



REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Children and Family Services (“DHHS”), is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to an eligible and qualified entity to implement an evidence-based kinship navigator program. A more detailed description may be found in **Project Description, Section 2**.

RFA #	RELEASE DATE
1652	May 15, 2019
APPLICATION DUE DATE	POINT OF CONTACT
JUNE 7, 2019	Emily Kluver

INITIAL PERIOD OF PERFORMANCE	TOTAL FUNDING AVAILABLE*
JULY 1, 2019 – SEPT 30, 2020	\$322,841

The resulting subaward from this RFA is subject to and shall follow federal regulation, as set forth herein. Subrecipients receiving subawards may only be paid up to the actual and allowable costs (as defined herein) of completing the **Project Description, Section 2**. No Subawards resulting from this RFA will be fee-for-service contracts, regardless of the method of payment, and no Subrecipient may keep a profit from its subaward. More detail about the terms of this funding is set forth in **Terms, Section 5**, below.

A copy of this RFA may be found online at DHHS’ website at <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>. Until final Subawards are signed, all other information pertinent to this RFA, including but not limited to any amendments or addenda, will be posted on the DHHS website.

Table of Contents

1. RFA OVERVIEW	4
1.1. Funding Information	4
1.2. Period of Performance.....	4
1.3. Applicable Law	4
1.4. Eligible Entities.....	5
1.5. Award of Funding.....	5
2. PROJECT DESCRIPTION	6
2.1. Background and Purpose.....	6
2.2. Geographic Scope of Services	7
2.3. Child and Family Eligibility	8
2.4. Essential Direct Service Components	8
2.5. Performance Requirements.....	8
2.6. Reporting Requirements.....	9
2.7. Invoicing and Deliverables	9
3. RFA PROCEDURE	10
3.1. RFA Point of Contact (“POC”)	10
3.2. Schedule of Events.....	11
3.3. Submission of Applications.....	11
3.4. Evaluation Committee	11
3.5. Evaluation of Applications	12
3.6. Late Applications.....	12
3.7. Corrections.....	12
3.8. Grievance and Protest Procedures	12
3.9. Competition / Joint Efforts	13
3.10. DHHS Reservations of Authority During Application and Evaluation Process.....	13
4. APPLICATION INSTRUCTIONS	14
4.1. Application Contents	14
4.2. Applicant’s Organizational Overview.....	14
4.3. Applicant’s Work Plan.....	15
4.4. Applicant’s Budget.....	15
5. TERMS	17
5.1. Addenda.....	17
5.2. Budget Changes	17
5.3. Direct Costs.....	17
5.4. Indirect Costs	17

5.5. Program Income	18
5.6. Additional Program Requirements	18
6. GLOSSARY OF TERMS	19

1. RFA OVERVIEW

1.1. Funding Information

Federal Agency Name	Catalog of Federal Assistance (CFDA) Name	CFDA Number	Federal Fiscal Year (FFY)	Federal Award Identifier Number (FAIN)	Federal Obligation Period	Anticipated Funds	Final Invoice Due Date
Administration for Children and Families	Promoting Safe and Stable Families	93.556	FFY 2018	G-1801NEPKIN	10-01-2017 to 09-30-2019	\$89,704	11-01-2019
Administration for Children and Families	Promoting Safe and Stable Families	TBD	FFY 2019	TBD	10-01-2018 to 09-30-2020	\$233,137	11-01-2020

The total anticipated available funds for the Subaward under this RFA is \$322,841 (three hundred twenty-two thousand eight hundred forty one dollars). A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS' discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the **Applications Instructions, Section 4.4**, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

1.2. Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out the work authorized under this RFA and the resulting Subaward. See the definitions in 2 CFR § 200.77 or 45 CFR § 75.2. This period may be extended by DHHS as allowable by the Federal Funding Agency. If state funds are involved in the award, this may also determine whether DHHS may extend a Period of Performance.

Final dates for invoicing and finalizing costs will be included in the final Subaward between the parties. If an Applicant believes it cannot meet these deadlines, it should not apply for funding under this RFA. Obligation and liquidation deadlines may be extended as allowed by the Federal Funding Agency, but no extensions are guaranteed. Future Periods of Performance, as allowed by DHHS, may have different obligation and liquidation deadlines.

1.3. Applicable Law

Because the funds to support the activities under this RFA involve federal funds, usage of these funds is subject to federal law, in addition to any applicable state law. The Uniform Grant Guidance, [2 CFR §§ 200 et seq.](#) ("UGG") applies to subawards funded from the United States Department of Agriculture (USDA), the Department of Housing and Urban Development (HUD), the Department of Labor (DOL), the Environmental Protection Agency (EPA) or other federal agencies. The United States Department of Health and Human Services (HHS) has adopted the UGG, but has implemented and re-codified it at [45 CFR §§ 75 et seq.](#) ("HHS GG"); for awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHS GG will be cited, although they are substantially similar.

The HHS GG shall apply to this RFA if it awards funds from block grants authorized by the Omnibus Budget Reconciliation Act of 1981, unless Nebraska statute or regulation has established provisions for the payment

costs and services; in all other respects, as provided herein, those block grant subawards are governed by [45 CFR §§ 96 et seq.](#)

Additional federal and state statutes and regulations may apply to the funding contained herein. These may be included in **Additional Program Requirements, Section 5.7**, below, as well as in the Subaward itself.

Further information about allowable costs and activities may be set forth herein.

1.4. Eligible Entities

Any Applicant for this RFA must be a “non-federal entity,” as set forth in 45 CFR § 75.2 or 2 CFR § 200.69. A “non-federal entity” is limited to local governments, Indian tribes, institutions of higher education, or nonprofit organizations; further definitions in the UGG or the HHS GG may apply. If this RFA involves funds from the United States Department of Labor, the definition of “non-federal entity,” per 2 CFR § 2900.2, includes for-profit entities, as well. Any Application submitted by an Applicant who is ineligible shall be rejected without scoring.

Additionally, Applicants should have experience working with kinship caregivers with preference given to Applicants with experience working with informal kinship caregivers.

Additional requirements for determining the eligibility of entities may also be included in the Project Description.

1.5. Award of Funding

DHHS will evaluate Applications in the manner set forth herein. An Intent to Subaward will be posted on the DHHS Website with selected Applicants. Funds will be awarded through a written agreement, termed a Subaward, which will incorporate this RFA by reference. No promise for funds is binding on DHHS, and no funds will be paid to any Applicant until a Subaward has been executed by both the Applicant and DHHS.

DHHS may renew the Subaward for one (1) additional one (1) year period.

In the Evaluation of Applications, DHHS shall not discriminate for or against an organization on the basis of the organization's religious character or affiliation, as consistent with 45 CFR §§ 87 et seq.

2. PROJECT DESCRIPTION

2.1. Background and Purpose

The Family First Prevention Services Act (FFPSA), enacted as part of Public Law (P.L.) 115-123, amended the Social Security Act (“the Act”) to allow Title IV-E agencies to receive funding for kinship navigator programs that meet certain criteria. DHHS, Division of Children and Family Services (CFS) is issuing this RFA for the purposes of identifying a community-based provider to implement an evidence-based kinship navigator program in two (2) pilot sites.

For purposes of this RFA, “kinship caregiver” includes families headed by a grandparent or other relative as well as tribal kin, extended family and friends, or other ‘fictive kin’ who are caring for children. Children in kinship care arrangements and their families are eligible for services under the Title IV-E kinship navigator program, without regard to whether the child is currently, or is potentially, eligible for Title IV-E foster care maintenance payments (section 474(a)(7) of the Act). There also is no requirement that the child be determined to meet the definition of a candidate for foster care to be eligible for services.

In Nebraska, 28,206 children under eighteen (18), or 6.1%, live in homes where householders are grandparents or other relatives. Of the 10,859 grandparents responsible for their grandchildren who live with them, 14.9% are in poverty and 21.1% have a disability (Grandfacts). See:

<http://www.grandfamilies.org/Portals/0/State%20Fact%20Sheets/Grandfamilies-Fact-Sheet-Nebraska.pdf>

The purpose of a kinship navigator program is to assist kinship caregivers in learning about, finding and using programs and services to meet the needs of the children they are raising, and their own needs. Nebraska’s kinship navigator program must meet the requirements as described in section 427(a)(1 A-E and G) of the Social Security Act, as follows:

- (1) a kinship navigator program to assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are serviced, which program
 - (A) shall be coordinated with other State or local agencies that promote service coordination or provide information and referral services, including the entities that provide 2–1–1 or 3–1–1 information systems where available, to avoid duplication or fragmentation of services to kinship care families;
 - (B) shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith based organizations;
 - (C) shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to—
 - (i) each other;
 - (ii) eligibility and enrollment information for Federal, State, and local benefits;
 - (iii) relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services;and
 - (iv) relevant legal assistance and help in obtaining legal services;
 - (D) shall provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials;
 - (E) shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of kinship care families and other individuals who are willing and able to be foster parents for children in foster care under the responsibility of the State who are themselves parents to promote better services for those families
 - (G) may support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving.

On November 30, 2018, the U.S. Department of Health and Human Services, Administration for Children and Families, Children’s Bureau issued Program Instruction (PI) ACYF-CB-PI-18-11 providing guidance on the requirements for participating in the Title IV-E kinship navigator program. That PI included information on the initial practice criteria being used to assess programs and identified the initial two (2) kinship navigator models identified for review by the Title IV-E Prevention Services Clearinghouse (“Clearinghouse”).

The Clearinghouse will rate a service or program as a ‘promising,’ ‘supported,’ or ‘well-supported’ practice if it meets the below criteria that collectively assess the strength of evidence for a practice and build from the Study Rating Criteria [section 471(e)(4)(C) of the Social Security Act].

- 2.1.1. *Well-Supported Practice:* A service or program will be rated as a ‘well-supported practice’ if the service or program has at least two studies with non-overlapping analytic samples carried out in a usual care or practice setting that achieve a rating of ‘moderate’ or ‘high’ on Study Design and Execution. At least one of the studies must demonstrate a sustained favorable effect of at least 12 months beyond the end of treatment on at least one target outcome.
- 2.1.2. *Supported Practice:* A service or program will be rated as a ‘supported practice’ if the service or program has at least one study carried out in a usual care or practice setting that achieves a rating of ‘moderate’ or ‘high’ on Study Design and Execution and demonstrates a sustained favorable effect of at least 6 months beyond the end of treatment on at least one target outcome.
- 2.1.3. *Promising Practice:* A service or program will be rated as a ‘promising practice’ if the service or program has at least one study that achieves a rating of ‘moderate’ or ‘high’ on Study Design and Execution and demonstrates a favorable effect on at least one ‘target outcome.’
- 2.1.4. *Does Not Currently Meet Criteria:* A service or program will be rated as ‘does not currently meet criteria’ if the service or program has been reviewed and does not currently meet the evidence criteria for ‘promising,’ ‘supported,’ or ‘well-supported’ practices.

To help states prepare to participate in the new Title IV-E kinship navigator funding option, the Congress, through the annual appropriations bill, set aside funding appropriated under title IV-B, subpart 2 of the Social Security Act in each of FFYs 2018 and 2019. In addition, the amendment at section 474(a)(7) of the Social Security Act authorizes the Title IV-E agencies to claim fifty percent (50%) Federal Financial Participation for allowable kinship navigator program costs beginning no earlier than October 1, 2018.

As of April 2019, the Clearinghouse has not yet rated the initial two (2) kinship navigator models. Upon the release of the ratings from the Clearinghouse, DHHS will select a kinship navigator model to be implemented in Nebraska. The bidder will be required to implement the kinship navigator model approved and purchased by DHHS. Therefore, DHHS expects the successful bidder to implement the approved kinship navigator program which, based on the essential components of a kinship navigator program¹, will offer information, referral, and follow-up services to kinship caregivers to link them to the benefits, including public assistance, and services that they or the children need. Kinship navigator programs also will be expected to work with community agencies and service providers to make them aware of the needs of kinship caregivers. Such coordination should be provided through intensive service planning, information sharing and assessment, referrals and advocacy for services, facilitated peer-to-peer support groups, and crisis prevention and intervention.

2.2. Geographic Scope of Services

¹ Littlewood, K., Rosenthal, M., Day, A., & Pandey, A. Kinship Navigator Model Development and Implications: Lessons Learned from Four Demonstration Projects. *Children and Youth Services Review*).

- 2.2.1. At a minimum, the kinship navigator program must be implemented in one (1) metropolitan county and one (1) non-metropolitan county.
- 2.2.2. Currently, Nebraska has 12 metropolitan counties as defined by the U.S. Office of Management and Budget. Those 12 metro counties are:
 - 2.2.2.1. Cass, Douglas, Sarpy, Saunders and Washington for the Omaha metro;
 - 2.2.2.2. Lancaster and Seward for the Lincoln metro;
 - 2.2.2.3. Dakota and Dixon in the Sioux City metro; and,
 - 2.2.2.4. Hall, Howard and Merrick in the Grand Island metro.
- 2.2.3. For the initial period of performance, Douglas and Sarpy counties are excluded.

2.3. Child and Family Eligibility

- 2.3.1. Children in kinship care arrangements and their families are eligible for services without regard to whether the child is currently, or is potentially, eligible for Title IV-E foster care maintenance payment.
- 2.3.2. There is no requirement that the child be determined to meet the definition of a candidate for foster care to be eligible for services.

2.4. Essential Direct Service Components

- 2.4.1. Shall be coordinated with state or local agencies that promote service coordination or provide information and referral services, including the entities that provide 2–1–1 or 3–1–1 information systems where available, to avoid duplication or fragmentation of services to kinship care families;
- 2.4.2. Shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith-based organizations;
- 2.4.3. Shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to—each other; eligibility and enrollment information for Federal, State, and local benefits; relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services; and relevant legal assistance and help in obtaining legal services;
- 2.4.4. Shall provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials;
- 2.4.5. Shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of kinship care families and other individuals who are willing and able to be foster parents for children in foster care under the responsibility of the State who are themselves parents to promote better services for those families; and,
- 2.4.6. May support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving.

2.5. Performance Requirements

- 2.5.1. The program must be implemented with fidelity to the model approved and purchased by DHHS.
- 2.5.2. If the Subrecipient fails to meet the Performance Requirements defined in section 2.6, DHHS may require the Subrecipient to submit a Corrective Action Plan to DHHS within ten (10) business days of written notice from DHHS.

2.6. Reporting Requirements

- 2.6.1. The program shall report on progress, activity, and results in accordance with the agreement on the following schedule:

Report Name	Due on or Before	Covering the Period of
Implementation Report	October 15, 2019	July 1, 2019 – September 30, 2019
Six Month Progress Report	April 15, 2020	October 1, 2019 – March 31, 2020
Year One Progress Report	October 15, 2020	April 1, 2020 – September 30, 2020

The progress reports must include the following information: a description of services provided; outcomes achieved; methods used to measure progress towards accomplishment of the outcomes; the numbers of families and of children served; the population served; the geographic areas served; how Subrecipient identifies kinship caregivers needing assistance.

2.7. Invoicing and Deliverables

- 2.7.1. As consistent with all applicable federal statutes, regulations, and policies, DHHS shall reimburse Subrecipient for its costs to perform the project described herein, as consistent with the terms set forth herein.
- 2.7.2. Subrecipient shall submit requests for payment to DHHS on a quarterly basis.
 - 2.7.2.1. Quarterly payments will be made upon the submittal of a reimbursement request for actual, allowable, and reasonable expenditures by the Subrecipient. Quarterly payments are to be submitted no later than the 15th day following the end of the Quarter.
- 2.7.3. The reimbursement request must include a narrative detailing expenditures and a description of services provided in conformance with the Act.

3. RFA PROCEDURE

This RFA seeks Applications to complete activities allowable under the funding source identified in 1.2, above. All Applications must conform to all instructions, conditions, and requirements included in this RFA. Applicants should carefully examine this RFA, as well as the requirements on the state or federal funds involved. Applications that DHHS determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be considered non-responsive and rejected without scoring.

3.1. RFA Point of Contact (“POC”)

Emily Kluver, CFS Prevention Administrator
301 Centennial Mall South, 3rd floor
Lincoln, NE 68509
402-471-1791
emily.kluver@nebraska.gov

From the date the RFA is issued until the Intent to Subaward is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Subaward is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS. No member of the state government, employee of the state, or member of the Evaluation Committee is empowered to make binding statements regarding this RFA. The POC will issue any clarifications or opinions regarding this RFA in writing. Only the POC has the authority modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with, or attempt to communicate or influence any Evaluator.

The following exceptions to these restrictions are permitted:

1. The email submission of the Application to the designated email address designated in **Submission of Applications, Section 3.5;**
2. Contact made pursuant to pre-existing contracts, subawards, or obligations;
3. Contact required by the schedule of events or an event scheduled later by the RFA POC; and
4. Contact required for negotiation and execution of the final subaward.

DHHS reserves the right to reject an Applicant’s application, withdraw an Intent to Subaward, or terminate a Subaward if DHHS determines there has been a violation of these procedures.

3.2. Schedule of Events

ACTIVITY		DATE/TIME
1.	Release RFA	May 15, 2019
2.	Application Review Period Begins (Application due date)	June 7, 2019 2:00 PM Central Time
3.	Evaluation Period	June 7, 2019 through June 21, 2019
4.	Post "Intent to Subaward" to Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	June 21, 2019
5.	Period of Performance Start*	July 1, 2019

**The Period of Performance start may occur before a Subaward is finalized, agreed to, and executed by the parties. Because this is just the period during which costs are allowable, it does not reflect that any agreement between DHHS and any successful Applicant has gone into effect or is binding in any way. No binding agreement has been made between DHHS and any Applicant until a Subaward is fully executed by both parties.*

3.3. Submission of Applications

Applicants must submit a complete Application, including all the parts required herein, in one of three ways:

1. Electronically via email to DHHS.RFAResponses@nebraska.gov. The subject of the email shall indicate "RFA # (with the appropriate number filled in): Response of [Name of Organization]." The email shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without Evaluation. The email shall request a read receipt. A read receipt will be supplied to the Applicants upon receipt of the email by DHHS' Central Procurement Services. Central Procurement Services shall not forward the Applications to the POC until the beginning of the Application Review Period.
2. Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC's address listed above in **Point of Contact, Section 3.1**. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.
3. Hand-delivery to the POC at the address listed above in **Point of Contact, Section 3.1**. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Regardless of submission method, Applicants must use the forms supplied by DHHS in this RFA unless specifically otherwise indicated herein. All Applications must be received by the beginning of the Application Review Period, as stated in the **Schedule of Events, Section 3.2**.

3.4. Evaluation Committee

Applications are evaluated by members of an Evaluation Committee(s). The Evaluation Committee(s) will consist of individuals selected at the discretion of DHHS. All members of the Evaluation Committee will disclose to DHHS any potential conflicts of interest before evaluation. Members with a conflict will be removed from the Evaluation Committee before scoring.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this RFA may result in the rejection of this Application and further administrative actions.

3.5. Evaluation of Applications

All complete Applications that are responsive to the RFA will be evaluated. DHHS reserves the right to evaluate Applicants and award funds in a manner utilizing criteria selected at DHHS' discretion and in the best interest of meeting the objectives of the funding involved. The Evaluation will be conducted by the following method:

DHHS will initially evaluate all Applications to determine whether the Applicant is an eligible entity; whether the Application meets the minimum requirements of this RFA; and whether the Applicant poses risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding. DHHS will award to the top scoring Applicant or Applicants, as DHHS determines and as funding allows. DHHS will conduct a fair, impartial, and comprehensive evaluation of all Applications in accordance with the predetermined criteria based on the Application. The Applicant's responses to the Forms will be scored through a point method set forth below. DHHS will evaluate on the following categories with a maximum point potential for each:

1. **Applicant's Organizational Overview.** Applicants will receive high scores if they have a defined and clear organizational structure; organizational experience in federal grants; qualified and capable personnel with experience in federal grants or equivalent credentials or experience; or can otherwise demonstrate that they will be a reliable subrecipient who will use all awarded funds in a manner consistent with law and the requirements of this RFA. **(100 points)**
2. **Applicant's Work Plan.** Applicants will receive higher scores if their work plan responds to the Project Description and meets the goals or objectives of the federal funding and RFA, as well as evidencing the ability to meet expected outcomes, adhere to reporting deadlines or other deadlines, and complete any required evaluation activities. DHHS exercises sole discretion as to whether the Application adequately addresses the purposes and objectives of the federal funding DHHS has received. **(75 points)**
3. **Applicant's Budget.** Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, Applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. **(25 points)**

There are 200 total points available for Applications under this RFA.

DHHS may award to a single top Applicant, or may award to multiple top scoring Applicants, in its sole discretion. If all Applicants meet the minimum requirements and are meritorious, DHHS may also elect to award to all Applicants.

3.6. Late Applications

Applications received after the time and date of the Application opening will be considered late Applications. Late Applications will be rejected. All Applications must be electronically or physically received by the date and time of the Application Opening. The State is not responsible for Applications that are late or lost regardless of cause or fault. It is the Applicant's responsibility to ensure Applications are received timely.

3.7. Corrections

An Applicant may correct a mistake in an Application prior to the time of opening by giving written notice to the POC of intent to withdraw the Application for modification, or to withdraw the Application completely. Changes in an Application after the Evaluation Period has begun are acceptable only if the change is made to correct a minor error. Whether an error is minor shall be determined by DHHS.

3.8. Grievance and Protest Procedures

All grievances must follow the DHHS Subaward Grievance/Protests Procedures, available on the DHHS website. Grievances must be filed timely.

3.9. Competition / Joint Efforts

Applicants may cooperate or submit Applications jointly, but all such Applications must clearly identify the Applicants involved, the roles each will have administering the subaward, and that they are eligible for the subaward, as set forth herein. Applicants may create a legal entity, or describe a plan for the creation of a legal entity, as a cooperative or joint venture if the entity itself is eligible for the subaward and all Applicants are also eligible. DHHS shall determine the proper method for any resulting subaward, should the joint Applicants be selected for funding.

3.10. DHHS Reservations of Authority During Application and Evaluation Process

After Evaluation of the Applications, or at any point in the RFA process, DHHS may take one or more of the following actions:

1. Amend the RFA;
2. Extend the time of or establish a new Application opening time (i.e., allowing additional time to submit Applications);
3. Waive deviations or errors in the RFA process and in Applications that are not material, do not compromise the RFA process or an Application, and do not improve an Applicant's position;
4. Accept or reject a portion of or all of an Application;
5. Accept or reject all Applications;
6. Withdraw the RFA; or
7. Elect to reissue the RFA.

DHHS reserves the right to adjust the Applicant's budget with successful Applicants after the Intent to Subaward is issued. DHHS also reserves the right to adjust the Work Plan with Applicant to meet the requirements of the grant, Federal Funding Agency, law, or to meet DHHS programmatic needs. DHHS also reserve the right to apply additional conditions based on the successful Application and the result of a pre-award risk assessment. If a scoring method is used to rank applications to determine funding amounts, all adjustments shall have no bearing on rank

If DHHS rejects all Applications, it may enter either reissue an RFA with the same or different specifications and terms, or it may negotiate a single or multiple Subawards with individual Applicants or non-Applicants.

4. APPLICATION INSTRUCTIONS

4.1. Application Contents

A complete, responsive Application must contain the following completed documents:

1. Form 1 – Application Form and Cover Sheet;
2. Narrative of Organization Overview (see section 4.2)
3. Narrative of Applicant’s Work Plan (see section 4.3); and,
4. Form 2 – Applicant Budget

Applications that do not contain all of the required sections will be rejected. An editable Microsoft Word-formatted document of the Forms will be posted on the DHHS Website, which Applicants may fill in and submit.

4.2. Applicant’s Organizational Overview

The Applicant’s Organization Overview section shall contain the following information about the Applicant. If the Application is a cooperative or joint venture between two or more entities, all information required in this section shall be provided for all entities, even if a new legal entity has been created or is planned to be created for the purposes of the Subaward.

1. **Organization Information.** Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A DUNS number shall be provided. A parent DUNS number shall also be provided, if applicable.
2. **Summary of Federal Grants Experience.** A description of Applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.
3. **Summary of Programmatic Experience.** A description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.
 - a. The Applicant should demonstrate their understanding of the information and resource needs of kinship caregivers, especially those kinship caregivers not involved in the child welfare system.
 - b. The Applicant should demonstrate how it proposes to build community partnerships in the proposed pilot sites. The program shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies.
 - c. The Applicant should describe their experience with system coordination. Specifically, describe how the Applicant will coordinate with other State or local agencies that promote service coordination or provide information and referral services to avoid duplication or fragmentation of services to kinship caregivers.
4. **Personnel and Management.** Applicant should identify individuals employed by Applicant, on its board of directors, or otherwise affiliated with Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.
5. **Agreements Terminated or Costs Disallowed.** Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
 - a. Were terminated for cause; or
 - b. Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).

If an Applicant has been disbarred by the United States Federal government, it is not eligible to receive funding under this RFA.

4.3. Applicant's Work Plan

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities Applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

The Work Plan should also provide answers to the following:

- 4.3.1. The Applicant should describe how it will establish an information referral system that link kinship caregivers to each other; eligibility and enrollment information for Federal, State and local benefits; relevant training; and relevant legal assistance.
- 4.3.2. The Applicant should demonstrate how it will provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials.
- 4.3.3. The Applicant should demonstrate how the program shall be planned and operated in consultation with kinship caregivers and youth raised by kinship caregivers.
- 4.3.4. The Applicant should demonstrate their capacity to implement a kinship navigator program in two (2) pilot locations.
- 4.3.5. The Applicant should demonstrate their ability to expand the program to other counties once pilots are complete.
- 4.3.6. The Applicant should demonstrate how they will work in partnership with tribal families living in the proposed pilot sites.

4.4. Applicant's Budget

Applicants should complete their budget on Form 2. The total budget amount cannot be more than the amount specified in section 1.1.

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget, but should be able to perform the program activities consistent with their budget. Applicants should not include the costs of purchasing the kinship navigator model from the model developer as that will be the responsibility of DHHS.

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget: 1) A current federally-approved indirect cost rate agreement; 2) A currently approved indirect cost rate agreement with DHHS; or 3) A calculation of *de minimis* indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating *de minimis* indirect costs, upon request;

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.

5. TERMS

Applicants must be aware of the following terms when submitting their Applications. These terms will be included in the resulting Subaward between the parties, as well.

5.1. Addenda

The following Addenda will be incorporated into any Subaward with a selected Applicant. They are available online at the DHHS Website:

- Addendum A - DHHS Standard Terms – Subawards
- Addendum B - DHHS Insurance Requirements – Subawards
- Addendum C - DHHS Business Associate Agreement Provisions

DHHS reserves the right to amend these terms at any time during the RFA; to negotiate the terms with selected Applicants; to amend or change these terms for any subsequent Subaward signed and executed by the parties; or any combination of the above. Terms required by federal or state law will not be negotiated, and if an Applicant cannot agree to these terms, DHHS may withdraw or modify the Intent to Subaward and take any of the actions set forth herein.

5.2. Budget Changes

The final Subaward may contain terms to allow a Subrecipient to modify a budget, with or without approval from DHHS. Applicants should not, however, rely on this when submitting budgets.

5.3. Direct Costs

Under this Subaward, DHHS shall only pay for actual and allowable costs (as defined in this section) incurred during the Period of Performance.

To be allowable, all costs must be:

- Necessary for the performance of the Subaward activities;
- Reasonable, as provided in 2 CFR § 200.404 or 45 CFR § 75.404;
- Allocable to the federal award, as provided in 2 CFR § 200.405 or 45 CFR § 75.405;
- Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E or 45 CFR § 75 Subpart E; and
- Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs must be finalized and spent by the appropriate dates set forth in the Subaward.

Particular Federal Funding Agencies may have additional requirements and stipulations regarding allowable costs under that particular funding.

Applicants should be aware that direct personnel costs must be consistent with 45 CFR § 75.430 or 2 CFR § 200.430, as applicable. These costs must be able to be backed by sufficient documentation, or must be shown to be allocable to the award via an alternative, allowable method, such as a random moment time study.

5.4. Indirect Costs

Federal law defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.” 2 CFR § 200.56 and 45 CFR § 75.2. All indirect costs may only be paid if they are consistent with the UGG or HHS GG, as applicable.

As provided in 2 CFR § 200.414 and 45 CFR § 75.414, indirect costs may only be paid from a federal grant if paid through a federally-approved rate or a rate negotiated between DHHS and the Applicant. If the Applicant has never had a federally-approved indirect rate, it may charge indirect costs as consistent with the federal rules for *de minimis* indirect costs.

Cost Allocation plans may set forth a direct allocation of all costs under a subaward, or may allocate only a portion of those costs along with an indirect rate. Subrecipients may not, however, charge items as direct costs and also as indirect costs.

5.5. Program Income

Any revenue generated by the Subaward is Program Income (see definition in 2 CFR § 200.80 or 45 CFR § 75.2). Program Income requires an accounting of its use and must be handled in accordance with 2 CFR § 200.307 or 45 CFR § 75.307. As per the Notice of Award for the federal funds involved in this RFA or from other regulation, all program income generated by the Subawards awarded as a result of this RFA must be handled under the deduction method. Please see the regulations cited above for more detail.

5.6. Additional Program Requirements

This RFA and any resulting Subaward will be subject to the HHS Grants Policy Statement. A copy of it is available here: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

6. GLOSSARY OF TERMS

All terms shall have the meaning as set forth in 2 CFR §§ 200 et seq. or 45 CFR §§ 75 et seq. unless otherwise specifically set forth herein.

Agent/Representative: A person authorized to act on behalf of another.

Amend: To alter or change by adding, subtracting, or substituting.

Amendment: A written correction or alteration to a document.

Applicant: Non-Federal Entity that has applied for funding under this RFA.

Application: The written proposal submitted by the Applicant applying for funding under this RFA, which is composed of Forms 1 through 5.

Application Due Date: The date the RFA must be submitted to DHHS, and if not submitted by that time, rejected.

DHHS Website: www.dhhs.ne.gov.

Evaluation: The process of examining an Applicant after opening to determine the Applicant's responsibility, responsiveness to requirements, and to ascertain other characteristics of the Application that relate to determination of the successful award.

Evaluation Committee: Committee(s) appointed by DHHS that advises and assists DHHS in the evaluation of Applications.

Evaluator: An individual on the Evaluation Committee who advises and assists in the evaluation of Applications.

HHS Grants Guidance ("HHSGG"): The regulations codified at 45 CFR §§ 75 et seq., a re-codified version of the UGG, which provide the general administrative requirements for grant funding flowing down from the U.S. Department of Health and Human Services. See also Uniform Grant Guidance.

Informal Kinship Caregivers: Families headed by a grandparent or other relative as well as tribal kin, extended family and friends, or other 'fictive kin' who are caring for children and are not formally involved with the child welfare system.

Intent to Subaward: A document noting the results of the RFA evaluation process, and identified any identified Applicant(s) with whom DHHS intends to award federal funds, but not a binding agreement with any promise to award.

Kinship Caregivers: Families headed by a grandparent or other relative as well as tribal kin, extended family and friends, or other 'fictive kin' who are caring for children.

Mandatory/Must: Required, compulsory, or obligatory.

May: Discretionary, permitted; used to express possibility.

Must: See Mandatory/Must and Shall/Will/Must.

Non-Responsive: When an Application does not meet the minimum requirements of this RFA.

Point of Contact ("POC"): The person designated to receive communications and to communicate.

Request for Applications (“RFA”): Written solicitation of competitive applications for federal grant funding.

Shall/Will/Must: An order/command; mandatory.

Should: Expected; suggested, but not necessarily mandatory.

Subaward: In addition to the definition in 2 CFR § 200.92 and 45 CFR § 75.2, Subaward means the Grant Agreement executed, pursuant to the terms of the RFA, with the Non-Federal Entity.

Subrecipient: In addition to the definition in 2 CFR § 200.93 and 45 CFR § 75.2, Subrecipient means the Non-Federal Entity that has executed a Subaward with DHHS.

Uniform Grants Guidance (“UGG”): The regulations codified at 2 CFR §§ 200 et seq., which provide the general administrative requirements for grant funding flowing down from the federal government. See also HHS Grants Guidance.

Will: See Shall/Will/Must.

FORM 1 – APPLICATION COVER SHEET

Instructions: This form must be signed and returned, along with the application materials, before the Application Due Date, to the POC or designated email address, as applicable.

RFA #	RELEASE DATE
1652	MAY 15, 2019
APPLICATION DUE DATE	POINT OF CONTACT
JUNE 7, 2019	Emily Kløver

CERTIFICATION AND GUARANTEE OF COMPLIANCE

By signing this Application Cover Sheet, the Applicant guarantees compliance with the provisions stated in this Request for Application and certifies that all information contained in this Application is accurate. This Application is submitted pursuant to the terms of the RFA, and if the Applicant is awarded funding, it will be incorporated into the Subaward between the parties. I understand that if anything in this Application conflicts with the RFA or with the subsequent Subaward, the Subaward and RFA shall govern as set forth in the Subaward.

ORGANIZATION*: _____

ORGANIZATION DUNS NUMBER: _____ PARENT DUNS (IF APPLICABLE): _____

COMPLETE ADDRESS: _____

CONGRESSIONAL DISTRICT: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

____ I CERTIFY THAT THIS ORGANIZATION IS AN "ELIGIBLE ORGANIZATION" AS DEFINED BY THIS RFA.

____ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.

SIGNATURE: _____

TYPED NAME & TITLE OF SIGNER: _____

**Name must match DUNS Number.*