



State of Nevada

Department of Health and Human Services

Division of Child and Family Services

Grant Management Unit

Title IV-B of the Social Security Act, Subpart 2: Promoting Safe and Stable Families Program (PSSFP)

Notice of Funding Opportunity (NOFO)

Federal Fiscal Year 2023 Award

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

Opportunity Summary

Opportunity Summary

On February 9, 2018, the President signed into law the Bipartisan Budget Bill of 2018 as P.L. 115-123. This law included the enactment of the Family First Prevention Services Act, which, among other provisions, reauthorized through FY 2021 the Title IV, Part B Subpart 2 – Promoting Safe and Stable Families (PSSF) of the Social Security Act.

The purpose of the PSSF program is to promote flexibility in the development and expansion of a coordinated child and family services program that utilizes community-based agencies and ensures all children are raised in safe, loving families, by:

1. Protecting and promoting the welfare of all children.
2. Preventing the neglect, abuse, or exploitation of children.
3. Supporting at-risk families through services which allow children, where appropriate, to remain safely with their families or return to their families in a timely manner.
4. Promoting the safety, permanence, and well-being of children in foster care and adoptive families; and
5. Providing training, professional development and support to ensure a well-qualified child welfare workforce.

The primary goals of PSSF are to prevent the unnecessary separation of children from their families, improve the quality of care and services to children and their families, and ensure permanency for children by reuniting them with their parents, by adoption or by another permanent living arrangement. States are directed to spend approximately 20% on each of the following service categories: family preservation, family support, family reunification and adoption promotion and support services.

The Division of Child and Family Services (DCFS) Grants Management Unit (GMU) seeks applications for programs to be funded for State Fiscal Year (SFY) 2024.

This Notice of Funding Opportunity (NOFO) implements a funding process that combines a review of applications with grant allocations for specific program services throughout the geographic areas in Nevada.

Total Funding Amount: \$2,400,000: Funds awarded are for programs to begin July 1, 2023 and expire on June 30, 2024. Unused funds from one year will not be automatically carried forward to the next year.

This is a competitive process. Current subrecipients are not guaranteed funding in SFY2024 and applicants who receive awards through this NOFO are not guaranteed future funding.

Grant Requirements

Confidentiality: Applicants will be required to maintain the confidentiality of any information that would identify persons receiving services and to conduct background checks on all employees, volunteers and other workforce members that are in direct contact with children or families that are receiving services.

Eligibility: Community-based organizations, school districts, tribal governments, and local government agencies are eligible to apply.

Funding Period: Grants will be awarded for a 12-month period: July 1, 2023, through June 30, 2024.

Program Services: Funds are awarded on an SFY basis and are dependent upon availability of federal funding, compliance with grant requirements and proposed activities outlined in the Scope of Work (SOW). New and current subrecipients are encouraged to propose projects that are innovative and reach populations throughout geographical regions in the State of Nevada. Proposals must address one or more of the following four specific program areas: 1) Family Preservation; 2) Family Support; 3) Family Reunification; 4) Adoption Promotion and Support Services.

Financial Reporting: Monthly Request for Reimbursement and Financial Reports along with programmatic reports will be required by the 15th of each month for the previous month. A year-end report may also be required.

Match/Cost Sharing Requirement: Successful applicants will be required to match at least 25% of the total program cost in cash or in-kind.

Risk Assessment and Subrecipient Monitoring: Successful applicants must participate in risk assessment and 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 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.

Program Requirements

Collaboration with Child Welfare Agencies: All applicants must demonstrate how they will ensure ongoing collaboration with their local child welfare agency in all aspects of service provisions (under Proposal Narrative Section B, Field 3). If funded, agencies will be required to collaborate with DCFS and regional designated Child Welfare representatives to develop appropriate outcome measures for referred children and their families. IVB2 subrecipients will be required to provide UNITY case numbers for services provided with IVB2 funding on the Unity/referral report.

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.

Evidence-Based and Evidence-Informed programs: Programs and practices recognized as evidence-based have demonstrated the highest level of evidence of effectiveness based on a set of evaluation or research criteria. Every funded program should: https://preventionservices.acf.hhs.gov/program?combine_1=&prograting%5B1%5D=1

- Be based on a logic model
- Have a written manual or protocol
- Be generally accepted
- Shown to do no harm
- Demonstrate a commitment to ongoing evaluation and the establishment of a process for continuous quality improvement

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.

Required Training: Subrecipients who receive an award will be required to have their direct services staff satisfactory complete the following training (Training dates will be provided by the GMU):

1. Cultural Awareness

Protective Factors Survey, 2nd Edition (PFS-2): Successful applicants that are non-profit agencies will be required to use the Protective Factors Survey. The Protective Factors Survey (PFS) is designed for use with parents and caregivers participating in family support and child maltreatment prevention services. By implementing that all subrecipients use and report the data captured by the PFS will provide us with information that will help us improve our services and our prevention efforts. The goal is to capture the following data:

- Provide agencies with a snapshot of the families they serve
- Measure changes in family protective factors, and
- Help identify areas where staff can focus on increasing protective factors for each family.

Quarterly Performance Reporting: 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.

Reporting Period	Type of Data Required	Due Date
July 1 st - September 30 th October 1 st - December 31 st January 1 st – March 31 st April 1 st – June 30 th	Program Performance Measure	October 15 th January 15 th April 15 th July 15 th

Semi-annual Unity/Referral Number Report: To measure the impact and progress of the IVB-2 services delivered, funded subgrantees will be required to provide a report to demonstrate **collaboration with Child Welfare agencies** in assisting children and families with an open child welfare case.

Reporting Period	Type of Data Required	Due Date
July 1 st – December 31 st January 1 st – June 30 th	Collaboration Performance Measure	January 15 th July 15 th

BACKGROUND AND DEFINITIONS OF TITLE IV B, SUBPART 2 SERVICES

Applications will be accepted to provide services in all geographic areas of the state. DCFS believes that the most effective services are in communities where families live, where they are easily accessible, and culturally responsive. Proposals must adequately describe community needs and address services to be provided to meet these needs. The Division anticipates awarding approximately \$2,400,000 statewide for the PSSF Program components:

- (1) Family preservation,
- (2) Community-based family support,
- (3) Family reunification and
- (4) Adoption promotion and support,

FPPS services are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare. The objective, target population and allowable services and activities for each component are described in the Service Category Definition tables below.

Service categories of PSSF	Funding Allocations	Approximate Minimum of Awards Statewide
Family Preservation	25% of the funding amount	\$600,000
Family Support	25% of the funding amount	\$600,000
Family Reunification	25% of the funding amount	\$600,000
Adoption Promotion and Support Services	25% of the funding amount	\$600,000

Service Category Definition

1) FAMILY SUPPORT SERVICES (FSS) - 45 CFR Ch. XIII (10–1–10 Edition § 1357.10)

Program Objectives

Family support services means community-based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

Target Population

- Commercial Sexual Exploitation of Children (CSEC)
- Vulnerable families with children that are at risk of abuse or neglect
- Families that have already demonstrated the need for intervention and have an open child welfare case
- Families that have one or more risk factors.

Children and Families referred by:

Child Welfare Agencies
Juvenile Justice Referrals

Differential Response (DR)
School Referrals

Allowable Services and Activities

- Including in-home visits,
- Parent support groups,
- Parenting skills (by reinforcing parents' confidence in their strengths, and helping them to identify where improvement is needed and to obtain assistance in improving those skills) with respect to matters such as
 - Child development
 - Coping with stress
 - Family budgeting
 - Health, and Nutrition
- Respite care of children to provide temporary relief for parents and other caregivers.
- Structured activities involving parents and children to strengthen the parent-child relationship.
- Crisis Family Services such as Domestic Violence services, substance abuse treatment, respite.
- Behavioral health services
- Drop-in centers to afford families opportunities for informal interaction with other families and with program staff.
- Information and referral services to afford families access to other community services, including childcare, health care, nutrition programs, adult education literacy programs, legal services, and counseling and mentoring services; and early developmental screening of children to assess the needs of such children, and assistance to families in securing specific services to meet these needs.
- Transportation services for families who are participating in any of the services listed above.

Priority FFPSA Programs for Family Support Services

Well Supported Programs

Parenting Education	Parent as Teachers, Family Check-Up
Interviewing	Motivational Interviewing
Therapy	Parent Child Interactional Therapy

Supported Programs

Parent Support	SafeCare
Behavioral/Emotional Functioning	Sobriety Treatment and Recovery Teams, Eye Movement Desensitization and Reprocessing (EMDR)

Promising Programs

Therapy	Trauma-Focused Cognitive Behavioral Therapy, Wraparound, Child Parent Psychotherapy
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Service Category Definition

2) FAMILY PRESERVATION SERVICES (FPS)- 45 CFR Ch. XIII (10–1–10 Edition § 1357.10)

Program Objectives

Family preservation services refers to services for children and families designed to protect children from harm and help families (including foster, adoptive, and extended families) at risk or in crisis, including:

1. Children at risk of foster care placement remain with their families, where possible.
2. Children who have been removed, or placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement.
3. Follow-up care to families to whom a child has been returned after a foster care placement.

Target Population

- Commercial Sexual Exploitation of Children (CSEC)
- Families that have already demonstrated the need for intervention and have an open child welfare case whose children at risk of foster care placement remain with their families, where possible.
- Children who have been removed, or placed for adoption, with a legal guardian, or, if adoption or legal guardianship is determined not to be appropriate for a child, in some other planned, permanent living arrangement.
- Follow-up care to families to whom a child has been returned after a foster care placement.
- Imminent risk of:
 - Developmental Disabilities, Substance Abuse, Mental Health

Allowable Services and Activities

- Safely return to families from which they have been removed.
- Be placed for adoption, or with a legal guardian.
- Be placed in some other planned permanent living arrangement if adoption or legal guardianship is not safe or appropriate.
- Home visiting
- Behavioral health services
- Pre-placement preventive services programs:
 - Intensive family preservation/maintenance programs, designed to help children at risk of foster care placement remain safely with their families.
 - Follow-up care to families to whom a child has been returned after a foster care placement.
 - Respite care (to children) for temporary relief for parents and other caregivers (including foster parents).
 - Case management services designed to stabilize families in crisis such as transportation, assistance with housing and utility payments, and access to adequate health care.

Services designed to improve parenting skills with respect to matters such as:

- Child development
- Coping with stress
- Family budgeting
- Health and Nutrition

Priority FFPSA Programs for Family Preservation

Well Supported Programs

Parenting Education	Parent as Teachers, Family Check-Up
Interviewing	Motivational Interviewing
Therapy	Parent Child Interactional Therapy

Supported Programs

Parent Support	SafeCare
Behavioral/Emotional Functioning	Sobriety Treatment and Recovery Teams, Eye Movement Desensitization and Reprocessing (EMDR)

Promising Programs

Therapy	Trauma-Focused Cognitive Behavioral Therapy, Wraparound, Child Parent Psychotherapy
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Service Category Definition

3) FAMILY REUNIFICATION SERVICES- 45 CFR Ch. XIII (10–1–10 Edition § 1357.10)

Program Objectives

Family Reunification Services are provided to a that is removed from the child's home and placed in a foster family home or a childcare institution or a child who has been returned home and to the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately within a timely fashion, and to ensure the strength and stability of the reunification. In the case of a child who has been returned home, the services and activities shall only be provided during the 15-month period that begins on the date that the child returns home.

Target Population

- Commercial Sexual Exploitation of Children (CSEC)
- Families who have one or more children (ages birth through 17 years) that have been removed from the child's home and placed in a foster family home or a childcare institution. Families must have an open child welfare case.
- Services are provided to families to facilitate the reunification of the child safely and appropriately without time limitations. Services may continue up to 15 months after family reunification is established and the child returns home.

Allowable Services and Activities

Services provided using these funds primarily include:

- Individual, group, and family counseling.
- Mental health services for parents or foster children.
- Inpatient, residential, or outpatient substance abuse treatment services for parents or foster children, including initial fees and costs associated with drug courts and drug testing.
- Services to provide temporary protective childcare or other therapeutic services including crisis nurseries
- Assistance to address domestic violence treatment or other needs for services.
- Peer-to-peer mentoring and support groups for parents and primary caregivers.
- Services and activities designed to facilitate access to and visitation of children by parents and siblings.
- Home visiting (for parents with children ages 0-5)
- Transportation to or from services and activities listed above.

Please Note: Case Management and/or linkages/Referrals to services are not allowable under PSSF FR. These funds are for the provision of the direct services specified above only.

Priority FFPSA Programs for Family Reunification

Well Supported Programs

Parenting Education	Parent as Teachers, Family Check-Up
Interviewing	Motivational Interviewing
Therapy	Parent Child Interactional Therapy

Supported Programs

Parent Support	SafeCare
Behavioral/Emotional Functioning	Sobriety Treatment and Recovery Teams, Eye Movement Desensitization and Reprocessing (EMDR)

Promising Programs

Therapy	Trauma-Focused Cognitive Behavioral Therapy, Wraparound, Child Parent Psychotherapy
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Service Category Definition

4) ADOPTION PROMOTION AND SUPPORT SERVICE- [45 CFR Ch. XIII \(10–1–10 Edition § 1357.10\)](#)

Program Objectives

Adoption promotion and support services are services and activities designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities as pre and post adoptive services and activities designed to expedite the adoption process and support adoptive families.

Target Population

- PRIORITY TARGET POPULATION: Commercial Sexual Exploitation of Children (CSEC) and
- Current foster care children with a case plan goal of adoption.
- Families exploring adoption of children from the foster care system.
- Former foster children who have had a finalized adoption and their adoptive families.

Allowable Services and Activities

Services provided using these funds primarily include:

- Pre- and post-adoptive services designed to support adoptive families so that they can make a lifetime commitment to their children by facilitating the adoption and activities designed to expedite the adoption process and support adoptive families:
 - Payments for special services delivered to adoptive children and their families that are not available from other sources, specifically those that will help adoptive families deal with the high cost of services for a child with special needs.
 - Payments for travel and education expenses for adoptive parents who attend seminars or conferences that educate parents about the specialized needs of adoptive children.
 - Provide training to adoptive parents or regional adoption staff through state level or regional level adoption conferences.
 - Help with care and supervision costs when adopted children need out-of-home treatment.
 - Pay for hourly, weekly, or monthly respite care for adoptive families.
 - Services and activities designed to
 - Recruitment and preparation of adoptive families interested in the placement of children awaiting adoption.
 - Completion of adoption home-study assessments or social summaries of children waiting to be adopted.
 - Post placement supervision of children in adoptive placement.
 - Post adoption placement support.
 - Counseling, treatment intervention, support group activities for adoptive families of special-needs children; and
 - Respite care services to adopted special-needs children.

FUNDING DISTRIBUTION

DCFS has determined that Title IV, Part B Subpart 2 – Promoting Safe and Stable Families (PSSF) funding will be distributed based on population. Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project. 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.

**** For SFY2024- the Adoption Promotion and Support category will not be included in the funding distribution by geographic region.**

Geographic Region	Funding Allocations	Approximate Total of Awards
Clark County	70% of the funding amount	\$1,680,000
Washoe County	20% of the funding amount	\$480,000
Balance of the State/Rural Counties	10% of the funding amount	\$240,000
	Total	\$2,400,000

All awards are contingent upon availability of funds. The Division reserves the right to modify or reject applications. Applications must conform to the conditions or guidelines contained in this Notice of Funding Opportunity (NOFO). **Funding decisions will be made based on application scores and the mix of proposed services. A successful application is not a guarantee for receiving all or partial funding for the program, or, if initially funded, that the project will receive continued funding in subsequent grant cycles. DCFS reserves the right to fund or not fund any project based on scoring, available funds, or past grant performance. There is no appeals process.**

Funding Preference will be given to applicants proposing to provide services based on the Family First Prevention Services Act (FFPSA) criteria. Agencies providing trauma-informed prevention services are rated as promising, supported, or well-supported in accordance with the HHS practice criteria Prevention Services Clearinghouse Handbook of Standards and Procedures and include thorough data reporting and evaluation. See Appendix A for Evidence-Based Services and Programs Matrix. The FFPSA proposed services must be included in the Scope of Work- Appendix C.

QUESTIONS AND ANSWERS

Please submit any questions regarding the PSSFP application process in writing by Wednesday, February 22, 2023. All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/> by Friday, February 24, 2023. To submit your questions, please e-mail DCFS Grants at dcfsgrants@dcfs.nv.gov

Application Process

Award Timeline

Event	Date/Time
Grant opportunity announced	February 10, 2023
Questions and Answers posted to DCFS GMU webpage	February 24, 2023
Deadline for submission	March 24, 2023
Evaluation period (approximate time frame)	March 27-April 7, 2023
Announcement of awards	May 2023
Performance Period	July 1, 2023 through June 30, 2024

Application Review

DCFS staff along with application review panel members will review and evaluate each application based upon the GMU Scoring Matrix (See Appendix D). The evaluation of applications received in response to this NOFO will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. 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. The review panel members will be comprised of individuals with experience and knowledge of grant management or responsibility for program service and financing.

Funding decisions will be based on the following factors:

- FFPSA criteria priority funding.
- Collaboration with the Child Welfare Agency.
- Target Population.
- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Conflicts or redundancy with other funded programs or supplanting of existing funding.

Evaluation Process

Applications received by the published deadline of **5:00 pm Friday, March 24, 2023**, 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.

- 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, see Appendix D: GMU Scoring Matrix.

- 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 that the applicant will receive all or partial funding for the program; or, if initially funded, that the 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:

- FFPSA criteria priority funding;
- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Conflicts or redundancy with other funded programs, or supplanting of existing funding;
- Alignment of the application with the four PSSF services categories.

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 May 2023.

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 the subaward, see Appendix F: Notice of Subaward.

Post Award Requirements

Monthly Request for Reimbursement and Financial Reports

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 grant award. The monthly reports are due on the 15th of the month for the previous month.

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.

- Charges must be supported by a system of internal controls that provides reasonable assurance that the charges are accurate, allowable and properly allocated.
- Documentation for charges must be incorporated into the official records of the organization.
- Support must reasonably reflect the total activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies.
- Where grant recipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives. **** All expenses must be cost allocated based on ACTUAL time worked on the project. Allocations based on budgeted amounts will not be allowed.**
- In cases where two or more grants constitute one identified activity or program, salary charges to one grant may be allowable after written permission is obtained from the awarding agency.
- Examples of items that may support salaries and wages can include timesheets, time and effort reports, or activity reports that have been certified by the employee and approved by a supervisor with firsthand knowledge of the work performed. Payroll records will need to reflect either after the fact distribution of actual activities or certifications of employee's actual work performed.

Application Instructions and Scoring

Application Instructions and Scoring

- 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 nor considered for funding.
- The total possible score for the entire application is 270.
- The application narrative should be formatted in Arial 11-point font on single-spaced pages with one-inch margins and should not exceed 15 pages. The page limit only applies to Section B of the application. All pages including attachments must have applicant's name on the bottom of the page.

Section A – Application Form (10 points)

- Application completion will be evaluated to ensure that all items on the NOFO and checklist were included in the submission. For example: signed application, complete SOW, agency assessment, staff resumes, FFPSA Rating and 2021 Single Audit or Financial Opinion attached.

Section B – Narrative (80 points)

- The Narrative Section has seven fields with assigned maximum scoring points.
- The Statement of Need (Field 2) must be substantiated with data.

<i>Narrative Section</i>	<i>Scoring Points</i>	<i>Instructions</i>
1. Overview	12	1) Provide organization's mission statement 2) Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary. 3) Provide up to three (3) brief examples of the organization's successes. 4) Describe the organization's desired goals and outcomes with service numbers for each service category that funding is being requested.
2. Statement of Need	9	1) Establish the degree of need for PSSFP services within the geographic area. 2) Identify and explain the agency's needs assessment method. 3) Identify the targeted population and explain how the target population will benefit from this funding and the agency's proposed project.
3. PSSFP categories and proposed services	20	The foundation of the proposed project should be based on evidence supported project justification, empirically supported methods, appropriate staffing, a flexible design, and a clear strategy. 1) Identify one or more PSSFP service categories to be addressed and the services to be provided for each category. 2) Explain how your agency will ensure that services are easily accessible and culturally responsive. 3) Explain how your agency will ensure that services are only provided to children and families within the child welfare agency.

		4) Describe your agency's approach to providing direct services and how these services meet the needs of the target population. 5) 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.
4. Availability of Services	9	1) Detail the availability of services within the organizations geographic area. 2) Identify other organizations providing similar services and describe why duplication of services is warranted. 3) Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, and longevity of the organization.
5. Measurable Goals and Objectives; Scope of Work	12	1) Describe the organization's goals and objectives to meet the geographic area's needs for one or more of the four PSSF service categories. 2) Provide the projected number of services that will be provided, either in clients served or services provided with PSSF grant funds. <u>Note that these projections must match the Scope of Work and Budget Narrative.</u> 3) Complete Appendix C: Descriptions of Services, Scope of Work and Deliverables for each of the four PSSF service areas you are planning to address.
6. Methods of Accomplishment	6	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) Explain what measurements will be used to report on the program's success.
7. Community Coordination/Collaboration	12	1) Explain how the agency will ensure ongoing collaboration with your local child welfare agency and referral process. 2) Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration. 3) 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. 4) Include any current Memorandum(s) of Understanding and/or Letter(s) of Intent in your application packet.
Total for Narrative	80	

Section C – Budget (20 points)

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

Budget Section	Scoring Points	Instructions
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 the project period. If you are planning to provide services for more than one of the PSSFP categories, develop separate budgets for each category.
Budget Narrative	15	Include a detailed 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(s) and achieve the projected outcomes. The Budget Narrative should align with the Narrative's Goals and Objectives Section B, Field 5) and Methods of Accomplishment (Section B, Field 6).
Total for Budget	20	

Section D – Agency Self-Assessment (10 points)

- Complete the self-assessment questionnaire for your organization, see Appendix E: Agency Self- Assessment

Section E – Past Performance with DCFS Grant Management Unit (50 points)

- Submit 2021 single audit or financial report. 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	25
Timeliness and Accuracy of Request for Funds	10
Timeliness and Accuracy of Performance Reports	5
Subrecipient Monitoring Findings	10
Total	50

Section F – Funding Request (25 points)

- No additional information needed

Funding Request Criteria	Scoring Points
Is the funding request reasonable?	10
Does the agency show capacity to ensure service delivery?	5
Has the agency spent down funds in prior years?	5
Has the agency shown adequate past performance?	5
Total	25

Section G – Family First Prevention Services Act (FFPSA) (75 points)

- In order to receive points for having a FFPSA program, the evidence-based program must be outlined in the Scope of Work (Appendix C).

FFPSA Rating	Scoring Points
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Well-Supported Program or Service rating	75
Supported Program or Service rating	50
Promising Program or Service rating	25
No rating	0

Overview of Assurances and Certifications

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 Title IV-B Subpart 2 requirements of the Social Security Act;
2. All information contained in the application is 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 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, see Appendix E.

Submission Instructions

- **The grant application deadline is 5:00 pm on Friday March 24, 2023.**
- 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, “Promoting Safe and Stable Families 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.

Application Checklist

Print and sign the completed application. Complete this checklist prior to scanning/submitting.

Section A: Application Form

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

Section B: Narrative

- ☐ Overview
- ☐ Statement of Need area
- ☐ Availability and Accessibility of Services
- ☐ Goals and Objectives includes projected number of services provided or clients served.
- ☐ Descriptions of Services includes Scope of Work, see Appendix B: Description of Services, Scope of Work and Deliverables
- ☐ Methods of Accomplishment
- ☐ Arial 11-point font has been retained.
- ☐ One-inch margins have been retained.

Section C: Budget

- ☐ Numbers in the *Proposed Project Budget* match numbers in the *Budget Narrative*.
- ☐ Completed Budget Narrative

Section D: Agency Self-Assessment

- ☐ Completed Agency Self-Assessment

Section E: Past Performance with DCFS Grant Management Unit

- ☐ 2021 Single Audit or Financial Opinion attached

Application Submission

- ☐ Include resumés and copies of licenses of key personnel
- ☐ A PDF emailed to DCFSGRANTS@DCFS.NV.GOV with all required documentation no later than March 24, 2023 by 5:00 pm.

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 #	
UEI #	
State of Nevada Vendor #	

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

C. Service Categories, Geographic Area of Service and Child Welfare Agency Partner.

- a. Indicate the appropriate service category/categories, service area(s) and the Child Welfare referral agency

Program Categories:	Geographic Area of Service:	Child Welfare Agency Partner
☐ Family Preservation ☐ Family Reunification ☐ Family Support ☐ Adoption Promotion and Support Services	☐ Clark ☐ Washoe ☐ Rural: _____ _____	☐ Clark County DFS ☐ Washoe County HSA ☐ DCFS-Rural Counties

Briefly describe proposed services:

Indicate projected number (unduplicated) of children and families to be served

Children: _____ Families: _____ Persons with Disabilities: _____
CSEC: _____

D. Program Point of Contact

Name	
Title	
Phone	
Email	

E. Fiscal Officer

Name	
Title	
Phone	
Email	

F. Subcontracts- Please provide copies of existing contracts

Does your organization subcontract its services? ☐ Yes ☐ No	
If yes, complete information below.	
Subcontractor	
Mailing Address	
Physical Address	
City	Zip (9-digit)
Federal Tax ID # (xx-xxxxxxx)	

G. Key Personnel

Name	Title	Email & Phone	Include in Serv- list?	Resume included?
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No

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

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

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

Funding Promoting Safe and Stable Families	SFY23 Award	SFY24 Request	Difference
Family Preservation			
Family Support			
Family Reunification			
Adoption Promotion and Support Services			

J. Funding Priority based on Family First Prevention Services Act criteria. Prevention services are trauma-informed and are rated by Prevention Services Clearinghouse as:

☐ Promising ☐ Supported ☐ Well-Supported

List the name of program being used if applicable: _____

K. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meet all requirements of the Promoting Safe and Stable Families (PSSF) legislation governing the grant as indicated by DCFS and the certifications included in the application packet; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; and that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Notice of Subaward and accompanying documents.

Name (type/print)

Phone

Title

Email

Signature

Date

Application Narrative: Section B

Application Narrative (80 points)

Begin typing below each field header.

Overview

- Provide organization's mission statement
- Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary.
- Provide up to three (3) brief examples of the organization's successes.
- Describe the organization's desired goals and outcomes with service numbers for each service category that funding is being requested.

Statement of Need

- Establish the degree of need for PSSFP services within the geographic area.
- Identify and explain the agency's needs assessment method.
- Identify the **targeted population** and explain how the target population will benefit from this funding and the agency's proposed project.

Services Proposed

- Identify one or more PSSFP service categories to be addressed and the services to be provided for each category.
- Explain how your agency will ensure that services are easily accessible and culturally responsive.
- Explain how your agency will ensure that services are only provided to children and families within the child welfare agency.
- Describe your agency's approach to providing direct services and how these services meet the needs of the target population.
- 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.

Availability and Accessibility of Services

- Detail the availability of services within the organizations geographic area.
- Identify other organizations providing similar services and describe why duplication of services is warranted.
- Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, and longevity of the organization.

Measurable Goals and Objectives

- Describe the organization's goals and objectives to meet the geographic area's needs for one or more of the four PSSF service categories.
- Provide the projected number of services that will be provided, either in clients served or services provided with PSSF grant funds. **Note that these projections must match the Scope of Work and Budget Narrative.**
- Complete Appendix C: Descriptions of Services, Scope of Work and Deliverables for each of the four PSSF service areas you are planning to address.

Methods of Accomplishment

- Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved.
- Explain what measurements will be used to report on the program's success.

Community Coordination/Collaboration

- Explain how the agency will ensure ongoing collaboration with your local child welfare agency and referral process.
- Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration.
- 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.
- Include any current Memorandum(s) of Understanding and/or Letter(s) of Intent in your application packet.

Budget: Section C

Budget (20 points)

The Budget Narrative Template is located in our website under GMU Child Welfare Unit Forms: [Grants Management Unit \(nv.gov\)](#)

- 1. Proposed Project Budget.** Insert additional tables and provide a separate budget for each PSSF service category.



Budget Line Item	Amount Requested (\$)				
	Family Preservation	Family Support	Family Reunification	Adoption Promotion & Support Services	Total
Personnel					
Travel/Training					
Operating					
Equipment					
Contractual/Consultant					
Other					
Indirect					
Total Funding Requested					



- 2. Budget Narrative** For each budget category, provide a budget justification. See Appendix B for instructions on how to complete the budget narrative.

APPENDIX B: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions

All applications must include a detailed project budget for the funding cycle. **A separate budget will need to be provided for each PSSF service category.** The budget needs to accurately represent the funds necessary to carry out the proposed Scope of Work and achieve the projected outcomes for SFY23.

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.

**** All expenses must be cost allocated based on ACTUAL time worked on the project. Allocations based on budgeted amounts will not be allowed.**

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 service category budget tab. 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.**

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>					
<i>*Insert details to describe position duties as it relates to the funding (specific program objectives)</i>					
	<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>					
<i>*Insert details to describe position duties as it relates to the funding (specific program objectives)</i>					
	<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>					
<i>*Insert details to describe position duties as it relates to the funding (specific program objectives)</i>					
	<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>					
<i>*Insert details to describe position duties as it relates to the funding (specific program objectives)</i>					
<i>*Insert new row for each position funded or delete this row.</i>					
Total Fringe Cost				\$ -	Total: \$ -

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

Personnel:

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](#).

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 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, includes those who spend only part of their time on grant activities. Administrative/Executive Staff salaries that are not readily assignable to a 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 of a subaward.

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 with 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 the PSSF. 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.

Organizations planning to use the *de minimis* MTDC indirect rate can identify indirect costs in the narrative section, but do not need to enter any dollar values. The form contains a formula that will automatically calculate the indirect expense at 10% of the MTDC.

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.

Budget Summary Form 3

After completing Budget Narrative Forms 1 and 2, turn to Budget Summary Form 3 to provide Match Information. Identify and justify match of 25% for the subaward project. All funds designated as match are restricted to the same uses as the subaward funds and must be expended within the grant period.

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

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:

Scope of Work for Subrecipient

FFPSA Program: _____

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. Add more lines if necessary	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

*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.

APPENDIX D: GMU SCORING MATRIX

Accepted applications 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. Overall ability of the applicant, as determined by the evaluation committee, to successfully provide services in accordance with the PSSF guidelines.
- E. Applications with an average score lower than 100 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.
- 0 – 39% of Maximum Points:** Applicant's proposal or capability is not acceptable or applicable for the PSSF grant project.

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

Proposal Component	Potential Maximum Score
A. Application	10
B. Project Narrative	80
C. Budget	20
D. Agency Self-Assessment	10
E. Past Compliance	50
F. Funding Request	25
G. FFPSA Rating	75
Total	270

APPENDIX E: AGENCY SELF-ASSESSMENT

DEPARTMENT OF HEALTH & HUMAN SERVICES ANNUAL SUBRECIPIENT QUESTIONNAIRE

This questionnaire is used for monitoring fiscal and program compliance requirements as well as determining risk of our subrecipients. Please complete and return within the next 5 business days.

Section A: GENERAL INFORMATION		
Organization Name		
Fiscal Point of Contact		
Name:		Title:
Address:		
Phone:	Email:	Fax:
Program Point of Contact		
Name:		Title:
Address:		
Phone:	Email:	Fax:
Organization Info		
DUNS #:	EIN #:	URL:
State Vendor #:	# of Employees:	
Registered with SAM.gov? ☐ YES ☐ NO Expiration Date: _____		
Is your organization or its principles presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions by any federal department or agency? ☐ YES ☐ NO (If yes, please skip the rest of questionnaire, sign, and return)		
1. Type of Organization (check all that apply):		
☐ University ☐ Foundation ☐ Private, Non-Profit ☐ Private, For-Profit ☐ Government Entity – City ☐ Government Entity – District ☐ Government Entity – County ☐ Government Entity – State ☐ Other: _____		
2. Organizational Fiscal Year (Month and Year):		
3. Name of Cognizant Federal Agency (if applicable):		Approved Indirect Rate:
4. Approximate total organization-wide annual operating budget:		
Federal Funds	Previous Fiscal Year \$ _____	Current Fiscal Year \$ _____
Non-Federal Funds	\$ _____	\$ _____

5. Did your organization expend more than \$750,000 annually in Federal funds combined? ☐ YES ☐ NO
6. Has your organization annual financial statements been audited by an independent audit firm? ☐ YES ☐ NO
7. Has your organization received funds for activities which are like, or the same as the currently proposed subaward? ☐ YES ☐ NO
8. Has your organization managed federal or state funds in the last 5 years? ☐ YES ☐ NO
9. Organization Director has been in place for:
☐ Less than 1 year ☐ 1-2 years ☐ 3-5 years ☐ 5+ years
10. Fiscal key personnel have been in place for:
☐ Less than 1 year ☐ 1-2 years ☐ 3-5 years ☐ 5+ years
11. Program key personnel have been in place for:
☐ Less than 1 year ☐ 1-2 years ☐ 3-5 years ☐ 5+ years
12. Certify that checked policies and procedures exist within your organization:
☐ Personnel (including Time and Attendance, Pay Rate & Benefits, Time and Effort, Discipline and Conflict of Interest)
☐ Travel ☐ Financial Management (including Purchasing, Receivables, and Payables) ☐ Internal Controls
☐ Equipment & Inventory ☐ All National Policy Regulations (i.e., Civil Rights, Disability etc.)
Section B: BUDGET FORMATION & ADMINISTRATION
1. Does the organization have an operating budget for each of its grants? (UG §200.302) ☐ YES ☐ NO
2. Who are the people responsible for developing and reviewing the budget(s) for your organization?
Names and titles:
3. Does the organization have fiscal controls that result in (UG §200.303):
a. Control of expenditures within the approved operating budget? ☐ YES ☐ NO
b. Management review and approval prior to issuing budget amendments or incurring obligations or expenditures that deviate from the operating budget? ☐ YES ☐ NO
4. Is there timely, periodic financial reporting to management that permits (UG §200.308):
a. Comparison of actual expenditures with the budget for the same period? ☐ YES ☐ NO
b. Comparison of revenue estimates with actual revenue (including program income, if applicable) for the same period? ☐ YES ☐ NO
5. Is the responsibility for maintain budget control established at all appropriate levels? ☐ YES ☐ NO
6. What steps are taken if projected revenues were insufficient to cover actual expenditures?
Describe:
Section C: INTERNAL CONTROLS
1. Describe your organization-wide segregation of responsibilities in context of checks and balances and advise where they reside within your policies or procedures regarding segregation of responsibilities:
2. Are specific officials designated to approve payrolls and financial transactions at various dollar levels? ☐ YES ☐ NO
3. Do the procedures for cash receipts and disbursements include the following safeguards?
a. Receipts are promptly logged, restrictively endorsed, and deposited in an insured bank account. ☐ YES ☐ NO
b. Bank statements are promptly reconciled to the accounting records and are reconciled by someone other than the individuals handling cash, disbursements and maintaining accounting records. ☐ YES ☐ NO

c. All disbursements (except petty cash and electronic disbursements) are made with pre-numbered checks. ☐ YES ☐ NO		
d. Supporting documents (e.g., purchase orders, invoices, etc.) accompany the checks submitted for signature, and are marked paid or otherwise prominently noted after payments are made. ☐ YES ☐ NO		
e. Checks drawn to "cash" and advance signing of checks are prohibited. ☐ YES ☐ NO		
f. Multiple signatures are required on checks. ☐ YES ☐ NO		
4. Are individuals of trust required to take leave and delegate their duties to others while on leave? ☐ YES ☐ NO		
Section D: ACCOUNTING		
1. Does the organization have written accounting policies and procedures to assure uniform practice in the following areas?		
a. Procurement	☐ YES	☐ NO
b. Contract Administration	☐ YES	☐ NO
c. Payroll	☐ YES	☐ NO
d. Records to justify costs of salaries and wages	☐ YES	☐ NO
e. Inventory	☐ YES	☐ NO
f. Vendor payments	☐ YES	☐ NO
g. Federal draws	☐ YES	☐ NO
h. Grants budgeting and accounting	☐ YES	☐ NO
i. Cash management	☐ YES	☐ NO
j. Audit resolution	☐ YES	☐ NO
k. Cash receipts	☐ YES	☐ NO
l. Disbursements	☐ YES	☐ NO
m. Records retention	☐ YES	☐ NO
2. Does the organization use the same policies and procedures for accounting for, and expending federal funds as it does for its organization funds? ☐ YES ☐ NO		
3. Are all appropriate accounting staff trained on current federal policies, procedures, and instructions on accounting for, and expending, federal funds? ☐ YES ☐ NO		
4. What accounting system does your organization use (e.g., QuickBooks, Peachtree, Socrates Media or custom)? Describe: How long has it been in use?		
5. Which accounting basis is used by your organization? ☐ Cash basis ☐ Accrual basis ☐ Modified Accrual		
6. Are grant funds accounting for separately in your financial management system? ☐ YES ☐ NO Describe.		
7. Does your organization use a chart of accounts and accounting manual? ☐ YES ☐ NO		
8. For each grant, does the accounting system provide the following information?		
a. Authorizations	☐ YES	☐ NO
b. Obligations	☐ YES	☐ NO
c. Funds received	☐ YES	☐ NO
d. Program income	☐ YES	☐ NO
e. Subawards	☐ YES	☐ NO
f. Outlays	☐ YES	☐ NO
g. Unobligated balances	☐ YES	☐ NO
9. Are obligations records by:		
a. Funding source	☐ YES	☐ NO
b. Object codes	☐ YES	☐ NO

10. Are accounting records supported by source documentation (e.g., canceled checks, paid bills, payrolls, contract and subaward documents, etc.) ☐ YES ☐ NO	
11. Are purchasing and payment functions separate? ☐ YES ☐ NO	
12. Do accounting staff review the following items prior to entry into the system:	
a. Authorizations	☐ YES ☐ NO
b. Purchase Orders	☐ YES ☐ NO
c. Payments	☐ YES ☐ NO
13. Are there controls to preclude:	
a. Over-obligation	☐ YES ☐ NO
b. Under-or overstatement of unliquidated obligations	☐ YES ☐ NO
c. Duplicate payments	☐ YES ☐ NO
d. Inappropriate charges to grants	☐ YES ☐ NO
14. Does the organization have effective control over, and accountability for, all funds, property, and other assets? The organization must adequately safeguard all assets and assure they are used solely for authorized purposes (UG §200.302) ☐ YES ☐ NO	
15. Does the organization reconcile bank statements (at least) monthly? ☐ YES ☐ NO	
16. Are vouchers or supporting documents identified by grant, number, date, and expense classifications? ☐ YES ☐ NO	
17. Are checks submitted for signature accompanied by supporting documents? ☐ YES ☐ NO	
18. Are invoices and vouchers approved in advance by authorized officials, prior to payment? ☐ YES ☐ NO	
19. For credit cards:	
a. Does the bank provide the subrecipient with a list of credit-card users?	☐ YES ☐ NO
b. Are the balances of credit cards capped?	☐ YES ☐ NO
c. Are credit card purchases used for business purposes only?	☐ YES ☐ NO

Organization Authorized Representative	
By signing below, the authorized representative certifies, all information submitted on this form is accurate and complete.	
_____ (Signature) _____ (Date) _____ (Printed Name & Title)	

For DHHS Use Only	
Risk Level Determination	☐ Low ☐ Moderate ☐ High

APPENDIX F: NOTICE OF SUBAWARD (NOSA)- Reference Only

**** The NOSA is provided as an example of what an agency can expect to receive if awarded**

Program Name: Promoting Safe & Stable Families Title IV-B, Subpart 2 DCFS Grants Management Unit dcfsgrants@dcfs.nv.gov		Subrecipient's Name: Name Contact Name / Email Address	
Address: 4126 Technology Way, 3 rd Floor Carson City, NV 89706-2009		Address: Street address City, State Zip	
Subaward Period: July 1, 2020 through June 30, 2020		Subrecipient's: EIN: _____ Vendor #: _____ Dun & Bradstreet: _____	
Purpose of Award: <u>Short</u> description about the purpose of the subaward.			
Region(s) to be served: ☐ Statewide ☐ Specific county or counties: _____			
Approved Budget Categories:		FEDERAL AWARD COMPUTATION:	
1. Personnel		Total Obligated by this Action:	\$ 0.00
2. Travel		Cumulative Prior Awards this Budget Period:	\$ 0.00
3. Operating		Total Federal Funds Awarded to Date:	\$ 0.00
4. Equipment		Match Required ☐ Y ☐ N	
5. Contractual/Consultant		Amount Required this Action:	\$ 0.00
6. Training		Amount Required Prior Awards:	\$ 0.00
7. Other		Total Match Amount Required:	\$ 0.00
TOTAL DIRECT COSTS	\$0.00	Research and Development (R&D) ☐ Y ☒ N	
8. Indirect Costs		Federal Budget Period:	
TOTAL APPROVED BUDGET	\$0.00	Start Date through End Date	
		Federal Project Period:	
		Start Date through End Date	
FOR AGENCY USE, ONLY			
Source of Funds: Title IV-B, Subpart 2, Social Security Act	% Funds:	CFDA:	FAIN:
		Federal Grant #:	Federal Grant Award Date by Federal Agency:
Agency Approved Indirect Rate: 0.00%		Subrecipient Approved Indirect Rate: Enter %; de minimis or 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; Section G: DHHS Confidentiality Addendum; and Section H: Matching Funds Agreement (optional: only if matching funds are required)	
Authorized Subrecipient Official's Name Title (Enter Name & Title)		Signature	Date
Grants & Project Analyst II For Ross E. Armstrong Administrator, Division of Child & Family Services			

SECTION A

GRANT CONDITIONS AND ASSURANCES

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department of Health and Human Services (hereafter referred to as "Department") shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Recipient is an independent entity.
2. The Recipient shall hold harmless, defend and indemnify the Department from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Department or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Department or Recipient from its obligations under this Agreement.
 - The Department may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Department and Recipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Department. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Department, become the property of the Department, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The Department may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Department may declare the Recipient ineligible for any further participation in the Department's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Department may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any recipient or employee because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal awardee to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for subrecipients that expend \$750,000 or more in Federal awards during the subrecipient's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).
10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.

1. No funding associated with this grant will be used for lobbying.
2. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
3. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
4. An organization receiving grant funds through the Nevada Department of Health and Human Services shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
 - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation;
 - The enactment or modification of any pending federal, state or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, **by preparing, distributing or using** publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
 - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
5. An organization receiving grant funds through the Nevada Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
 - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the subrecipient agrees to provide the Department with copies of all contracts, subgrants, and or amendments to either such documents, which are funded by funds allotted in this agreement.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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:

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	a. 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.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

SECTION C

Budget and Financial Reporting Requirements

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Department of Health and Human Services through Grant Number 2001NVFPSS from Title IV-B, Subpart 2 of the Social Security Act. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Division nor the State of Nevada.

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number 2001NVFPSS from Title IV-B, Subpart 2 of the Social Security Act

Subrecipient agrees to adhere to the following budget:

BUDGET NARRATIVE-SFY20

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>Annual % of Months worked</u>	<u>Amount</u>
<u>Name of Employee (if known, otherwise state new position), Title of position & Position Control Number</u>	\$0.00	0.000%	0.000%	12	100.00%	

*Insert details to describe position duties as it relates to the funding (specific program objectives)

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Annual % of Months worked</u>	<u>Amount</u>
<u>Name of Employee (if known, otherwise state new position), Title of position & Position Control Number</u>	\$0.00	0.000%	0.000%	12	100.00%	

*Insert details to describe position duties as it relates to the funding (specific program objectives)

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Annual % of Months worked</u>	<u>Amount</u>
<u>Name of Employee (if known, otherwise state new position), Title of position & Position Control Number</u>	\$0.00	0.000%	0.000%	12	100.00%	

*Insert details to describe position duties as it relates to the funding (specific program objectives)

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Annual % of Months worked</u>	<u>Amount</u>
<u>Name of Employee (if known, otherwise state new position), Title of position & Position Control Number</u>	\$0.00	0.000%	0.000%	12	100.00%	

- Department of Health and Human Services policy allows no more than 10% flexibility of the total not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/ Subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

The Subrecipient agrees to:

- Request reimbursement according to the schedule specified below for actual expenses related to the Scope of Work during the subaward period.
 - Total reimbursement through this subaward will not exceed \$ Enter Amount.
 - Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred.
 - Additional expenditure detail and/or supporting documentation will be provided to the Department upon request.
 - Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
- Provide a complete financial accounting of all expenditures to the Department within 30 days of the CLOSE OF THE SUBAWARD PERIOD.
 - Any un-obligated funds shall be returned to the Department at that time, or if not already requested, shall be deducted from the final award.
 - Any work performed after the SUBAWARD PERIOD will not be reimbursed.
 - If a Request for Reimbursement (RFR) is received after the 30-day closing period, the Department may not be able to provide reimbursement.
 - If a credit is owed to the Department after the 30-day closing period, the funds must be returned to the Department within 30 days of identification.

The Department agrees to:

- Identify specific items the program must provide or accomplish to ensure successful completion of this project.
- Provide technical assistance, upon request from the Subrecipient.
- Issue prior approval of reports or documents to be developed.

Both parties understand:

- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due on a monthly basis, based on the terms of the subaward agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures with accompanying proof of payment.
- Payment will not be processed unless all reporting requirements are current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.
- The Department reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentations are submitted to and accepted by the Department.

SECTION D
Request for Reimbursement

Program Name:				Subrecipient Name:		
Address:				Address:		
Subaward Period:				Subrecipient's: EIN: Vendor #:		
FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT						
(must be accompanied by expenditure report/back-up documentation)						
Month(s)			Calendar year			
Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
2. Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3. Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
8. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
MATCH REPORTING	Approved Match Budget	Total Prior Reported Match	Current Match Reported	Year to Date Total	Match Balance	Percent Completed
<i>INSERT MONTH/QUARTER</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
I, a duly authorized signatory for the subrecipient, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.						
Authorized Signature		Title		Date		

SECTION E

Audit Information Request

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).
2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year? YES ☐ NO ☐
3. When does your organization's fiscal year end? _____
4. What is the official name of your organization? _____
5. How often is your organization audited? _____
6. When was your last audit performed? _____
7. What time-period did your last audit cover? _____
8. Which accounting firm conducted your last audit? _____

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

SECTION F

Notification of Utilization of Current or Former State Employee

For the purpose of State compliance with NRS 333.705, subrecipient represents and warrants that if subrecipient, or any employee of subrecipient who will be performing services under this subaward, is a current employee of the State or was employed by the State within the preceding 24 months, subrecipient has disclosed the identity of such persons, and the services that each such person will perform, to the issuing Agency. Subrecipient agrees they will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this subaward without first notifying the Agency and receiving from the Agency approval for the use of such persons. This prohibition applies equally to any subcontractors that may be used to perform the requirements of the subaward. The provisions of this section do not apply to the employment of a former employee of an agency of this State who is not receiving retirement benefits under the Public Employees' Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this subaward?

- YES ☐ If "YES", list the names of any current or former employees of the State and the services that each person will perform.
- NO ☐ Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name

Services

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subrecipient agrees that any employees listed cannot perform work until approval has been given from the Department.

SECTION G

Confidentiality Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as "Department"

and

Subrecipient's Name

Hereinafter referred to as "Subrecipient"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Department and Subrecipient.

WHEREAS, Subrecipient may have access, view or be provided information, in conjunction with goods or services provided by Subrecipient to Department that is confidential and must be treated and protected as such.

NOW, THEREFORE, Department and Subrecipient agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning as described to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Subrecipient** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Department or created by Subrecipient from that confidential information is destroyed or returned, if feasible, to Department pursuant to Clause VI.

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Subrecipient hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Department for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY SUBRECIPIENT

Subrecipient shall be permitted to use and/or disclose information accessed, viewed or provided from Department for the purpose(s) required in fulfilling its responsibilities under the primary agreement.

V. USE OR DISCLOSURE OF INFORMATION

Subrecipient may use information as stipulated in the primary agreement if necessary for the proper management and administration of Subrecipient; to carry out legal responsibilities of Subrecipient; and to provide data aggregation services relating to the health care operations of Department. Subrecipient may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the agreement to which this Addendum is made a part; or
3. The Subrecipient has obtained written approval from the Department.

VI. OBLIGATIONS OF SUBRECIPIENT

1. **Agents and Subcontractors.** Subrecipient shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Subrecipient and are contained in Agreement.
2. **Appropriate Safeguards.** Subrecipient will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Subrecipient will immediately report in writing to Department any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.

1. **Appropriate Safeguards.** Subrecipient will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
2. **Reporting Improper Use or Disclosure.** Subrecipient will immediately report in writing to Department any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
3. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Subrecipient will return or destroy all confidential information created or received by Subrecipient on behalf of Department. If returning or destroying confidential information at termination of Agreement is not feasible, Subrecipient will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Subrecipient maintains will not be used or disclosed.

IN WITNESS WHEREOF, Subrecipient and the Department have agreed to the terms of the above written Addendum as of the effective date of the agreement to which this Addendum is made a part.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

SECTION G

Confidentiality Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as "Department"

and

Subrecipient's Name

Hereinafter referred to as "Subrecipient"

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WHEREAS, Subrecipient may have access, view or be provided information, in conjunction with goods or services provided by Subrecipient to Department that is confidential and must be treated and protected as such.

NOW, THEREFORE, Department and Subrecipient agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning as described to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that agreement to which this addendum is made a part.
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3. **Subrecipient** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Department or created by Subrecipient from that confidential information is destroyed or returned, if feasible, to Department pursuant to Clause VI.

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Subrecipient hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Department for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY SUBRECIPIENT

Subrecipient shall be permitted to use and/or disclose information accessed, viewed or provided from Department for the purpose(s) required in fulfilling its responsibilities under the primary agreement.

V. USE OR DISCLOSURE OF INFORMATION

Subrecipient may use information as stipulated in the primary agreement if necessary for the proper management and administration of Subrecipient; to carry out legal responsibilities of Subrecipient; and to provide data aggregation services relating to the health care operations of Department. Subrecipient may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the agreement to which this Addendum is made a part; or
3. The Subrecipient has obtained written approval from the Department.

VI. OBLIGATIONS OF SUBRECIPIENT

1. **Agents and Subcontractors.** Subrecipient shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Subrecipient and are contained in Agreement.
2. **Appropriate Safeguards.** Subrecipient will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Subrecipient will immediately report in writing to Department any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.

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3. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Subrecipient will return or destroy all confidential information created or received by Subrecipient on behalf of Department. If returning or destroying confidential information at termination of Agreement is not feasible, Subrecipient will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Subrecipient maintains will not be used or disclosed.

IN WITNESS WHEREOF, Subrecipient and the Department have agreed to the terms of the above written Addendum as of the effective date of the agreement to which this Addendum is made a part.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.