



FY 2027/2028 OAG

Workplan Form Pre-Application Training

WEDNESDAY, SEPTEMBER 9, 2026, 10:30 AM – 12:00 PM

The background of the slide is a dark brown wooden plank texture. The word "Welcome" is written in a large, orange, cursive script font. Below it, the phrase "We're glad you're here!" is written in a smaller, orange, sans-serif font. There are decorative autumn leaves in shades of orange, red, and yellow scattered around the text, particularly on the left and right sides.

Welcome

We're glad you're here!



Introduction

Pre-Award Team: Project Development Team
SSPDT@ClarkCountyNV.gov

Apryl Kelly, Tracy Washington – Grants Coordinators

Brenda Herbstman – Senior Grants Coordinator

Post-Award Team: Contract Compliance Team
SSRAD@ClarkCountyNV.gov

Valiyah Dela Cruz, Holland Meyer, Eduardo Alvarez –
Management Analysts

Mary Insco – Senior Management Analyst

Management Team: Natasha Nickles, Mary Duff, Alisha Barrett



Helpful Links



[CLICK HERE TO JOIN
THE PDT CONTACT LIST!](#)



[HTTPS://WWW.CLARKCOUNTY
NV.GOV/RESIDENTS/ASSISTANC
E PROGRAMS/OUTSIDE-
AGENCY-GRANT](https://www.clarkcounty.nv.gov/residents/assistance/programs/outside-agency-grant)

Reference Library

- [FY 2027/2028 OAG FAQs](#)
- [ZoomGrants Application Tips](#)
- [ZoomGrants Application Help](#)
- [Step-by-Step Applicant Instructions](#)
- [Annual Budget Detail & Workplan - 5 AMOUNTS](#)
- [Application High-Level Overview PPT](#)
- [Annual Budget Detail PPT](#)
- Workplan Form PPT – Coming soon!



Provide	Provide an overview of the FY 2027/ 2028 OAG application process.
Review	Review eligibility requirements and program priorities.
Explain	Explain application forms, budget requirements, and timelines.
Answer	Answer applicant questions and support successful submissions.

Purpose

What is the OAG Program?

Grants are awarded to programs that provide a substantial benefit in the following areas:

- Help disadvantaged citizens become more self-sufficient and gain personal independence;
- Foster community pride or social cohesion; and/or
- Strengthen the community's infrastructure.

What is the OAG Program?

- OAG funds are intended to supplement services already provided by Clark County or to support programs that address the needs of Clark County residents.



Eligible Applicants

Applicants must meet all solicitation and compliance requirements.

- Non-profit organizations
- Government Entities
- Public organizations



Application Process

- Review the FY 2027/2028 OAG Application Instructions & Program Guide
- Attend Bidders' Conference (optional)
- Attend Office Hours Sessions (optional)
- Complete all required forms and attachments
- Submit application by documented deadline
- Applications will be evaluated & scored
- Award/Denial Letters mailed by June/July 2027



Training Opportunities

FY 2027/2028 Outside Agency Grant Pre-Application Training Schedule

- Document Preparation session on
Wednesday, Sept. 23, 2026, 2PM – 3:30 PM
- IN PERSON Pre-Application Training

Training Opportunities

FY 2027/2028 OAG Bidder's Conference Schedule



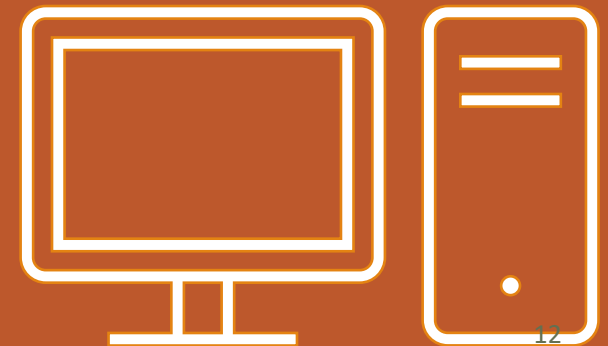
Monday, October 5, 2026, 1:00 PM – 2:30 PM



FY 2027/2028 OAG Office Hours Schedule

- Wednesday, October 14, 2026, 10:30 AM – 12:00 PM
- Wednesday, October 21, 2026, 1:00 PM – 2:00 PM
- Wednesday, October 28, 2026, 10:30 AM – 12:00 PM

Training Opportunities



Application Deadline

Application
opens on...

**Thursday,
October 1,
2026**

9:00 AM PST

and will
close on...

**Thursday,
October 29,
2026**

5:00 PM PST

If it's Nevada Day and if it's HALLOWEEN...





Community Initiative Track Application

Agencies may submit a maximum of two (2) different program applications under the Community Initiative track.

Applicants must request a minimum of \$10,000 for each project to be considered for funding. While there is no maximum request limit, historically no awards over \$75,000 have been made in the Community Initiative Track.



Department Initiative Track Application

To be eligible to apply for the Department Initiative Track the applicant must serve the targeted populations of Juvenile Justice Services, Family Services, and Social Services.

It is encouraged for applicants to have an established relationship with the department they are proposing to serve.



Department Initiative Track Application

Agencies may submit a maximum of two (2) different program applications under the Department Initiative Track.

Applicants must request a minimum of \$25,000 per project to be considered for funding.

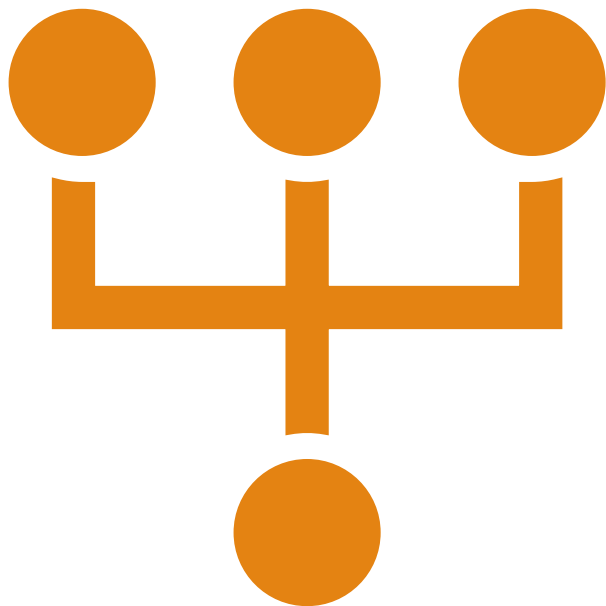
Applicants not selected for Department Initiative funding will be considered under Community Initiative Track.



Clark County Social Services Funding Guidelines was created to provide clear guidance on allowable and unallowable costs, ensuring compliance with the most current version of the Clark County Social Services funding requirements.

- Updated guidance will be published and will take effect July 1 of each year thereafter.

Funding Guidelines



Risk Assessment Requirement

As part of the risk assessment process, review factors may include, but not limited to:

- Financial stability;
- Quality of management systems and internal controls;
- History of performance on prior federal, state, or local awards;
- Results of previous audits and monitoring reviews;
- Compliance with reporting requirements; and
- The organization's overall capacity to administer grant funds.



Conflict of Interest Policy Requirement

Applicants must maintain a written Conflict of Interest Policy that promotes impartial decision-making and protects against actual, potential, or perceived conflicts of interest.

The policy must require the disclosure of financial or personal interests that could influence, or appear to influence, the performance of grant-funded activities or the administration of grant funds.



There may be specific insurance coverage that would be required if the project is selected for funding. Failure to maintain required insurance coverage may result in the suspension or termination of grant funding.

Insurance Requirement

Insurance Requirement

Applicants may be required to meet insurance requirements before contract execution.

Early coordination with Clark County Purchasing & Contracts Department is encouraged.

Failure to meet requirements may delay contract processing.



Application Scoring Rubric

Workplan Format Scoring Rubric

- Program Description (0–10 points)
- Output Description (0–10 points)

Annual Budget Scoring Rubric

- Budget Review (0–10 points)

For agencies that previously received OAG funding, past performance may be considered during the review process.



This may include:

Compliance
with reporting
requirements

Timely grant
management

Achievement
of project
goals

Overall
community
impact

Evaluation & Selection Process



Department Initiative applications will be reviewed first.



Applications not selected for Department Initiative funding may be moved to the Community Initiative Track for further consideration.

Evaluation & Selection Process

Evaluation & Selection Process

All required attachments must be completed and uploaded at the time of application submission.

If an applicant did not upload the correct required document or a deficiency is identified in a required document, the agency will have 30 calendar days from the date of notification to correct the deficiency.





CLARK COUNTY SOCIAL SERVICES

LEADING WITH COMPASSION. SERVING WITH PRIDE.

FY 2027-2028 OUTSIDE AGENCY GRANT (OAG) COMMUNITY CONNECTION BINGO

Let's connect, collaborate, and build a stronger Clark County together!



INSTRUCTIONS: Mingle and meet other organizations. Find someone who matches each statement, have them sign their name in the box, and try to get BINGO!



*Get to know.
Make connections.*



SERVES
YOUTH



PROVIDES
HOUSING
SERVICES



OFFERS
MENTAL HEALTH
SERVICES



SERVES
VETERANS



FIRST-TIME
OAG
APPLICANT



PROVIDES
FOOD
ASSISTANCE



SERVES
SENIORS



PROVIDES
EMPLOYMENT /
WORKFORCE
SERVICES



WORKS
WITH
FAMILIES



HAS
VOLUNTEER
OPPORTUNITIES



SERVES
PEOPLE WITH
DISABILITIES



OFFERS
SUBSTANCE USE
SERVICES



PROVIDES
ARTS / CULTURAL
PROGRAMS



GOVERNMENT
OR PUBLIC
AGENCY



HAS OPERATED
10+ YEARS



SERVES
UNHOUSED
INDIVIDUALS



PROVIDES
HEALTH OR
MEDICAL
SERVICES



SUPPORTS
EDUCATION



SERVES
SURVIVORS
OF VIOLENCE



LOOKING FOR
COMMUNITY
PARTNERSHIPS



SERVES OVER
500 RESIDENTS
ANNUALLY



OFFERS CASE
MANAGEMENT
SERVICES



WORKS
COUNTYWIDE



PROVIDES
TRANSPORTATION
OR MOBILITY
SUPPORT



REFLECTION QUESTION:

Who did you meet today that you could collaborate with on a future project or referral?



strong
families
strong
community



clarkcountynv.gov/socialservice



1600 Pinto Lane, Las Vegas, NV 89106



(702) 455-4270



30 Second Elevator Pitch

Organization

Target Population

One program you are most proud of

One collaboration you are looking for



Workplan Form



Instruction Video:



[CLICK HERE!](#)

WORKPLAN
FORM



Presentation Objectives

By the end of this session, you will understand how to:

- Complete each section of the Workplan Form.
- Connect **Goals** → **Activities** → **Outputs**.
- Create clear and measurable results.
- Avoid common mistakes.
- Submit a Workplan that supports the proposed project.

Workplan Form

The Workplan is a required document for all applications. It outlines the structure for describing the proposed program, projected outputs, activities, service delivery details, and budget components.

The purpose of this form is to ensure consistency across applications and to allow the County to evaluate programs based on clearly defined goals, measurable outputs, and demonstrated capacity.



	A	B	C	D	E	F	G	H
1	<u>WORKPLAN</u>							
2	<PROVIDER NAME> hereinafter referred to as PROVIDER, agrees to provide the following services and							
3	reports according to the identified timeframes.							
4	Program Description: In no more than 300 words, describe the program including the number of clients to be served, how the funds requested will support the program, and the positive impact this program hasd on the community.							
5	<PROVIDER RESPONSE>							
6	Word count: 2				To check spelling, go to the Review tab and click on the "Spelling" icon.			



1. Start with the Program Description

1

Use no more than 300 words.

2

Explain what the program does.

3

State how many people the program will serve.

4

Explain how County funds will support the program.

5

Describe the positive impact on the community.

7	OUTPUT #1: REQUIRED	PROGRAM NAME will ... <identify a measureable output of the program.>					
8	Population to be served:	<What is the predominant population served by the program?>					
9	Activities to be conducted	# of services provided	# of unduplicated clients	What benchmarks will be used to measure success?	Documentation used for measurement	When will activities start?	When will activities end?
10							
11							
12							
13	OUTPUT #2: OPTIONAL	PROGRAM NAME will ... <identify a measureable output of the program.>					
14	Population to be served:	<What is the predominant population served by the program?>					
15	Activities to be conducted	# of services provided	# of unduplicated clients	What benchmarks will be used to measure success?	Documentation used for measurement	When will activities start?	When will activities end?
16							
17							
18							
19	Budget Summary:	Direct Costs: <\$\$>	Total Project Budget: <\$\$>			County Request:	
20		Admin/Other Costs: <\$\$>	Per Person Served Costs: <\$\$>			<\$\$>	
21							

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WORKPLAN
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2. Write a Clear Output

Output #1 is required. Output #2 is optional.

- An output is a result your program plans to complete.
- Make the output easy to count or measure.
- Start with the program name, then say what it will do.



3. Identify Who Will Be Served

- Name the main group the program will serve.
- Be specific but keep the answer simple.
- Use the same population throughout the application.



4. List Activities, Services, and Clients

Activities

What will staff do?

Example:
Hold tutoring
sessions

of Services

How many services
provided?

Example:
200 tutoring
sessions

of Clients

How many
different people
will be served?

Example:
50 students

Unduplicated clients = count each person only once.



5. Explain How Success Will Be Measured

- Benchmark = the goal used to show success.
- Documentation = the proof used to show what happened.

Benchmark Example
**80% of students will improve
their reading score.**

Documentation Example
**Attendance sheets, test
results, case notes, or sign-in
records.**

Choose proof that can be saved and reviewed later.



6. Add Start and End Dates

- Enter when each activity will begin.
- Enter when each activity will end.
- Activities must fit within the grant program period.
- Make sure dates match the rest of the application.

Example: Start 07/01/2027 • End 06/30/2028



7. Complete Output #2 Only If Needed

- Output #1 is REQUIRED.
- Output #2 is OPTIONAL.
- Use Output #2 only for a different measurable result.
- Do not repeat the same information from Output #1.

One strong output is better than two unclear outputs.

8. Check the Budget Summary

The Workplan and Annual Budget Detail should tell the same story:

Direct Costs

Program costs tied directly to the work.

Admin/Other Costs

Administrative or other approved costs.

Total Project Budget

The full cost of the project.

Per Person Served

Total project budget ÷ people served.

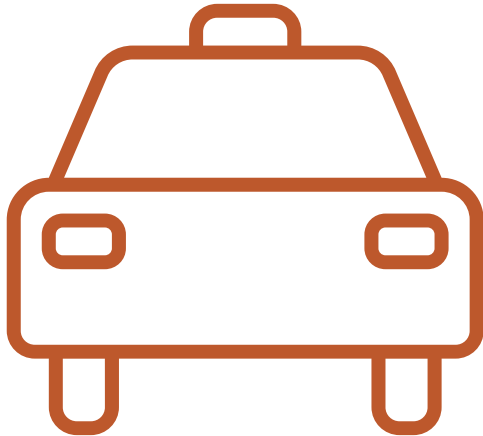
County Request

The amount requested from Clark County.

The Workplan and Annual Budget Detail should tell the same story:

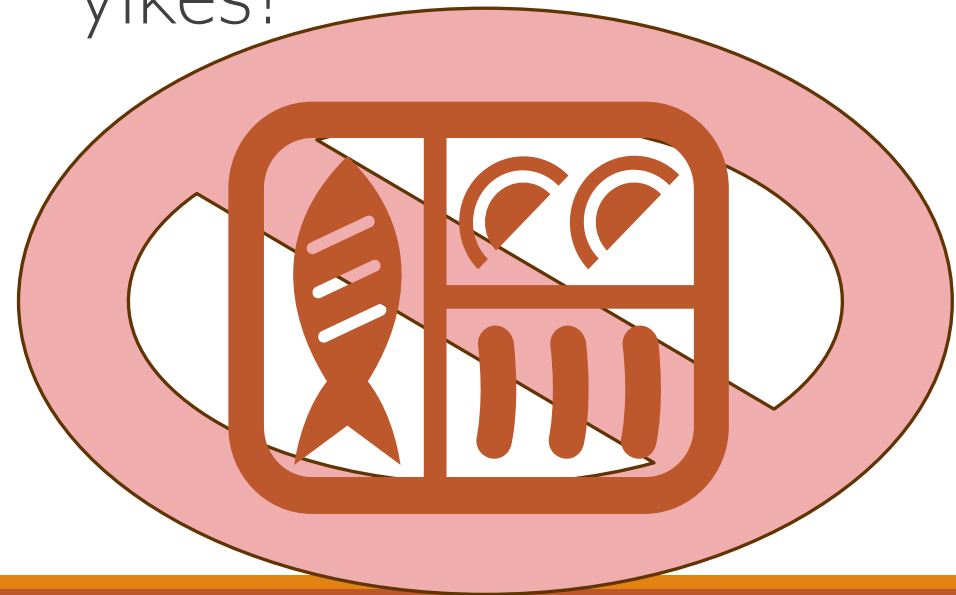
ANNUAL BUDGET DETAIL

If one says providing transportation...



WORKPLAN FORM

but the other says serving food... yikes!



KISS – Keep it Simple Sweetie

Be sure you can measure what you say you will...

For example, you'll have 4 farmers market events:

- measure the number of farmers market events
- not the number of people attending if you don't have one entrance where you can count every person that enters



How to complete the
Budget Summary
section of the
Workplan Form

1 – Open the Workplan and locate the Budget Summary section.

The Workplan is requesting five (5) amounts.

- Direct Costs
- Admin/Other Costs
- Total Project Budget
- Per Person Served Costs
- County Request

18						
19	Budget Summary:	Direct Costs: <\$\$>	Total Project Budget: <\$\$>			County Request:
20		Admin/Other Costs: <\$\$>	Per Person Served Costs: <\$\$>			<\$\$>
21						

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WORKPLAN

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7	OUTPUT #1: REQUIRED		PROGRAM NAME will ... <Identify a measureable output of the program.>					
8	Population to be served:		<What is the predominant population served by the program?>					
9	Activities to be conducted		# of services provided	# of unduplicated clients	What benchmarks will be used to measure success?	Documentation used for measurement	When will activities start?	When will activities end?
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16								
17								
18								
19	Budget Summary:		Direct Costs: <\$\$>		Total Project Budget: <\$\$>		County Request:	
Admin/Other Costs: <\$\$>			Per Person Served Costs: <\$\$>		<\$\$>			
20								
21								

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WORKPLAN
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2 - Open the Budget Summary tab of the Annual Budget Detail.

	A	B	C	D	E	F
1	Annual Budget Detail Summary					
2	Agency Name:					
3	Project Name:					
4	Note: Any errors detected on this page should be fixed on the corresponding page.					
5	Annual Budget Detail					
6	July 1, 2027 - June 30, 2028					
7	Budget Category	County Request	Other Funding Sources	Total		
8	A. Salary	\$ -	\$ -	\$ -		
9	B. Fringe Benefits	\$ -	\$ -	\$ -		
10	C. Travel	\$ -	\$ -	\$ -		
11	D. Equipment	\$ -	\$ -	\$ -		
12	E. Operating	\$ -	\$ -	\$ -		
13	F. Subawards/Contracts	\$ -	\$ -	\$ -		
14	G. Services and Goods	\$ -	\$ -	\$ -		
15	Direct Costs Total	\$ -				
16	H. Administrative	\$ -	\$ -	\$ -		
17	Total Project Costs	\$ -	\$ -	\$ -		
< > Budget Instructions Annual Budget Detail Budget Summary A. Salary Con't						

The five amounts needed are in the following cells of the Budget Summary tab:

Workplan Form amounts needed	Find amounts in cells of the Annual Budget Detail Budget Summary tab
Direct Costs	B15
Admin/Other Costs	B16
Total Project Budget	D17
Per Person Served Costs	See instructions on slide 50.
County Request	B17



How to calculate the Per Person Served Costs:

Divide the County Request Amount by the **total number of people you propose to serve** during the grant period.

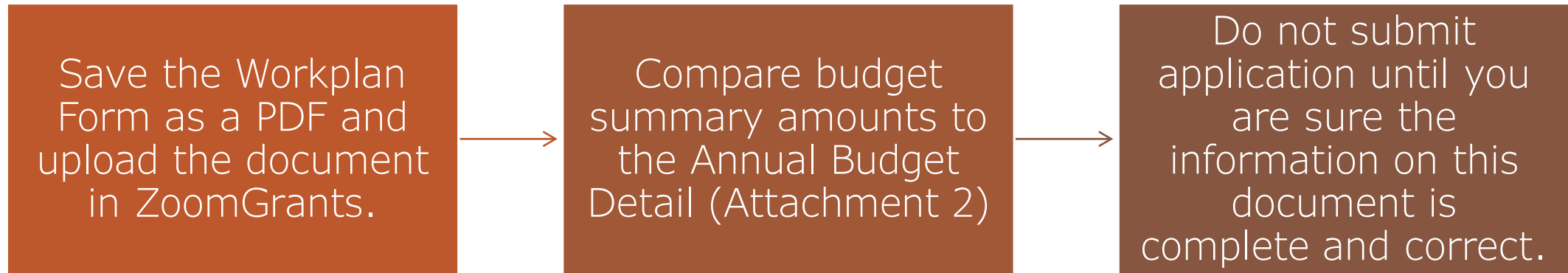
Formula:

County Request Amount ÷ Number of People Served = Cost Per Person Served

Final Check Before You Submit

- ✓ Program description is 300 words or less.
- ✓ Output #1 is clear and measurable.
- ✓ Population is clearly identified.
- ✓ Activities, services, and unduplicated clients are listed.
- ✓ Benchmarks and documentation show how success will be measured.
- ✓ Start and end dates are complete.
- ✓ Workplan numbers match the budget and application.

Keep it simple. Be specific. Make sure the numbers match.



Please Remember...





Please email us with any questions at:
SSPDT@CLARKCOUNTYNV.GOV



Thank you for attending the
FY 2027/2028 OAG Workplan Training!