

OAG 25/26 Application Frequently Asked Questions

In addition to using these Frequently Asked Questions, we encourage you to utilize the Application Instructions and accompanying PowerPoint on our website and attend the optional meetings prior to submitting your application:

- 1.) Pre-Submittal Application Meeting:
 - a. Wednesday, January 29th, 2025, from 10 am – 11:30 am
- 2.) Three Office Hours:
 - a. Wednesday, February 5th, 2025, from 10 am to 12 pm
 - b. Tuesday, February 11th, 2025, from 10 am to 12 pm
 - c. Thursday, February 20th, 2025, from 3 pm to 5 pm

The links to all optional meetings above can be found in the Application Instructions on our website.

Once an application is submitted it will be scored as is, which is why it is important to use the resources available to make sure the application submitted is the best reflection of your agency's request.

Eligibility Questions

Question: Can Nevada State Agencies apply?

Answer: Yes, if all requested program costs are solely to the benefit of Clark County residents, a state agency may apply for the Outside Agency Grant.

Question: Can an individual school within CCSD apply for the grant?

Answer: Yes, individual schools may apply, though there are certain questions and documentation that you may need to contact CCSD to acquire. Please note that as a government agency, you would be exempt from the requirements of some of the attachments, so please make sure you read the application instructions thoroughly.

Question: How can I check if my organization has a Nevada State or County Business License?

Answer: You may look up your status on the commiserate websites, listed below:

- 1.) State of Nevada: <https://esos.nv.gov/EntitySearch/OnlineEntitySearch>
- 2.) Clark County:
https://www.clarkcountynv.gov/business/doing_business_with_clark_county/business_license_search.php
- 3.) City of Las Vegas: <https://www.lasvegasnevada.gov/Business/Business-License/License-Search#!/disclaimer>

4.) City of North Las Vegas:

<https://www.cityofnorthlasvegas.com/business/business-licenses>

5.) City of Henderson: <https://bizsense.cityofhenderson.com/search-licenses>

6.) Boulder City: <https://www.bcnv.org/155/Business-Licensing>

7.) For additional jurisdictions, please reach out to your local business licensing agency for more information.

**Please note: the actual license or certificate will need to be uploaded, so reaching out to the state or local agency which distributes this document to get a copy will be the responsibility of the applicant.

Question: I just applied for our Nevada State Business License / Certificate of Good Standing or our Clark County Business License / Charitable Organization Certificate but have not been approved. What do I do?

Answer: Please submit the application itself to the commiserate attachment slot. This application must be dated and less than 45 days old. A representative of Clark County Social Service will reach out to you before the full application is due on February 26th, 2025, to request the full license/certificate, which is a requirement of the application.

Question: Are there any restrictions with receiving both CC OAG and CDBG grants?

Answer: No there are no restrictions. Please verify with your CDBG coordinator to confirm no restrictions on their end.

Technical Questions

Question: The email we originally used to create our ZoomGrants account needs to be changed. What should we do? OR When I click on the program in ZoomGrants, it tells me I do not have access to the program/system. OR I forgot my password to ZoomGrants.

Answer: Please email ZoomGrants directly at Questions@ZoomGrants.com for all technical questions, as our ability as the grant maker to help with technical issues is very limited.

Question: ZoomGrants will not allow me to upload a required document/I am having trouble with uploading.

Answer: Please ensure the document is formatted as a PDF or docx attachment. Google Chrome is the most compatible browser to use. If you are still having issues with it, despite the document being formatted correctly and using Chrome as your browser, please contact ZoomGrants directly at Questions@ZoomGrants.com.

Question: The page on ZoomGrants is constantly “loading” or “saving” and does not progress to the next section. What can I do?

Answer: Please refer to the ZoomGrants tips on our website and [linked here](#). We recommend making sure you are using Google Chrome, as that browser tends to work better with the ZoomGrants website. If you still experience issues, please email ZoomGrants directly at Questions@ZoomGrants.com to troubleshoot.

Question: The links in the original announcement email are not working. How do I access the application?

Answer: We have been having issues with the links. Please use the links on the OAG website for the most updated links. The website is linked here: [https://www.clarkcountynv.gov/residents/assistance_programs/community_resources_management/outside_agency_grant_\(oag\).php](https://www.clarkcountynv.gov/residents/assistance_programs/community_resources_management/outside_agency_grant_(oag).php).

Pre-Application Questions

Question: My initial pre-application was denied. How do I resubmit?

Answer: If time allows (which is why it is important to submit the pre-application early), you may go back to the initial application screen (links to which can be found on our CRM website linked above). From there, click “Apply” to start a new application. You will need to start a new application, as edits to the denied application will not allow for resubmission.

Question: The email we originally used to create our ZoomGrants account needs to be changed. What should we do? OR When I click on the program in ZoomGrants, it tells me I do not have access to the program/system. OR I forgot my password to ZoomGrants.

Answer: Please email ZoomGrants directly at Questions@ZoomGrants.com for all technical questions, as our ability as the grant maker to help with technical issues is very limited.

Question: How are selections made with regard to the new scoring system introduced for the 25/26 grant year?

Answer: The results of the objective review scores, based on the rubrics which can be found in the Application Instructions, are only one element used in the award decision-making process. The Review Committees reserve the right to consider preferences to fund organizations based on geographical need, or other department or district priority needs.

Please also note that review committees may elect to fund applications in whole or in part. Successful applicants may be funded at an amount lower than requested.

Application/Attachment Questions

Question: What if I have questions or am unsure about how to fill out an attachment in the application?

Answer: Please first refer to the application instructions. If you still have questions, check out the provided PowerPoint, which will give visual representations of what each attachment should include (with common errors highlighted). If you are still unsure, please join us for one of our optional Office Hours (see the times underneath the title of this document). If questions still remain, or if you are unable to attend the office hours, please email CRMInfo@ClarkCountyNV.gov and put "OAG Application" in the title to ask your question and Social Service staff will answer your questions within 2 working days (please note OAG offices are closed Fridays).

Question: Attachment #3: Do we need to submit Exhibit C? Even if our program or organization is new?

Answer: Exhibit C **MUST** be filled out and submitted with every application. It is an integral part of our application and should not be missed.

Question: Attachment #3: Can we run our goals by you ahead of the application due date for your feedback?

Answer: You are welcome to attend one of the office hours to introduce the goals and we can provide some feedback on how "SMART" the goal is.

Question: Attachment #3: Can we add more than 3 program outcomes?

Answer: Yes. If you are unable to add more rows to the template, you can duplicate the form and attach a second “Exhibit C” to display the totality of your program outcomes (while still trying to maintain the specificity required in the prompt).

Question: Attachment #3: How are we supposed to fill out this form?

Answer: What we are looking for in Attachment 3 is one to three outcomes in the first column (making sure they are S.M.A.R.T. goals – if you are having difficulty writing these, please reference the PowerPoint on our website, which has links to questions to ask of your program to create good program outcomes). Then, in the second/middle column, titled “This Quarter,” input an estimate of the number of people you plan to serve in a single quarter. We are not seeking a detailed quarter-by-quarter breakdown here, just an average of how many people will be served in a single quarter. Lastly, in the third column, titled “Year-to-date,” input the total number of people your program will serve over the entire year.

For example, if my program outcome is “To provide meals for 4000 individuals in Boulder City,” the amount I would put in the “This Quarter” column would be 1000, and the amount I would put in the “Year-To-Date” column would be 4000.

Question: Attachment #4: If we are not requesting salary, do we need to fill out the third page of this attachment?

Answer: If salary is not being requested for your program budget, then you may put N/A in those sections for attachment 4.

Question: Attachment #4: Whenever I put a number in the Administrative Salary section, it copies it to two other boxes. How do I get around this?

Answer: There was an initial error with the template provided which has since been corrected. Please re-download this template from ZoomGrants and this issue should be corrected.

Question: Attachment #4: If we do not have a federal letter of assignment for an indirect rate, are we still able to request indirect costs?

Answer: We are currently reviewing regulations internally to provide you with a more accurate response. Currently, we require any organization requesting

indirect costs to have a federal letter of assignment. If your organization is selected for a grant, we expect to have more detailed information by June/July when we finalize our proposed budget drafts.

Question: Attachment #6: Does the number entered for Clark County residents employed include independent contractors that we contract with to provide services?

Answer: No contracted professionals or volunteers should be included in this number, just anyone on payroll. Please enter 0 if no one is on payroll.

Question: Attachment #6: For the relationships to the county, is it for anyone on county payroll? Does that also include the board members?

- Answer: Yes, but for attachment 6 please keep in mind that you only need to disclose relationships defined in page 2 of the form. “Consanguinity” is a relationship by blood. “Affinity” is a relationship by marriage.” To the second degree of consanguinity” applies to the candidate’s first and second degree of blood relatives as follows: Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)
- Yes, they also include board member relationships to the county, only as delineated in the form.

Question: Attachment #8: Certification of Application: Per the 2nd paragraph of the form, the 3rd requirement is that our organization be incorporated in Nevada. Our organization was incorporated elsewhere. Does this impact our eligibility to apply for this grant?

Answer: No, as long as you have a NV Business License/Certificate of Good Standing and a Clark County business license/charitable organization certificate, you will meet the requirements of that incorporation for Nevada.

Question: As a government agency, what should my exemption memo to attachments 1-2 and 6-14 include?

Answer: The agency will need to submit a memo on official agency letterhead, that is signed, which states the exemption (i.e. we are a public organization and as such, we are exempt from submitting Attachments 1-2 and 6-14). There is no one way to write this memo, as each agency drafts their own, but refer to [this](#)

[document as an example](#). Please see page 5 of the application instructions for more information.

Question: Attachment #6 - Disclosure of Ownership Form, regarding disclosure of relationships to Clark County employees, this requirement pertains to only to any owners, partners or governing board members, and not entire employee population?

Answer: That is correct.

Question: Attachment #7: We do not have any staff on payroll. Do we need to fill out this form?

Answer: You will still need to partially fill out the form. Please put your agency name at the top, and in one of the spaces for the job title/compensation, please put either N/A or the title that the volunteer holds and a \$0 amount for their compensation amount.

Question: Attachment #7: Can the “job title” change from row to row if the top paid position changed? For example, if a Senior Residential Manager was a top five paid position in 2023, but fell off and was not in the top five in 2024, can the job titles change?

Answer: Yes, the job titles can change based on which were the top five paid positions. This will be acceptable.

Question: Do signatures on the attachments need to be a physical signature, or can an electronic signature with documentation suffice?

Answer: We will accept electronic signatures wherever applicable for the forms. Please be sure to date the forms.

Question: Attachment #9: Should the 990 be from 2022 or 2023?

Answer: The 990 should be from 2023, however, if you only have 2022 and requested an extension for 2023, please submit your 2022 990 and proof that your exemption was approved.

Question: Attachment #10: What if we do not have an audit?

Answer: If your organization has expended more than \$1 million in federal or county grants, you should have an audit.

If your agency has expended more than \$100,000, but less than \$1 million in federal or county grants and you do not have an audit, please submit any financial documentation that has been independently reviewed or other financial accountability documentation and a statement on official agency letterhead explaining the situation (i.e. this is why we do not have an audit).

If your agency has expended less than \$100,000 in federal or county funds, please provide a profit and loss sheet, as well as a statement on official agency letterhead explaining that your agency has expended less than \$100,000 in federal/county funds.

Question: Attachment #13: For the three years of funding history -- is it only the funding history from OAG? Or all funding sources?

Answer: If you have NOT received OAG funding in the last three cycles, you want to provide the three-year funding history for all sources of funding.

Question: Attachment #13: We have been in operation for less than 3 years. What should we do?

Answer: Please provide the information you have and write a statement confirming when your organization started to explain the discrepancy.

Question: Attachment #13: What exactly does the three years of funding history need to include?

Answer: This document can be a spreadsheet or profit and loss sheet which shows the last three years of funding from all sources. You do not need to be very specific with this – there is no need to list grant by grant your funding. You can aggregate the funding into categories like “Federal Grants,” “State Grants,” “Private Grants,” “Program Income,” “Donations,” “Fundraising,” etc, etc. Our purpose in asking for this is to make sure there are internal controls which track this, so however your agency tracks your funding should work for this requirement.

Question: Attachment #13: What format does this attachment need to be in? Does it HAVE to be Excel?

Answer: As long as it expresses the full funding history for your organization for the last three years, it can be an Excel document, a word document, a written upload, or however else your organization keeps track of that funding history. It can also be a profit and loss sheet, if all of the funding is expressed through that format.

Question: In previous years, we've always put "see attachment" here with Attachment #4 and then we've attached a complete budget narrative to our County-supplied budget attachment - can we still do this? We apply for many different line items so it's much easier to follow for us to create a budget narrative in a table format (which still includes a robust narrative explaining each line-item cost)

Answer: Our recommendation is that you format/transfer the table narrative into the ZoomGrants application. When preparing the applications for the committees, the transferring of the application will be more seamless if we are able to populate directly from ZoomGrants versus transferring an additional attachment with the application questions.

Question: Under the budget tab: For Sections 1 and 2, are these questions program specific or do they apply to the agency/organization as a whole?

Answer: These sections are program specific.

Question: Under the budget tab: Should I delete the pre-filled in item descriptions (Non-County CDBG Funds, Clark County ESF Funds, etc.) if they do not relate to my program? Or should I leave them all there and just fill in \$0? And do I need to list out every single foundation grant received under "private funds", or can I just list the total amount?

Answer: For the budget tab, you can leave the pre-filled in item descriptions and just fill in \$0 if your organization does not have funding from those sources. We have those specific categories to see what local resources your organization has. For the "private funds" category, you can aggregate all the funds and list the total amount there.

General Questions

Question: Where is your office located?

Answer: OAG is administered through Clark County Social Service. The main office for CCSS is 1600 Pinto Ln. 89106.

Question: Will recent Executive Orders which temporarily pause Federally funded grants impact OAG's ability to receive applications?

Answer: No. The changes coming from the Administration are not currently impacting the services the County provides to the community, including the OAG. For the OAG specifically, our funding comes from county taxpayer funds, as opposed to federal funds. While the changes remain fluid, the County has made no changes to the allocation of their dollars, especially for services for those in need. As the County works to get more detailed information, we at the OAG will ensure that we proactively communicate with applicants as needed.

Question: Where can I locate the rubric?

Answer: The rubrics for each track, both the Community Imitative and Department Initiative Track, can be found on the final pages of the Application Instructions and in the application itself in ZoomGrants.

Question: Are office hours held in person or virtually?

Answer: The office hours will be virtual and the links for the meeting are on the application instructions.

Question: I have submitted applications to the Nevada Secretary of State to receive our organization's Nevada Business License/Certificate of Good Standing or Clark County Business Licensing departments for our organization's Clark County Business License/Charitable Organization Certificate but have not received the document yet. What should I do?

Answer: A pending application will be accepted in lieu of Nevada and/or Clark County licensure requirements for the pre-application, as long as the application is submitted prior to the pre-application's deadline of 1/27/25. Clark County

Social Service staff will ask you for the updated documentation during the period preceding the due date of the full application (2/26/25 at 4 PM).

Question: How would a program complete this quarterly report if the program is a pilot program meant to last only one quarter or a point-in-time event?

Answer: Yes, the anticipated goal for the entire program year. We do have programs that occur as a one-time event or for a quarter/summer. That's okay. Just capture the goal for the entire quarter.

Updated 2/20/2025