

Joe Lombardo
Governor



Richard Whitley
Director

The Children's Justice Act Task Force

Division of Child and Family Services- Family Programs Office

Dylan Nall

August 07, 2024



Department of Health and Human Services

Helping people. It's who we are and what we do.



TEAMS' LINK

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Welcome

- 1. Call to order**
- 2. Roll call**



Initial Public Comment

3. Initial Public Comment- (Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for action at a later meeting) - Janice Wolfe

- *To provide public comment telephonically, dial 1-775-321-6111. When prompted to provide the conference ID, enter 218091072#. If providing public comment during the Teams Meeting, unmute your microphone prior to speaking. Persons making comment will be asked to begin by stating their name for the record and to spell their last name.*



For Possible Action

4. Approve November Minutes – Dylan Nall, DCFS

- *Consideration, discussion, and possible action to approve May 08, 2024, meeting minutes. (Please see attachments)*



For Possible Action

5. For Possible Action: *Consideration, discussion and possible action to approve the Notice of Funding Opportunity Application for 2025 – Janice Wolfe*



For Possible Action

6. For Possible Action: Consideration, discussion and possible action to approve of any changes on the Grantee Report Out Quarterly Template – Janice Wolfe



For Possible Action

7. For Possible Action: Consideration and possible approval of future agenda items – Janice Wolfe



Final Public Comment

7. Final Public Comment: *Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for action at a later meeting*) – Janice Wolfe, Spokesperson

- *To provide public comment, please unmute your microphone before speaking, or you can call in to this meeting by using the number 775-321-6111, with passcode number 218091072#*



Adjournment

8. Adjournment

- Thank you for your time and commitment to improving services for children and youth in Nevada.

MINUTES

Nevada Children’s Justice Act (CJA) Task Force Subcommittee
Evaluation of Grantees

May 8, 2024

1:00 PM

1. Call to Order – Janice Wolfe, Spokesperson

Meeting called to order at 1:00 PM by Janice Wolfe.

2. For information: Roll Call – Janice Wolfe, Spokesperson, and Dylan Nall, DCFS

Dylan Nall called the roll.

Attendees:

	Organization
Desiree Mattice	Lieutenant – Dept. of Public Safety
Dylan Nall	Nevada DCFS
Fran Maldonado	Nevada DCFS
Jane Saint	Boys Town Nevada
Janice Wolfe	LACSN
Michelle Rodriguez	Family Court Master
Salli Kerr	Western Regional CAC
Bruce Cole (recorder)	Nevada DCFS

Absent:

Name	Organization
Betsey Crumrine	Nevada DCFS
Wendy Mattox	

3. Initial Public Comment (Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled for action at a later meeting). To provide public comment, please unmute your microphone before speaking, or you can call into the meeting by using number 775-321-6111, with passcode number 92996580# – Janie Wolfe, Spokesperson

No comments.

4. For Possible Action: Approve February Minutes – Dylan Nall, DCFS

5. For Possible Action: Approval of Future Meeting Dates – Janice Wolfe, Spokesperson

Janice Wolfe asked how November 12th, 2024; February 4th, 2025; and May 6th, 2025, all at 1:00 PM, looked to the committee.

Jane Saint moved those dated be approved. Salli Kerr approved. Approved unanimously.

6. For Possible Action: Future Agenda Items – Janice Wolfe, Spokesperson

Dylan Nall stated for the record we are submitting our three-year assessment to the Children's Bureau on or before June 7th and she is anticipating either corrections and or what they want to see from us in the future. This will be an item either at the August 2024 or the November 2024 meeting. The Bureau gives its feedback sometime in July. We have our annual report that is due and then we had our three year submission and so with our annual report, she would normally present that in the October meeting of the Task Force. But with the three-year assessment, she wanted to present it to the evaluation subcommittee specifically, especially since they had a big part in it.

Dylan said we need to talk about next year's notice of funding. She would like to get that in the August meeting, then it's done, and we can finalize it in November, and we can give it to our Fiscal people in December.

Salli Kerr said she would also be interested in looking at the year-end reports from our grantees, and asked if this will be the first time that we've gotten the four quarterly reports on the new form. Dylan confirmed that. Dylan then asked how people feel about having the grantees, either at the August meeting or with the Task Force in July or October, talk about what they like and dislike about the forms.

Desiree Mattice thought that would be a great idea because it would give us an opportunity to really review whether or not we want to make any alterations before we submit that in December. Plus, it would also give us more of an understanding of the things that they potentially are needing, even if that's more descriptions, more definitions. and how detailed we actually need it or don't need it to be within certain sections. She asked further if there is there a way we could split it up if we believe that we are going to have a long conversation with them and potentially put it to where we can have a couple within one smaller group, another in another smaller group. Then with the totality of receiving that information, it gives us an opportunity to discuss.

Janic Wolfe said she was thinking about the agenda becoming unmanageable, because we have an hour basically allotted for these subcommittee meetings and wanted to make sure we're not putting ourselves in a position where we can't accomplish what we need to accomplish in the allotted time.

Salli Kerr suggested having the grantees come to the larger meeting where they've already speaking, and we could encourage them to talk about how that form has been to work with and if they think it meets their needs and if they have found difficulty. We already have with them anyway in that larger group meeting and just incorporate some of that feedback about the form itself into the reporting that we asked them to.

Desiree Mattice said one thing that might be a benefit is if we have people who are doing the reports and providing us the updates that we put it out in the agenda when we're doing the invites to encourage the person who completed the NOFO to also attend.

Dylan Nall gave a quick summary of how this will be handled. In the July meeting of the Task Force we will have the grantees give feedback on their forms and then whatever happens in July, we're going to fix it in August.

Both Jane Saint and Salli Kerr expressed the wish that grantees report back about trainings and conferences that they attend with our funds.

Dylan Nall then gave a quick review re agenda items which would need to be approved: for our August 2024 meeting, we're going to look at our new grantee template and update anything that was discussed at the July 2024 CJA meeting; look at the NOFO to prepare and figure out what changes we want for the upcoming year; also, that grantees, if they're going to a conference or training, they need to come and present at one of our four quarterly meetings and then lastly discuss any three year assessment feedback from the Feds.

Desiree Mattice moved to approve. Jane Saint seconded. Approve unanimously.

7. Final Public Comment: (Discussion only: Action may not be taken on any matter brought up under this agenda item until scheduled on an agenda for action at a later meeting) To provide public comment, please unmute your microphone before speaking, or you can call into the meeting by using number 775-321-6111, with passcode number 92996580 – Janice Wolfe, Spokesperson

No comments.

8. Adjournment – Janice Wolfe, Spokesperson

Meeting adjourned at 1:28 PM.



State of Nevada

Department of Health and Human Services

Division of Child and Family Services

Grant Management Unit

Notice of Funding Opportunity

Children's Justice Act

Federal Fiscal Year 2023 Award for State Fiscal Year 2025

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

Opportunity Summary

Summary

The Children's Justice Act (CJA) provides grants to States to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect, particularly child sexual abuse and exploitation, in a manner that limits additional trauma to the child victim. CJA grantees are responsible for implementing the requirements of the CJA grant program to reform state processes for responding to child abuse and neglect.

This Notice of Funding Opportunity (NOFO) is for competitive applications to be funded through the CJA Federal Fiscal Year 2023 award for State Fiscal Year (SFY) 2025. This NOFO implements a funding process that combines application review with grant allocation and is administered by the Division of Child and Family Services (DCFS) and the Division's internal Grants Management Unit (GMU). Applications will be reviewed and awarded by the CJA Task Force.

Total Funding Amount: \$100,000.00: Funding will be distributed to support one or multiple projects which further the goals of the CJA. **The CJA Task Force has discretion to restrict amounts awarded based on available funds and the number of applications received. There is no guarantee that any application will be approved or receive funding.**

The CJA Task Force has identified specific goals for the triennial reporting period of 2021-2024. These goals were refined and revised with technical assistance and approval from the Children's Bureau. Review of progress on these goals are reviewed at quarterly meetings and projects funded by CJA should further these goals.

Goal 1: Provide child protection workers and stakeholders "front end" specialty, discipline specific and advanced training. Training should be prioritized, but not limited to, training requirements of CARA and JVTA Program Improvement Plans, child protection model assessments, ICWA, sexual abuse, domestic violence, forensic interviewing, trauma-informed practices, substance use and co-occurring mental health disorders and training needs identified in collaboration with Court Improvement Program. (ABC)

Goal 2: Support the implementation of the Commercially Sexually Exploited Child (CSEC) Model Coordinated Response Protocol and provide training and support for the formation of Multidisciplinary Teams (MDT) and Task Forces. (ABC)

Goal 3: Support the establishment of new Children's Advocacy Centers (CACs) or other multidisciplinary team approaches and improve the capacity of existing CACs to provide a multidisciplinary response for victims of child sex abuse and exploitation, physical abuse, and child victims with disabilities. Activities may include the development of a strategic action plan for project implementation, identification of rural health care providers, investigation of funding opportunities for infrastructure and operating costs, and the use of telehealth and telemedicine statewide. (AB)

Goal 4: Fund technology requests to improve the investigation, assessment and prosecution of child abuse and neglect through use of latest technology and to support use of new and existing training technologies. (AB)

Goal 5: Identify new or needed changes to policy, regulation and/or legislation to meet requirements of federal program improvements plans and other federal and state initiatives. Support training and policy needs related to new or revised policy, regulation, and legislation. (C)

Key: Required categories for use of CJA funds:

*A= Investigative, administrative, and judicial handling of cases of child abuse and neglect.
B= Experimental, model and demonstration programs for testing innovative approaches.
C= Reform of state laws, ordinances, regulations, protocols, and procedures.*

Funding Guidelines

Examples of Types of Activities Supported by CJA Grant Funds Include:

- Regional collaborations to enhance capacity and resource sharing;
- Regional and local multidisciplinary trainings;
- Development of resources, tools or technical assistance to address a specific regional or community need that will improve the investigation and/or prosecution of child abuse and neglect cases.

Activities Supported Will Result In:

- Enhanced community stakeholder collaborations around proactive planning and resource development to meet the needs of child victims and their supportive caregivers;
- Improved investigations and prosecutions of cases of child abuse and neglect;
- Trauma-informed systems;
- Improved community-wide, coordinated, planned response to cases of child abuse and neglect.

Please Note:

CJA funds are to be primarily focused on the front-end, intake, assessment, investigative, and prosecutorial phases of child welfare. CJA Funds must not be used for prevention programs or treatment services. Projects selected by the Task Force should be mindful that funds must be spent to support efforts at the intake and investigative phase of child welfare.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. The Task Force reserves the right to consider a preference to fund projects aimed at serving emerging, unserved, or underserved populations, and to consider the geographic distributions of CJA funds or distinctive project elements in its funding decisions. CJA grants are not intended to be used as a source of ongoing, continuous funding. **Funding will not be made available for the ordinary, routine operation of any organization or programs.** Applications will be scored, ranked by score, funded in whole or in part, based on scoring of applications until funds are exhausted.

Program Requirements

Applicant Eligibility

This NOFO is open to any Nevada state or local public agency, non-profit organization, educational or faith-based organizations to support programs and projects within the state to improve:

1. The assessment and investigation of suspected child abuse and neglect cases, including cases of suspected child sexual abuse and exploitation, in a manner that limits additional trauma to the child and the child's family;
2. The assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
3. The investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
4. The assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

Questions?

For technical or application questions, contact DCFS GMU at DCFSGrants@dcfs.nv.gov. For programming questions, contact Dylan Nall at dnall@dcfs.nv.gov

Application Process

Award Time Line

Event	Date/Time
Grant opportunity announced	January 08, 2024
Deadline for submission	February 16, 2024
Evaluation period (approximate time frame)	March 2024 – April 2024
Announcement of awards	June 2024
Program start date	July 1, 2024
Program end date	June 30, 2025

Application Review

The CJA Task Force will review and evaluate each application, see Appendix C: Scoring Matrix. The evaluation of applications received in response to this NOFO will be conducted comprehensively, fairly and impartially. The CJA Task Force will use structural, quantitative scoring techniques to maximize the objectivity of the evaluation. The review process will consist of a technical review of the applicant's information including the project and the budget (justification, cost effectiveness, project sustainability).

Evaluation Process

Applications received by the published deadline of **5:00 pm on February 16, 2024** will be processed as follows:

STEP 1: Application Review Panel

- A. Each application will be evaluated for content and scored by the CJA Task Force NOFO Subcommittee Members and final recommendations will be approved by the CJA Task Force.
- B. As part of the review process, staff will identify strengths and weaknesses and may recommend, as a condition of funding the project, that
 - 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. The CJA Task Force will submit review panel recommendations to the Administrator of DCFS or designee for final approval.

STEP 2: Final Decisions

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;
- Conflicts or redundancy with other funded programs, or potential for supplanting existing funds.

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

Notification and Award Process

Successful applicants will be notified of their application status with a Letter of Intent after funding decisions have been made in June 2024.

GMU staff will conduct negotiations with applicants regarding the recommendation for funding to address any specific issues identified by the CJA Task Force. 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., fiscal controls, performance requirements or frequency of 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, see Appendix D: Notice of Subaward.

Post Award Requirements

Monthly Financial Status and Request for Funds Report

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. The monthly reports are due on the 15th of the month for the previous month. GMU staff will provide instructions and technical assistance upon the grant award.

Per Code of Federal Regulations [2 C.F.R. § 200.430](#), 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.

Subrecipient Monitoring

Successful applicants must participate in subrecipient monitoring. Subrecipient monitoring is intended to provide ongoing technical support to subrecipients and to gather information reportable by DCFS to federal or state agencies. 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 board member must also be available during the exit discussion. The subrecipient monitoring reports or action items to be addressed will be sent to the agency within 30 working days following the conclusion of the subrecipient monitoring.

Performance Reports

Subrecipients must complete performance reports on a quarterly basis according to the calendar of the CJA Task Force. The subrecipient may choose to provide the same updates to DCFS GMU and the CJA Coordinator to avoid duplication. CJA Task Force meetings are typically in January, April, July & October with updates due to the CJA Coordinator no later than three weeks prior to the meeting. Subrecipients will be provided a document to complete by the CJA Coordinator. It is highly recommended that each subrecipient have participation at the CJA Task Force meetings to provide updates verbally and to answer any questions the Task Force may have.

The Children's Justice Task Force is required to report out to the Children's Bureau, annually. It is expected that grantees provide information to include outputs, evaluations and outcomes to the CJA coordinator. For example, if the desired project includes a training, the grantee will need to provide the pre and posttest results of the training, an evaluation of the training and/or trainer and the impact this training will have on future and current practice. Also, if possible, any other data information regarding this training is always welcome and helpful.

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.

Civil Rights Compliance

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age and, in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency.

Application Instructions and Scoring

Application Instructions

An application packet, which includes this application and the required data sources, is available for download at <http://dcfs.nv.gov/Programs/GMU/GMU/>

Late and/or incomplete applications will not be scored or considered for funding. The total possible score for the entire application is 100.

All pages including attachments must list the applicant's name on the bottom of the page.

Section A – Application Form

Complete the application form. The application form must be signed by the organization's authorized official.

Section B – Narrative/ Scope of Work (80 points)

The application narrative should be formatted in Arial 11-point font on single-spaced pages with one-inch margins. See page 16 for a for a template. Complete Appendix B: Descriptions of Services, Scope of Work and Deliverables.

Field Name	Scoring Points	Instructions
1. Organization Information	10	<ol style="list-style-type: none">1. Give a brief description of your organization.2. Describe the organization's mission and desired goals and outcomes.3. Provide up to three (3) brief examples of the organization's successes.
2. Project Summary/ Abstract	10	<ol style="list-style-type: none">1. Give a brief summary of the proposed project and its purpose.2. Describe anticipated outcome(s) of the proposed project.
3. Target Population and Statement of Need	15	<ol style="list-style-type: none">1. Describe the target population and the geographic area served by your project/program (including demographic characteristics, risk factors, geographic location, etc.)2. Identify the need that the project seeks to address.3. Detail how your region or community will benefit from this project and include documented statistics and research whenever possible.

4. Goals, Objectives and Timelines	20	<ol style="list-style-type: none"> 1. Describe the goals of the proposed project, including any desired change or impact you would like to achieve through this project. 2. Identify the CJA Goal(s) the proposed project addresses and how the proposed project will help CJA achieve its goals. 3. List the projected number of services that will be provided, either in clients served or services provided with these grant funds, or number of trainings/activities with the anticipated number of participants/activities/trainings that will be provided with these grant funds. Include anticipated dates for completion. These projections must match the Scope of Work and Budget Narrative. 4. Complete SOW as detailed in Appendix B: Descriptions of Services, Scope of Work and Deliverables.
5. Methods of Accomplishment	15	<ol style="list-style-type: none"> 1. Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved. 2. What are the measurable expected outputs and outcomes for the project? 3. Explain what measurements will be used to report on the proposed project's success. This includes any evaluation tools your organization will use to measure your outputs and outcomes and what data will be tracked. <p>Note: Grantees will be required to track activities and evaluations on the sheet provided by the CJA Coordinator quarterly.</p>
6. Community Coordination/ Collaboration	10	<ol style="list-style-type: none"> 1. Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration. 2. For non-child welfare agencies that intend to provide service or training to child welfare agency: describe how your organization will collaborate with the child welfare agency on the proposed project. Include a letter of support from the child welfare agency for the proposed project.

Total for Narrative	80	
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Section C – Budget (20 points)

Use Arial 11-point font on single-spaced pages with one-inch margins. See Appendix A: Budget Narrative Instructions and Template.

Proposed Project Budget	5	Use the provided table and designate a whole dollar amount for the seven 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 a one-year project period.

Budget Narrative	15	Include a detailed description of the project budget for the grant funding requested. The budget should be an accurate representation of the funds <u>necessary</u> to carry out the proposed Scope of Work and achieve the projected outcomes. The Budget Narrative should align with the Narrative's Goals, Objectives and Outcomes to be achieved.
Total for Budget	20	

Overview of Assurances and Certifications

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

1. The project described in this application meets all the CJA program requirements.
2. All information contained in the application is current and correct;
3. The applicant will gain an understanding 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 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.

Submission Instructions

- **The grant application deadline is 5:00 pm on Friday February 16, 2024.**
- Signed application must be submitted online by emailing all required documents and attachments in a single email to dcfsgrants@dcfs.nv.gov. In the subject line of the email place the NOFO title, "CJA Program 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, 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.
- The GMU will reply to emails to acknowledge the receipt of applications. If an email is not received within 1 business days of submitting the application, please contact Shawna Halverson at shalverson@dcfs.nv.gov or 775-684-4426.

Application Checklist

Complete this checklist prior to submission. The application checklist is for the benefit of applicants and does not have to be included in the submission packet.

Section A: Application Form

- All boxes checked to indicate current and accurate responses
- All fields completed according to instructions
- Application and Certification signed by organization's authorized official

Section B: Narrative

- Organization Information
- Project Summary and Abstract
- Target Population and Statement of Need
- Goals, Objectives and Timelines. Include copy of completed Scope of Work and Deliverables
- Page limits are not exceeded; Arial 11-point font and one-inch margins are retained

Section C: Budget

- Proposed Project Budget completed for each line item
- Budget Narrative (must match the proposed budget) completed

Application Attachments

- Résumés for key personnel listed on the Application
- A copy of the negotiated indirect agreement (if applicable)
- A PDF emailed to DCFSGRANTS@DCFS.NV.GOV with all required documentation no later than February 16, 2024.

Application Form: Section A

Please complete each item. Add extra rows if more space is needed to provide complete responses.

A. Applicant Organization

Name		
Mailing Address		
Physical Address		
City & State		Zip (9-digit)
Federal Tax ID #		
DUNS #		

B. Organization Type Government Agency 501(c)(3) Nonprofit

C. Geographic Area of Services Delivery. Check applicable boxes and provide a brief narrative of the service area

<input type="checkbox"/> City	
<input type="checkbox"/> County	
<input type="checkbox"/> Region	
<input type="checkbox"/> Statewide	

E. Program Point of Contact

Name	
Title	
Phone	
Email	

F. Fiscal Officer

Name & Title	
Phone & Email	

G. Subcontracts

Does your organization subcontract its services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete information below.		
Subcontractor		
Mailing Address		
Physical Address		
City		Zip (9-digit)
Federal Tax ID #	(xx-xxxxxxx)	

H. Key Personnel

Name	Title	Resume included?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

I. Current Funding List. List all revenue for the agency/organization.

Funding Source	Pending/Secured	Time Period	Amount (\$)

J. Funding Request. List funding requested for the one-year award period.

Funding	SFY 21 Request
Children's Justice Act	

K. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and

[A large light green rectangular area for text entry, followed by a light blue rectangular area containing two columns of three horizontal lines each for signature and date.]

Application Narrative: Section B

Application Narrative (80 points)

Begin typing below each field header.

1. **Organization Information** (1/2 page)

2. **Project Summary/Abstract** (1 page)

3. **Target Population and Statement of Need** (1 page)

4. **Goals, Objectives and Timelines** (1 page)

5. **Methods of Accomplishment** (1 page)
 - *Please describe your outputs, evaluation methods and outcomes for your desired project.*
 - *Your agency may attach a logic model as well.*

Budget: Section C

Budget (20 points)

1. Proposed Project Budget

Category	Amount Requested (\$)
Personnel	
Travel/Training	
Operating	
Equipment	
Contractual/Consultant	
Other	
Indirect	
Total Funding Requested (\$)	

Budget Narrative (1-2 pages). For each service category, provide a line item budget justification. See Appendix A: Budget Narrative Instructions and Template.

BUDGET NARRATIVE-SFYXX					
<u>List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.</u>					
_____	_____	_____	_____	_____	_____
*Insert details to describe position duties as it relates to the funding (specific program objectives)					
_____	_____	_____	_____	_____	_____
*Insert details to describe position duties as it relates to the funding (specific program objectives)					
_____	_____	_____	_____	_____	_____
*Insert details to describe position duties as it relates to the funding (specific program objectives)					
_____	_____	_____	_____	_____	_____
*Insert details to describe position duties as it relates to the funding (specific program objectives)					
_____	_____	_____	_____	_____	_____
*Insert details to describe position duties as it relates to the funding (specific program objectives)					

APPENDIX A: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions

All applications must include a detailed project budget for the one-year funding cycle. The budget needs to accurately represent the funds necessary to carry out the proposed Scope of Work and to achieve the projected outcomes for the award funding period.

Note: If the proposed project does not receive the full amount requested, 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 and use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative). Complete a detailed budget for each line item. 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.**

For all budget categories, provide total amount requested, item details, and line item justification.

Personnel:

Charges made 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](#).

Identify employees who provide direct services. 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 known. 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, including those who spend only part of their time on grant activities.

Administrative/Executive Staff salaries that are not readily assignable to a particular project are not allowed.

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 \$.58), 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, including type of training, location, # of staff attending, benefit to subrecipient and Scope of Work implementation.

Operating: For agencies with multiple funding sources, costs must be consistently allocated as described in the organization's cost allocation plan.

Occupancy: Detail costs associated with maintaining a facility including rent, utilities, basic maintenance, etc. Mortgage, construction, remodeling, and repairs to current structures are not allowed.

Communications: List the costs of telephones, fax, postage, etc.

Supplies: Describe the cost of all consumable items needed for the project such as office supplies, client supplies, etc. Generally, supplies do not need to be priced individually, but a list of typical program supplies is necessary.

Other operating costs: This could include insurance, dues, subscriptions, program costs, and costs not covered in the other categories. Only consumer/service delivery activities are reimbursable.

Equipment:

List and justify equipment to be purchased for this grant project (all non-consumable items). Equipment under \$5,000 should be included under Operating Costs, Supplies. All equipment costing \$5,000 and over must be listed separately and itemized. List any computer hardware to be purchased regardless of the cost. Equipment purchased for this project must be labeled, inventoried, and tracked and remains the property of the Division of Child and Family Services (DCFS). Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed.

Contractual/Consultant Services:

Identify project workers who are not employees of the applicant organization. Any costs associated with these workers, such as travel or per diem, should also be identified in this budget category. Explain the need and/or purpose for the contractual/consultant service and justify these costs. Describe each consultant's scope of work, list rate, hours, and cost. DCFS approval is required prior to the use of subcontractors. Written sub-agreements must be maintained and the applicant is responsible for administering sub-agreements in accordance with all requirements identified for grants administered under CJA. A copy of written agreements must be provided to GMU.

Other Expenses:

This category includes any relevant expenditure associated with the project not covered by the above. Wraparound funds are allowable for such items as rental assistance, transportation, utilities, children's clothing, etc. Programs requesting these funds must adhere to the following

requirements: 1) Maximum per family per year = \$2,000; 2) Subgrantees must document that there was an attempt to access all other possible resources prior to use of wraparound funds; 3) Detailed documentation of where these funds were used is required.

Indirect Costs:

Indirect costs may be included in the budget and represent the expenses of doing business that are not readily identified with or allocable to a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs include but are not limited to: depreciation and use allowances, facility operation and maintenance, memberships, and general administrative expenses such as management/administration, accounting, payroll, legal and data processing expenses that cannot be traced directly back to the grant project.

Subrecipients without a negotiated indirect rate with their cognizant federal agency may use a 10% *de minimis* rate of "modified total direct costs" (MTDC). The *de minimis* rate is only an option for subrecipients that have **never** received an approved federally-negotiated indirect cost rate. The MTDC base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. [2 C.F.R. § 200.68](#)

When the *de minimis* rate is used, costs must be consistently charged as either indirect or direct costs. Double-charging is not permitted. Transferring funds into or out of the indirect cost category is not allowable without prior approval and a budget modification is required.

Subrecipients that have a current federally-approved indirect cost rate with their federal cognizant agency for indirect costs may include the negotiated percentage rate in their budgets. A copy of the negotiated indirect agreement must be attached to the application.

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 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.

APPENDIX B: DESCRIPTION OF SERVICES, SCOPE OF WORK AND DELIVERABLES

SECTION B

Description of Services, Scope of Work and Deliverables

**In some instances, it may be helpful / useful to provide a brief summary of the project or its intent. This is at the discretion of the author of the subaward. This section should be written in complete sentences.*

Subrecipient's name, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

****Include projected service numbers*

Scope of Work for Subrecipient

Goal 1: Describe the primary goal the program wishes to accomplish with this subaward.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1.	1.	XX/XX/XX	1.
2. Add more lines if necessary	2.	XX/XX/XX	2.

Goal 2: Describe the most important secondary goal the program wishes to accomplish with this subaward.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1.	1.	XX/XX/XX	1.

**Note to preparer: Add lines to the table as applicable to accomplish all that goals of the subaward. Line up activities, due dates and documentation as best as possible for easier analysis.*

Note: This document should not contain any red text when completed.

APPENDIX C: 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 details are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the NOFO objectives.
- D. Overall ability of the applicant, as determined by the evaluation committee, to successfully provide services in accordance CJA program guidelines.

Points will be assigned for each item listed below. Proposals with an average score lower than 60 may be excluded from further consideration.

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.

0 - 39% of Maximum Points: Applicant's proposal or capability is not acceptable or applicable for the CJA grant project.

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

Proposal Component	Potential Maximum Score
A. Project Narrative	80
B. Budget	20
Total	100

APPENDIX D: NOTICE OF SUBAWARD (NOSA)



State of Nevada
 Department of Health and Human Services
Division of Child & Family Services
 (hereinafter referred to as the Department)

Agency Ref. #: _____
 Budget Account: _____
 Category: _____
 GL: _____
 Job Number: _____

NOTICE OF SUBAWARD

Program Name: The Children's Justice Act DCFS Grants Management Unit		Subrecipient's Name:			
Address: 4126 Technology Way, 3 rd Floor Carson City, NV 89706-2009		Address:			
Subaward Period: July 1, 2019 through June 30, 2019		Subrecipient's: EIN: _____ Vendor #: _____ Dun & Bradstreet: _____			
Purpose of Award: Increase and improve services and outreach to outlying counties					
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties:					
Approved Budget Categories:		FEDERAL AWARD COMPUTATION:			
1. Personnel	\$0.00	Total Obligated by this Action:		\$	0.00
2. Travel/Training	\$0.00	Cumulative Prior Awards this Budget Period:		\$	
3. Operating	\$0.00	Total Federal Funds Awarded to Date:		\$	
4. Equipment	\$0.00	Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			0.00
5. Contractual/Consultant	\$0.00	Amount Required this Action:		\$	
6. Other	\$0.00	Amount Required Prior Awards:		\$	
TOTAL DIRECT COSTS	\$0.00	Total Match Amount Required:		\$	
7. Indirect Costs	\$0.00	Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
TOTAL APPROVED BUDGET	\$0.00	Federal Budget Period: October 1, 2018 through September 30, 2021			
		Federal Project Period: October 1, 2018 through September 30, 2021			
FOR AGENCY USE, ONLY					
Source of Funds Administration for Children & Families Children's Justice Act Sec 107 a-f CAPTA		% Funds: 100	CFDA: 93.643	FAIN: 1801NVCJA1	Federal Grant #: 1801NVCJA1
					Federal Grant Award Date by Federal Agency: 08/17/2018
Agency Approved Indirect Rate: 0.00%			Subrecipient Approved Indirect Rate: N/A		
Terms and Conditions: In accepting these grant funds, it is understood that: 1. This award is subject to the availability of appropriate funds. 2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual. 3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented. 4. Subrecipient must comply with all applicable Federal regulations. 5. Quarterly progress reports are due by the 15 th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator. 6. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.					
Incorporated Documents: Section A: Grant Conditions and Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements; Section D: Request for Reimbursement;			Section E: Audit Information Request; Section F: Current/Former State Employee Disclaimer; and Section G: DHHS Confidentiality Addendum		
Authorized Subrecipient Official's Name and Title		Signature			Date
Jean Booth Grants & Project Analyst II					
For Ross E. Armstrong Administrator, Division of Child & Family Services					

CJA Grantee Quarterly Update

As a CJA Grant funds recipient, it is mandatory that a thorough and complete report be provided to the CJA coordinator each quarter during the grant funded year. Failure to provide these reports may result in a withdrawal of grant funds. If you have any questions about the reporting requirements, please contact the CJA Coordinator, Dylan Nall, dnall@dcfs.nv.gov

Grantee Information

Name: Your name	Date: Click or tap to enter a date.
Agency:	
FFY2023 Grant Funds Received: Dollar amount	
Funds expended to date: Dollar amount	

Part One: Activities Funded and Evaluation Work

Per Grant Application, funded activities:

Click or tap here to enter text.

Describe all work related to the funded activities above. This includes objectives, activities completed, results of the activities and any barriers your agency incurred during this quarter:

PART TWO: NARRATIVE

Please provide complete answers to the following questions.

1. If any materials were produced with grant funds, please provide a copy (copies) electronically with this report.
2. Please provide a brief success story with the use of this CJA funding during the current quarter.

If assistance is needed regarding your grant, please email, **Dylan Nall**, dnall@dcfs.nv.gov.

The Quarterly Updates are due to the CJA Coordinator, Dylan Nall, **3 weeks** before the quarterly CJA Meeting. If your agency does not have any current updates, please email Dylan Nall stating, "No quarterly update."

2023/2024 Meeting Dates:

October 3, 2023 (pending)

January 9, 2024 (pending)

April 2, 2024 (pending)

July 2, 2024 (pending)