



State of Nevada
Division of Child and Family Services
Grant Management Unit
Victims of Domestic Violence or
Sexual Violence
Marriage License (ML)
Notice of Funding Opportunity

State Fiscal Year 2023 Award

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

Opportunity Summary: Section I

Opportunity Summary

The purpose of this funding announcement is to support innovative programming in nonprofit and public agencies that serve victims of domestic and sexual violence pursuant to the Nevada Revised Statutes (NRS) Chapter 217.400 to 217.460. **Funding is primarily for shelter and shelter-related services.** New and current subrecipients are encouraged to propose projects that are innovative and far reaching as we strive to reach underserved populations and geographical regions throughout the State of Nevada.

This Notice of Funding Opportunity (NOFO) is for applications to be funded through the account, Aid for Victims or Domestic Violence of Sexual Violence for State Fiscal Year (SFY) 2023. This NOFO implements a funding process that combines application review and grant allocation based on geographic region and is administered by the Division of Child and Family Services (DCFS).

Total Funding Amount: \$6,000,000. Funds awarded as a result of this NOFO will begin on July 1, 2022, and expire on June 30, 2023. Existing Funds are awarded on an SFY basis and are dependent upon availability of funding, compliance with grant requests, and scopes of work (SOW). The SFY starts on July 1st and ends on June 30th of each year. Unused funds from one year will not be carried forward to the next year. Current subrecipients are not guaranteed funding in SFY 23 and applicants who receive awards through this NOFO are not guaranteed future funding.

Program Requirements

OVERVIEW

This Notice of Funding Opportunity (NOFO) is for applications to be funded through the account for Assistance to Victims of Domestic Violence or Sexual Violence for State Fiscal Year (SFY) 2023. The account is established in the general fund and is administered by the Division of Child and Family Services (DCFS).

Pursuant to NRS 217.400 Assistance to Victims of Domestic Violence:

Domestic Violence means:

- (a) The attempt to cause or the causing of bodily injury to a family or household member or the placing of the member in fear of imminent physical harm by threat of force.
- (b) Any of the following acts committed by a person against a family or household member, a person with whom he or she had or is having a dating relationship or with whom he or she has a child in common, or upon his or her minor child or a minor child of that person:
 - (1) A battery.
 - (2) An assault.
 - (3) Compelling the other by force or threat of force to perform an act from which he or she has the right to refrain or to refrain from an act which he or she has the right to perform.
 - (4) A sexual assault.
 - (5) A knowing, purposeful, or reckless course of conduct intended to harass the other. Such conduct may include, without limitation:
 - (I) Stalking.
 - (II) Arson.

- (III) Trespassing.
- (IV) Larceny.
- (V) Destruction of private property.
- (VI) Carrying a concealed weapon without a permit.
- (6) False imprisonment.
- (7) Unlawful entry of the other's residence, or forcible entry against the other's will if there is a reasonably foreseeable risk of harm to the other from the entry.

Victim of sexual assault and victim of sexual violence means a person who has been sexually assaulted as defined in [NRS 200.366](#) or a person upon whom a sexual assault has been attempted.

Victim of stalking means a person who is a victim of the crime of stalking or aggravated stalking as set forth in [NRS 200.575](#).

Funds are awarded on an SFY basis and according to NRS 217.400. Funding provides services to Victims of Domestic Violence or Sexual Violence as follows, not inclusive: support shelter, hotline, food assistance for clients, counseling services, obtaining legal, medical, outreach, psychological or vocational help and education and training for members of the community.

APPLICANT ELIGIBILITY

The State of Nevada will fund, pursuant to NRS Chapter 217.400 to 217.460, not more than one applicant to provide services for victims of domestic violence and one applicant to provide services for victims of sexual violence in counties whose population is less than 100,000; and not more than two applicants to provide services for victims of domestic violence and two applicants to provide services for victims of sexual violence in counties whose population is 100,000 or more.

Aid for Victims of Domestic Violence or Sexual Violence Eligibility:

1. Be a nonprofit corporation, incorporated or qualified in this state.
2. Be governed by a board of trustees which reflects the racial, ethnic, economic, and social composition of the county to be served and includes at least one trustee who has been a victim of domestic or sexual violence.
3. Receive at least fifteen (15) percent of its money from sources other than the Federal Government, the State, any local government or other public body or their instrumentalities. Any goods or services which are contributed to the organization may be assigned their reasonable monetary value for the purpose of complying with the requirement of this subsection.
4. Provide its services exclusively for victims of domestic or sexual violence and only within this state if located in a county whose population is 100,000 or more; or primarily for victims of domestic or sexual violence and only within the state if located in a county whose population is less than 100,000.
5. Require its employees and volunteer assistants to maintain the confidentiality of any information which would identify persons receiving the services.
6. Provide its services without any discrimination on the basis of race, religion, color, age, sex, marital status, national origin or ancestry.
7. Be able to provide:
 - (a) Except in counties whose population is less than 100,000 or if the organization provides services exclusively to victims of sexual violence, shelter to victims on any day, at any hour.
 - (b) A telephone service capable of receiving emergency calls on any day, at any hour.
 - (c) Except in counties whose population is less than 100,000 or if the organization provides services exclusively to victims of sexual violence, facilities where food can

be stored and prepared.

- (d) Counseling, or referrals for counseling, for victims, partners of victims and their family members.
- (e) Assistance to victims in obtaining legal, medical, psychological, or vocational help.
- (f) Education and training, including prevention programs, for members of the community on matters which relate to domestic and sexual violence.

EMERGING TRENDS

Applicants who respond to this NOFO should be aware that emerging trends in approaches to service delivery, community partnerships, collective impact, data tracking and more may result in eventual adjustments to some aspects of programs and/or processes. During the course of the grant period, applicants who receive funding will be asked to collaborate with the DCFS and other stakeholders in mapping the future of service delivery to victims of crime. Strategies considered may include, but are not necessarily limited to:

- Identifying and prioritizing service gaps;
- Determining strategies to enhance data collection and reporting;
- Strengthening and standardizing output and outcome measures;
- Ascertaining best practices in client-centered, holistic service delivery;
- Evidence-based, Evidence-Informed practices;
- Building a coordinated network of statewide partnerships;
- Culturally competent to underserved populations; and
- Use technology to Improve victims' access to information and services.

GRANT ALLOCATIONS FOR SFY 2023

Grant allocations for programs to aid Victims of Domestic Violence or Sexual Violence for State SFY 2023 are based on marriage license revenue that has been collected from July 1, 2021 through June 30, 2022. The projected budget is \$6,000,000. Population statistics utilized have been provided by the Nevada State Demographer on February 15, 2022.

In accordance with the NRS, seventy-five percent (75%) of the revenue allocated to each county will be allocated for grants for services for victims of domestic violence and twenty-five percent (25%) will be allocated for grants for services for victims of sexual violence.

The Nevada Revised Statutes guarantees a base amount of \$7,000 to all counties with a population of less than 100,000 and a base amount of \$35,000 for counties in excess of 100,000. In addition, all counties whose population exceeds 20,000 receive an additional per capita allotment from the balance of funds after the base amount is identified.

Funding is subject to revision based upon actual revenue received. DCFS will keep programs informed on collected revenue and adjustments will be made in a timely manner to minimize program impact.

FUNDING DISTRIBUTION

DCFS has determined that Victims of Domestic Violence or Sexual Violence funding will be distributed based on the grant allocation population funding formula below. All eligible applications will receive a base amount of \$7,000 to all counties with a population of less than 100,000 and a base amount of \$35,000 for counties in excess of 100,000. In addition, all counties whose population exceeds 100,000 will receive an additional allotment based on historical performance data of total bed nights provided and total number of clients served.

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.

SFY 23 Victims of Domestic Violence or Sexual Violence (BA 3181)						
County	Population*	Base Award	Multiplier	Counties over 20,000	Per Capita Award	Total Award
			7.59			
Carson City	57,073	\$7,000	\$53,097	57,073	\$86,009	\$139,106
Churchill County	26,310	\$7,000	\$53,097	26,310	\$39,649	\$92,746
Clark County	2,320,551	\$35,000	\$265,487	2,320,551	\$3,497,053	\$3,762,539
Douglas County	49,661	\$7,000	\$53,097	49,661	\$74,839	\$127,936
Elko County	54,546	\$7,000	\$53,097	54,546	\$82,200	\$135,297
Esmeralda County	1,000	\$7,000	\$53,097	0	\$0	\$53,097
Eureka County	1,898	\$7,000	\$53,097	0	\$0	\$53,097
Humboldt County	17,202	\$7,000	\$53,097	0	\$0	\$53,097
Lander County	6,195	\$7,000	\$53,097	0	\$0	\$53,097
Lincoln County	5,188	\$7,000	\$53,097	0	\$0	\$53,097
Lyon County	58,051	\$7,000	\$53,097	58,051	\$87,482	\$140,579
Mineral County	4,826	\$7,000	\$53,097	0	\$0	\$53,097
Nye County	49,289	\$7,000	\$53,097	49,289	\$74,278	\$127,375
Pershing County	6,984	\$7,000	\$53,097	0	\$0	\$53,097
Storey County	4,359	\$7,000	\$53,097	0	\$0	\$53,097
Washoe County	485,113	\$35,000	\$265,487	485,113	\$731,062	\$996,549
White Pine County	10,293	\$7,000	\$53,097	0	\$0	\$53,097
Total	3,158,539	\$175,000	\$1,327,429	3,100,594	\$4,672,572	\$6,000,000

*Population statistics provided by Nevada State Demographer's Office

Amount to be Awarded	\$6,000,000
Total Base * Multiplier	\$1,327,429
\$ Remaining After Multiplier	\$4,672,571
Total Base + Per Capita	\$6,000,000
Remaining Balance	\$0

Victims of Domestic Violence or Sexual Violence for SFY 2023

DV/SV allocation per NRS 217.450

County	DV Award (75%)	SV Award (25%)	Total Award
Carson City	\$104,329.50	\$34,776.50	\$139,106
Churchill County	\$69,559.50	\$23,186.50	\$92,746
Clark County	\$2,821,904.25	\$940,634.75	\$3,762,539
Douglas County	\$95,952.00	\$31,984.00	\$127,936
Elko County	\$101,472.75	\$33,824.25	\$135,297
Esmeralda County	\$39,822.75	\$13,274.25	\$53,097
Eureka County	\$39,822.75	\$13,274.25	\$53,097
Humboldt County	\$39,822.75	\$13,274.25	\$53,097
Lander County	\$39,822.75	\$13,274.25	\$53,097
Lincoln County	\$39,822.75	\$13,274.25	\$53,097
Lyon County	\$105,434.25	\$35,144.75	\$140,579
Mineral County	\$39,822.75	\$13,274.25	\$53,097
Nye County	\$95,531.25	\$31,843.75	\$127,375
Pershing County	\$39,822.75	\$13,274.25	\$53,097
Storey County	\$39,822.75	\$13,274.25	\$53,097
Washoe County	\$747,411.75	\$249,137.25	\$996,549
White Pine County	\$39,822.75	\$13,274.25	\$53,097
Total	\$4,500,000.00	\$1,500,000.00	\$6,000,000

QUESTION AND ANSWER SESSION

A Question and Answer session will begin the first day of the NOFO release and will continue until Friday March 18, 2022 at 5pm. All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/> by Wednesday March 23, 2022. To submit your questions please e-mail to DCFS Grants at dcfsgrants@dcfs.nv.gov.

Application Process: Section II

Award Overview TimeLine

Event	Date/Time
Grant opportunity announced	By March 1, 2022
Questions and Answers posted to DCFS GMU webpage	March 23, 2022
Deadline for submission	April 1, 2022, 5pm PST
Evaluation period (approximate time frame)	April 4 – April 23, 2022
Announcement of awards	Early May 2022
Performance Period	July 1, 2021 through June 30, 2022

Application Review

DCFS staff along with application review panel members will review and evaluate each application based upon the GMU Scoring Matrix (See Appendix C). 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:

- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations
- Conflicts or redundancy with other funded programs

Evaluation Process

Applications received by the published deadline of **5 pm PST Friday April 1, 2022** will be processed as follows:

STEP 1: Technical Review

DCFS staff will perform a technical review of each application to ensure that minimum standards are met.

- Applications **may** be disqualified if they are missing fundamental elements (i.e., unanswered questions, required attachments).

STEP 2: Application Review Panel

- A. Each application that passes the technical review will be evaluated for content and scored by at least two review panel members using the GMU Scoring Matrix (See Appendix C).
- B. During the review process, staff will identify strengths and weaknesses and may recommend that if the application is funded:
 - Specific revisions are made to the budget or Scope of Work, or
 - Special conditions are placed on the award (e.g., certain fiscal controls, more stringent performance requirements, or more frequent reviews).
- C. The review panel will identify specific line-item areas for revision if funding limitations result in a reduction of an overall proposed budget. In the event budget reductions are necessary, an equitable formula based on application ranking and scores will be developed and applied in an impartial manner.
- D. Decisions will be based on GMU and review panel recommendations which will be provided to the Administrator of DCFS or designee for final approval.

STEP 3: Final Decisions

A successful application is not a guarantee you will receive all or partial funding for the program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles.

Final funding decisions will be made by the DCFS Administrator or designee based on the following factors:

- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations
- Conflicts or redundancy with other funded programs, or supplanting of existing funding;

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

Notification and Award Process

Applicants will be notified of their status with a Letter of Intent after decisions have been made in May 2022.

GMU staff will conduct negotiations with the applicants regarding the recommendation for funding to address any specific issues identified by the GMU or 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., certain fiscal controls, more stringent performance requirements or more frequent 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.

Upon Approval of Award

A. Monthly Financial Status and Request for Reimbursement Reports Filing

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

B. Subrecipient Monitoring

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

C. Performance Report

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

performance measures. Subrecipients will be required to provide source documentation that corresponds to the data reported.

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

D. Compliance with Changes to Federal and State Laws

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

E. Nevada 2-1-1

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

F. Nevada Confidential Address Program

All successful applicants will be required to post the Nevada Confidential Address Program poster for victims to reference. The Nevada Confidential Address Program (CAP) is a program that helps victims of domestic violence, sexual assault, human trafficking and/or stalking from being located by the perpetrator through public records. The program provides a fictitious address and confidential mail forwarding services to individuals and families across Nevada.

Questions?

Contact the DCFS GMU (775) 684-4427 or dcfsgrants@dcfs.nv.gov

Application Instructions: Section III

Application Instructions

- An application packet, which includes the application checklist and application form, is available for download at <http://dcfs.nv.gov/Programs/GMU/GMU/>
- To get the SFY23 ML Budget Narrative form e-mail DCFSgrants@DCFS.nv.gov
- The completed application package consists of six (6) sections and a checklist.
- Late and/or incomplete applications will not be scored or considered for funding.
- The total possible score for the entire application is 140.
- Application attachments should be in Arial 11-point font on single-spaced pages with one-inch margins. All attachments must have applicant's name on the bottom of the page.

Application Checklist

- Complete the Application Checklist prior to scanning/submitting the application to DCFS
- The Application Checklist is for the benefit of the applicants and is not required to be included in the Submission Packet.

Section A – Application Form (0 Points) Must be Completed

- Complete the Application Form
- Sign the form.

Section B – Proposal Narrative (70 points)

- Narrative section should not exceed 15 pages.
- This Section has seven (7) fields assigned different numbers of points.
- The Statement of Need (Field 2) must be substantiated with data.

Field Name	Scoring Points	Instructions
1. Overview	10	<ol style="list-style-type: none"> 1) Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary. 2) Provide three (3) brief examples of the organization's successes. 3) Describe the organization's desired goals and outcomes with service numbers.
2. Statement of Need	10	<ol style="list-style-type: none"> 1) Establish the degree of need of Domestic Violence or Sexual Assault services within the geographic area. 2) Identify the targeted population and explain how the target population would benefit from the proposed project.
3. Services Proposed	15	<p>The foundation of the proposed project(s) should be constructed of evidence supported project justification, empirically supported methods, appropriate staffing, a flexible design, and a clear strategy.</p> <ol style="list-style-type: none"> 1) Identify what services will be provided and how clients are referred to your agency. 2) Explain how your agency will ensure that services are accessible to all populations, how the needs of your clients will be assessed, and how services will be individualized. 3) Describe your agency's approach to direct service delivery and how it meets the needs of the client. 4) 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 and Accessibility of Services	10	<ol style="list-style-type: none"> 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. Goals and Objectives	10	<ol style="list-style-type: none"> 1) Describe the organization’s goals and objectives to meet the geographic area’s needs. 2) Provide the projected number of services that will be provided, either in clients served or services provided with these grant funds. Note that these projections must match the Scope of Work Table and Budget Narrative.
6. Methods of Accomplishment	10	<ol style="list-style-type: none"> 1) Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved. 2) Explain what measurements will be used to report on the program’s success.
7. Community Coordination/Collaboration	5	<ol style="list-style-type: none"> 1) Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration. 2) Describe how this program will encourage the collaborative effort of various agencies or organizations by working with existing programs or forming new partnerships to provide the proposed services. 3) Include any current Memorandums of Understanding and/or Letters of Intent in your application packet.
Total for Narrative	70	

[Section C – Scope of Work Table \(15 points\)](#)

- Complete the Scope of Work Table (SOW), which is part of the Application form
- See instructions on completing the SOW Table in Appendix C

[Section D – Budget \(20 points\)](#)

- This Section has two (2) fields assigned the same number of points.
- The first field (Proposed Project Budget) is part of the application form
- To complete the second field, complete the SFY23 ML Budget Narrative Template, which can be obtained by e-mailing DCFSGrants@dcsf.nv.gov
- See Appendix A for instructions on completing the Budget Narrative Template form

Field Name	Scoring Points	Instructions
Proposed Project Budget	10	Use the provided table and designate a whole dollar amount for the seven (7) budget categories; or use a zero (0) to indicate that no funds are being requested. Add these numbers to get the sum of the total amount of funding requested for the project period.
Budget Narrative	10	All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds <u>needed</u> to carry out the proposed Scope of Work and achieve the projected outcomes for SFY23. This should align with the Narrative's Goals and Objectives and Methods of Accomplishment.
Total for Budget	20	

Section E – Agency Self-Assessment (10 points)

- Complete the self-assessment questionnaire for your organization

Section F – Past Performance with DCFS Grant Management Unit (25 points)

Field Name	Scoring Points
Single Audit or Financial Opinion	10
Timeliness and Accuracy of Request for Funds	5
Timeliness and Accuracy of Quarterly Performance Reports	5
Subrecipient Monitoring Findings	5
Total for Past Performance	25

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 requirements of the Victims of Domestic Violence or Sexual Violence;
2. All information contained in the application is correct;
3. The applicant will read, understand, and comply with all provisions of the governing legislation and all other applicable federal and state laws, current or future rules, and regulations; and
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 and Assurances and Certifications.

Submission Instructions

- **The grant application deadline is 5:00 pm Pacific Standard Time (PST) on Friday, April 1, 2022.**
- Submit the signed, completed application form, Scope of Work Table, SFY23 ML Budget Narrative, and all other required attachments in a PDF document to dcfsgrants@dcfs.nv.gov.
- Application must be submitted by emailing all required documents in a single email to dcfsgrants@dcfs.nv.gov. In the subject line of the email place the NOFO title, "ML 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 of the application then 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.
- If you do not receive an email acknowledgment within three (3) business days of submitting the application. Please contact DCFSgrants@dcfs.nv.gov or call 775-684-4427.
- Submitting a paper copy of the application is **not** required. Applicants without access to email may send their completed application by Wednesday, March 30, 2022 to:

Division of Child and Family Services
Grant Management Unit
4126 Technology Way, 3rd Floor
Carson City, NV 89706

APPENDIX A: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions

All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds needed to carry out the proposed Scope of Work and achieve the projected outcomes for SFY23. If the project is not fully funded, the GMU will work with the applicant to modify the budget, the Scope of Work and the projected outcomes.

Applicants must use the budget template form (Excel file) provided. Use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary spreadsheet (tab labeled Budget Summary) to automatically complete budget totals in Column B. **Do not override formulas.**

Per the DOJ Grants Financial Guide: Charges made to Federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See [2 C.F.R. § 200.430](#).

For all budget categories: Provide total requested, item details, and line item justification.

Personnel:

Employees who provide direct services are identified here. The following criterion is useful in distinguishing employees from contract staff.

CONTRACTOR	EMPLOYEE
Delivers product	The applicant organization is responsible for product
Furnishes tools and/or equipment	The applicant organization furnishes workspace & tools
Determines means and methods	The applicant organization determines means and methods

In the narrative section, list each position and employee name, if know. 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/hour x 2,080/year + 22% fringe) x 25% of time = 17,763

Intake Specialist – (\$20/hour x 40 hours/week + 15% fringe) x 52 weeks = \$47,840

Only those staff whose time can be traced directly back to the grant project should be included in this budget category. This includes those who spend only part of their time on grant activities. All others should be considered part of the applicant’s indirect costs. Indirect costs are not allowable with this funding.

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 cents), should be used **unless** the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) should be listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification. GSA rates can be found online at <https://www.gsa.gov/portal/category/26429>.

Identify and justify any training costs specifically associated with the project, include type of training, location, # attending, benefit to subrecipient and implementation of a subaward.

Operating:

List and justify tangible and expendable property, such as office supplies, program supplies, etc., that are purchased specifically for this project. Generally, supplies do not need to be priced individually, but a list of typical program supplies is necessary. If food is to be purchased for shelters, detail must be provided that explains how the food will be utilized to meet the project goals.

Equipment:

List equipment to purchase or lease costing \$5,000 or more and justify these expenditures. Also list any electronics (phones, laptops, computers, etc.) to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Operating. Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled, inventoried, and tracked as such.

Contractual/Consultant Services:

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the DCFS. A copy of written agreements with all partners must be provided. Scan these documents along with the budget into one file to attach to the application.

Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends, or scholarships that are a component of a larger project or program may be included here but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so. If there is insufficient room in the narrative section to provide adequate justification, please add a third tab to the budget template for that purpose.

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 Federal, State, or Other in the cell(s) in Row 7. Enter either “Secured” or “Pending” in the cell(s) in Row 8. If the funding is pending, note the estimated date of the funding decision in Section B below the table, along with any other explanation deemed important to include.

Enter the “Total Agency Budget” in Cell I-26 labeled for this purpose. **This should include all funding available to the agency for all projects including the proposed project.** Cell I-27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested from the DCFS for the proposed project will represent.

APPENDIX B: GMU SCORING MATRIX

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the NOFO objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully provide services in accordance with the Victim of Crime Act Guidelines.
- E. Proposals with an average score lower than 60 may be excluded from further consideration.

Points will be assigned for each item listed as follows:

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

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

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

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

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

Proposal Component	Potential Maximum Score
A. Application Form	0
B. Proposal Narrative	70
C. Scope of Work Table	15
D. Budget	20
E. Agency Self-Assessment	10
F. Past Performance	25
Total	140

APPENDIX C: Scope of Work Table Instructions

INSTRUCTIONS: Scope of Work (SOW) Table

The Purpose of the Scope of Work (SOW) Table is to provide a clear and concise description of the services that will be provided with this grant funding. This description needs to contain measurable deliverables so that the Grant Management Unit staff can objectively measure if the program met its goals.

How to Complete the SOW Table:

1. Replace the red text that says “Subrecipient’s Name” with the name of your agency/organization in the sentence under the document name. Please note that this should be the name on your application.
2. Replace the red text that says “Subrecipient Name” with the name of your agency/organization in the “Scope of Work for Subrecipient Name” line of the document. Please note that this should be the name on your application.
3. Determine how many goals the program funded with this grant will have. You will need to have one Goal Statement and Table with details for each Goal.
 - a. If your program has only one goal, delete the second goal statement and table from the template form
 - b. If your program has more than two goals, copy the goal statement and table and paste it below the second table. Remember to change the numbering. Repeat this until you have the correct number of goals for your program.
4. Type the first goal statement for your program above the first table after where it says, “Goal 1:” See below for more details on the differences between a goal, an objective, and an activity.
5. Determine the Target Number of the objective(s) you are going to provide to meet your goal. Example below.
6. Determine the Objective(s) that will show how your agency is going to demonstrate that it met its goal and type them in the first column of the table labeled Objectives.
 - a. Number each objective in the table.
 - b. Each goal must have at least one objective.
 - c. Objectives need to be specific and measurable. This means that they most likely will have a number in them.
7. Put the target number for each objective in the column labeled “Target Number”
 - a. These should be numbered to match the number of the objective that they are connected to.
8. Determine the Activities that the agency/organization will need to complete to accomplish the objective.
 - a. Each Objective must have at least one activity.
 - b. Number each activity with the number of the objective that it applies to then point and the number of the activity. Example: If the first objective had three activities, they would be numbered 1.1, 1.2., 1.3, then the second objective had two activities, they would be numbered 2.1, and 2.2.
9. Determine the amount of time it will take to accomplish each objective. This can be any period between the start and end date of the grant year but not exceed the grant year.
 - a. This is just the end date, not a range and should not be “continuing.”
 - b. These should line up with each objective in the table.
10. Determine the documentation needed to measure the objectives and activities to show that they were completed. This documentation may be reviewed by request of the Grant Management Unit.
 - a. The numbering of the documentation should match the objective that the documentation will support.

Determining the Difference between Goals, Objectives, and Activities

Goal: The object of the agency’s ambition or effort; and aim or desired result. This is a very broad statement on what your agency plans to do with this funding. It should establish the big picture and include the target population and what benefits/assistance they will receive.

Objective: A concrete, measurable milestone on the way to achieving the goal they relate to.

Activity: Things that happen or are being done to accomplish the objective they relate to.

Documentation: Material that provides official information or evidence or serves as a record of the activities and objectives being completed.

EXAMPLE:

Scope of Work Table- SFY23

Crater Lake Victim Advocacy, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Crater Lake Victim Advocacy

Goal 1: Assist victims in becoming self-sufficient.

<u>Target Number</u>	<u>Objectives</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed for Measurement</u>
1. 50	1. Provide advocacy to 50 victims	1.1 Operate hotline 1.2 Crisis intervention 1.3 Safety planning 1.4 Basic needs assessment	1. 6/30/23	1. Electronic records system with ability to track victims who received advocacy services.
2. 50	2. Provide education on criminal justice process to 50 victims	2.1 VOCA compensation education 2.2 Temporary Protection Order (TPO) education 2.3 Legal resources education and referral	2. 6/30/23	2. Case notes documenting information provided and referrals made
3. 52	3. Provide weekly life skills classes for victims.	3.1 Parenting classes 3.2 Budgeting/debt management classes 3.3 Employment readiness classes	3. 6/30/23	3. Group sign-in sheets

Goal 2: Assist victims improve mental health related to victimization.

<u>Target Number</u>	<u>Objectives</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed for Measurement</u>
1. 10	1. Provide mental health counseling to 10 victims	1.1 Psychiatric evaluation 1.2 Crisis intervention 1.3 Counseling sessions	1. 6/30/23	1. Paper counseling charts with case notes documenting counseling services provided.
2. 30	2. Provide case management to 30 victims	2.1 Complete Social history 2.2 Case plans 2.3 Referrals and Follow-up	2. 6/30/23	2. Electronic records system tracking number of victims enrolled in case management services

