



**State of Nevada
Division of Child and Family Services
Grant Management Unit**

**Family Violence Prevention and Services
Act (FVPSA) – Coronavirus Aid Relief and
Economic Security (CARES) Act**

Supplemental Funding Opportunity

**Federal Fiscal Year 2020/21
Award Performance Period: 3/27/20-6/30/21**

Opportunity Summary

In response to the COVID-19 public health emergency, the Family Violence Prevention and Services Act (FVPSA) Program's Coronavirus Aid Relief and Economic Security (CARES) Act supplemental funding has been made available to provide additional resources and flexibility to communities in response to the pandemic.

This supplemental funding comes through provisions of the CARES Act, which was signed into law on March 27, 2020. This funding will provide flexibility in how agencies can prevent, prepare for, and respond to the COVID-19 public health emergency while addressing the evolving needs of domestic violence survivors and local domestic violence programs within their communities. These domestic violence programs provide victims of family, domestic, and dating violence and their children with:

- Shelter
- Safety planning
- Crisis counseling
- Information and referral
- Legal advocacy
- Additional support services/Related Assistance

This Notice of Funding Opportunity (NOFO) is for non-competitive applications to be funded through the FVPSA CARES Act for State Fiscal Year (SFY) 2020 and 2021. The performance period for this award begins with expenses incurred due to the COVID-19 pandemic starting March 27, 2020 and for projected expenses through June 30, 2021.

This NOFO is administered by the Division of Child and Family Services (DCFS) Grants Management Unit (GMU). Funds awarded as a result of this NOFO will begin as soon as possible starting in June 2020. Unused funds from this supplemental award will not be automatically carried forward to the next year. Current subrecipients are not guaranteed funding in SFY20/21 and applicants who receive awards through this NOFO are not guaranteed future funding.

Total Funding Amount: \$318,726. Funding will be distributed to support incurred expenditures due to the COVID-19 pandemic and will provide funding for local domestic violence programs and community-based projects with demonstrated justified need for COVID-19 supplemental funding.

FVPSA funding is designated for organizations involved in **the operation of shelters for victims of family violence, domestic violence, and dating violence and their dependents or those which provide counseling, advocacy, and self-help services to victims.** Funds are awarded through a NOFO process and are dependent upon availability of funding, compliance with grant requests, and scopes of work (SOW).

Funding preference will be given to agencies providing adequate justification of need and demonstrated incurred expenditures based due to the COVID-19 pandemic and proposed future expenditures related to COVID-19.

Funding Distribution	Funding Allocations	Approximate Total of Awards
Immediate shelter, supportive services, prevention services	100% of the total award	\$318,726

Applicants do not have to be current FVPSA subrecipients to be eligible for this supplemental FVPSA CARES Act funding opportunity.

Current FVPSA subrecipients need to submit a short narrative detailing incurred and projected expenditures and submit a scope of work and budget narrative.

Applicants that are not current FVPSA subrecipients, will need to submit additional documentation including resumes and licensure documentation.

Agencies and organizations may use these FVPSA CARES Act supplemental funds to conduct human service activities related to or affected by COVID-19 for services and supports for victims of domestic violence and their dependents. 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. DCFS anticipates making approximately 20 awards.

Match/Cost Sharing Requirement: There is no match requirement for the FVPSA CARES Act supplemental funding.

Program Requirements

APPLICANT ELIGIBILITY

This NOFO is open to any non-profit organization or faith-based organization that supports programs and projects within the state to prevent incidents of family, domestic, and dating violence and to provide immediate shelter and related assistance to victims of family violence and their dependents in order to prevent future incidents and has incurred or projected expenditures related to the provision of services as a result of the ongoing COVID-19 pandemic.

Data Universal Numbering System (DUNS)

In accordance with the supplement to the Office of Management and Budget (OMB) Circular A-133, subrecipients must obtain a Data Universal Numbering System (DUNS) as part of eligibility for a sub-award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Department of Justice's Office of Justice Programs.

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, grant recipients are required to take reasonable steps to ensure that LEP

persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

DEFINITIONS

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Domestic Violence - Felony or misdemeanors crimes of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- By a person similarly situated to a spouse of the victim;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence of the jurisdiction.

Family Violence - Any act or threatened act of violence, including forceful detention of an individual, which:

- Results or threatens to result in physical injury, and
- Is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.

Shelter - Provisions of temporary refuge and related assistance including safe homes, shelters, meals and related assistance to victims of family violence and their dependents.

Related Assistance - The provision of direct assistance to victims of family violence and their dependents for the purpose of preventing further violence, helping such victims to gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence. Related assistance shall include:

- Prevention services such as outreach and prevention services for victims and their children, employment training, parenting and other educational services for victims and their children, preventive health services within domestic violence programs (including nutrition, disease prevention, exercise and prevention of substance abuse) domestic violence, prevention programs for school age children, family violence, public awareness campaigns, and violence prevention counseling services to abusers;
- Counseling with respect to family violence, counseling by peers individually or in groups, and referral to community social services;
- Transportation, technical assistance with respect to obtaining financial assistance under Federal and State programs and referrals for appropriate health-care services (including

alcohol and drug abuse treatment), but shall not include reimbursement for any health-care services;

- Legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance; or
- Children's counseling and support services, and childcare services for children who are victims of family violence or the dependents of such victims.

COVID-19 Pandemic

- The virus causing coronavirus disease 2019 (COVID-19) is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. COVID-19 causes illnesses that can range from mild to more severe, with more severe cases resulting in fatality.
- Amid the COVID-19 pandemic, many health service organizations have reported an increase in domestic violence and intimate partner violence.
- Agencies and organizations may use these supplemental FVPSA funds to conduct human service activities related to or affected by COVID-19 for services and supports for victims of domestic violence and their dependents.

FVPSA REQUIREMENTS

- A. Direct payments to any victim or dependent of a victim are not allowed.
- B. Services must be voluntary, and no conditions can be imposed on receipt of emergency shelter.
- C. Subrecipients may not apply inappropriate screening mechanisms, such as criminal background checks or sobriety requirements for victims to obtain shelter services.
- D. Income eligibility standard may not be applied to individuals receiving assistance or services.
- E. Written procedures must be present or be developed within 30 days of the award, to assure confidentiality of records pertaining to persons receiving assistance or service.
- F. No person shall on the ground of actual or perceived gender, including gender identity, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or part through FVPSA.
- G. Subrecipients must provide comparable services to victims regardless of actual or perceived gender, including gender identity. This includes not only providing access to services for all victims, including male victims, of family, domestic, and dating violence regardless of actual or perceived gender, including gender identity, but also making sure not to limit services for victims with adolescent children on the basis of the actual or perceived gender, including gender identity, of the children.

DCFS is vested in supporting and funding programs that provide direct shelter and related services to children and families impacted by family violence. DCFS is particularly interested in enhancing shelter and related services to young children exposed to violence in the home environment.

Applicants for family violence funding should do their best to describe any services provided to children and families.

CONFIDENTIALITY REQUIREMENTS

In order to ensure the safety of adult, youth, and child victims of family, domestic, or dating violence and their families, subrecipients receiving FVPSA funding must protect the confidentiality and privacy of such victims and their families.

Subrecipients are prohibited from the following:

- Disclosing any personally identifying information collected in connection with services requested through subrecipient's programs;
- Revealing any personally identifying information without informed, written, reasonably time-limited consent by the person about whom information is sought;
- Require an adult, youth, or child victim of family, domestic, or dating violence to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the subrecipient.

Award Overview Timeline

Event	Date/Time
Grant opportunity announced	June 1,2020
Deadline for submission	June 12, 2020
Evaluation period (approximate time frame)	June 15-19, 2020
Announcement of awards	June 26, 2020
Performance Period	March 27, 2020 – June 30, 2021

Application Review

DCFS staff will review each application and verify applicant eligibility. The review process will include a technical review of applicant information, narrative, scope of work and budget.

Funding decisions will be based on the following factors:

- Demonstrated justification of need

Evaluation Process

- Applications received by the published deadline of **5 pm Friday June, 12, 2020** will be processed as follows.
- DCFS staff will perform a technical review of each application to ensure that minimum standards are met and verify applicant eligibility.
- Decisions will be based on the justification of need. Funding decisions will be provided to the Administrator of DCFS or designee for final approval.
- **Funding decisions made by the DCFS Administrator or designee are final. There is no appeals process.**

UPON APPROVAL OF AWARD

A. Monthly Financial Status and Request for Funds Report 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 15th of the following month.

B. 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 15th 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	Due Date
March 27- June 30	July 15
July 1 – Sept 30	Oct 15
Oct 1 – Dec 31	Jan 15
Jan 1 – Mar 31	Apr 15
Apr 1 – Jun 30	July 15

C. 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 30 working days following the conclusion of the subrecipient monitoring.

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 within 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. Client Grievance Process

All successful applicants will be required to adhere to the Nevada Coalition to End Domestic and Sexual Violence (NCEDSV) Client Grievance procedure. Additional information will be provided to successful applicants.

Questions?

Contact the DCFS GMU at dcfsgrants@dcfs.nv.gov

All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/>. To submit your questions please e-mail DCFS GMU at dcfsgrants@dcfs.nv.gov.

Submission Instructions

- **The grant application deadline is Friday June 12, 2020 by 5pm.**
- Submit the signed, completed application with résumés and licenses of key personnel (for NEW FVPSA applicants or new staff members not included in previous FVPSA application) in a PDF document to dcfsgrants@dcfs.nv.gov.
- Application must be submitted online by emailing all required documents in a single email to dcfsgrants@dcfs.nv.gov. In the subject line of the email in the title, "FVPSA CARES Act funding - <Name of your Agency>
- 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 3 business days of submitting the application, please email dcfsgrants@dcfs.nv.gov to verify that DCFS received your application.
- Submitting a paper copy of the application is **not** required.

Overview of Certifications and Assurances

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 Family Violence Prevention and Services Act;
2. All information contained in the application is correct;
3. The appropriate coordination with impacted organizations, including subcontractors, took place;
4. 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
5. 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.

APPENDIX A: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions (Form 1 – Budget Narrative tab)

All applications must include a detailed project budget for the grant that includes expenditures incurred since March 27, 2020 and expenditures projected through June 30, 2021. 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 SFY20 and SFY21. 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 for downloading in the Budget Section of the online application. 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.**

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 work space & 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 – $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$

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 54.5 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 \$1,000 or more and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$1,000 should be listed under Supplies. 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 – Budget Summary tab)

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 either “Secured” or “Pending” in the cell(s) in Row 7. 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.