

State of Nevada
Division of Child and Family Services
Grants Management Unit
Title IV-B, Subpart II (IVB-2)
Questions and Answers
Posted: April 22, 2016

Question 1: My question is, do the families receiving the Family Support service need to be already involved in or referred by child welfare or can the families be at risk of involvement (referred by JPO, School District, court, etc.)?

Answer 1: It's not a requirement that you receive a referral by the Clark County Dept. of Family Services, Washoe County Dept. of Social Services, or the DCFS District Office in order to provide services. It's also not a requirement that a family already be involved in the child welfare system. However, the at-risk youth or families that you plan to target must fit within one of the four service categories (Family Preservation, Family Support, Time-Limited Family Reunification, or Adoption Support and Promotion) and be in line with the Regions Service Priority needs listed on pages 5-9 of the RFP.

Question 2: If we are submitting for services and programs under multiple categories (i.e. Family Preservation and Time-Limited Family Reunification), do we submit them on the same grant proposal application?

Answer 2: Yes, you would submit one grant proposal with a separate Budget and Scope of Work for each service category in which you are applying. Please see Page 12-14 of the Request for Proposal that addresses the Grant Application Process and Instructions. We will not be accepting multiple applications for multiple service categories.

Question 3: On the Program Revenue tab of the IVB-2 Excel Budget Workbook are you requesting agency revenue sources relating to the four service categories of Title IVB-2 or all revenue sources for the agency?

Answer 3: We are requesting all revenue sources for the agency/organization as they relate to the current program or services that are included in the proposal. You do not have to list all agency revenue sources for various programs only those related to services performed in regard to the four service categories of Title IVB-2 as stated on page 17 of the RFP.

Question 4: Do we need to fill out the Personnel section of the Detailed Budget or Personnel Funding Table tab of the IVB-2 Excel Budget Workbook for Contractors?

Answer 4: No, you do not need to fill out the Personnel section of the Detailed Budget or Personnel Funding Table tab of the IVB-2 Excel Budget Workbook for Independent Contractors. However, you must include a list of all Independent Contractors, their Scope of Work, rate, hours, and cost. Please reference Page 15 of the RFP.

Question 5: Under the evaluation section, should we summarize last year's data and augment for any new programs or services?

Answer 5: Yes, please provide analysis of year to year outcomes achieved for children and families as a result of previous Title IVB-2 funding. For new programs and services you can project how many families/children that you will serve and the agency's capacity to track and report the new program/ service data. Please reference Page 14 of the RFP.

Question 6: Will providers have to provide all services in each category?

Answer 6: No, you do not have to provide all the services listed in each category. You also do not have to provide each category of service to be considered for IVB-2 funding.

Question 7: When referencing the prevention of removal from the home is this targeting the biological family or foster families?

Answer 7: This was originally intended to target the biological families but services provided to foster families are allowable. The overall goal is to preserve stability.

Question 8: On the cover page, the projected number of unduplicated adults and children to be served; are you looking for an annual number or an estimate of the entire three years?

Answer: 8: Your projected number or unduplicated adults and children to be served should be based on one year (July 1, 2016 through June 30, 2017). The Scope of Work and Budget included in your application for each service category must also be based on one year.

Question 9: Should staff that is working directly with families have a minimum educational back-ground?

Answer: 9: Education and experience should be driven by the services being provided.

Question: 10: If we fund 100% of a person’s salary do we still need to complete the personnel sections of the IVB-2 Excel Budget Workbook?

Answer 10: Yes, please complete the sections of the IVB-2 Excel Budget Workbook for any position, or part of a position, that you are proposing to pay from this funding, with the exception of contractors.

Question 11: The RFP states the Division will be awarding approximately \$2,000,000 statewide. Is this annually or a total for the 3 year period?

Answer 11: The Division of Child and Family Services will be awarding approximately \$2,000,000 for the first year while the proceeding years will be based on the amount awarded by the Administration for Children and Families. The Division of Child and Family Services receives an annual Notice of Grant Award that fluctuates from year to year.

Question 12: Will outcomes need to be developed with ODES prior to submitting the application?

Answer 12: No, the applying agency/organization should develop their own outcomes for their proposal of services. If awarded funding, sub grantees will then be required to collaborate with DCFS, ODES, and regional designated Welfare representative(s) to develop appropriate outcome measures, which will be reported through ODES, Inc. online. See Page 4 of the RFP.

Question 13: Do you know which areas are underserved in the rural region?

Answer 13: For the purposes of the RFP we ask that you concentrate on the priority service needs put together by the regions child welfare agency in determining the types of services your agency plans to address and in what location.

Question 14: Will equipment need to be returned to DCFS if individual pieces are over \$5,000?

Answer 14: Each approved piece of equipment valued at \$5,000 or more will need to be labeled “Property of the State of Nevada, DCFS, IVB-2 Grant 2016”, purchase date documented, given an identification number, and included in an annual equipment inventory in which the condition of the equipment is documented until disposition in compliance with section 75.320 of the Federal Super Circular. Each piece of equipment will be evaluated individually on a case by case basis in regard to disposition.

Question 15: Can the 25% required match be made up of “In-Kind” resources or must the 25% be in “Cash”?

Answer 15: Both hard (cash) and soft (in-kind) match is appropriate for this grant. Please note that all contributions, including cash, third party in-kind contributions, must be accepted as part of the non-Federal entity’s matching when such contributions meet all of the following criteria under Section 75.306, of the Federal Super Circular:

1. Are verifiable from the non-Federal entity’s records;
2. Are not included as contributions for any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable if the service is an integral and necessary part of an approved project or program.
5. Are not paid by the Federal Government under another Federal award, unless authorized.

Question 16: Would a proposal to provide family-centered casework to biological families prior to reunification with their children in foster care meet the Clark County priority: Community based services to promote safety and well-being? We understand that family reunification is an allowable service area, we are specifically asking if it meets Clark County’s priority.

Answer 16: To provide family-centered casework to biological families prior to reunification would be considered Family Support. However, we cannot comment on whether or not it meets Clark County’s priority service needs. We ask that all applicants apply based on their interpretation on service needs and what their organization wants to provide.

Question 17: Can we apply under different services categories and in different targeted regions? For example, may we propose work in Rural Counties under 2 service categories (family support and adoption promotion and support services), and for work in Clark County under family support? Or does all proposed work have to be done in one region?

Answer 17: Applicants who plan to provide different services within a specific service category across different regions may have to submit multiple grant proposals. If your agency has this issue please contact James Thorne (775) 684-4426. This may need to be discussed in more detail as the decision to submit multiple grant proposals will be on a case by case basis.

Question 18: Regarding the cost column in the Scope of Work does each deliverable to be listed under “Goal: Global Problem Statement” column, have an all-inclusive cost or do you want it broken down by Personnel, Operating, Travel, Contractual, etc.?

Answer 18: Each category of the scope of work should provide as much detail as possible with each cost category broken down in detail. The cost column should be broken down as it correlates to the Goal: Global Problem Statement. If there is only one goal then all costs should be listed individually (Personnel, Operating, etc.).

Question 19: On the Proposal Checklist there is a box for “Evaluations for new applicants” is this a form that we need to complete?

Answer 19: The Evaluations for New Applicants or Existing Sub Grantees is part of the proposal narrative listed on page 14, number 5, of the RFP. If you are a new applicant you will need to complete part b of number 5. If you are a current sub grantee you will need to complete part a of number 5.

Question 20: Do we need to complete the Excel Budget Workbook for all three grant years, or just the first year July 1, 2016 – June 30, 2017?

Answer 20: The Excel Budget Workbook will need to be completed for Year 1 (July 1, 2016 – June 30, 2017) of the grant award as the award amount fluctuates from year to year.

Question 21: The directions indicate that we need to have the name of the organization at the bottom of each page and we need to number the pages. Does this include all of the accompanying documents?

Answer 21: You do not have to have the name of the organization and page number at the bottom of the accompanying documents such as the Excel Budget Workbook.

Question 22: Do we start the numbering with the cover page and number consecutively all of the pages we have?

Answer 22: You may begin the numbering and name of your organization for each page following the cover page and checklist.

Question 23: Is it preferable to include resumes for each BOD member?

Answer 23: A resume for each member of your Board of Directors is not necessary. However, a list of Board or Governing Body with Officers is required. A resume is only

required to be on file for key personnel but job descriptions should be included as stated on Page 12, item 3 (c) of the RFP.

Question 24: When it asks for the budget do we submit the current FY 15 budget since 2016 is not done yet?

Answer 24: On page 12, item # 2(b) of the RFP where it asks for the Organization Budget and list of funding sources this is requesting a very brief summary of the agencies overall budget and current revenue sources to help DCFS gain a deeper understanding of the organization.

Question 25: Can you please explain the Indirect Cost Rate Proposal Federal Certificate? When is it applicable?

Answer 25: On page 15, item F of the RFP it explains Indirect Costs and Indirect Cost Rate Proposals. If the agency is seeking an Indirect Cost Rate above 10% they will need to do so through the Federal awarding agency with instructions found in 2 CFR Part 225. If a Federal awarding agency grants you an Indirect Cost Rate then you will be presented with an Indirect Cost Rate Proposal Federal Certificate which will be honored by DCFS.

Question 26: On the cover page where it requests the “Projected number (unduplicated) of adults and children to be served” how would we record an individual receiving services as both a single head of household (shelter) and a family (family counseling)?

Answer 26: If the individual is receiving services for two different categories in which you are applying you may list the individual twice on the cover page. If the individual is receiving multiple services within one service category please only list them once.

Question 27: On the cover page where it requests the “Families receiving services from a public child welfare agency, DCFS or counties” does this pertain to the whole spectrum of services provided by the agency or for the proposed services listed in the grant application?

Answer 27: This question on the cover page refers to the number of families specific to the Title IVB-2 services being proposed in the grant application.

Question 28: Does the total amount of funding requested on the cover page include the Match?

Answer 28: No, the funding request amount should not include your Match but the amount you are requesting in Title IVB-2 funding.

Question 29: Does the Adoption Promotion and Support service category require Match?

Answer 29: Yes, all Title IVB-2 funding requires 25% Match, no matter which service category you are applying.

If you have any additional questions, please contact James Thorne by phone at 775-684-4426 or
by email at JThorne@dcfs.nv.gov