

Joe Lombardo  
Governor

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Director



## DEPARTMENT OF HUMAN SERVICES



NEVADA DIVISION of PUBLIC  
and BEHAVIORAL HEALTH



Dena Schmidt  
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Ph.D., M.D.  
Chief Medical  
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### BUREAU OF CHILD, FAMILY, AND COMMUNITY WELLNESS NEVADA STATE IMMUNIZATION PROGRAM

4150 TECHNOLOGY WAY, SUITE 210  
CARSON CITY, NEVADA 89706  
[HTTP://DPBH.NV.GOV](http://DPBH.NV.GOV)

#### REQUEST FOR APPLICATIONS (RFA) FOR STATEWIDE IMMUNIZATION COALITION FUNDING

RELEASE DATE: OCTOBER 1, 2025  
GRANT FUNDING PERIOD OF PERFORMANCE:  
DECEMBER 1, 2025 - JUNE 30, 2026

DEADLINE FOR APPLICATION SUBMISSION: OCTOBER 29, 2025

MUST BE SUBMITTED TO [TCONN@HEALTH.NV.GOV](mailto:TCONN@HEALTH.NV.GOV) AND  
[VIVES@HEALTH.NV.GOV](mailto:VIVES@HEALTH.NV.GOV) WITH "IMMUNIZATION COALITION FUNDING  
APPLICATION" IN THE SUBJECT LINE OF THE EMAIL

*FOR ADDITIONAL INFORMATION, PLEASE CONTACT TAMI CONN  
[TCONN@HEALTH.NV.GOV](mailto:TCONN@HEALTH.NV.GOV) AND VICKIE IVES [VIVES@HEALTH.NV.GOV](mailto:VIVES@HEALTH.NV.GOV)*

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## REQUEST FOR APPLICATION (RFA) TIMELINE

TASK	DUE DATE & TIME
Nevada State Immunization Program (NSIP) distributes the Request for Application Guidance with all submission forms	October 1, 2025
<b>Deadline for submission of applications</b>	<b>October 29, 2025</b>
Funding Decisions Announced – NSIP will notify organizations via e-mail to the listed organizational contact	November 10, 2025
Finalization and routing of subawards for selected awardee.	November 10-14, 2025
Executed subaward work begins	December 1, 2025

*NOTE: These dates represent a tentative schedule of events. NSIP reserves the right to modify these dates at any time, with appropriate notice to prospective applicants.*

## RFA OVERVIEW

### Background and Purpose

Housed within the Nevada Department of Human Services, Division of Public and Behavioral Health, within the Bureau of Child, Family and Community Wellness, the Nevada State Immunization Program (NSIP) is dedicated to preventing all vaccine-preventable diseases (VPD) in the Silver State. NSIP oversees and manages the Vaccines for Children (VFC) and 317 programs, Nevada WebIZ (the state's immunization information system [IIS]), and other immunization initiatives, including increasing immunization rates, VPD outbreak response, and partnering with schools and childcare facilities to ensure the attending children are up to date on state-required immunizations. NSIP partners with immunization champions statewide to continually increase Nevada's immunization rates and protect its citizens.

While Nevada's childhood immunization rates have improved tremendously in the last several years, data shows vaccination completion rates for children aged 19-35 months have recently fallen below the national average. Similar trends are seen in adolescent and adult immunization coverage, clearly demonstrating a need for education and opportunities for dialogue on the importance of immunization for everyone from vaccine providers and new mothers to long-term care facilities and immunocompromised patients.

The NSIP is seeking a nonprofit, community-based organization, university, or other non-federal entity to establish and lead the operation of the next statewide immunization coalition. A high functioning immunization coalition supports achieving widespread reach in increasing access to vaccines, boosting vaccine confidence, and offering educational opportunities for immunization partners and the public.

Nevada has identified three (3) overarching goals to an effective immunization coalition:

1. Establish a robust, statewide coalition focused on pro-vaccination/immunization efforts.
2. Increase vaccination uptake rates across the lifespan of all communities throughout Nevada.
3. Position the coalition as a trusted and reliable source for accurate, science-based, and timely information on the topic of vaccines and immunizations.

A high functioning immunization coalition is essential in achieving widespread reach in increasing equitable access to vaccines, boosting vaccine confidence, and offering educational opportunities for immunization partners and the public. The full prescribed scope of work is outlined on page six (6).

Expertise in sustained community engagement and education is a vital piece of this scope. An immunization coalition should serve as a bridge between government, immunization providers, Tribal partners, community and faith-based organizations, schools, members of the public, and other partners. Immunization coalitions apply expertise in communicating complex evidence-based public health concepts to a *wide variety of audiences*. As an example, to be effective, a campaign promoting adult immunization may require a much different approach than one promoting childhood immunization.

Likewise, respectfully and effectively addressing vaccine hesitancy with any given population requires knowledge and skills sufficient to identify and measure barriers to vaccine acceptance, which can then inform tailored, evidence-based communication and education for vaccine providers and members of the public. Coalitions serve as the foundation for amassing community and partner support to increase vaccination rates. Its effectiveness is directly related to the members' commitment to a shared vision and to the collective actions they take. The more varied and influential the membership is, the stronger the coalition will be. A coalition brings together an audience that reflects its community to produce specific changes that they are unable to deliver as independent individuals or separate organizations. NSIP expects the immunization coalition to ensure that all members understand, agree on, and support the goals described in this Scope of Work, demonstrate strong leadership for the group, and continuously work to expand immunization education, disparity reduction, vaccination participation and vaccine confidence through using evidence-based practice.

NSIP is accepting applications from non-profits or universities with a proven track record of delivering effective programs and services delivering education on and promotion of immunizations.

Helpful Link: <https://www.dpbh.nv.gov/programs/immunizations/>

## Funding Information

Federal Agency Name	Catalog of Federal Domestic Assistance (CFDA) Name	CFDA Number	Federal Award Date	Federal Award Identifier Number (FAIN)
U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC) – Office of Financial Resources	Immunization Cooperative Agreements	93.268	July 17, 2025	NH23IP92279

Subawards issued under this RFA shall not replace a service or activity that is supported by other agreements in place. Under no circumstances will applications that would replace existing support from non-federal sources be considered for funding due to federal rules on supplanting.

## Period of Performance

The Period of Performance is the time during which a successful applicant may incur costs to carry out the work authorized under this RFA and the resulting subaward. The Period of Performance for this RFA is December 1, 2025, through June 30, 2026.

## Performance Measures

Performance for this award will be measured in accordance with the scope of work specified in this announcement, including completion of activities and provision of required documentation by specified dates.

## Amount of Award

A maximum of \$123,000 may be awarded to the selected applicant. Applicants are encouraged to submit a budget that targets that amount.

## PROJECT DESCRIPTION

### Scope of Work and Deliverables

This Scope of Work describes the expected goals, objectives and activities of Nevada's statewide immunization coalition. A high functioning immunization coalition is essential in achieving widespread reach in increasing equitable access to vaccines, boosting vaccine confidence, and offering educational opportunities for immunization partners and the public. Expertise in sustained community engagement and education is a vital piece of this scope. Services must be provided statewide, in similar distribution to the population. Applicants may add to the scope of work, but you must provide the services outlined below. **Additions to the scope of work must be in blue and bold text.**

Subrecipient's name, hereinafter referred to as Subrecipient, agrees to the following cooperative partnership, activities, and documentation according to the identified timeframes:

Goal 1: Establish a robust, statewide coalition focused on pro-vaccination/immunization efforts.			
Objective	Activities	Due Date	Documentation Needed
1. Develop a membership recruitment plan emphasizing statewide membership and partners for collaboration.  2. Draft and implement guiding principles for the coalition.  3. Establish and host regular activities to maintain partnership buy-in, engagement, and promote vaccine education and community collaboration efforts working towards the mission and goals of the coalition.  4. Engage in evidence-based efforts supporting and promoting vaccination in local jurisdictions, across the state.  5. Maintain sound fiscal management.	1a. Recruitment plan to create a coalition comprised of memberships representing a wide range of statewide community buy-in. Examples include, but are not limited to, county/state/federal vaccine immunization administration partners, nonprofit organizations and agencies, government agencies and offices, Tribal organizations and communities, local/state/federal government representatives and elected officials, specific populations needing barrier reduction to access vaccinations, equity coalitions and boards, volunteer vaccine educators, community-based leaders, faith leaders and houses of worship, private business/corporations, small businesses/chambers of commerce, long term care facilities, medical providers, school and early childhood partners statewide, local health authorities, hospitals, pharmacies, insurers, disability councils, aging-focused organizations, etc.  2a. Develop a vision, mission, and guiding principles for the coalition. In addition, draft and implement operational guidelines for the coalition to follow.  2b. Develop a strategic plan for the coalition to follow including input from coalition members. Include key performance indicators to evaluate progress and impact on increased vaccination uptake on a regular basis. In conjunction with NSIP, establish a quarterly and yearly reporting document measuring key performance indicators of the strategic plan. . Strategic plan evaluation template requires NSIP approval before implementation.  2c. Facilitate implementation of the coalition's strategic plan.	1a: 2/28/26  2a: 2/28/26  2b: 5/30/26  2c: 6/30/26  2d: 6/30/26  2e: Ongoing (12/1/25-6/30/26)  3a. Ongoing (12/1/25-6/30/26)  3b. Ongoing (12/1/25-6/30/26)  3c. Quarterly	1a. Written recruitment plan (Requires approval by NSIP before implementation)  2a. Written vision, mission, guiding principles, and operational guidelines (Requires approval by NSIP before implementation)  2b. & 2c. Written strategic plan (Requires approval by NSIP before implementation)  2d. Written needs assessment report (Requires approval by NSIP before implementation)  2e., 3a., 3c. 4a. Project status summary shared in monthly meetings with NSIP; written status report (to include updates on these activities) due quarterly.  3a. Clear and appropriate agendas for all meetings, inviting NSIP staff  3b. Written membership roster shared monthly. List of Board Members with email and phone points of contact are to be kept up to date and provided to NSIP by January 30, 2026, and upon request; any changes to Board membership to be provided to NSIP within one week of any change to membership.

	<p>2d. Develop and implement a needs assessment to determine long-term sustainability for the coalition with diversified funding to support ongoing vaccine focused activities and resources for a variety of audiences and communities across the state.</p> <p>2e. Participate in monthly technical assistance/check-in meetings with NSIP staff</p> <p>3a. Ensure the coalition remains engaged, active, and continues to make meaningful progress towards the established mission and goals. This includes planning, scheduling, facilitating, and documenting regular coalition meetings hosted both in-person and virtually, and in a variety of locations to accommodate engagement and meet the needs of attendees across the state.</p> <p>3b. Maintain regular inventory of a Board member and coalition membership roster, continuously improving membership participation of regularly coordinated coalition events such as meetings.</p> <p>3c. Develop at least two (2) new forms of vaccine-focused educational and outreach materials to share at community events and amongst coalition members and communities across the state. Include a detailed dissemination plan to track the quantity of materials distributed to partners and populations. All public facing materials must be translated and shared in a minimum of English, Spanish, and Tagalog. Optional additional languages are Swahili and Simplified Chinese.</p> <p>3d. Share statewide information on vaccination events and facilitate connecting vaccinators to organizations in need of vaccine providing events. Use the coalition channels to make partners aware of opportunities to access vaccinations.</p> <p>4a. Engage in educational efforts for the promotion and uptake of vaccines and immunizations at local, county, and state level. Monitor vaccine-related legislation in the state and inform members of vaccine related policy, when applicable. Serve as a trusted resource on the topics of vaccines and immunizations to multiple partners.</p> <p>5a. Monitor and manage project timelines, budgets and resources to ensure positive financial standing.</p> <p>5b. Submit Requests for Reimbursement (RFR) by the 15<sup>th</sup> of each month (or upon request).</p>		<p>Communications will include Board Chair and meeting minutes relating to Board fiscal oversight of the award will be provided to NSIP.</p> <p>3c: Written dissemination plan, final version of all educational/outreach material (to include at least one [1] round of edits by NSIP), distribution metrics, including but not limited to reach estimation, digital “shift” (views/impressions for digital content), event attendance</p> <p>4b. Provide format for sharing vaccination events publicly to NSIP within 2 months of the start of the subaward</p> <p>5a. Through submission of quarterly project status summaries and monthly RFRs, demonstrate adequate/appropriate planning and spenddown of subaward</p> <p>5b. Accurate and complete RFRs (including required backup documentation demonstrating reimbursement basis)</p> <p>5c. Realized funding must be sufficient to ensure ability to function in a reimbursement-based system where expenditures must be paid, not simply invoiced, before they can be submitted in an RFR.</p>
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Goal 2: Increase vaccination uptake rates across the lifespan of all communities throughout Nevada.			
Objective	Activities	Due Date	Documentation Needed
<p>1. Increase access to vaccines and immunizations including related information towards their access and applicable resources for all Nevadans.</p> <p>2. Identify vaccine coverage rate disparities in the state and provide evidence-based education to those with barriers to access.</p>	<p>1a. Develop and distribute evidence-based messaging, educational, promotional, and outreach materials that are designed to be culturally congruent, using multiple languages in the Nevada <a href="#">Language Access Plan</a> by DPBH, including, but not limited to Spanish, and created to meet the need of the communities to whom they are being distributed.</p> <p>1b. Create a communication and public health education plan to disseminate evidence-based education to the public on the importance of vaccination. Plan accordingly for scenarios, including purchased ads/media and earned media; rural and urban statewide reach must be demonstrated.</p> <p>2a. Conduct a needs assessment and/or work with state partners to compile data and identify state populations, inclusive of Tribal populations, with the largest vaccine rate disparities, including underserved and populations with specific barriers. Leverage the coalition to work towards decreasing the identified disparities.</p> <p>2b. Participate, coordinate, and/or host community vaccine clinics statewide, including, but not limited to community health fairs, back-to-school events, and signature events hosted by community; At least one (1) per month December through January (respiratory “season”) in each region (Northern Nevada, Southern Nevada, Rural Nevada); Two (2) per month May through June (back to school) in each region (Northern Nevada, Southern Nevada, Rural Nevada)</p> <p>2c. Establish and curate relationships with vaccinating partners across the state to develop a continuously updated roster.</p>	<p>1a. At least twice per quarter throughout project period</p> <p>1b. 5/30/26</p> <p>2a: 4/30/26</p> <p>2b: Ongoing (12/1/25-6/30/26)</p> <p>2c: Ongoing (12/1/25-6/30/26)</p>	<p>1a: Digital, media (radio/tv), and/or printed materials, metrics, including but not limited to reach estimation, digital “shift” (views/impressions for digital content); to include at least one [1] round of edits by NSIP</p> <p>1b. Written communication/public health plan, including methods for tracking metrics, such as reach estimation, digital “shift” (views/impressions for digital content), etc.</p> <p>2a. Formal written needs assessment report (Requires approval by NSIP before implementation)</p> <p>2b: Event metrics, including but not limited to reach estimation, digital “shift” (views/impressions for digital content), clinic attendance, number/type of vaccinations administered, promotion method(s), events attended (north, south and rural)</p> <p>2c. Membership roster, partnership agreements; monthly updates submitted to NSIP by the 15<sup>th</sup> of each month</p>

Goal 3: Position the coalition as a trusted and reliable source for accurate, science-based, and timely information on the topic of vaccines and immunizations.			
Objective	Activities	Due Date	Documentation Needed
<p>1. Educate the general public of the state and its communities on evidence-based vaccine and immunization information.</p> <p>2. Provide continuing education opportunities to medical providers, medical practices, healthcare professionals, and adjacent vaccine-related professions, such as dentists on the topics of immunization and vaccination.</p> <p>3. Support state response readiness and initiatives towards vaccine-preventable outbreaks.</p> <p>4. Maintain a digital Protect and Immunize Nevada's Newborn (PINN) Packet and distribute to new parents. Distribute the remaining stock of physical PINN packets.</p>	<p>1a. At least once per quarter, coordinate and host community-wide evidence-based webinars, virtual and in-person trainings, townhalls, and community stakeholder meetings to educate and disseminate information on vaccines and immunizations amongst community members and trusted community leaders; at least one event during the project period should be conducted in Spanish.</p> <p>1b. Provide evidence-based vaccination resources as requested (e.g. where to find a vaccine provider, vaccine safety information, etc.)</p> <p>2a. At least once per quarter, coordinate and host evidence-based webinars, in-person/virtual trainings, and presentations for medical providers and healthcare professionals.</p> <p>2b. Identify and fulfill requirements to provide continuing education units (CEU's) to attendees to increase training participation.</p> <p>2c. Coordinate and host a signature recognition event for medical providers, healthcare professionals, and community partners and stakeholders.</p> <p>2d. Establish partnerships with community-based vaccine advocates and champions to provide information, materials, and/or trainings on vaccine access and promotion.</p> <p>3a. Provide education on pandemic influenza preparedness and planning supports.</p>	<p>1a. Ongoing (12/1/25-6/30/26)</p> <p>1b. Ongoing (12/1/25-6/30/26)</p> <p>2a. Ongoing (12/1/25-6/30/26)</p> <p>2b. Ongoing (12/1/25-6/30/26)</p> <p>2c. No later than 6/15/26</p> <p>2d. Ongoing (12/1/25-6/30/26)</p>	<p>1a. Attendee list, meeting presentations/materials, agenda, attendee survey results (when applicable)</p> <p>1b. Summary of resources provided (including but not limited to type, frequency, region, etc.)</p> <p>2a. Attendee list, meeting presentations/materials, agenda, post-event survey results (when applicable)</p> <p>2b. Report summarizing CEU's issued</p> <p>2c. Attendee list, event presentations/materials, award list</p> <p>2d. Number of partnerships established and maintained; materials/education provided</p> <p>3a. Written summary of specific educational outreach on pandemic flu preparedness and planning supports.</p>

Successful applications will demonstrate the ability of their organization to meet the objectives, conduct the activities, provide the documentation, and adhere to due dates as outlined in the scope of work.

## APPLICATION INSTRUCTIONS

### Application Contents

Each proposal submitted must contain the following sections, located in [Appendix A](#) of this document:

- Cover Page
- Agency Profile
- Contact Information
- Scope of Work
- Proposed Budget Plan
- Application Checklist

The proposal shall be prepared and submitted in original Word and Excel format on the forms provided in this guide.

Proposals will be reviewed and scored in accordance with the parameters in the table below:

Criteria	Weight
Conformance with the Terms of this RFA (including SOW)	25
Experience in Performance of Comparable Engagements	15
Demonstration of Competence	35
Expertise and Availability of Key Personnel	15
Budget Plan	10

- Late and/or incomplete applications will not be scored or accepted.

Applicants shall submit the entire application package electronically to Vickie Ives at [vives@health.nv.gov](mailto:vives@health.nv.gov) and Tami Conn at [tconn@health.nv.gov](mailto:tconn@health.nv.gov) on or before the deadline. Applicants may submit their proposal at any time prior to the stated deadline.

The proposal must be submitted to: [vives@health.nv.gov](mailto:vives@health.nv.gov) and [tconn@health.nv.gov](mailto:tconn@health.nv.gov) with **RFA Statewide Immunization Coalition FY26** in the subject line of the email. Attachments are required to be in Microsoft Word (Scope of Work), PRF (for documents that require signatures), or Excel format (Budget).

### Budget Requirements

Successful applicants will adhere to the budget submitted as part of the RFA, outlined in [Appendix A](#). After submission and acceptance of the RFA, the Program will review, score and select an applicant for award. Upon notification of award, the Program will meet with the applicant to discuss details of the scope of work:

- Department of Human Services policy allows no more than 10% flexibility of the total not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. Note: the redistribution cannot alter the total resulting in exceeding the amount of the subaward.
- Modifications of more than 10% require a formal amendment. Modifications to a category with \$0 *may* require a formal amendment.

Submission of an RFA proposal indicates the applicant agrees to abide by the following as outlined in the subaward:

- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of the subaward.

- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for state officers and employees. It is the policy of the Board of Examiners to restrict contractors/ subrecipients to the same rates and procedures authorized for State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration (GSA), with some exceptions (State Administrative Manual 0200.0 and 0320.0).

## APPENDIX A: APPLICATION SUBMISSION PACKAGE

Please use this document to complete the Cover Page, Agency Profile, Contact Information, and Checklist. Please visit the [NSIP Website's](#) to download forms for the Budget and Scope of Work template.

### Cover Page

**Nevada Division of Public and Behavioral Health  
Bureau of Child, Family, and Community Wellness  
Nevada State Immunization Program**

*In response to:*

**Request for Applications  
Statewide Immunization Coalition Funding  
Release Date: October 1, 2025**

**Deadline for Submission: October 29, 2025**

<b>Organization Name:</b>	
<b>Phone:</b>	<b>Email Address:</b>
<b>Name of Authorized Sub-Recipient Official and Title:</b>	
<b>Name of Primary Contact for Proposal:</b>	
<b>Proposal Primary Contact Email Address:</b>	

*As a duly authorized representative, I hereby certify that I have read, understand, and agree to all terms and conditions contained within this request for applications and that information included in our organization's application hereby submitted is accurate and complete.*

**Signed:**

**Date:**

**Print Name:**

**Title:**

## Agency Profile Instructions

Agency Name – Applicant's legal agency name

Agency Website – If applicable, provide the applicant's website address

Agency Address – Street and floor or suite number

Agency City/State – City and State

Agency Zip Code – Five or nine-digit zip code

Employer ID Number – Provide employer identification number (EIN)

Vendor Number – Provide Vendor number

Unique Entity ID (UEI) Number – Provide Unique Entity ID (UEI) 12-character alpha-numeric ID assigned by SAM.gov (formerly DUNS number)

Project Director – This will be the main programmatic contact person for this project

Board Chair – This will be the main Board contact person for this project

Financial Officer – This will be the main fiscal contact person for this project

Agency Director – This will be the main administrative contact person for this project

Agency Indirect Rate – Provide your requested agency approved indirect rate

## Agency Profile

(Please use the information on file with your State Vendor ID; i.e., address should match enrolled vendor information)

Project Name:		
Agency Name:		
Agency Website:		
Agency Telephone Number:		
Agency Address:		
Agency City, State:		
Agency Zip Code:		
Employer ID Number (EIN):		
Vendor Number:		
UEI Number:		
Project Period: <i>(Month/Day/Year)</i>	Start Date 12/01/2025	End Date 06/30/2026
Amount Requested:		
Agency Approved Indirect Rate:		

## Contact Information

Name of <b>Project Director</b> :	
Title:	
Telephone:	
Fax:	
Email:	

☐ Check, If same as Project Director

Name of <b>Project Manager</b> :	
Title:	
Telephone:	
Fax:	
Email:	

☐ Check, If same as Project Director

Name of <b>Financial Officer</b> :	
Title:	
Telephone:	
Fax:	
Email:	

### Signature Authority:

☐ Check, If same as Project Director

Name of <b>Agency Director</b> :	
Title:	
Telephone:	
Fax:	
Email:	

### Additional Point of Contacts (Board Chair and member list, if applicable)

Name / Title:	
Title:	
Telephone:	
Email:	

## Scope of Work Instructions

Applicants must demonstrate ability and intent to meet and adhere to the RFA's [scope of work](#). This should include:

- Proposed methods for conducting activities and meeting deliverables specified in the RFA's scope of work,
- A description of capacity to complete the requirements of the scope of work, including expertise and availability of key personnel,
- A proposed budget (see Budget Narrative template), and
- Examples of experience in performance of comparable engagements.

## Proposed Budget Plan

The budget narrative template can be downloaded as an Excel file [here](#). Please complete the Excel file and return with your completed application.

### Budget Development Instructions:

The following budget development instructions have been prepared to help you develop a complete and clear budget to ensure minimal delays in processing subawards.

### Funding Details and Requirements:

This funding announcement is for the FY26 Immunization Cooperative Agreements funding administered by the Nevada Division of Public and Behavioral Health. The subaward period for this application will start December 1, 2025, and end on June 30, 2026. The maximum amount of the award is \$123,000.

Unspent funding will be returned to the state and cannot be carried over, no exceptions. If more than 10% of funds

All funding is subject to the availability of federal funding.

### Budget Building Instructions by Line Item:

Budget building is a critical component of the application process. The budget in the application will be the budget used for the subaward. The budget must be error free and developed and documented as described in the instructions.

#### Budget Narrative Tab:

1. There are eight (8) categories of charges to use when building the budget.

- a. Personnel
- b. Travel
- c. Operating
- d. Equipment
- e. Contractual
- f. Training
- g. Other

#### h. Indirect

If a category does not apply to your budget, leave it blank. Do not add any additional categories.

2. Follow the instructions within the Excel template, and do not alter any formulas or add new categories.
3. Some of the categories have examples of commonly used charges for each. If they do not apply to your organization, delete those rows. If you need additional rows, you can add them.
4. Justifications must be included for all items and should represent the fiscal/mathematical representation of all costs outlined in the budget narrative. The expenses should represent a projection of the expenses that will be charged on a reimbursement basis after payment to the subaward that directly support the work necessary to complete the tasks required to meet the goals and objectives as outlined in the scope of work submitted with the proposal.
  - a. If existing organization personnel are included in this budget request, you must include a justification citing where their current funding is coming from and why are they being moved to this award.
5. The indirect rate is at the organization's discretion, and the budget must include how the methodology was obtained in the "indirect methodology" box. Explain how indirect is calculated

(e.g.; 15% of all direct expenses per federally approved indirect agreement). If using a federally approved indirect rate, be sure to include a copy of the agreement in your application packet.

## Application Checklist

### NSIP Funding Application Checklist Period of Performance: December 1, 2025-June 30, 2026

- |                                           |                          |
|-------------------------------------------|--------------------------|
| 1. Cover Page Completed and Signed        | <input type="checkbox"/> |
| 2. Agency Profile Completed               | <input type="checkbox"/> |
| 3. Contact Information Completed          | <input type="checkbox"/> |
| 4. Plan to achieve Scope of Work Included | <input type="checkbox"/> |
| 5. Budget Plan Completed                  | <input type="checkbox"/> |

#### All applications must use the following format:

- Word or PDF documents for items 1 - 4. Item 5 must be an original Excel file.
- Applicants shall submit their entire application package electronically to Vickie Ives at [vives@health.nv.gov](mailto:vives@health.nv.gov) and Tami Conn at [tconn@health.nv.gov](mailto:tconn@health.nv.gov) **on or before the deadline of October 29, 2025**. Applicants may submit their proposal at any time prior to the stated deadline. Include **RFA Statewide Immunization Coalition FY26** in the subject line of the email.