



State of Nevada

Division of Child and Family Services

Grant Management Unit

**Family Violence Prevention and Services Act
(FVPSA)**

**American Rescue Plan (ARP) COVID-19 Testing,
Vaccines, and Mobile Health Units Supplemental
Funding**

Notice of Funding Opportunity (NOFO)

**Federal Fiscal Year 2023 through 2025
Award**

Performance Period: 1/1/2023-9/30/25

Opportunity Summary: Section I

Opportunity Summary

The Family Violence Prevention and Services formula grant (FVPSA) assists States and Territories to fund more than 1,600 local public, non-profit, and faith-based organizations demonstrating effectiveness in the field of domestic violence services and prevention. These domestic violence programs provide victims of family, domestic, and dating violence and their children with:

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

This Notice of Funding Opportunity (NOFO) is for non-competitive applications to be funded through the Family Violence Prevention and Services Act American Rescue Plan COVID-19 Testing, Vaccines, and Mobile Health Units Supplemental Funding award for State Fiscal Years (SFYs) 2023 through 2025. The performance period for this award begins with expenses incurred due to the COVID-19 pandemic starting January 1, 2023, through September 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 2023. 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: \$2,600,000.00. Funding will be distributed to support the provision of direct supportive services and immediate shelter and temporary housing consistent with statutory purposes for victims of family, domestic, and dating violence and their dependents in relation to COVID-19. The purpose of these supplemental funds in the FVPSA program is to prevent, prepare for, and respond to COVID-19 with an intentional focus on increasing access to COVID-19 testing, vaccines, and mobile health units to mitigate the spread of this virus, and increase supports for domestic violence survivors. Within these parameters, grant recipients have flexibility to determine which services best support the needs of survivors, children, and families experiencing family violence, domestic violence, and dating violence.

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

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

Funding Distribution	Funding Allocations	Approximate Total of Awards
Immediate shelter and supportive services	75% of the total award	\$1,950,000
Supportive services and prevention services	25% of total award	\$650,000

Applicants **MUST** be current FVPSA subrecipients to be eligible for this supplemental funding opportunity. 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 conduct human service activities related to or affected by COVID-19 for services and supports for victims of domestic violence and their dependents. DCFS has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to awarding a grant. DCFS anticipates making approximately 17 awards.

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

Program Requirements

APPLICANT ELIGIBILITY

All existing FVPSA state, territorial, and tribal grant recipients are eligible to receive supplemental funds to partner with local health departments and Indian Health Services to implement efforts that will help domestic violence shelters, domestic violence programs, and tribes have access to COVID-19 testing, vaccines, and mobile health units to mitigate the spread of COVID-19 for domestic violence survivors and their dependents.

This NOFO is open to current FVPSA subrecipients that support programs and projects within the state to prevent incidents of family, domestic, and dating violence and to provide immediate shelter and related assistance to victims of family violence and their dependents in order to prevent future incidents and has incurred or has projected expenditures related to the provision of services as a result of the ongoing COVID-19 pandemic and recovery from it.

Unique entity identifier for SAM.gov (UEI)

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. As part of this transition, the DUNS number has been removed from SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new UEI. New entities can get their UEI at [SAM.gov](https://sam.gov) and, if required, complete an entity registration.

Civil Rights Compliance

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

a copy of the finding to the Office for Civil Rights of the Department of Justice's Office of Justice Programs.

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, grant recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

DEFINITIONS

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

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

Domestic Violence - Felony or misdemeanors crimes of violence committed:

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

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

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

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

Supportive Services - services for adult and youth victims of family violence, domestic violence, or dating violence, 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,
- childcare services,
- 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.

To the extent not already described in this definition, supportive services also include but are not limited to other services identified in FVPSA at 42 U.S.C. 10408(b)(1)(A)-(H). Supportive services may be directly provided by recipients and/or by providing advocacy or referrals to assist victims in accessing such services (45 CFR § 1370.2).

COVID-19 Pandemic

In terms of implementation, the FVPSA Program will allow states, territories, tribes and subrecipients to use the ARP COVID-19 testing, vaccines, and mobile health units supplemental funding for a broad range of efforts to mitigate the spread of COVID-19 and to improve domestic violence survivors' access to health care in local communities, rural areas, underserved communities, American Indian/Alaska Native communities, and for racial and ethnic specific communities. All supplemental grant recipients and subrecipients are expected to reinforce services, practices, and basic messages about prevention and treatment of COVID-19 and other infectious diseases.

CONFIDENTIALITY REQUIREMENTS

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

FVPSA REQUIREMENTS

Allowable Uses of FVPSA ARPA COVID-19 Funds

- A. COVID-19 testing expenses
 - a. Planning for implementation of a COVID-19 testing program

- b. Providing interpreters and translated materials for LEP individuals
 - c. Training providers and staff on COVID-19 testing procedures
 - d. Reporting data to Secretary of Health and Human Services (HHS) on COVID-19 testing activities
 - e. Testing supplies
 - i. Test kits
 - ii. Swabs
 - iii. Storage (e.g., refrigerator, freezer)
 - iv. Storage Unit safeguard (e.g., self-closing door hinges, door alarms, door locks)
 - v. Sharps disposal containers, and
 - vi. Temperature monitoring equipment
 - f. Transportation cost to testing facilities
- B. COVID-19 Mitigation-related expenses
- a. Planning for implementation
 - b. Providing interpreters and translated materials for LEP individuals
 - c. COVID-19 screening
 - d. COVID-19 testing promotion and confidence building
 - e. Community education
 - f. Health behavior promotion
 - g. Referrals to testing, clinical services, and support services
 - h. Leasing additional properties and facilities for COVID-19 Mitigation (overflow shelter, or motel rooms)
 - i. Digital technologies to strengthen the agency's ability to provide services remotely or support workers working from remote locations (working from home)
- C. COVID-19 Vaccine expenses
- a. Planning for implementation of a COVID-19 vaccine program
 - b. Providing interpreters and translated materials for LEP individuals
 - c. Training providers and staff on COVID-19 vaccine procedures
 - d. Development and sharing of vaccine related outreach and education materials that are culturally competent or linguistically appropriate
 - e. Conducting in person, phone, or virtual outreach to community members
 - f. Making appointments for individuals to receive vaccine
 - g. Reminder calls and texts for vaccine appointments
 - h. Arranging for transportation/providing transportation to appointments
 - i. Childcare assistance for vaccine appointments as needed
- D. Mobile Health Unit expenses
- a. Establishing partnerships with health departments, hospitals, and HIS facilities to access mobile health units
 - b. Create contractual agreements with partners listed above to make regular visits each week to program locations
- E. Workforce Expansion, Capacity Building, and Support expenses

- a. Planning for implementation of a COVID-19 testing, vaccine, mobile health unit, or mitigation program
 - b. Hiring culturally competent and linguistically appropriate providers and staff to carry out COVID-19 testing, mitigation activities, or mobile health unit coordination activities
 - c. Hiring bonuses and retention payments
 - d. Childcare for staff
 - e. Transportation subsidies
 - f. Other staff fringe or personal benefits as authorized by HHS
- F. 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.
- G. 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.

Unallowable Uses of FVPSA ARPA COVID-19 Funds

- H. Direct payments to any victim or dependent of a victim are **not** allowed.
- I. Services **must be** voluntary, and no conditions can be imposed on receipt of emergency shelter.
- J. Subrecipients **may not** apply inappropriate screening mechanisms, such as criminal background checks or sobriety requirements for victims to obtain shelter services.
- K. Income eligibility standard **may not** be applied to individuals receiving assistance or services.
- L. 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.

DCFS is vested in supporting and funding programs that provide direct shelter and related services to children and families impacted by family violence. DCFS is particularly interested in enhancing shelter and related services to young children exposed to violence in the home environment. Applicants for family violence funding should do their best to describe any services provided to children and families.

Application Process: Section II

Award Overview TimeLine

Event	Date/Time
Grant opportunity announced	November 28, 2022
Questions and Answers posted to DCFS GM webpage	December 16, 2022
Deadline for submission	December 29, 2022
Evaluation period (approximate time frame)	January 16-18, 2023
Announcement of awards	January 2023
Performance Period	January 1, 2023 – September 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 December 29, 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

- A. Each application that passes the technical review will be evaluated by DCFS Grants Management Unit (GMU) staff.
- 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 will be developed and applied in an impartial manner.
- D. Decisions will be based on GMU application evaluation 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

UPON APPROVAL OF AWARD

A. Monthly Financial Status and Request for Funds Report filing

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

B. Performance Report

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

Reporting Period	Due Date
July 1 – Sept 30	Oct 15
Oct 1 – Dec 31	Jan 15
Jan 1 – Mar 31	Apr 15
Apr 1 – Jun 30	July 15

C. Subrecipient Monitoring

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

D. Compliance with Changes to Federal and State Laws

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

E. Nevada 2-1-1

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

F. Client Grievance Process

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

Questions?

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

All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/> by Monday, December 12, 2022. To submit your questions please e-mail DCFS GMU at dcfsgrants@dcfs.nv.gov.

Submission Instructions

- **The grant application deadline is Thursday December 29, 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 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: Section III

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 70.
- Application should be in Arial 11-point font on single-spaced pages with one-inch margins. Narrative not to exceed 5 pages.

Section A – Application Form

- Complete the Application Form

Section II – 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. Describe how COVID-19 has affected the victims of domestic violence that your organization services.2. Describe how COVID-19 has affected your organization and the services that it offers.3. Establish the degree of need of FVPSA services within the geographic area.
3. Target Population	5	<ol style="list-style-type: none">1. Identify the targeted population and explain how the target population would benefit from the proposed project.
4. Services Proposed	10	<ol style="list-style-type: none">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	<ol style="list-style-type: none"> 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: Section B-Descriptions of Services, Scope of Work and Deliverables
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. 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 Support in your application packet.
Total for Narrative	50	

Section III – Budget (20 points)

- This Section has two (2) fields assigned the same 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	10	All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds <u>needed</u> to carry out the proposed Scope of Work and achieve the projected outcomes for the entire funding period. This should align with the Narrative's Goals and Objectives (Section II-4) and Methods of Accomplishment (Section II-5).
Total for Budget	20	

APPENDIX A: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions

All applications must include a detailed project budget for the grant that includes expenditures projected from January 1, 2023, through September 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 SFY23 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](#).

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:	\$	-

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 62.5 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, etc., that are purchased specifically for this project. Generally, supplies do not need to be priced individually, but a list of typical supplies is necessary. Listing of typical or anticipated agency expenses, such as rent, internet, phones, etc. should be included in this category.

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. 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 emergency client services, COVID-19 expenses, gift cards, client transportation, etc.

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-2023 through SFY-2025

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

Scope of Work for Subrecipient name

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

<u>Target Number</u>	<u>Objectives</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed for Measurement</u>
1. Total number, not percentage, of victims, training, or classes you hope to achieve in your objective 1.	1. These are specific objectives that need to be made to achieve the Goal. These need to be measurable.	1.1 These are the activities that can or need to be accomplished to achieve the Objectives	1.	1. What documentation do you have to show this objective was accomplished? How will you measure the information to show the objective is being met?

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

<u>Target Number</u>	<u>Objectives</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed for Measurement</u>
1.	1.	1.1	1.	1.

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

Note to Preparer: Add lines to the table as applicable to accomplish all the goals of this subaward. Line up activities, Target Number, documentation, and measurements as best as possible for easier analysis.

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 50 may be excluded from further consideration.

Points will be assigned for each item listed as follows:

80% - 100% of Maximum Points: Applicant's proposal or capability is superior and exceeds expectations for this criterion.

60% - 79% of Maximum Points: Applicant's proposal or capability is satisfactory and meets expectations for this criterion.

40% - 59% of Maximum Points: Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.

0 – 39% of Maximum Points: Applicant's proposal or capability is not acceptable or applicable for this criterion.

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

Proposal Component	Potential Maximum Score
A. Project Narrative	50
B. Budget	20
Total	70