



State of Nevada

Division of Child and Family Services

Grant Management Unit

American Rescue Plan (ARP)

**Family Violence Prevention and Services Act
(FVPSA) Supplemental Funding- Supporting
Survivors of Sexual Assault**

Notice of Funding Opportunity (NOFO)

**Federal Fiscal Year 2021 through 2024
Award**

Performance Period: 1/1/22-6/30/25

Opportunity Summary

Opportunity Summary

This Notice of Funding Opportunity (NOFO) is for competitive applications to be funded through the Family Violence Prevention and Services Act (FVPSA) American Rescue Plan (ARP) Supplemental funding to support survivors of sexual assault. The performance period for this award begins with expenses incurred due to the COVID-19 pandemic starting January 1, 2022, through June 30, 2025.

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 January 2022. Unused funds from this supplemental award will not be automatically carried forward after the award period. Current subrecipients are not guaranteed funding in SFY26 and applicants who receive awards through this NOFO are not guaranteed future funding.

Total Funding Amount: \$1,686,028.00. Funding will be distributed to support survivors of sexual assault through 1) assisting rape crisis centers, sexual assault programs, tribal programs, and culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault with the transition to virtual/remote services; and 2) supporting the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency.

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 due to the COVID-19 pandemic and proposed future expenditures related to COVID-19.

Applicants should describe the demonstrated need for funding due to expenses incurred and projected due to the COVID-19 pandemic. Agencies and organizations may use these funds to transition to virtual services and meet the emergency needs of sexual assault survivors. More details are provided on the allowable uses of this funding in the "Allowable Uses" section of this NOFO. 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.

Match/Cost Sharing Requirement: There is no match requirement for the ARP Supplemental FVPSA funding.

Program Requirements

APPLICANT ELIGIBILITY

This NOFO is open to any non-profit organization, faith-based organization, local public agency, Federally-recognized Tribal nation, or Tribal coalition that supports programs and projects within the state to prevent incidents of sexual assault and provide for the emergency needs of sexual assault survivors.

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, gender identity, 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

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.
- The COVID-19 pandemic, also known as the coronavirus pandemic, is an ongoing pandemic of coronavirus disease 2019 (COVID-19), caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- 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.

Rape Crisis Centers: The term “rape crisis center” means a nonprofit, nongovernmental, tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services. See 34 U.S.C. § 12291(a)(25). Pursuant to 34 U.S.C. § 12511(b)(2)(C), intervention and related assistance may include:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
4. Information and referral to assist the sexual assault victim and family or household members.
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Supportive Services: For the purposes of this supplemental funding, supportive services is defined as services for adult and youth victims of family violence, domestic violence, dating violence, and sexual assault and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Supportive services include, but are not limited to: direct and/or referral-based advocacy on behalf of victims and their dependents, counseling, case management, employment services, referrals, transportation services, legal advocacy or assistance, child care services, health, behavioral health and preventive health services, culturally and linguistically appropriate services, and other services that assist victims or their dependents in recovering from the effects of the violence (45 CFR § 1370.2).

Virtual Services: The use of electronic devices, such as computers, tablets, and smartphones, to provide services for survivors through a secure platform. These services will enable domestic violence and sexual violence programs to support survivors and their children via an internet connection, web portal, and two-way live video platforms, <https://telehealthresourcecenter.org/>.

ALLOWABLE USES

Transitioning to Virtual Services for Survivors of Sexual Assault

The ARP Grants to Support Survivors of Sexual Assault are intended to support rape crisis centers and sexual assault programs to transition to virtual services or continue virtual services. This supplemental funding may be used to develop, implement, and assess innovative virtual services that:

- Increase access to rape crisis and sexual assault services for survivors in your service area, as well as for underserved communities; and
- Can be adapted and scaled across the state, territory, tribe, or local community.

This supplemental funding will support all costs associated with rape crisis centers and sexual assault programs systematically designing, implementing, and assessing ways to optimize the

use of virtual services for survivors of sexual assault that that have been impacted by the COVID-19 public health emergency.

Data Security

The ARP Grants to Support Survivors of Sexual Assault may be used for all costs associated with protecting the confidentiality, integrity, and availability of survivor services information, including safeguarding data from accidental and intentional disclosure. The ARP Grants to Support Survivors of Sexual Assault grant recipients may use funds to support the safety of survivor data, including servers, firewall protection software, and training for personnel and survivors on topics such as proper use of devices and service portals, security of passwords, and available data safety features.

Meeting the Emergency Needs of Survivors of Sexual Assault Impacted by the COVID-19 Public Health Emergency

Prevent – Activities that assist sexual assault survivors by providing virtual services, supportive services, temporary housing assistance, mobile advocacy services, and supplies that will ensure survivors of sexual assault receive the care, support, and services they need while reducing the exposure to and risk of contracting the COVID-19 virus.

- Perform outreach and provide education to local rape crisis centers/sexual assault programs, culturally specific programs, and tribes on strategies that reduce COVID-19 transmission, using existing materials where available. Please note that grantees are expected to use materials from federal agencies and/or local public health departments.
- Disseminate educational materials and resources to local rape crisis centers/sexual assault, culturally specific programs, and tribes on precautions to prevent, contain, or mitigate COVID-19 and other respiratory illnesses. Please note that grantees are expected to use materials from federal agencies and/or local/state public health departments.
- Provide virtual services, temporary housing options, and supportive services to survivors of sexual assault including paying for the operating, staffing, and administrative expenses of the facilities for rape crisis/sexual assault programs, culturally specific programs, and tribes.
 - ARP funding can be used to provide temporary refuge in conjunction with supportive services and in compliance with applicable state or tribal law or regulations, which includes:
 - Housing provision including assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Rental subsidies and rental assistance;
 - Temporary refuge or lodging in individual units such as apartments (which is not required to be owned, operated, or leased by the program);
 - Safe homes; and
 - Hotel or motel vouchers.

- Provide prevention services, including outreach to underserved populations to increase virtual access to sexual assault services and reduce the exposure to and risk of contracting the COVID-19 virus; and
- Strengthen partnerships with local and state public health authorities, local health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, LGBTQ+ organizations, and rape crisis centers/sexual assault programs to improve emergency operations throughout the COVID-19 public health emergency.

Prepare – Activities and technical assistance that include assessing needs of sexual assault survivors during the COVID-19 public health emergency. Activities that provide training, information, and assistance necessary to ensure the continuity of rape crisis centers and sexual assault services. Assessing the capacity of local rape crisis centers/sexual assault programs and tribes’ emergency operation plans and plans to address the needs of survivors and reduce the exposure to and risk of contracting the COVID-19 virus. Please note that the provision of remote services, virtual services, and mobile advocacy are allowable activities for this supplemental funding.

- Assess the capacity of agencies, local rape crisis centers/sexual assault programs, culturally specific programs, and tribes to provide continuity of sexual assault services, including emergency operations plans and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism.
- Provide training to assist agencies, local rape crisis centers/sexual assault programs, culturally specific programs, and tribes in reviewing, updating, and/or implementing emergency operations plans and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism; and
- Provide training, information, and assistance for ensuring the continuity of local rape crisis centers/sexual assault programs, culturally specific programs, and tribal sexual assault programs to:
 - Support victims and survivors of sexual assault to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency;
 - Help programs maintain the capacity to provide individual and group counseling, peer support groups, and referral to community-based services to assist survivors of sexual assault, in recovering from the effects of the violence during the COVID-19 public health emergency;
 - Help programs maintain the capacity to provide services for sexual assault survivors, including age-appropriate counseling, supportive services, and culturally relevant and linguistically appropriate services during the COVID-19 public health emergency. Please note that the provision of remote services, virtual services, and mobile advocacy are allowable activities; and
 - Help programs maintain the capacity to provide culturally and linguistically appropriate services during COVID-19 public health emergency.

Respond – Activities and technical assistance for ensuring the continuity of sexual assault programs and rape crisis center services, culturally specific programs, and tribal programs during

the COVID-19 public health emergency, which includes responding to issues such as adapting to fluctuating needs and changing circumstances. Please note that staffing enhancements, workforce supports, and workforce capacity building are allowable activities.

- Provide services, training, technical assistance, and outreach to increase access to sexual assault supports and increase the accessibility of rape crisis and sexual assault services;
- Provide advocacy, case management services, and information and referral services concerning issues related to sexual assault services, including:
 - Assistance in accessing related federal and state financial assistance programs;
 - Legal advocacy to assist victims and their dependents;
 - Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
 - Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Provision of transportation, childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
 - Parenting and other educational services for victims and their dependents.
- Provide direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work out in the community in order to support sexual assault survivors wherever it is safe and convenient for the survivor.
- Fund staffing increases, workforce supports for employees/advocates, and workforce capacity building and any related costs to retain, or recruit staff to ensure the continuity of sexual assault and rape crisis center services for sexual assault survivors 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.

CONFIDENTIALITY REQUIREMENTS

In order to ensure the safety of adult, youth, and child victims of sexual assault, family, domestic, or dating violence and their families, subrecipients receiving ARP Supplemental 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 sexual assault, 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.

Application Process

Award Overview TimeLine

Event	Date/Time
Grant opportunity announced	December 21, 2021
Questions and Answers	December 21, 2021 – December 29, 2021
Questions and Answers posted to DCFS GM webpage	January 3, 2022
Deadline for submission	January 20, 2022
Evaluation period (approximate time frame)	January/February 2022
Announcement of awards	February 2022
Performance Period	January 1, 2022 – June 30, 2025

Application Review

DCFS staff along with application review panel members will review and evaluate each application based upon the submitted justification of need. The evaluation of applications received in response to this NOFO will be conducted comprehensively, fairly, and impartially. 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.

Funding decisions will be based on the following factors:

- Demonstrated justification of need;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations;
- Conflicts or redundancy with other funded programs or supplanting of existing funding.

Evaluation Process

Applications received by the published deadline of **5 pm Thursday January 20, 2022**, 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 and verify applicant eligibility.

- 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:

- Demonstrated justification of need;
- 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

Successful applicants will be notified of their application status with a letter of intent after funding decisions have been made in February 2022.

GMU staff will conduct negotiations with applicants regarding the recommendation for funding to address any specific issues identified by the GMU or the 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., 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 subaward.

Post Award Requirements

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
Jan 1 – Mar 31	Apr 15
Apr 1 – Jun 30	July 15
July 1 – Sept 30	Oct 15
Oct 1 – Dec 31	Jan 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/> by Monday January 3, 2022. To submit your questions please e-mail DCFS GMU at dcfsgrants@dcfs.nv.gov.

Submission Instructions

- **The grant application deadline is Thursday January 20, 2022, by 5pm.**
- Submit the signed, completed application with résumés and licenses of key personnel 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 place the NOFO title, "ARP FVPSA SA NOFO Response from [name of applicant]".
- 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
- Submitting a paper copy of the application is **not** required.

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 130.
- Application should be in Arial 11-point font on single-spaced pages with one-inch margins. Narrative not to exceed 10 pages. All pages including 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 A – Application Form (No points)

- Complete the Application Form
- This is required.

Section B – Narrative (50 points)

- This Section has six (6) fields assigned different numbers of points.
- The Statement of Need (field 2) must be substantiated with data.

Field Name	Scoring Points	Instructions
1. Overview	5	<ol style="list-style-type: none">1. Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary.2. Give an overview of how the agency will use funding related to COVID-19.
2. Statement of Need	10	<ol style="list-style-type: none">1. Establish the degree of need of sexual assault services within the geographic area.2. Describe how COVID-19 has affected the victims of sexual assault that your organization serves.3. Describe how COVID-19 has affected your organization and the services that it offers.

3. Target Population	5	1. Identify the targeted population and explain how the target population would benefit from the proposed project.
4. Services Proposed	10	1. Identify what services will be provided. 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. 3. 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.
5. Goals and Objectives	10	1. Describe the organization's goals and objectives to meet the geographic area's needs. 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 and Budget Narrative. 3. Complete Appendix B: Descriptions of Services, Scope of Work and Deliverables
6. Community Coordination/Collaboration	10	1. Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration. 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 3. Include any current Memorandums of Understanding and/or Letters of Intent in your application packet.
Total for Narrative	50	

Section C – Budget (30 points)

- This Section has two (2) fields assigned different number of points.
- See Appendix A for Budget Narrative Instructions.

Field Name	Scoring Points	Instructions
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	20	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-SFY25. This should align with the Narrative’s Goals and Objectives (Section B-5).
Total for Budget	30	

Section D – Mandatory Agency Self-Assessment (0 Points) Must be completed

- This section has one (1) field assigned to it. It has no points but must be completed for the application to be accepted.
- Complete the self-assessment questionnaire for your organization.

Section E – Past Performance with DCFS GMU (50 Points)

- Submit most recent single audit or financial opinion as a PDF with other required attachments.
- Do not attach GMU’s subrecipient monitoring forms.
- New applicants will only receive a score for the single audit or financial opinion

Past Performance Criteria	Scoring Points
Single Audit or Financial Opinion	10
Timeliness and Accuracy of Request for Funds	10
Timeliness and Accuracy of Performance Reports	10
Subrecipient Monitoring Findings	10
Percentage of prior funds spent	10
Total	50

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

All applications must include a detailed project budget for the grant that includes expenditures incurred from January 1, 2022, and expenditures projected through June 30, 2025. 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 through SFY25. 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 workspace & 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. 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 \$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.

Applicant Name:									
BUDGET NARRATIVE-SFYXX									
Total Personnel Costs					including fringe	Total:	\$	-	
List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.									
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>		<u>Amount Requested</u>			
<u>Name of Employee (if known, otherwise state new position).</u>						\$0			
<u>Title of position & Position Control Number</u>									
*Insert details to describe position duties as it relates to the funding (specific program objectives)									
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>Time</u>	<u>Months</u>		<u>Amount Requested</u>			
<u>Name of Employee (if known, otherwise state new position).</u>						\$0			
<u>Title of position & Position Control Number</u>									
*Insert details to describe position duties as it relates to the funding (specific program objectives)									
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>Time</u>	<u>Months</u>		<u>Amount Requested</u>			
<u>Name of Employee (if known, otherwise state new position).</u>						\$0			
<u>Title of position & Position Control Number</u>									
*Insert details to describe position duties as it relates to the funding (specific program objectives)									
	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>Time</u>	<u>Months</u>		<u>Amount Requested</u>			
<u>Name of Employee (if known, otherwise state new position).</u>						\$0			
<u>Title of position & Position Control Number</u>									
*Insert details to describe position duties as it relates to the funding (specific program objectives)									
*Insert new row for each position funded or delete this row.									
Total Fringe Cost					\$	-	Total:	\$	-

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

SFY-2022 through SFY-2025

Agency Name, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes

Scope of Work for: Agency Name

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>	<u>How will this Goal be measured (quantitative)</u>
1.	1.	XX/XX/XX	1.	1.
2. <i>Add more lines if necessary</i>	2.	XX/XX/XX	2.	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>	<u>How will this Goal be measured (quantitative)</u>
1.	1.	XX/XX/XX	1.	1.
2. <i>Add more lines if necessary</i>	2.	XX/XX/XX	2.	2.

Instructions: The Scope of Work (SOW) is the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a timeline for all deliverables and the way the goal will be measured.

*In some instances, it may be helpful/useful to provide a brief summary (limited to half [1/2] a page) of the project or its intent here. This section should be written in complete sentences.

APPENDIX C: 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 Family Violence Prevention and Services Act Guidelines.
- E. Proposals with an average score lower than 60 may be excluded from further consideration.

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

Proposal Component	Potential Maximum Score
A. Application Form	No score
B. Project Narrative	50
C. Budget	30
D. Agency Self-Assessment	No score
E. Past Performance with DCFS GMU	50
Total	130