



State of Nevada
Division of Child and Family Services
Grant Management Unit
Statewide Victim Assistance Center
Request for Applications

October 1, 2021 through September 30, 2026

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

Opportunity Summary: Section I

Opportunity Summary

The purpose of this announcement is to designate a Statewide Victim Assistance Center.

This Request for Application (RFA) is pursuant to Assembly Bill 481 of the 2021 Nevada Legislative session. This designation does not guarantee funding. Funding will be pursuant to any gifts, grants, donations, bequests or other sources of money deposited into the Victim Support Gift Account.

The designation made as a result of this RFA will begin on October 1, 2021 and expire on September 30, 2026.

Program Requirements

OVERVIEW

This Request for Application (RFA) is for applications to be designated as the statewide victim assistance center for October 1, 2021 through September 30, 2026.

Pursuant to AB 481

“Victim” means a person who suffers direct harm as a result of a violent crime or a person who suffers harm as an indirect consequence of a violent crime, including, without limitation, by witnessing the crime.

Designations will be reviewed every five (5) years by the Division of Child and Family Services.

APPLICANT ELIGIBILITY

The State of Nevada will designate one center in Nevada, pursuant to requirements as outlined in AB 481.

The center must:

- (a) Be based in a county whose population is 700,000 or more and provide direct services to victims in that county;
- (b) To the extent money is available, assist the Division with expanding the services available to victims in the State; and
- (c) To the extent money is available, provide training and technical assistance and take other preparatory steps to ensure that communities throughout the State are adequately trained and equipped to provide support services to victims relating to critical incidents.

The center must, to the extent money is available, provide services to victims, including, without limitation, by:

- (a) Providing referral services and case management services to connect victims with:
 - 1) Necessary medical and behavioral health care services, including, without limitation, counseling services and treatment for post-traumatic stress;
 - 2) Agencies which provide compensation to and support for victims;
 - 3) Legal aid services; and
 - 4) Services provided by a federal, state or local law enforcement agency;
- (b) Providing advocacy services for victims, including, without limitation, services designed to ensure victims are reimbursed for out-of-pocket expenses that are eligible for reimbursement by an agency which provides compensation and support for victims;

- (c) Providing information concerning counseling services and facilitating the provision of counseling services, including, without limitation, through virtual and in-person support groups and wellness events.
- (d) Providing technical assistance with applying for online services available to victims;
- (e) Operating a call center for the purpose of providing information relating to support services available to victims; and
- (f) Responding to critical incidents in this State.

EMERGING TRENDS

Applicants who respond to this RFA 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 designation period, the applicant who is designated will be asked to collaborate with the DHHS, 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.

QUESTION AND ANSWER SESSION

A Question and Answer session will begin the first day of the RFA release and will continue until Thursday September 23, 2021 at 5pm. All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/> by Tuesday September 28, 2021. To submit your questions please e-mail to DCFS Grants at dcfsgrants@dcfs.nv.gov.

Application Process: Section II

Designation Overview TimeLine

Event	Date/Time
Opportunity announced	September 16, 2021
Questions and Answers posted to DCFS GM webpage	September 28, 2021
Deadline for submission	September 30, 2021 at 5pm
Evaluation period (approximate time frame)	October 4 – October 14
Announcement of Designation	Approximately October 15, 2021
Performance Period	October 1, 2021 through September 30, 2026

Application Review

DCFS staff along with application review panel members will review and evaluate each application based upon the GMU Scoring Matrix (See Appendix A). The evaluation of applications received in response to this RFA 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, project sustainability, staff qualifications, and collaboration. The review panel members will be comprised of individuals with experience and knowledge of victim services and from entities that advocate for the needs of victims.

The decision will be based on the following factors:

- Eligibility review of applicant agency;
- Review panel scores; and
- Ability to provide the listed services.

Evaluation Process

Applications received by the published deadline of **5 pm Thursday September 30, 2021** 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 A).
- B. During the review process, staff will identify strengths and weaknesses.
- C. Decision 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 Decision

A successful application is not a guarantee you will receive the designation; or, if initially designated, that your project will receive continued designation in subsequent designations.

The final designation decision will be made by the DCFS Administrator or designee based on the following factors:

- Eligibility review of applicant agency;
- Review panel scores; and
- Ability to provide the listed services.

The designation decision made by the DCFS Administrator or designee is final. There is no appeals process.

Notification and Designation Process

Applicants will be notified of their status with a Letter of Decision after decisions have been made in October 2021.

DCFS will negotiate and discuss Scope of Work and Reporting with the designated agency.

Upon successful conclusion of negotiations, GMU staff will complete a written Letter of Designation. The Letter of Designation document will be distributed to the designated agency upon approval of the document.

Upon Approval of Award

A. Performance Report

The agency who receives the designation must complete performance reports on an annual basis and submit them as instructed by DCFS. The annual reports will be due by October 15th of each year, starting with October 15, 2022. DCFS will work with the designated agency to develop a template for the report. The agency will be required to provide source documentation that corresponds to the data reported if requested.

Reporting Period	Due Date
October 1, 2021 – September 30, 2022	October 15, 2022
October 1, 2022 – September 30, 2023	October 15, 2023
October 1, 2023 – September 30, 2024	October 15, 2024
October 1, 2024 – September 30, 2025	October 15, 2025
October 1, 2025 – September 30, 2026	October 15, 2026

B. Compliance with Changes to Federal and State Laws

As federal and state laws change and affect either the DCFS GMU process or the requirements the designated agency will be required to respond to and adhere to all new regulations and requirements.

C. Nevada 2-1-1

The 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 designation and provide verification of enrollment. Nevada 2-1-1 is a statewide resource for individuals looking for assistance, services, and programs.

D. Nevada Confidential Address Program

The 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: Section III

Application Instructions

- An application packet, which includes this application and the required data sources, is available for download at <http://dcfs.nv.gov/Programs/GMU/GMU/>
- The completed application package consists of two (2) sections and a checklist.
- Late and/or incomplete applications will not be scored or considered for designation.
- The total possible score for the entire application is 110.
- Application should be in Arial 11-point font on single-spaced pages with one-inch margins. Narrative not to exceed 15 pages. All pages including attachments must have applicant's name on the bottom of the page.
- Complete the Application Checklist located on page 18 prior to scanning/submitting. 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)

- Complete the Application Form;

Section B – Narrative (90 points)

- This Section has seven (7) fields assigned different numbers of points.

Field Name	Scoring Points	Instructions
1. Overview	10	<ol style="list-style-type: none">1) Introduce the applicant agency and its role in providing services, including any subcontractor(s) as necessary.2) Provide up to three (3) brief examples of the agency's successes.
2. Experience Providing Services	30	<p>Describe the agency's experience providing:</p> <ol style="list-style-type: none">1) Referral services and case management services to connect victims with:<ol style="list-style-type: none">a. Necessary medical and behavioral health care services, including counseling services and treatment for post-traumatic stress;b. Agencies which provide compensation to and support for victims;c. Legal aid services; andd. Services provided by a federal, state or local law enforcement agency.2) Advocacy services for victims, including services designed to ensure victims are reimbursed for out-of-pocket expenses that are eligible for reimbursement by an agency which provides compensation and support for victims.

		<p>3) Providing information concerning counseling services and facilitating the provision of counseling services, including virtual and in-person support groups and wellness events.</p> <p>4) Providing technical assistance applying for online services available to victims.</p>
3. Call Center	10	<p>Describe the agency's experience providing:</p> <p>A call center for the purpose of providing information relating to support services available to victims.</p>
4. Critical Incidents in this State	10	<p>Describe the agency's experience responding to critical incidents in this state. "Critical incident" means an abnormal event that is sudden and unexpected and has a stressful impact sufficient to overwhelm the coping skills of a person.</p>
5. Training and Technical Assistance	10	<p>Describe the agency's experience providing training and technical assistance to other agencies and members of the community. Have any of these been related to provide support services to victims for critical incidents? If yes, please describe that experience.</p>
6. Expanding Services	10	<p>If chosen, how would your agency help the DCFS to expand the services available to victims in the State?</p>
7. Community Coordination/Collaboration	10	<p>1) Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration.</p> <p>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.</p> <p>3) Include any current Memorandums of Understanding and/or Letters of Intent in your application packet.</p>
Total for Narrative	90	

Section C – Past Performance with DCFS Grant Management Unit (20 points)

Field Name	Scoring Points
Timeliness and Accuracy of Request for Funds	5
Timeliness and Accuracy of Quarterly Performance Reports	5
Subrecipient Monitoring Findings	10
Total for Past Performance	20

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 AB 481;
2. All information contained in the application is correct; and
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.

Submission Instructions

- **The grant application deadline is 5pm on Thursday September 30, 2021.**
- Submit the signed, completed application with résumés and licenses of key personnel in a PDF document to dcfsgrants@dcfs.nv.gov.
- Application must be submitted online by emailing all required documents in a single email to dcfsgrants@dcfs.nv.gov. In the subject line of the email place the RFA title, “Statewide Victim Assistance Center RFA 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 3 business days of submitting the application. Please contact Julie Lindesmith at julie.lindesmith@dcfs.nv.gov or 775-684-4427.
- Submitting a paper copy of the application is **not** required. Applicants without access to email may send their completed application by Thursday September 30, 2021 to:

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

Application: Checklist

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

Section A: Application Form

- All boxes are checked to indicate the correct answer.
- All fields are completed according to instructions.
- Certification is signed.

Section B: Narrative

- Overview
- Experience Providing Services
- Call Center
- Critical Incidents in this State
- Training and Technical Assistance
- Expanding Services
- Community Coordination/Collaboration
- Page limits have not been exceeded.
- Arial 11-point font has been retained.
- One-inch margins have been retained.

Application Submission

- Include résumés and copies of licenses of key personnel.
- A PDF will be emailed to DCFSGRANTS@DCFS.NV.GOV with all required documentation no later than September 30, 2021 by 5pm.

Application Form: Section A

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

A. Applicant Organization

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

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

C. Geographic Area of Service (Check applicable boxes & provide brief narrative of service area)

<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Region <input type="checkbox"/> Statewide	
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D. Agency Mission Statement:

<input type="checkbox"/> Mission Statement	
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E. Program Point of Contact

Name	
Title	
Phone	
Email	

H. Subcontracting of Services

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

I. Key Personnel

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

J. Current Funding

Funding	Type	Project Period End Date	Amount Awarded (\$)

L. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meets all requirements of the AB 481 legislation governing the center requirements as indicated by DCFS and the certifications in the Application Instructions; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; that this agency agrees to comply with all provisions of the applicable program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any designation received as a result of this application is subject to the conditions set forth in the Designation Letter and accompanying documents.

Name (type/print)	Phone
_____	_____
Title	Email
_____	_____
Signature	Date
_____	_____

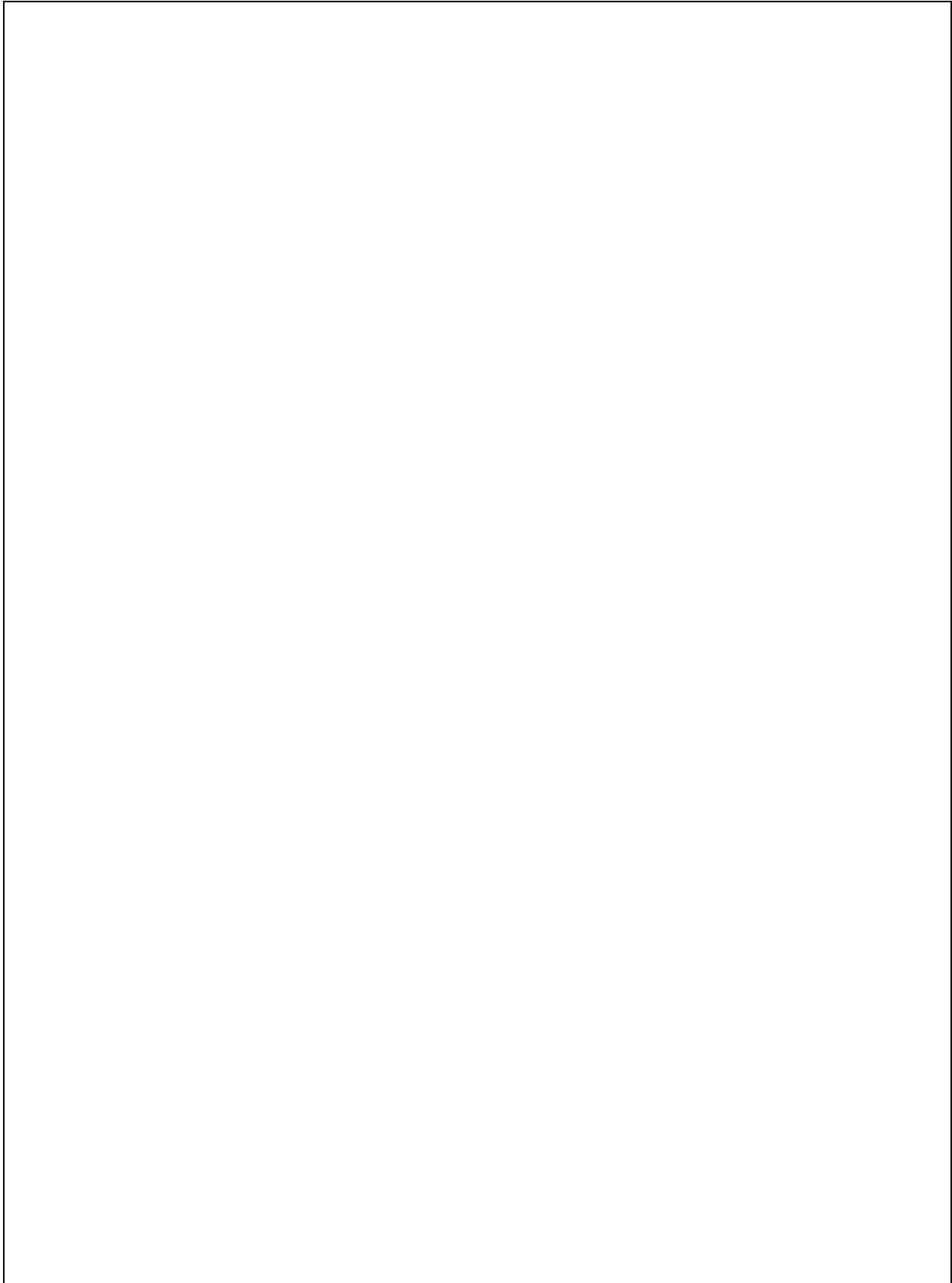
Application Narrative: Section B

Application Narrative - 90 points

- 1. Overview:** 1) Introduce the applicant agency and its role in providing services, including any subcontractor(s) as necessary. 2) Provide up to three (3) brief examples of the agency's successes.

2. Experience Providing Services: Describe the agency's experience providing: 1) Referral services and case management services to connect victims with: a. Necessary medical and behavioral health care services, including counseling services and treatment for post-traumatic stress; b. Agencies which provide compensation to and support for victims; c. Legal aid services; and d. Services provided by a federal, state or local law enforcement agency. 2) Advocacy services for victims, including services designed to ensure victims are reimbursed for out-of-pocket expenses that are eligible for reimbursement by an agency which provides compensation and support for Victims. 3) Providing information concerning counseling services and facilitating the provision of counseling services, including virtual and in-person support groups and wellness events. 4) Providing technical assistance applying for online services available to victims.

3. Call Center: Describe the agency's experience providing a call center for the purpose of providing information relating to support services available to victims.

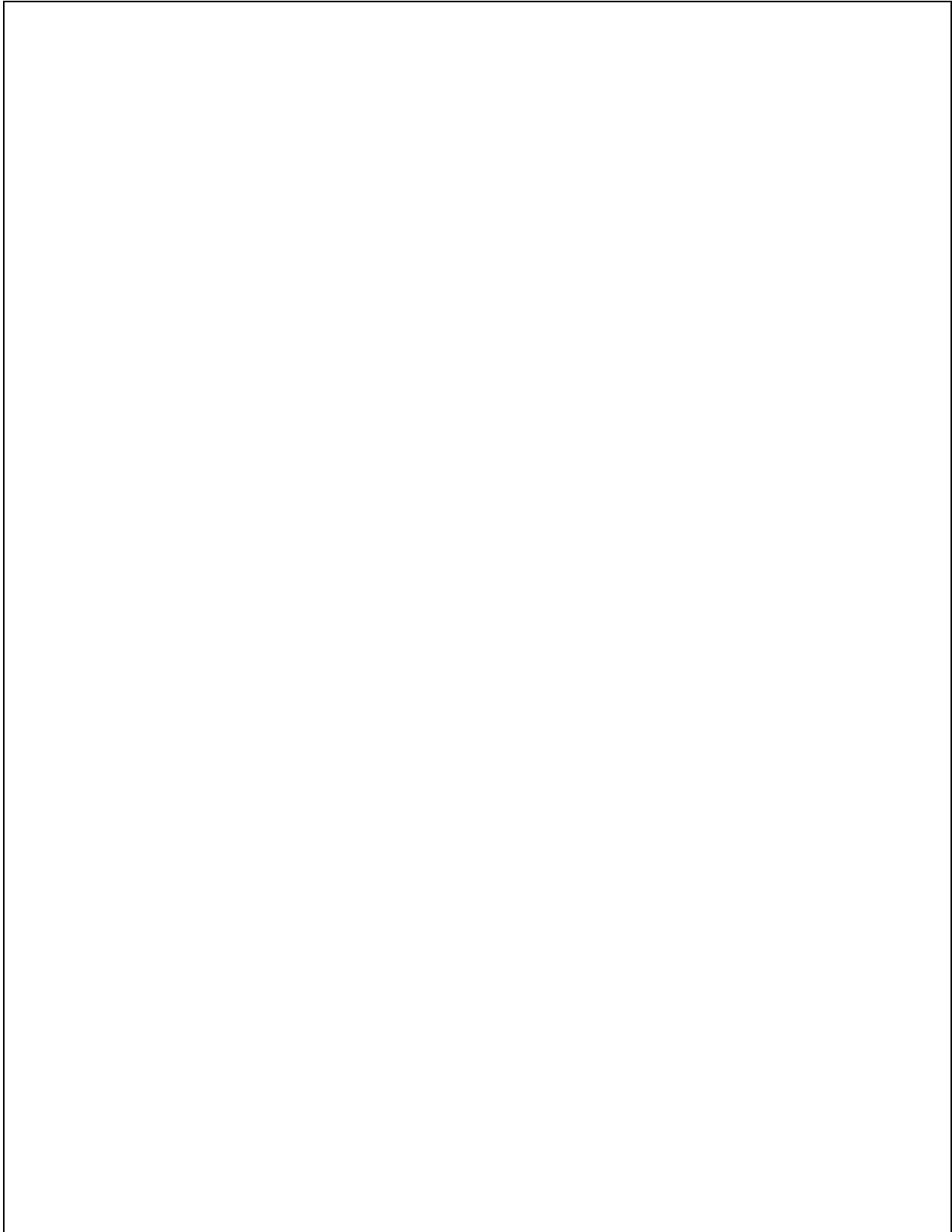


4. Critical Incidents in this State: Describe the agency's experience responding to critical incidents in this state. "Critical incident" means an abnormal event that is sudden and unexpected and has a stressful impact sufficient to overwhelm the coping skills of a person.

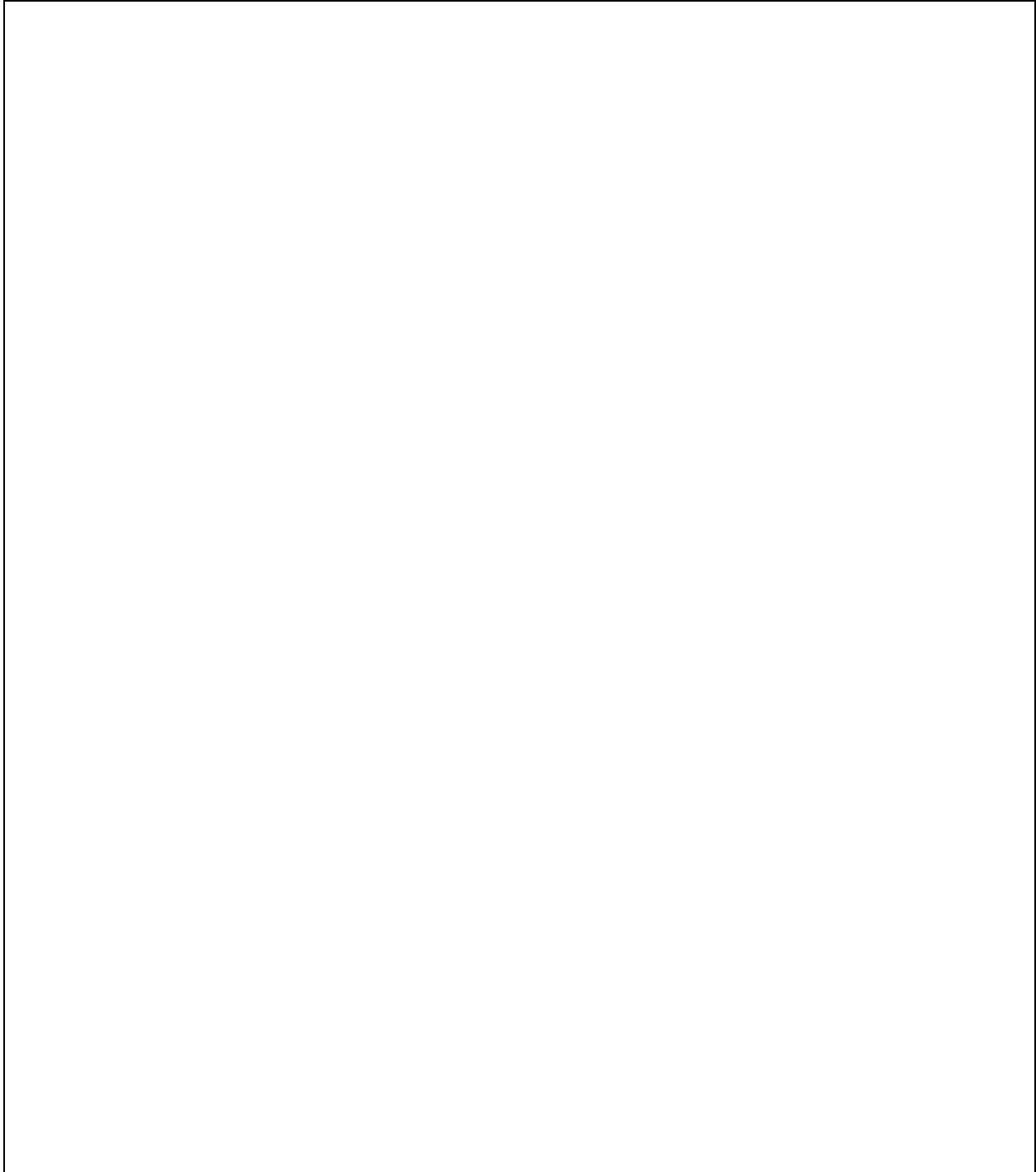
A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the agency's experience with critical incidents.

5. Training and Technical Assistance: Describe the agency's experience providing training and technical assistance to other agencies and members of the community. Have any of these been related to providing support services to victims for to critical incidents? If yes, please describe that experience.

6. Expanding Services: If chosen, how would your agency help the DCFS to expand the services available to victims in the State?



7. Community Coordination/Collaboration: 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.



APPENDIX A: 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 RFA objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully provide services in accordance with AB 481.

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. Project Narrative	90
C. Past Performance with DCFS GMU	20
Total	110