matters
- Create Better Health
- Eating Smart Being Active
- Energize Your Life: Gardening for a Healthier You *NEW FFY26*
- Food Hero *NEW FFY26*
- Healthy Steps to Freedom

4. Initiatives/Activities/Interventions that support State Plan's **PROJECT 4 – FOOD ACCESS**

- Food Hero *NEW FFY26*
- Nutrition Environment Food Pantry Toolkit
- Steps to Health's PSE Toolkit: The Ingredients for a Welcoming Farmers Market *NEW FFY26*
- Supporting Wellness at Pantries

3. AWARD DETAILS

3.1 Period of Performance

The period of performance is the same as the current Nevada SNAP-Ed State Plan, three consecutive fiscal years (FFY24, FFY25, and FFY26), from October 1, 2023, to September 30, 2026. However, each federal fiscal year, we extend invitations to new applicants to join the current Nevada SNAP-Ed State Plan, providing them with the opportunity to contribute their unique perspectives and solutions to the challenges of promoting healthy lifestyles among SNAP-eligible individuals. Through this ongoing invitation process, we aim to cultivate a vibrant network of partners dedicated to advancing the Nevada SNAP-Ed State Plan's collective efforts in improving nutritional wellness and healthy lifestyles services within statewide Nevada communities. Should the award be granted, it will empower the chosen applicants to achieve goals and projects as delineated in Section 2.3 and 2.4 of this NOFO.

3.2 Award – Amount

Nevada SNAP-Ed anticipates making multiple awards ranging from *approximately* \$50,000 to \$200,000 per year, depending on the scope and scale of proposed activities that will contribute to the implementation of the current Nevada SNAP-Ed State Plan.

3.3 Award – Period

The State of Nevada Department of Welfare and Supportive Services (DWSS) intends to subaward funding (amount to be determined) from Nevada's federal fiscal year 2026 (October 1, 2025, to September 30, 2026)

SNAP-Ed allotment to the University of Nevada, Reno (UNR). UNR then contracts with returning and new selected organizations to aid in implementing the current Nevada SNAP-Ed State Plan. After organizations are selected, UNR and DWSS coordinate the assignment of subaward agreements. The available funding is accessible through the annual reoccurring and this competitive bid processes.

The Nevada's SNAP-Ed program has developed a state plan that enables the provision of nutrition and physical activity education and related services to individuals who qualify for SNAP benefits. The services offered in the state plan are designed to be offered effectively and affordably, ensuring that eligible participants can access valuable resources to improve their nutritional habits and overall health.

3.4 Award – Technical Assistance Guide

The Nevada SNAP-Ed program adheres closely to established guidelines for allowable expenditures, ensuring transparency and accountability in its financial management. This commitment is upheld through diligent reference to two key resources:

[SNAP-Ed Plan Guidance and Policy](#) (click here): This resource serves as a comprehensive framework outlining the specific parameters and directives governing the allocation and utilization of Nevada SNAP-Ed funds. By following this guidance, the program ensures that all expenditures align with the overarching goals and objectives outlined in the Nevada SNAP-Ed plan. Note: The FFY26 federal guidance is not yet published but will be disseminated once available and proposal modifications may be requested to ensure compliance.

[Code of Federal Regulations – 2 CFR 200](#) (click here): Nevada SNAP-Ed operates within the regulatory framework provided by the Code of Federal Regulations – specifically, 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This codified set of regulations delineates the standards and requirements for financial management, including allowable costs and procurement procedures. By adhering to these regulations, the Nevada SNAP-Ed program maintains compliance with federal mandates and fosters responsible stewardship of public funds.

All selected (returning and new) SNAP-Ed funded organizations (Implementing Organizations) must provide all services and eligible funds expended by September 30th of the corresponding fiscal year. Unexpended funds from a previous budget period or fiscal year are NOT carried over by Implementing Organizations in a subsequent budget period or fiscal year. The performance of all participants (returning or new) organizations is assessed and evaluated quarterly and annually. Reoccurring annual funding is contingent upon Implementing Organizations' performance measurements, the results of an annual evaluation, and the availability of federal funds.

4. ELIGIBILITY INFORMATION

4.1 Eligible Applicants

Eligible applicants include organizations, groups, agencies, or entities that prioritize authentic community engagement, elevate the voices of Nevadans, and demonstrate cultural competence in serving—or seeking to serve—SNAP-eligible communities. Applicants may have experience in one or more of the following SNAP-Ed approaches:

1. Providing individual or group-based direct nutrition education, health promotion, or intervention strategies.
2. Implementing multilevel interventions at organizational and institutional levels.
3. Advancing community and public health approaches that improve nutrition and support obesity prevention.

Organizations without prior experience, but with a clear interest and demonstrated capacity to engage in this work, are also encouraged to apply.

Proposed scope of work must align with the Nevada SNAP-Ed Needs Assessment and comply with the current SNAP-Ed Plan Guidance. Before submitting an application, applicant organizations are strongly encouraged to visit and review the following resources:

- The Nevada SNAP-Ed Needs Assessment, [click here](#).
- SNAP-Ed Guidance, [click here](#). (Note: FFY26 guidance will be disseminated once published.)

Eligible applicants must be in good standing with federal, state and implementing agencies to participate in federally funded assistance programs and initiatives. Examples of eligible applicants include local health jurisdictions, community-based organizations, non-profit organizations, county governments, tribal entities, municipalities, school districts, state government agencies, non-profit hospitals, not-for-profit colleges and universities, and other entities capable of implementing SNAP-Ed projects (2.4 section) using one or more of the SNAP-Ed approaches (2.2 section).

Individuals are not eligible to apply. However, organizations that have not previously received SNAP-Ed funding and did not serve as implementing agencies in FFY25 are welcome to apply. Applications will be reviewed and selected based on the same criteria used for returning SNAP-Ed implementing organizations.

Selected organizations must demonstrate the ability and willingness to:

1. Prioritize authentic community engagement, centering Nevadans' voices, and cultural competence in delivering culturally appropriate nutrition and/or physical activity initiatives and related public health messages in ways that are respectful and linguistically appropriate (as applicable) to meet community needs, while adhering to federal guidelines.
2. Implement the current Nevada SNAP-Ed State Plan.
3. Maintain comprehensive controls and documentation of revenues and expenditures in compliance with federal and state regulations.
4. Adhere to the current SNAP-Ed data sharing agreement for security procedures and protocol.
5. Stay current on federal, state, and agency policies, procedures, and regulations concerning SNAP-Ed programming and fiscal requirements.

This NOFO is exclusive to organizations that are not currently contributing to the Nevada SNAP-Ed State Plan and have not received funding for FFY25 efforts. As a result, organizations that are already participating in the current funding cycle (Implementing Organizations) are not eligible to apply for this opportunity, but they will continue to be selected as Implementing Organizations based on implementation performance and are not required to apply for FFY26 funding.

4.2 Program Requirements

Selected organizations are required to comply with both federal and state laws, as well as regulations, encompassing a spectrum of areas such as civil rights, budget management and spending, program monitoring, and reporting. The stipulated requirements encompass:

1. [Report monthly program activities](#) into the Program Evaluation and Reporting System (PEARS) and participants' attendance records for direct education sessions to UNR.
2. [Submit reporting obligations](#) and management evaluation (ME) requirements set forth by USDA FNS, DWSS, and UNR, encompassing monthly, quarterly, and annual assessments and financial and programmatic reports using approved templates.
3. [Submit scope of work and or budget amendments](#) for prior approval to UNR. Depending on the nature of the changes, additional approvals may be required from DWSS and/or USDA FNS.
4. [Provide monthly Requests for Reimbursement \(invoices\) to UNR](#), including all necessary supporting documentation for reimbursement, itemizing all SNAP-Ed expenses by the 15th of each month and must include: Invoices must include the UNR tracking sheet with all contract terms, document hours worked by staff funded through Nevada SNAP-Ed (using provided templates), and provide receipts and justifications for all purchases, clearly categorizing expenses by project. Costs without vendor substantiation or that are unallowable per SNAP-Ed Guidance and federal or state regulations will not be reimbursed. Review the FFY25 Request for Reimbursement guidance from DWSS (slides 10-27) for required backup documentation
5. [Provide a list of all outstanding obligations](#) to be paid from the approved funding ending September 30th, by October 15th. All obligations must be settled by November 30th each year.

4.3 Implementation Requirements

Selected organizations are required to comply with the following program implementation specific requirements:

1. [Quarterly meetings](#) with all-Nevada SNAP-Ed funded staff.
2. [Quarterly evaluations](#) and technical assistance meetings with UNR and DWSS.
3. [Annual SNAP-Ed and other trainings](#) requested by USDA FNS, DWSS, and/or UNR
4. [Participation in on-demand technical assistance opportunities](#) offered.
5. [Executed written agreements](#), such as Memorandums of Understanding, with partner and implementation sites, outlining duties and expectations, location, and the contact information for the person responsible for each project implemented.
6. [Adhere to the approved and executed scope of work](#) by using at least one of the SNAP-Ed approaches:
7. [Utilize DWSS Eat Healthy Be Active logo](#) and required SNAP-Ed funding/nondiscrimination statements when creating or modifying SNAP-Ed materials funded through Nevada SNAP-Ed for print and digital distribution.
8. [Provide scheduled monthly SNAP-Ed activities](#) for the Nevada SNAP-Ed calendar of events.
9. [Employ established evaluation methods](#) as specified in the Nevada SNAP-Ed Sate Plan.

There is no cost-sharing or matching requirement for this funding opportunity.

5. APPLICATION

5.1 Application – Instructions

The application format is Arial font, 11 size, double spaced, and with one-inch margins. Application narrative does not exceed 10 pages in length (without appendices). Application Package is one PDF file and the Budget

Narrative in Excel file, with all documents listed on Section 5.2 of this NOFO by 8:00 AM on May 19, 2025 to SNAPED@unr.edu. Applicants must follow all instructions as outlined on the following pages. Failure to do so will mark an application ineligible for scoring, selection, and therefore, funding.

5.2 Application – Package

The Application Package consists of eight documents:

1. Cover Sheet

- The Cover Sheet is a template and consists of:
- Name and Address of Organization
- Federal Tax Identification Number and/or DUNS Number (if available)
- Point of Contact Name, Title, Email, Phone Number
- Contract Signatory Name, Email, Phone Number
- Budget amount requested
- Initiative(s) by Project(s) and Geographic Area(s) included in the Application.
- Checklist of Assurances

2. DWSS Assurance Form

The DWSS Assurance Form is a checklist

3. UNR Assurance Form

The UNR Assurance Form is a form with required subrecipient information and certifications

4. Application Narrative

In narrative form, the Application Narrative outlines the specific services applicants will provide, demonstrates a track record of providing similar services by specifying the length of time organizations have been doing so, and highlights applicants' previous successes and achievements that make them a suitable candidate for receiving the grant funding. Application narratives must provide the following information:

- Organizational Capacity and Prior Success
- Community Engagement and Participation
- Population Served and Potential Impact
- Initiatives/Activities/Interventions (Section 2.5)
- Evaluation Plan

5. Budget Narrative

The Budget Narrative Excel file template is used to provide a detailed breakdown and justification of budget categories such as Salaries, Travel, and Materials. Use the template to explain proposed costs by project. Refer to Appendix A for guidance on completing the budget narrative..

6. Scope of Work

The Scope of Work (SOW) should briefly describe the goals, objectives, key activities, expected deliverables, and estimated number of individuals to be served. It outlines what the grantor (DWSS/Nevada SNAP-Ed Program) aims to achieve and what the grantee is responsible for delivering with the awarded funds.

7. Planned Sites

The Planned Sites Excel file is a template used to document and organize information and locations where a Nevada SNAP-Ed program or project will be implemented.

8. Planned Staffing

The Planned Staffing Excel file is a template used to help grant managers and administrators to plan and track the staffing needs and resources required to implement a Nevada SNAP-Ed programs, ensuring that they have the necessary personnel and resources to achieve their goals.

6. SUBMISSION

6.1 Application – Submission

Electronically by email: SNAPED@unr.edu

In person or by mail: University of Nevada, Reno Extension
Lifelong Learning Center, Attn: Macy Helm
8050 Paradise Rd. Las Vegas, NV 89123

Application Due Date: May 19, 2025, by 8AM

6.2 Application – Declaration of Potential Conflict of Interest

Due to Nevada’s small population and the close-knit nature of its nutrition education community, reviewers may have current or prior associations with one or more applicant organizations. Nonetheless, all applications are reviewed in a fair and impartial manner, strictly based on the evaluation criteria outlined in this document. No additional factors outside the stated criteria are considered during the review and selection process.

6.3 Application – Acceptance Criteria

Only Application Packages that are submitted by 8:00 AM on May 19, 2025 and have all required documents will be accepted and considered for this opportunity.

6.4 Application – Review and Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Alignment of proposed initiatives/activities/interventions with the goals and objectives of the Nevada SNAP-Ed State Plan.
- Quality and feasibility of the proposed initiatives/activities/interventions.
- Strength of the evaluation plan to measure outcome and impact.
- Organizational capacity and experience to manage and implement the program
- Appropriateness and cost-effectiveness of the budget.

6.5 Application – Selection Criteria

Application Packages are reviewed by a panel of experts in nutrition and physical activity initiatives, and public health. The selection process encompasses the three steps:

STEP 1: Technical Review

The Evaluation Committee will perform a technical review of each application to ensure that the minimum standards are met. Application Packages will be disqualified if they are not compatible or do not address one of the Nevada SNAP-Ed State Plan goals, objectives, or initiatives/activities/interventions. Applications Packages will be disqualified if they are missing one of the required documents of the Application Package.

STEP 2: Evaluation Committee – Content Review

Each application package that passes the technical review will be evaluated for content and scored by an evaluation committee of at least three reviewers using the attached Scoring Matrix. During the review process,

the committee will identify strengths and weaknesses and may recommend that if the applicant is funded. Specific revisions are made to the Budget Narrative and Scope of Work. The total score (out of 100) will be used to prioritize applications. Once the scoring portion of the evaluation process is complete, applicants will receive notification of their status via email.

STEP 3: Evaluation By Program Administrators (DWSS)

Recommendations by the UNR Evaluation Committee will be distributed to the Nevada SNAP-Education Program Administrators (DWSS). The DWSS Administrators will: Review the results of the UNR Evaluation Committee and Make final funding decisions based on the following: Recommendations of the UNR Evaluation Committee; Reasonable distribution of funds among proposed projects. goals, objectives, and/or initiatives; Potential 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 DWSS are final.*

6.6 Application – Score Criteria

1. Organizational Capacity and Prior Successes – 10 points

The applicant demonstrates the capacity to reach and serve the priority population for the proposed projects. This includes the ability to meet all federal and state requirements. The narrative should show alignment between the organization's mission and the goals of the Nevada SNAP-Education State Plan. If applicable, describe past programs that targeted similar populations and/or experience implementing similar initiatives.

2. Community Engagement and Participation – 10 points

The applicant describes how community members and/or partners will be involved in planning, implementing, and evaluating the proposed initiatives. Relevant partnerships, coalitions, or collaborations that support successful implementation should be identified. Evidence of commitment to community engagement is encouraged.

3. Population Served – 15 points

The applicant clearly identifies the target population and demonstrates alignment with SNAP-Education eligibility. The narrative should include:

- Methods used to identify and recruit participants
- Types of physical locations (e.g., schools, senior centers, food pantries)
- Geographic locations (town/city, county, ZIP code)
- Estimated number of individuals to be served per project
- Confirmation that proposed sites qualify for SNAP-Education programming

4. Selection of Initiatives/Activities – 25 points

The proposed initiatives are well-developed, appropriate for the organization's capacity, responsive to community needs, and aligned with the Nevada SNAP-Education State Plan. If proposing a new initiative not listed in this NOFO, provide a clear description and justification for its inclusion. If applicable, describe proposed Policy, Systems, and Environmental change strategies, including plans for sustainability. Clearly explain the staffing plan for each initiative and how internal and external collaboration will support implementation and reach.

5. Initiatives/Activities/Interventions Evaluation – 10 pts

The applicant demonstrates the ability and capacity to carry out data collection and evaluation of the proposed Initiatives/Activities/Interventions. These requirements include:

- Attendance and demographic tracking
- Pre- and post-assessments for direct education
- Data entry into approved platforms
- Readiness and environmental assessments
- Evaluation of partnerships
- The staffing plan should support evaluation activities across initiatives.

6. Potential Impact – 10 pts

The applicant's proposed implementation aims to positively impact individuals by empowering them to make healthy food choices within a limited budget and adopt active lifestyles. Applicant provides the number of estimated number of individuals who will be reached and engaged through greater access to healthy and active

living literacy. Applicant estimates that approximately [number] individuals will be directly benefited through their proposed initiatives/activities, ultimately participants gain the skills to make informed choices about their diet and lifestyle.

7. Budget Justification by Project – 20 points

The applicant uses the Excel file template to provide Budget Justifications for each selected SNAP-Ed Project, projects (section 2.4) . The budget justification for each selected project provides a detailed breakdown of the budget narrative by project(s), making it easy to understand and visualize the costs and allocations for each project. Every item that appears in the budget narrative has a budget justification for the item and is explained clearly. The applicant provided the total cost and individual expenditures for a project are accurate, allowable, allocable, reasonable, and necessary. All costs must be necessary and allowable in accordance with SNAP regulations and the SNAP-Ed Plan Guidance.

8. Non-Scored Items

Planned Sites: Provide the number of planned sites across each project and initiative(s) type by site domain for FFY25 (October 1, 2025 – September 30, 2026) in the designated excel file. If a site domain is not reflected, specify the other location. Please complete the excel file with the requested information.

Planned Staffing: Provide the total planned staffing contributing to SNAP-Ed funded or not funded for the project period (October 1, 2025 – September 30, 2026) in the designated excel file. For each proposed staff person who will be paid using SNAP-Ed funds, provide the position title; full-time equivalents (FTEs) charged to SNAP-Ed; SNAP-Ed salary, benefits, and wages; percentage of SNAP-Ed time spent on management and administrative duties (including training, professional development, and required reporting); and percentage of SNAP-Ed time spent on SNAP-Ed delivery. Please complete the excel file with the requested information.

7. AWARD

7.1 Award – Notices

Successful applicants will receive a Notice of Award (NOA) from UNR via email by June 9, 2025. Unsuccessful applicants will be notified and provided with feedback on their application. After such notification, DWSS and UNR will conduct negotiations with the selected organizations to finalize budget narrative and draft a Scope of Work (SOW) using DWSS SOW template. During these negotiations, any issues identified by DWSS or UNR will be addressed. These issues may include, but are not limited to:

- Revisions to the budget narrative.
- Revisions to the scope of work.
- Revisions to implementation settings/coordination; and/or
- Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirements, or more frequent reviews).

Upon successful conclusion of negotiations, UNR in collaboration with DWSS will finalize the required subaward documents with the selected vendors. Not all applicants who are contacted for final negotiations will necessarily receive an award. All questions and concerns must be resolved before a grant can be awarded. All funding is contingent upon availability of funds and approved by the state and federal entities. DWSS and UNR are not responsible for any costs incurred in the review, preparation, completion and submission of any items required for this NOFO. Nevada DHHS|DWSS and UNR reserves the right to accept or reject any of the applications.

7.2 Award – Point of Contact

Please contact the University of Nevada, Reno Extension to speak with program staff regarding program-related questions using the following email: SNAPED@unr.edu

APPENDIX A: BUDGET NARRATIVE

Applicants must use the attached Budget Narrative Template (spreadsheet file) for this section to submit a detailed project budget and corresponding justification. If an applicant is applying to implement more than one project (Section 2.4), separate budget details by project with justifications must be submitted.

Each budget item in the Budget Narrative must include a detailed justification that connects the expenditure to specific initiatives, activities, or interventions outlined in the current State Plan. Justifications should incorporate reasonable calculations, such as the number of participants, items needed for direct education, and cost per item. Applicants are required to use the Budget Narrative template (spreadsheet file) provided in the NOFO and on the Nevada SNAP-Ed webpage. The “Budgets Categories” section below includes definitions to help complete the template. The spreadsheet is equipped with formulas for automatic total calculations and includes a link to the budget summary spreadsheet (tab labeled Budget Summary) for seamless integration of totals into Column C; please do not alter these formulas. The justification column for extensions (unit cost, quantity, total) should only reflect funds requested in this application. While items funded through other sources may be referenced in the justification, they should not be included in the budget template. Ensure all figures reconcile accurately, with totals matching across all forms and sections. Note: a separate budget is needed for each proposed project (section 2.4 of this NOFO).

Budget Categories:

Personnel (Salary/Benefits):

This section identifies employees who provide direct services. Please include each position along with a breakdown of wages or salaries and fringe benefits (e.g., health insurance, FICA, worker’s compensation). For example:

Program Director – $(\$28/\text{hour} \times 2,080 \text{ hours/year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$;

Intake Specialist – $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$.

Only staff whose time can be directly attributed to the current Nevada State Plan project(s) should be included in this budget category, even if they only contribute part-time to grant activities. All other staff providing direct or indirect services are listed at \$0.00, as they fall under the applicant’s indirect costs, which will be explained later.

Contracts/Agreements:

Identify project workers who are not regular employees of the organization, including costs for labor, travel, per diem, and other expenses. Sub-awards or mini grants that are part of a larger project may be included here but require special justification, detailing the contracted agency’s scope of work and accountability methods. These project workers must adhere to SNAP-Ed State and Federal guidelines.

Non-Capital Equipment/Office Supplies:

Include costs for office equipment, supplies, postage, and photocopy needed to support Nevada SNAP-Ed funded personnel. Justify the number of units and the percentage charged to the grant.

Nutrition Education Materials:

Include cost of the development, production, and acquisition of SNAP-Ed materials necessary to implement the initiative(s). Justify the number of units for each item by multiplying the quantity by the projected number of individuals reached through the initiative(s).

Travel:

Travel costs must directly benefit the proposed project(s). Identify traveling staff, purpose, frequency, projected costs, and U.S. General Services Administration (GSA) rates for per diem, lodging, and state mileage (currently 70 cents, unless lower organizational rates apply). List local travel (within the service area) separately from out-of-area travel. Out-of-state travel and nonstandard fares require special justification and approval. GSA rates are available at <https://www.gsa.gov/portal/category/26429>. If requesting conference funds, provide justification to ensure alignment with the SNAP-Ed State Plan.

Publicly Owned Building Space:

Include depreciation based on the building’s original acquisition cost and related expenses, justifying all charges to the SNAP-Ed grant. If the grant covers rent or lease costs, attach rental agreements in the application

appendix. For maintenance and repair, include costs for utilities, insurance, and services that do not enhance property value or lifespan, providing justification for their relevance to the Nevada SNAP-Ed projects. Expense sharing and prorated costs must be clearly explained, and direct charges for maintenance and utilities should not overlap with indirect costs.

Institutional Memberships and Subscriptions:

Include cost of institutional memberships in technical and professional organizations necessary to effectively implement the Nevada SNAP-Ed State Plan. Costs of individual memberships in organizations for personnel that work in SNAP-Ed are not allowable. Professional registration or license fees paid by the individuals is unallowable costs.

Indirect Costs:

Indirect costs are necessary business expenses not directly linked to a specific grant or project, including depreciation, facility maintenance (rent, insurance, utilities), memberships, and administrative costs. Identify these costs in the narrative section without dollar amounts, as the form will calculate them at the 10% de minimis rate based on total direct costs. If you have a federally negotiated rate that differs from 10%, adjust the formula accordingly and include verification, or choose to defer to the 10% rate or waive indirect costs altogether; please specify your choice in the submission.

APPENDIX B: NOFO FILES

1. [FFY26 Cover Sheet.pdf](#)
2. [FFY26 Assurance DWSS.pdf](#)
3. [FFY26 Assurance UNR.pdf](#)
4. Application Narrative
5. [FFY26 Proposed Budget Narrative.xls](#)
4. [FFY26 Planned Sites.xlsx](#)
5. [FFY26 Planned Staffing.xlsx](#)
8. [FFY26 Scoring Matrix.pdf](#)

ACRONYMS AND WEBSITES

Acronym	Definition	Website
CACFP	Child and Adult Care Food Program	https://www.fns.usda.gov/cacfp
CACFP Dashboard Nevada	Child and Adult Care Food Program, Nevada	https://app.powerbi.com/view?r=eyJrjoiZTFiMWUzMDQyYjgyZi00N2RkLTg1NjktNzNiZmQ5MDE1Nzc5IiwidCI6IjUyM2I0YmZlLTBlYmQtNGMwMy1iMmI5LTZmNmExN2ZkMzFkOCIsImMiOiZ9
DGA	Dietary Guidelines for Americans	https://www.dietaryguidelines.gov/
DHHS, Nevada	Department of Health and Human Services	https://dhhs.nv.gov/
DWSS	Division of Welfare and Supportive Services	https://dwss.nv.gov/
FFY25 guidelines	FNS FFY25 SNAP-Ed guidelines	https://snaped.fns.usda.gov/sites/default/files/documents/FY2025SNAPedPlanGuidanceFINAL052024.pdf
FNS	Food and Nutrition Service	https://www.fns.usda.gov/
FRM	Free- and Reduced-Price Lunch data	https://agri.nv.gov/uploadedFiles/agri.nv.gov/Content/Resources/Data_and_Reports/Food_and_Nutrition/School_Nutrition/24-25%20FRL%20ALPHA%20SORT.pdf
FTE	Full-time equivalents	-
GSA	United States General Services Administration	https://www.gsa.gov/
MOU	Memorandum of Understanding	-
My Plate	Eat healthy with MyPlate	https://www.myplate.gov/
NOFO	Notice of Funding Opportunity	-
NSHE	Nevada Systems of Higher Education	https://nshe.nevada.edu/
OASH	Office of Disease Prevention and Health Prevention	https://odphp.health.gov/our-work/nutrition-physical-activity
PAG	Physical Activity Guidelines for Americans	https://odphp.health.gov/our-work/nutrition-physical-activity/physical-activity-guidelines
PSE	Policy, systems, and environment	-
SNAP, Nevada	Supplemental Nutrition Assistance Program, Nevada	https://dwss.nv.gov/SNAP/Food/
SNAP-Ed	Supplemental Nutrition Assistance Program Education	https://snaped.fns.usda.gov/
SNAP-Ed Library	Supplemental Nutrition Assistance Program Education - Library	https://snaped.fns.usda.gov/library/materials
SNAP-Ed, Nevada	Supplemental Nutrition Assistance Program Education, Nevada	https://nvsnap-ed.org/
SNAP-Ed, UNR	Supplemental Nutrition Assistance Program Education, UNR	https://extension.unr.edu/supplemental-nutrition-assistance-program/default.aspx
UNR	University of Nevada, Reno Extension	https://extension.unr.edu/default.aspx
USDA	United States Department of Agriculture	https://www.usda.gov/