

**State of Nevada**  
**Division of Child and Family Services**  
**Grants Management Unit**  
**Family Violence and Prevention Services Act (FVPSA)**  
**Questions and Answers**  
**Posted: October 12, 2018**

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Question 1: [What is the max each sub-awardee can apply for? We were wanting to maximize our amount to provide shelter since we do not have much shelter dollars in any of our budgets.](#)

Answer 1: There is no maximum however with the limited funds we are going to try and stretch the funding as much as possible.

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Question 2: [Can a Victim Services Unit with in a Police Department be eligible for this funding, given that they can not ensure complete confidentiality? Our staff, for example, provides victims with as much confidentiality as possible, but can not offer the level of confidentiality as another organization with a different mission.](#)

Answer 2: Per the FVPSA Final Rule effective January 3, 2017.

1370.4 What confidentiality requirements apply to these programs?

(d) Grantees and sub grantees may share:

- (1) Non-personally identifying information, in the aggregate, regarding services to their clients and demographic non-personally identifying information in order to comply with Federal, State or Tribal reporting, evaluation or data collection requirements;
- (2) Court-generated information and law enforcement-generated information contained in secure, governmental registries for protective order enforcement purposes; and
- (3) Law enforcement-and prosecution-generated information necessary for law enforcement and prosecution purposes.
- (4) Personally identifying information may be shared with a health care provider or payer, but only with the informed, written, reasonable time-limited consent of the person about whom such information is sought.

Source: <https://www.federalregister.gov/documents/2016/11/02/2016-26063/family-violence-prevention-and-services-programs>

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Question 3: For Section II – Narrative:  
The Overview is ½ page. Do you want the Statement of Need, which is 1 page, to start on the same page where the Overview ends or on a new page?

Answer 3: The Overview and Statement of Need should be on separate pages.

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Question 4: On page 13 of the FVPSA application, under question G, do you want the **KEY PERSONNEL** for the whole agency or only the staff that will be involved with the programs that FVPSA will fund?

On page 14 under question J, do you want **CURRENT FUNDING** for the whole agency or only the funds that will be used with FVPSA to provide the requested services?

Answer 4: Please provide the whole agency on both key personnel and current funding.

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Question 5: I noticed that shelters are underlined and counseling is not--my program provides counseling. Would you recommend and/or encourage me to apply for this funding?

Answer 5: This funding is primarily for shelter and shelter-related services; however you are free to apply.

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Question 6: The RFA states there should be A-L in Section 1 of the Application Form, however I can only find A-K. Will an updated form be put on the website or sent out through email?

Answer 6: The Application Form is missing the section for Services to Be Provided by Applicant. This was an oversight by DCFS. The form will not be updated for this RFA however the services provided by the applicant should be evident in the Scope of Work and project narrative. The missing section will not have any affect on the scoring of the Application Form.

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Question 7: I understand the requirement for the 9-digit zip code, however, our physical address does not exist according the U.S. Postal Service.  
What do you want me to do about the 9-digit zip code for the physical since the USPS will not deliver to our physical address?

Answer 7: You can just use the zip code for the PO Box.

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Question 8: Do you want the words “Application: Section II, with the Application Narrative - 60 points and Begin typing below each field header.” to be retained on the submitted application? Are there any indent requirements? I understand that the applicant name should be on the bottom of the page, but do you want it in the middle or to one side?

Answer 8: Yes, the Application Section II should be retained on the submitted application. There are no indent requirements. The application name can be in the middle or on the right side of the page.

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Question 9: I’m not quite sure if I understand what The Third-Party Payers of Services are. The example given is “insurance companies.” Is this an insurance company that an agency would bill, such as health-care insurance or are you talking about an insurance company that bills us for providing property insurance? I’m thinking that it is the former since it says “some organizations bill third-party payers” but I wanted to make sure I wasn’t assuming incorrectly.

Answer: 9: Yes, you are correct. This would be if you are using a third-party to bill for services.

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Question 10: In the Current Funding section, I am assuming you only want monetary donations listed. We receive in-kind donations as well, for example groups donate food to the shelter. Do you want a listing of in-kind donations as well or just monetary funding?

Answer: 10: In the Current Funding section, you should only list other monetary funding you receive. In-kind donations should be included in the budget narrative form.

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Question: 11: We are a domestic violence agency. Our personnel have required training, but we do not have licensed personnel. We don’t provide any services that require a license. In the Key Personnel portion of the Application Form would you want me to list the names of the personnel and have resumes and mark “no” on the licenses?

Answer 11: Yes, list the names and titles of key personnel and mark No if they do not process a license (i.e. MSW, MFT).

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Question 12: Is Section II – Budget supposed to be a separate Word document from the Excel form? The Budget Narrative on the Excel sheet doesn't have one-inch margins. Can I eliminate the categories in the Budget Narrative that are not used? For example, we don't charge out-of-state travel to FVPSA, so I wouldn't put any dollar amounts in that section. The Budget Narrative has a limit of 2 pages, but the Excel spreadsheet without any editing is 3 pages. Am I supposed to cut it down to 2?

Answer 12: The Budget Narrative in Excel does not have to one-inch margins and the pages are not limited; this was an oversight by DCFS. The requirement for the Budget Narrative is a completed form to include all 3 sections (Budget Narrative, Budget Summary and Match Budget Narrative). If you do not have a dollar amount for a budget category just put \$0. Deleting the categories will alter the formulas in the spreadsheet.

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Question 13: Normally the checklist is at the beginning of a grant RFA. The checklist to this grant seems to be at the end. Is that where you want it? I don't see any instructions on page numbering or footers. Do you want the pages numbered?

Answer 13: The completed checklist should be at the beginning of the submitted application. There is no requirement for the pages to be numbered however it would be very helpful if they were.

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If you have additional questions, please contact Kelsey McCann-Navarro by phone at 775-684-4431 or by email [kelsey.navarro@dcsf.nv.gov](mailto:kelsey.navarro@dcsf.nv.gov)