



**State of Nevada**  
**Division of Child and Family Services**  
**Grant Management Unit**  
**Victims of Domestic Violence-**  
**Marriage License (ML)**  
**Notice of Funding Opportunity**

**State Fiscal Year 2022 Award**

NOTE: This document is available online at <http://dcfs.nv.gov/Programs/GMU/GMU/>

# Opportunity Summary: Section I

---

## Opportunity Summary

The purpose of this funding announcement is to support innovative programming in nonprofit and public agencies that serve victims of domestic and sexual violence pursuant to the Nevada Revised Statutes (NRS) Chapter 217.400 to 217.460. **Funding is primarily for shelter and shelter-related services.** New and current subrecipients are encouraged to propose projects that are innovative and far reaching as we strive to reach underserved populations and geographical regions throughout the State of Nevada.

This Notice of Funding Opportunity (NOFO) is for applications to be funded through the account, Aid for Victims of Domestic Violence for State Fiscal Year (SFY) 2022. This NOFO implements a funding process that combines application review and grant allocation based on geographic region and is administered by the Division of Child and Family Services (DCFS).

**Total Funding Amount: \$2,600,000.** Funds awarded as a result of this NOFO will begin on July 1, 2021 and expire on June 30, 2022. Existing Funds are awarded on an SFY basis and are dependent upon availability of funding, compliance with grant requests and scopes of work (SOW). The SFY starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of each year. Unused funds from one year will not be carried forward to the next year. Current subrecipients are not guaranteed funding in SFY 22 and applicants who receive awards through this NOFO are not guaranteed future funding.

## Program Requirements

### OVERVIEW

This Notice of Funding Opportunity (NOFO) is for applications to be funded through the account for Assistance to Victims of Domestic Violence for State Fiscal Year (SFY) 2022. The account is established in the general fund and is administered by the Division of Child and Family Services (DCFS).

Pursuant to NRS 217.400 Assistance to Victims of Domestic Violence:

Domestic Violence means:

- (a) The attempt to cause or the causing of bodily injury to a family or household member or the placing of the member in fear of imminent physical harm by threat of force.
- (b) Any of the following acts committed by a person against a family or household member, a person with whom he or she had or is having a dating relationship or with whom he or she has a child in common, or upon his or her minor child or a minor child of that person:
  - (1) A battery.
  - (2) An assault.
  - (3) Compelling the other by force or threat of force to perform an act from which he or she has the right to refrain or to refrain from an act which he or she has the right to perform.
  - (4) A sexual assault.
  - (5) A knowing, purposeful or reckless course of conduct intended to harass the other. Such conduct may include, without limitation:
    - (I) Stalking.
    - (II) Arson.
    - (III) Trespassing.

- (IV) Larceny.
- (V) Destruction of private property.
- (VI) Carrying a concealed weapon without a permit.
- (6) False imprisonment.
- (7) Unlawful entry of the other's residence, or forcible entry against the other's will if there is a reasonably foreseeable risk of harm to the other from the entry.

Victim of sexual assault means a person who has been sexually assaulted as defined in [NRS 200.366](#) or a person upon whom a sexual assault has been attempted.

Victim of stalking means a person who is a victim of the crime of stalking or aggravated stalking as set forth in [NRS 200.575](#).

Funds are awarded on an SFY basis and according to NRS 217.400. Funding provides services to Victims of Domestic Violence as follows, not inclusive: support shelter, hotline, food assistance for clients, counseling services, obtaining legal, medical, outreach, psychological or vocational help and education and training for members of the community.

## **APPLICANT ELIGIBILITY**

The State of Nevada will fund, pursuant to NRS Chapter 217.400 to 217.460, one or more programs that serve victims of domestic violence to include children and adolescents exposed to domestic violence.

### **Aid for Victims of Domestic Violence Eligibility:**

1. Be a nonprofit corporation, incorporated or qualified in this state.
2. Be governed by a board of trustees which reflects the racial, ethnic, economic and social composition of the county to be served and includes at least one trustee who has been a victim of domestic violence.
3. Receive at least fifteen (15) percent of its money from sources other than the Federal Government, the State, any local government or other public body or their instrumentalities. Any goods or services which are contributed to the organization may be assigned their reasonable monetary value for the purpose of complying with the requirement of this subsection.
4. Provide its services exclusively for victims of domestic violence and only within this state
5. Require its employees and volunteer assistants to maintain the confidentiality of any information which would identify persons receiving the services.
6. Provide its services without any discrimination on the basis of race, religion, color, age, sex, marital status, national origin or ancestry.
7. Be able to provide:
  - (a) Except in counties whose population is less than 100,000, shelter to victims on any day, at any hour.
  - (b) A telephone service capable of receiving emergency calls on any day, at any hour.
  - (c) Except in counties whose population is less than 100,000, facilities where food can be stored and prepared.
  - (d) Counseling, or referrals for counseling, for victims or spouses of victims and their children.
  - (e) Assistance to victims in obtaining legal, medical, psychological or vocational help.
  - (f) Education and training for members of the community on matters which relate to domestic violence.

## **EMERGING TRENDS**

Applicants who respond to this NOFO should be aware that emerging trends in approaches to service delivery, community partnerships, collective impact, data tracking and more may result in eventual adjustments to some aspects of programs and/or processes. During the course of the grant period, applicants who receive funding will be asked to collaborate with the DCFS and other stakeholders in mapping the future of service delivery to victims of crime. Strategies considered may include, but are not necessarily limited to:

- Identifying and prioritizing service gaps;
- Determining strategies to enhance data collection and reporting;
- Strengthening and standardizing output and outcome measures;
- Ascertaining best practices in client-centered, holistic service delivery;
- Evidence-based, Evidence-Informed practices;
- Building a coordinated network of statewide partnerships;
- Culturally competent to underserved populations; and
- Use technology to Improve victims' access to information and services.

## **GRANT ALLOCATIONS FOR SFY 2022**

Grant allocations for programs to aid Victims of Domestic Violence for State SFY 2022 are based on marriage license revenue that has been collected from July 1, 2020 through June 30, 2021. The projected budget is \$2,600,000. Population statistics utilized have been provided by the Nevada State Demographer on February 1, 2021.

In accordance with the NRS, counties with a population of 700,000 or more (Clark County) will have fifteen percent (15%) of the county award designated to an organization located within the jurisdiction that is specifically created to assist victims of sexual assault.

The Nevada Revised Statutes guarantees a base amount of \$7,000 to all counties with a population of less than 100,000 and a base amount of \$35,000 for counties in excess of 100,000. In addition, all counties whose population exceeds 20,000 receive an additional per capita allotment from the balance of funds after the base amount is identified.

**Funding is subject to revision based upon actual revenue received.** DCFS will keep programs informed on collected revenue and adjustments will be made in a timely manner to minimize program impact.

## FUNDING DISTRIBUTION

DCFS has determined that Victims of Domestic Violence funding will be distributed based on the grant allocation population funding formula below. All eligible applications will receive a base amount of \$7,000 to all counties with a population of less than 100,000 and a base amount of \$35,000 for counties in excess of 100,000. In addition, all counties whose population exceeds 100,000 will receive an additional allotment based on historical performance data of total bed nights provided and total number of clients served.

DCFS has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to awarding a grant.

SFY 22 Victims of Domestic Violence (BA 3181)						
<b>SFY 21 Revenues:</b>	<b>\$ 2,600,000</b>					
County	Population*	Base Award	Multiplier	Counties over 20,000	Per Capita Award	Total Award
			<b>3.79</b>			
Carson City	56,434	\$7,000	\$23,009	56,434	\$37,016	\$60,025
Churchill County	26,202	\$7,000	\$23,009	26,202	\$17,187	\$40,196
Clark County (15% for SA)	2,320,107	\$35,000	\$115,044	2,320,107	\$1,521,814	\$1,636,858
Douglas County	49,082	\$7,000	\$23,009	49,082	\$32,194	\$55,203
Elko County	55,435	\$7,000	\$23,009	55,435	\$36,361	\$59,370
Esmeralda County	999	\$7,000	\$23,009	0	\$0	\$23,009
Eureka County	1,936	\$7,000	\$23,009	0	\$0	\$23,009
Humboldt County	17,064	\$7,000	\$23,009	0	\$0	\$23,009
Lander County	6,324	\$7,000	\$23,009	0	\$0	\$23,009
Lincoln County	5,293	\$7,000	\$23,009	0	\$0	\$23,009
Lyon County	57,629	\$7,000	\$23,009	57,629	\$37,800	\$60,809
Mineral County	4,896	\$7,000	\$23,009	0	\$0	\$23,009
Nye County	48,414	\$7,000	\$23,009	48,414	\$31,756	\$54,765
Pershing County	6,983	\$7,000	\$23,009	0	\$0	\$23,009
Storey County	4,304	\$7,000	\$23,009	0	\$0	\$23,009
Washoe County	473,606	\$35,000	\$115,044	473,606	\$310,649	\$425,693
White Pine County	10,477	\$7,000	\$23,009	0	\$0	\$23,009
<b>Total</b>	<b>3,145,185</b>	<b>\$175,000</b>	<b>\$575,223</b>	<b>3,086,909</b>	<b>\$2,024,777</b>	<b>\$2,600,000</b>

\*Population statistics provided by Nevada State Demographer's Office

Counties over 700,000 who are awarded 15% of total	
Clark County	\$245,529
Total for specific Sexual Assault Programs	<b>\$245,529</b>

Amount to be Awarded	\$2,600,000
Total Base * Multiplier	\$575,223
\$ Remaining After Multiplier	\$2,024,777
Total Base + Per Capita	\$2,600,000
Remaining Balance	\$0

## QUESTION AND ANSWER SESSION

A Question and Answer session will begin the first day of the NOFO release and will continue until Friday March 12, 2021 at 5pm. All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/> by Wednesday March 17, 2021. To submit your questions please e-mail to DCFS Grants at [dcfsgrants@dcfs.nv.gov](mailto:dcfsgrants@dcfs.nv.gov).

# Application Process: Section II

## Award Overview TimeLine

Event	Date/Time
Grant opportunity announced	March 1, 2021
Questions and Answers posted to DCFS GM webpage	March 17, 2021
Deadline for submission	April 1, 2021, 5pm PST
Evaluation period (approximate time frame)	April 2 – April 23, 2021
Announcement of awards	Early May 2021
Performance Period	July 1, 2021 through June 30, 2022

## Application Review

DCFS staff along with application review panel members will review and evaluate each application based upon the GMU Scoring Matrix (See Appendix C). The evaluation of applications received in response to this NOFO will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The review process will include a technical review of applicant information, project narrative, program evaluation, cost effectiveness, project sustainability, scope of work, staff qualifications, collaboration and budget narrative. The review panel members will be comprised of individuals with experience and knowledge of grant management or responsibility for program service and financing.

Funding decisions will be based on the following factors:

- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations
- Conflicts or redundancy with other funded programs

## Evaluation Process

Applications received by the published deadline of **5 pm PST Thursday April 1, 2021** will be processed as follows.

### **STEP 1: Technical Review**

DCFS staff will perform a technical review of each application to ensure that minimum standards are met.

- Applications **may** be disqualified if they are missing fundamental elements (i.e., unanswered questions, required attachments).

### **STEP 2: Application Review Panel**

- A. Each application that passes the technical review will be evaluated for content and scored by at least two review panel members using the GMU Scoring Matrix (See Appendix C).
- B. During the review process, staff will identify strengths and weaknesses and may recommend that if the application is funded:
  - Specific revisions are made to the budget or Scope of Work, or
  - Special conditions are placed on the award (e.g., certain fiscal controls, more stringent performance requirements, or more frequent reviews).
- C. The review panel will identify specific line item areas for revision if funding limitations result in a reduction of an overall proposed budget. In the event budget reductions are necessary, an equitable formula based on application ranking and scores will be developed and applied in an impartial manner.
- D. Decisions will be based on GMU and review panel recommendations which will be provided to the Administrator of DCFS or designee for final approval.

### **STEP 3: Final Decisions**

A successful application is not a guarantee you will receive all or partial funding for the program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles.

Final funding decisions will be made by the DCFS Administrator or designee based on the following factors:

- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations
- Conflicts or redundancy with other funded programs, or supplanting of existing funding;

**Funding decisions made by the DCFS Administrator or designee are final. There is no appeals process.**



## Notification and Award Process

Applicants will be notified of their status with a Letter of Intent after decisions have been made in May 2021.

GMU staff will conduct negotiations with the applicants regarding the recommendation for funding to address any specific issues identified by the GMU or review panel. All related issues must be resolved before a grant will be awarded. These issues may include, but are not limited to:

- Revisions to the project budget;
- Revisions to the Scope of Work; and/or
- Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirements or more frequent reviews).

Upon successful conclusion of negotiations, GMU staff will complete a written grant agreement in the form of a Notice of Subaward (NOSA). The NOSA documents and Grant Instructions and Requirements (GIRs) will be distributed to the subrecipient upon approval of the subaward.

## Upon Approval of Award

### **A. Monthly Financial Status and Request for Reimbursement Reports Filing**

DCFS requires the use of a standardized Excel spreadsheet reimbursement request form that self-populates certain financial information. This form must be used for all reimbursement requests. Monthly reports are required even if no reimbursement is requested for a month. Instructions and technical assistance will be provided upon award of funds. The monthly reports will be due by the 15<sup>th</sup> of the following month.

### **B. Subrecipient Monitoring**

Successful applicants must participate in subrecipient monitoring. Subrecipient monitoring is intended to provide ongoing technical support to subrecipients and gather information reportable by DCFS to the federal granting agency. To facilitate the review process, materials referred to in the review documents should be gathered prior to the review. The subrecipient's primary contact person and appropriate staff should make themselves available to answer questions and assist the reviewer(s) throughout the process. For non-governmental agencies, at least one (1) board member must also be available during the exit discussion. The subrecipient monitoring reports or action items will be sent to your agency within thirty (30) working days following the conclusion of the subrecipient monitoring.

### **C. Performance Report**

Subrecipients who receive an award must complete performance reports on a quarterly basis and submit them as instructed by DCFS. The quarterly reports will be due by the 15<sup>th</sup> of the month following the end of the reporting quarter, please see the chart below. Successful applicants will report on their progress towards meeting their scope of work commitments and DCFS will provide a data reporting workbook for subrecipients to document their

performance measures. Subrecipients will be required to provide source documentation that corresponds to the data reported.

Reporting Period	Type of Data Required	Due Date
July 1 – September 30	Program Performance	October 15
October 1 – December 31	Program Performance	January 15
January 1 – March 31	Program Performance	April 15
April 1 – June 30	Program Performance	July 15

**D. Compliance with Changes to Federal and State Laws**

As Federal and State laws change and affect either the DCFS GMU process or the requirements of subrecipients, successful applicants will be required to respond to and adhere to all new regulations and requirements.

**E. Nevada 2-1-1**

All successful applicants will be required to add or update their agency’s profile on Nevada’s 2-1-1 website located at [www.nevada211.org](http://www.nevada211.org) within sixty (60) days after receiving notification of award and provide verification of enrollment. Nevada 2-1-1 is a statewide resource for individuals looking for assistance, services, and programs.

**F. Nevada Confidential Address Program**

All successful applicants will be required to post the Nevada Confidential Address Program poster for victims to reference. The Nevada Confidential Address Program (CAP) is a program that helps victims of domestic violence, sexual assault, human trafficking and/or stalking from being located by the perpetrator through public records. The program provides a fictitious address and confidential mail forwarding services to individuals and families across Nevada.

**Questions?**

Contact the DCFS GMU (775) 684-4427 or [dcfsgrants@dcfs.nv.gov](mailto:dcfsgrants@dcfs.nv.gov)

# Application Instructions: Section III

---

## Application Instructions

- An application packet, which includes the application checklist, application guide, and the application form, is available for download at <http://dcfs.nv.gov/Programs/GMU/GMU/>
- To get the SFY22 ML Budget Narrative form e-mail [DCFSgrants@DCFS.nv.gov](mailto:DCFSgrants@DCFS.nv.gov)
- The completed application package consists of seven (7) sections and a checklist.
- Late and/or incomplete applications will not be scored or considered for funding.
- The total possible score for the entire application is 140.
- Application attachments should be in Arial 11-point font on single-spaced pages with one-inch margins. All attachments must have applicant's name on the bottom of the page.

## Application Checklist

- Complete the Application Checklist prior to scanning/submitting the application to DCFS
- The Application Checklist is for the benefit of the applicants and is not required to be included in the Submission Packet.

## Section 1 – Application Form (0 Points) Must be Completed

- Complete the Application Form which can be located at <http://dcfs.nv.gov/Programs/GMU/GMU/>
- Sign the form.
- Scan it into a PDF with any other required attachments, name the PDF “[Name of applicant] ML application”. If more than one PDF is necessary, add numbers to the end of the PDF name.
- E-mail the PDF(s) to [DCFSGrants@dcfs.nv.gov](mailto:DCFSGrants@dcfs.nv.gov)

### **Complete Sections 2, 3, and 6 of the NOFO online at:**

[https://hal.nv.gov/form/DCFS/SFY22\\_ML\\_Application](https://hal.nv.gov/form/DCFS/SFY22_ML_Application)

## Section 2 - Proposal Summary

- Complete this section using the online form at [https://hal.nv.gov/form/DCFS/SFY22\\_ML\\_Application](https://hal.nv.gov/form/DCFS/SFY22_ML_Application)
- We have provided an Application Guide for your use to prepare your answers for online submission. This guide does not get submitted with your application.

## Section 3 – Proposal Narrative (70 points)

- Complete this section using the online form at [https://hal.nv.gov/form/DCFS/SFY22\\_ML\\_Application](https://hal.nv.gov/form/DCFS/SFY22_ML_Application)

- This Section has seven (7) fields assigned different numbers of points.
- The Statement of Need (Field 2) must be substantiated with data.
- Maximum of 1,000 words per field.
- We have provided an Application Guide for your use to prepare your answers for online submission. This guide does not get submitted with your application.

<b>Field Name</b>	<b>Scoring Points</b>	<b>Instructions</b>
1. Overview	10	<ol style="list-style-type: none"> <li>1) Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary.</li> <li>2) Provide up to three (3) brief examples of the organization's successes.</li> <li>3) Describe the organization's desired goals and outcomes with service numbers.</li> </ol>
2. Statement of Need	10	<ol style="list-style-type: none"> <li>1) Establish the degree of need of Domestic Violence or Sexual Assault services within the geographic area.</li> <li>2) Identify the targeted population and explain how the target population would benefit from the proposed project.</li> </ol>
3. Services Proposed	15	<p>The foundation of the proposed project(s) should be constructed of evidence supported project justification, empirically supported methods, appropriate staffing, a flexible design, and a clear strategy.</p> <ol style="list-style-type: none"> <li>1) Identify what services will be provided and how clients are referred to your agency.</li> <li>2) Explain how your agency will ensure that services are accessible to all populations, how the needs of your clients will be assessed, and how services will be individualized.</li> <li>3) Describe your agency's approach to direct service delivery and how it meets the needs of the client.</li> <li>4) If you are already providing the proposed services in the proposed community / communities, indicate whether there is a waiting list for the proposed services and provide the average length of wait and the number of prospective clients on the list.</li> </ol>

4. Availability and Accessibility of Services	10	<ol style="list-style-type: none"> <li>1) Detail the availability of services within the organizations geographic area.</li> <li>2) Identify other organizations providing similar services and describe why duplication of services is warranted.</li> <li>3) Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, and longevity of the organization.</li> </ol>
5. Goals and Objectives	10	<ol style="list-style-type: none"> <li>1) Describe the organization's goals and objectives to meet the geographic area's needs.</li> <li>2) Provide the projected number of services that will be provided, either in clients served or services provided with these grant funds. Note that these projections must match the Scope of Work Table and Budget Narrative.</li> </ol>
6. Methods of Accomplishment	10	<ol style="list-style-type: none"> <li>1) Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved.</li> <li>2) Explain what measurements will be used to report on the program's success.</li> </ol>
7. Community Coordination/Collaboration	5	<ol style="list-style-type: none"> <li>1) Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration.</li> <li>2) Describe how this program will encourage the collaborative effort of various agencies or organizations by working with existing programs or forming new partnerships to provide the proposed services.</li> <li>3) Include any current Memorandums of Understanding and/or Letters of Intent in your application packet.</li> </ol>
<b>Total for Narrative</b>	<b>70</b>	

#### Section 4 – Scope of Work Table (15 points)

- Complete the Scope of Work Table, which is part of the Application form located at <http://dcfs.nv.gov/Programs/GMU/GMU>
- Scan it into a PDF with any other required attachments, and
- E-mail the PDF to [DCFSGrants@dcfs.nv.gov](mailto:DCFSGrants@dcfs.nv.gov)

## Section 5 – Budget (20 points)

- This Section has two (2) fields assigned the same number of points.
- The first field (Proposed Project Budget) is part of the application form located at <http://dcfs.nv.gov/Programs/GMU/GMU>
- To complete the second field, complete the SFY22 ML Budget Narrative Template, which can be obtained by e-mailing [DCFSGrants@dcfs.nv.gov](mailto:DCFSGrants@dcfs.nv.gov)
- Scan all both forms of the SFY22 ML Budget Narrative Template into a PDF with any other required attachments, and
- E-mail the PDF to [DCFSGrants@dcfs.nv.gov](mailto:DCFSGrants@dcfs.nv.gov)

<b>Field Name</b>	<b>Scoring Points</b>	<b>Instructions</b>
Proposed Project Budget	10	Use the provided table and designate a whole dollar amount for the seven (7) budget categories; or use a zero (0) to indicate that no funds are being requested. Add these numbers to get the sum of the total amount of funding requested for the project period.
Budget Narrative	10	All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds <u>needed</u> to carry out the proposed Scope of Work and achieve the projected outcomes for SFY22. This should align with the Narrative's Goals and Objectives and Methods of Accomplishment.
<b>Total for Budget</b>	<b>20</b>	

## Section 6 – Agency Self-Assessment (10 points)

- Complete this section using the online form at [https://hal.nv.gov/form/DCFS/SFY22\\_ML\\_Application](https://hal.nv.gov/form/DCFS/SFY22_ML_Application)
- We have provided an Application Guide for your use to prepare your answers for online submission. This guide does not get submitted with your application.

## Section 7 – Past Performance with DCFS Grant Management Unit (25 points)

<b>Field Name</b>	<b>Scoring Points</b>
Single Audit or Financial Opinion	10
Timeliness and Accuracy of Request for Funds	5
Timeliness and Accuracy of Quarterly Performance Reports	5
Subrecipient Monitoring Findings	5
<b>Total for Past Performance</b>	<b>25</b>

## Overview of Assurances and Certifications

By signing the Application Form of the Division of Child and Family Services application, the applicant certifies:

1. The project described in this application meets all the requirements of the Victims of Domestic Violence;
2. All information contained in the application is correct;
3. The applicant will read, understand, and comply with all provisions of the governing legislation and all other applicable federal and state laws, current or future rules, and regulations; and
4. The applicant further understands and agrees that any award received as a result of this application is subject to the grant conditions set forth in the Notice of Subaward and Assurances and Certifications. See Appendix F for Assurances and Certifications documents.

## Submission Instructions

- **The grant application deadline is 5:00 pm Pacific Standard Time (PST) on Thursday, April 1, 2021.**
- Submit the signed, completed application form, Scope of Work Table, SFY22 ML Budget Narrative, and all other required attachments in a PDF document to [dcfsgrants@dcfs.nv.gov](mailto:dcfsgrants@dcfs.nv.gov).
- Submit the online sections of the application at [https://hal.nv.gov/form/DCFS/SFY22\\_ML\\_Application](https://hal.nv.gov/form/DCFS/SFY22_ML_Application)
- Application must be submitted online and by emailing all required documents in a single email to [dcfsgrants@dcfs.nv.gov](mailto:dcfsgrants@dcfs.nv.gov) In the subject line of the email place the NOFO title, "ML NOFO Response from [name of applicant]".
- If a single email is too large to be accepted for transmittal or delivery by an email system used in the transmittal of the application then more than one email may be sent by indicating in the email subject line that the application has been emailed in parts (e.g., "Part 1 of 3").
- Once the application is submitted, no corrections or adjustments may be made prior to the negotiation period.
- If you do not receive an email acknowledgment within three (3) business days of submitting the application. Please contact [DCFSgrants@dcfs.nv.gov](mailto:DCFSgrants@dcfs.nv.gov) or call 775-684-4427.
- Submitting a paper copy of the application is **not** required. Applicants without access to email may send their completed application by Monday, March 30, 2020 to:

Division of Child and Family Services  
Grant Management Unit  
4126 Technology Way, 3<sup>rd</sup> Floor  
Carson City, NV 89706



## APPENDIX A: BUDGET NARRATIVE INSTRUCTIONS

### Budget Narrative Instructions

All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds needed to carry out the proposed Scope of Work and achieve the projected outcomes for SFY22. If the project is not fully funded, the GMU will work with the applicant to modify the budget, the Scope of Work and the projected outcomes.

Applicants must use the budget template form (Excel file) provided. Use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary spreadsheet (tab labeled Budget Summary) to automatically complete budget totals in Column B. **Do not override formulas.**

Per the DOJ Grants Financial Guide: Charges made to Federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See [2 C.F.R. § 200.430](#).

For all budget categories: Provide total requested, item details, and line item justification.

### Personnel:

Employees who provide direct services are identified here. The following criterion is useful in distinguishing employees from contract staff.

CONTRACTOR	EMPLOYEE
Delivers product	The applicant organization is responsible for product
Furnishes tools and/or equipment	The applicant organization furnishes workspace & tools
Determines means and methods	The applicant organization determines means and methods

In the narrative section, list each position and employee name, if know. Provide a breakdown of the wages or salary and the fringe benefit rate (e.g., health insurance, FICA, worker’s compensation). For example:

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

$\$17,763$  Intake Specialist –  $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52$

weeks =  $\$47,840$

Only those staff whose time can be traced directly back to the grant project should be included

in this budget category. This includes those who spend only part of their time on grant activities. All others should be considered part of the applicant's indirect costs (explained later).

**Travel/Training:** Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. U.S. General Services Administration (GSA) rates for per Diem and lodging, and the state rate for mileage (currently 56 cents), should be used unless the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) should be listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification. GSA rates can be found online at <https://www.gsa.gov/portal/category/26429>.

Identify and justify any training costs specifically associated with the project, include type of training, location, # attending, benefit to subrecipient and implementation of a subaward.

**Operating:**

List and justify tangible and expendable property, such as office supplies, program supplies, etc., that are purchased specifically for this project. Generally, supplies do not need to be priced individually, but a list of typical program supplies is necessary. If food is to be purchased for shelters, detail must be provided that explains how the food will be utilized to meet the project goals.

**Equipment:**

List equipment to purchase or lease costing \$5,000 or more and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Operating. Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled, inventoried, and tracked as such.

**Contractual/Consultant Services:**

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the DCFS. A copy of written agreements with all partners must be provided. Scan these documents along with the budget into one file to attach to the application.

### **Other Expenses:**

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends, or scholarships that are a component of a larger project or program may be included here but require special justification as to the merits of the applicant serving as a “pass-through” entity, and its capacity to do so. If there is insufficient room in the narrative section to provide adequate justification, please add a third tab to the budget template for that purpose.

### **Budget Summary Form 2**

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“DCFS”) should automatically update with the category totals from Budget Narrative Form 1. Column B should reflect only the amount requested in this application.

Complete Columns C through G of the form for all other funding sources that are either secured or pending for this project (not for the organization as a whole). Use a separate column for each separate source, including in-kind, volunteer, or cash donations. Replace the words “Other Funding” in the cell(s) in Row 6 with the name of the funding source. Enter Federal, State, or Other in the cell(s) in Row 7. Enter either “Secured” or “Pending” in the cell(s) in Row 8. If the funding is pending, note the estimated date of the funding decision in Section B below the table, along with any other explanation deemed important to include.

Enter the “Total Agency Budget” in Cell I-26 labeled for this purpose. **This should include all funding available to the agency for all projects including the proposed project.** Cell I-27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested from the DCFS for the proposed project will represent.

## APPENDIX B: GMU SCORING MATRIX

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the NOFO objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully provide services in accordance with the Victim of Crime Act Guidelines.
- E. Proposals with an average score lower than 60 may be excluded from further consideration.

Points will be assigned for each item listed as follows:

- 80% - 100% of Maximum Points:** Applicant’s proposal or capability is superior and exceeds expectations for this criterion.
- 60% - 79% of Maximum Points:** Applicant’s proposal or capability is satisfactory and meets expectations for this criterion.
- 40% - 59% of Maximum Points:** Applicant’s proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 0 – 39% of Maximum Points:** Applicant’s proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

Proposal Component	Potential Maximum Score
1. Application Form	0
2. Proposal Summary	0
3. Proposal Narrative	70
4. Scope of Work Table	15
5. Budget	20
6. Agency Self-Assessment	10
7. Past Performance	25
<b>Total</b>	<b>140</b>