



## REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services (“DHHS”), Division of Children and Family Services (“CFS”) 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 provide Resource Family Services. DHHS intends to award subawards to the top scoring Applicant in each Service Area. See Attachment 1 for a map of the Service Areas. A more detailed description may be found in **Project Description, Section II**.

RFA #	RELEASE DATE
101	MAY 21, 2019
APPLICATION DUE DATE	POINT OF CONTACT
JUNE 24, 2019	NANETTE SIMMONS

INITIAL PERIOD OF PERFORMANCE	TOTAL FUNDING AVAILABLE*
OCTOBER 1, 2019	\$1,500,000.00

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

<b>I. RFA OVERVIEW .....</b>	<b>4</b>
A. Funding Information .....	4
B. Period of Performance .....	4
C. Applicable Law .....	4
D. Eligible Entities .....	5
E. Award of Funding .....	5
<b>II. PROJECT DESCRIPTION .....</b>	<b>6</b>
A. Project Overview .....	6
B. Background and Purpose .....	6
C. Program Requirements .....	6
D. Administrative Requirements .....	10
E. Financial Requirements .....	13
F. Readiness Review .....	14
G. Implementation .....	15
H. Performance Measurements .....	15
I. Remedies .....	15
J. Transition after Termination .....	16
K. Reporting Requirements (Deliverables) .....	16
L. Project Requirements .....	16
<b>III. RFA PROCEDURE .....</b>	<b>17</b>
A. RFA Point of Contact ("POC") .....	17
B. Schedule of Events .....	18
C. Written Questions and Answers .....	18
D. Submission of Applications .....	18
E. Evaluation Committee .....	19
F. Evaluation of Applications .....	19
G. Late Applications .....	20
H. Corrections .....	20
I. Grievance and Protest Procedures .....	20
J. DHHS Reservations of Authority During Application and Evaluation Process .....	20
<b>IV. APPLICATION INSTRUCTIONS .....</b>	<b>22</b>
A. Application Contents .....	22
B. Applicant's Organizational Overview .....	22
C. Applicant's Work Plan .....	23
<b>V. TERMS .....</b>	<b>24</b>
A. Addenda .....	24
B. Program Income .....	24
C. Additional Program Requirements .....	24

D. Additional Federal and State Requirements .....24

**GLOSSARY OF TERMS .....26**

**ACRONYMS .....28**

**FORM 1 – APPLICATION COVER SHEET .....29**

**FORM 2 – PROJECT REQUIREMENTS .....30**

## I. RFA OVERVIEW

### A. Funding Information

Federal Agency Name	Catalog of Federal Domestic Assistance (CFDA) Name	CFDA Number	Federal Award Date	Federal Award Identifier Number (FAIN)
Administration for Children and Families	Title IV-E Foster Care	93.658	October 1, 2019	To be determined

The total anticipated available funds for subaward(s) under this RFA is \$1,500,000 (One million, five hundred thousand and 00/100 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 IV**, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

Subawards from this RFA shall also contain State General funds. Any conditions imposed on the federal funds shall also apply to all state funds.

### B. 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. The initial Period of Performance for this RFA is from October 1, 2019 to September 30, 2020. 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.

For the initial Period of Performance, all costs must be invoiced to DHHS by November 30, 2020 and liquidated (i.e., spent) by January 15, 2021. These dates are dependent on federal periods of allowability and DHHS' own ability to timely process payments. They may be subject to change; final dates 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.

DHHS has the option to extend this Subaward for an additional one (1) one (1) year period.

### C. 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 V.C**, below, as well as in the subaward itself.

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

**D. 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.

Applicants must be accredited through one of the following organizations:

1. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
2. Council on Accreditation (COA)
3. Commission on Accreditation of Rehabilitation Facilities (CARF)

Applicants must have a current Child Placing Agency license through DHHS.

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

**E. 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.

## II. PROJECT DESCRIPTION

### A. Project Overview

The State of Nebraska, DHHS is issuing this RFA to solicit proposals from qualified applicants to provide Resource Family Services as part of a yearlong pilot project, which includes the delivery of foster care services, respite care, family support and visitation services to children and families residing in the State of Nebraska. As part of this pilot, Subrecipients will provide services to a portion of all families in the child welfare system, and will be dependent on the number of Resource Family home beds an Applicant has available. The objectives for this RFA are focused on:

1. Delivering high quality foster care and wraparound services for families whose children have been removed from the home of the caretaker;
2. Implementing evidence-based models of foster care to the Child Welfare service array in order to meet the requirements of the Families First Prevention Service Act (FFPSA), and;
3. Integrating a family-focused and family driven approach that builds protective factors in families.

### B. Background and Purpose

1. Ninety five percent (95%) of children and families involved with DHHS Division of Children and Family Service received either foster care services, family support services, visitation services, or a combination of these services.
2. Title IV-E foster care funds are an important funding source for states to provide foster care maintenance payments for eligible children.
3. DHHS seeks to make accurate and timely reimbursement claims for Title IV-E foster care maintenance payments.
4. When the state subawards with a child placing agency to perform administrative functions of the state, the state may claim federal financial participation through Title IV-E at the rate of fifty percent (50%) for administrative expenditures necessary for the proper and efficient administration of the foster care program.
5. DHHS will be the final authority on all decisions related to placement of children in out of home care and child welfare services.
6. The Subrecipient must meet all licensing requirements in accordance with Nebraska Department of Health and Human Services 474 NAC 6-000 to provide services herein and must maintain licensure as a child placing agency during the course of this agreement.

### C. Program Requirements

1. The Resource Family must assist with the preparation of the natural family, including the child(ren) in out of home placement, for the return of the child(ren) to the home.
2. The Resource Family must promote child and family well-being, enhance the protective factors through increased knowledge of parenting and child development, and build personal resilience by helping parent and/or family members overcome obstacles, promote meaningful social connections, provide concrete supports, and encourage social and emotional competence.
3. The Subrecipient must conduct face-to-face meetings with the Resource Family parents. During face-to-face meetings, Subrecipient must:
  - a. Review and discuss the Resource Family parent's ability to meet the needs of the youth placed in their home, and identify stressors the Resource Family parent(s) may be experiencing;
  - b. Review and offer concrete supports, such as transportation, more frequent face-to-face visits, and other resources to ameliorate the stressors;
  - c. Identify and reinforce the strengths demonstrated by the Resource Family parent(s);
  - d. Assess the current suitability of the child(ren) placed with the Resource Family parent(s);
  - e. Encourage Resource Family parent(s) and youth to complete the "caregiver information form" and the "youth questionnaire form" and submit completed forms to the court prior to the youth's review hearing and permanency hearing;
  - f. Encourage and facilitate the use of respite care and educate Resource Family parent(s) on the importance of accepting foster children back into their care after respite care in order to avoid the additional trauma to children from sudden and unplanned placement changes;

- g. Identify appropriate respite care options, conduct necessary background checks on prospective respite care providers, and facilitate a smooth transition for the child(ren) to and from the respite care home;
  - h. Provide or arrange for Resource Family parent(s) to receive ongoing training and one-on-one instruction and guidance, as needed, to help promote “normalcy” for youth in their care through the use of reasonable and prudent parenting standards that provide opportunities for youth to grow emotionally, socially, and developmentally by having the most family-like experience possible;
  - i. Tailor Resource Family parent(s) support to the individual and unique circumstances experienced by foster, pre-adoptive, kinship or relative foster parent(s); and,
  - j. Review the status of the Resource Family parent(s) license and work diligently to renew the Resource Family parents’ Foster Care Home License timely and prevent the lapse, or need for an extension of the Foster Care Home License.
4. Support of Resource Family parent(s) must include ongoing communication that will be delivered by phone, email, or text message and will include being available to Resource Family parents twenty-four (24) hours a day, seven (7) days per week including holidays and weekends.
  5. The Subrecipient must establish a written grievance or complaint process in their policy and procedures to respond to grievances from the youth and families they serve. The written policy must be in accordance with the DHHS grievance protocol (<http://dhhs.ne.gov/Pages/Child-Welfare-Complaint-Process.aspx>). The grievance or complaint process must be made available to youth at the initiation of services from the agency and presented again every six (6) months the agency serves the youth. The Subrecipient must notify their DHHS Contract Monitor within twenty four (24) business hours upon receiving a grievance from a youth or family they are serving.
  6. The Subrecipient must work cooperatively with DHHS Case Manager, parent, and involved professionals in assisting the family with meeting goals designed to:
    - a. Prevent or remedy abuse and neglect;
    - b. Improve basic daily living and coping skills; and/or
    - c. Better manage the home, income, and resources.
  7. The Subrecipient must have knowledge of community and program resources and assist families with arranging for and obtaining:
    - a. Necessary medical care and treatment;
    - b. Appropriate support systems; and,
    - c. Necessary training and education as identified in the service referral.
  8. Services offered by the Subrecipient must be based on family voice and choice and designed to give families and children the opportunity to safely preserve their family whenever possible, engage with both formal and informal community resources, strengthen parents’ protective capacity in order to keep children safe from harm, meet the needs of children and families as identified through the assessment process, be culturally humble, and include parents, siblings, and extended family.
  9. The Subrecipient must be readily accessible and provide responsive support to Resource Family parents in meeting their needs and intervening as necessary to stabilize crisis episodes and prevent placement disruptions. Support includes providing face-to-face visits in the Resource Family parent’s home a minimum of one time per month, and more frequently as needed based on the needs of the Resource Family parent, or the child, or any combination thereof, as determined by the Family Strength and Needs Assessment (FSNA) Tool.
  10. Subrecipients must work collaboratively with DHHS local staff to develop a Recruitment and Retention Plan that is reflective of the types of Resource Family parents needed to meet the unique and special needs of children referred by DHHS and who are reflective of the ethnic and racial diversity of children served in each county.
  11. The Subrecipient must provide to all Resource Family homes the necessary, DHHS approved, pre-service educational curriculum required for Foster Care Home licensure.
  12. The Subrecipient must provide ongoing training to Resource Family parent(s) to maintain licensure as well as improve their knowledge, skills, and abilities to provide a stable home environment for children referred by DHHS placed in their care.
  13. The Subrecipient must ensure that ongoing training is completed, and that the training is relevant and enhances the Resource Family’s ability and capacity to meet the unique needs of children age zero (0) to five (5) years old, and all other youth for whom they are providing care, including training

- to acquire the necessary skills and knowledge for applying the Reasonable and Prudent Parent Standard [Preventing Sex Trafficking & Strengthening Families Act of 2014 (P.L. 113-183/HR 4980)].
14. The Subrecipient must provide ongoing training on the Reasonable and Prudent Parent Standard and Human Trafficking, with a curriculum approved by DHHS.
  15. The Subrecipient must train all Resource Family parents affiliated with their agency on how to talk with children placed in their home about setting healthy physical boundaries and how to talk to children about healthy boundaries.
  16. The Subrecipient must distribute the Youth Care Bill of Rights to age appropriate children in Resource Family homes as established by the Nebraska Strengthening Families Act Committee (Neb. Rev. Stat. § 43-4701) within seventy-two (72) hours of a youth's initial placement into out-of-home care.
  17. The Subrecipient must develop a Placement Support Plan in a standard format provided by DHHS that is specific and individualized for each child placed in a Resource Family home affiliated with the Subrecipient. The Placement Support Plan must address how the Subrecipient will prevent the placement disruption in order to minimize trauma to the child(ren). The Placement Support Plan must also identify interventions including regularly scheduled respite and crisis respite to be used during a time of crisis in order to stabilize the placement. The initial Placement Support Plan must be submitted to the designated DHHS staff within seven (7) business days of physical placement of the youth. Should the initial Placement Support Plan require revisions requested by DHHS, such revisions must be completed and resubmitted to the designated DHHS staff within five (5) business days of the request for revisions.
  18. The Subrecipient must communicate all known information about the child to the Resource Family parent(s), including information regarding the child found on the common referral for placement provided by DHHS.
  19. Within twenty-four (24) hours of being made aware of the placement into the Resource Family home, the Subrecipient must assist and support the Resource Family parent(s) in making contact with the child's parent(s) from whom the child was removed in order to connect and initiate the building of an alliance to promote the child's well-being. If DHHS determined there was a safety reason or some other reason that this contact should not occur, DHHS will share that determination with the agency and contact pursuant to this section will not be required.
  20. The Subrecipient must provide input to planning processes for youth in placement when requested by DHHS or by the child's family, and may include but not be limited to:
    - a. Family Team Meetings;
    - b. Independent Living Plans; and,
    - c. Preparation of Case Plans and Court Reports
  21. The Subrecipient must notify DHHS of placement options within three (3) calendar days of receipt of a placement request by DHHS. When placement requests are marked urgent by DHHS, the Subrecipient must respond to DHHS within one (1) hour of receipt of the placement request to notify DHHS of any progress toward securing a Resource Family home placement.
  22. The Subrecipient must make placement recommendations that enable youth to remain in the youth's home school/school of origin. When this is not possible, the Subrecipient must immediately notify the DHHS Case Manager in writing.
  23. The Subrecipient must collaborate with DHHS to proactively plan for the discharge of youth from a Resource Family home. The Subrecipient will use a trauma informed approach to prepare youth for transitions and will collaborate with DHHS to ensure that the most appropriate post-discharge placement is available for the youth prior to discharge.
  24. The Subrecipient must provide DHHS a thirty (30) calendar day notice in writing when the youth's discharge is not planned. During the thirty (30) day period of time, the Subrecipient will use a trauma informed approach to prepare the youth for the impending discharge and will work collaboratively with DHHS to determine the most appropriate post-discharge placement for the youth. A thirty (30) calendar day written notice is not required when the Subrecipient and DHHS mutually agree that it is in the best interests of the child to move sooner.
  25. If DHHS alerts the Subrecipient of a concern about a Resource Family home, the Subrecipient must investigate the concern with the Resource Family. Within ten (10) business days of notice of concern, the Subrecipient must provide to DHHS written documentation on a format approved by DHHS stating the cause of the concern and efforts to resolve the concern.

26. The Subrecipient must provide information to Resource Family parent(s) regarding reimbursement for transportation above one hundred (100) miles a month in accordance with 479 NAC 2-2002.03E, and provide the Resource Family parent(s) with the approved travel log from the DHHS Contract Monitoring Resource Development Team.
27. Transportation must be provided for the child at no additional cost to DHHS for the following occasions:
  - a. To and from daily normal activities, such as school activities, child care, social activities, appointments, etc.;
  - b. Visitation with parents (if needed); and,
  - c. Medical, dental and therapeutic appointments
28. The Subrecipient must support Resource Family parent(s) which may include transporting foster children when the Resource Family parent(s) are unable to do so, or ensuring that foster children are transported to their home school, to activities, and to services that are located within a twenty-five (25) mile radius from the Resource Family parent(s)' home, as needed. The Subrecipient must transport foster children within a twenty five (25) mile radius of the Resource Family parent(s) home at no additional cost to DHHS. Activities and services include, but are not limited to:
  - a. Behavioral health appointments;
  - b. Medical appointments; and,
  - c. Extra-curricular activities.
29. DHHS encourages Resource Families to transport their foster care children to and from scheduled visits with the child(ren)'s parents, siblings, and family members whenever possible and practicable.
30. The Subrecipient must provide respite services on a regular and ongoing basis based on the needs of the Resource Family parents to maintain stability of placement for the foster child.
31. The Resource Family must provide supervised and monitored visits between parents and their children that are long enough in length to promote parent-child attachment. The safety and best interests of the children involved are the primary considerations.
32. The Resource Family must engage, teach, and role model nurturing parenting practices during the supervision of Parenting Time.
33. Visitation between the caretaker and child should be in the Resource Family home whenever possible. If not possible, visitation between the caretaker and child must be in the least restrictive, most home-like community-based setting that meets the needs for safety and that improves the stability of family members and the family unit.
34. Visitation between the caretaker and the child must be initiated within the first twenty four (24) hours of receipt of the written Service Authorization from DHHS, unless otherwise directed by the DHHS Case Manager.
35. The Subrecipient must ensure that visitation between the caretaker and the child is available on weekends and holidays.
36. The Subrecipient must follow the Parenting Time Plan developed by the DHHS Case Manager in accordance with the court order, and as described in the Service Referral. Whenever possible and appropriate, the Parenting Time Plan must be developed together with the parent(s), non-custodial parent, family members, other adults with whom the child(ren) has a significant attachment, the Subrecipient, and other formal and informal supports.
37. Parenting Time Plans must be based on the circumstances and needs of each family and on the reason for the removal of the child(ren) from the home.
38. The Resource Family must assist parents with the following:
  - a. Develop the necessary skills and parenting practices that improve and promote a positive and healthy relationship between themselves and their child(ren);
  - b. Help meet the physical and emotional needs of the child(ren); and,
  - c. Assist with the reunification of the family.
39. The Resource Family must provide ongoing support to the caretaker as defined in sections 2.3.32.1 and 2.3.32.2 once the child is returned to the caretaker's home.
40. The Subrecipient must assist with Adoption Preparation (when Permanency Objective changes for the youth) by:
  - a. Working with the Resource Family as they support child through resolution of grief and loss;
  - b. Developing an assessment of readiness of the Resource Family for adoption finalization;
  - c. Preparing the Resource Family for adoption finalization;

- d. Engaging the Resource Family to support youth in appropriate activities, such as life books and other projects, geared toward navigating through their past, present and future;
- e. Providing education to perspective adoptive Resource Family based on the needs of the youth;
- f. Identifying any areas where the Resource Family needs more information or education;
- g. Providing the Resource Family with information or education regarding any additional concerns they may have. Education may include, but not be limited to, the effects of trauma, diagnosis prognosis, adoption specific needs, services available post-adoption, bonding and attachment, behavioral concerns, and educational needs of the specific child they plan to adopt;
- h. Providing resources that may be of interest to the Resource Family;
- i. Identifying courses or trainings that may benefit the Resource Family and provide details to the Resource Family; and,
- j. Working with and supporting the family through specific needs identified by the Resource Family.

**D. Administrative Requirements**

1. The Subrecipient must recruit, train, license and support Resource Family parents who accept placement of, and will meet the needs of, children referred by DHHS.
2. The Subrecipient must report data as requested or established through the Foster Care and Adoption Recruitment and Retention Plan. The Recruitment and Retention Plan will be developed by the Subrecipient in consultation with DHHS. The Recruitment and Retention Plan must identify specific strategies designed to support and improve the retention of Resource Families. The Recruitment and Retention Plan must also include timelines for strategy implementation and specific measurable goals for increasing the Subrecipient's number of newly licensed Resource Families.
3. The Subrecipient must provide to DHHS a listing of all Resource Families that includes:
  - a. Names of Resource Family parents;
  - b. Location of each Resource Family home;
  - c. Number of children currently in each Resource Family home;
  - d. The number of licensed beds in each Resource Family home, and;
  - e. The Number of Resource Family homes that are available to accept placement.
 This listing must be provided to DHHS prior to the Subaward start date and updated monthly thereafter.
4. The Subrecipient must utilize a DHHS-approved assessment to recruit Resource Family parents.
5. The Subrecipient must implement and utilize a placement matching instrument to match the placement of children in Resource Family homes. The placement matching instrument should include but is not limited to:
  - a. How the Resource Family is matched to the age of child;
  - b. How the Resource Family is matched to the specific needs of child placed in the Resource Family Home;
  - c. How the location of Resource Family home is matched to caretaker;
  - d. How the location of the Resource Family home is matched to maintain connections with the child's school, and;
  - e. How the Resource Family's capabilities are matched to address reunification of the child with the caretaker.
  - f. How the needs of other children in the home (foster or biological) are matched to support the placement of a child removed from his/her caretaker.
6. The Subrecipient must operate within a culture of continuous quality improvement, with a focus on ensuring that children are safe, achieving timely permanency, and experience improved health and enhanced well-being through the Subrecipients work with the family to meet the children's needs and prevent recurrence of maltreatment. The Subrecipient must operate a continuous quality improvement program.
7. Licensing and Approval Requirements:
  - a. All Resource Family homes must be licensed or approved as defined in applicable policy, rules or regulations. DHHS will issue the license and is responsible for all licensing actions.
  - b. Subrecipient must ensure that persons providing Resource Family care are in compliance with applicable State Statutes, including, but not limited to, Neb. Rev. Stat. § 71-1902.

8. The Subrecipient must obtain and maintain an active and ongoing Child Placing Agency license with DHHS, including the provision to license Resource Family homes and relative foster homes.
9. The Subrecipient must complete all home studies for Resource Family homes in accordance with DHHS policy, utilizing the home study template provided by DHHS. See Attachment 2.
10. The Subrecipient must ensure that all Resource Family homes comply with 395 NAC 3.
11. The Subrecipient must submit an amendment to the home study for any Resource Family home when there is a change in household members or circumstance in a Resource Family home. This amendment must be submitted within thirty (30) days of the change to the Resource Family home. The Subrecipient must provide all documents necessary to renew the license for a Resource Family home to DHHS at least thirty (30) days prior to the expiration of the license.
12. The Subrecipient must help develop a communication plan between the Resource Family parents and the caretaker to ensure consistent communication on the children focusing on their successes and their needs. The communication plan should identify frequency and method of contact by the Resource Family parents to the legal parents or document why a plan does not exist.
13. Background Checks for Agents, Employees, Interns, Volunteers, or Second Tier Subrecipients:
  - a. The Subrecipient must complete and maintain the initial background checks before any agent, employee, intern, volunteer, or Second Tier Subrecipients has direct unsupervised contact with any child or family and every two years thereafter.
  - b. The Subrecipient must ensure, at a minimum, the following background checks have been completed on all agents, employees, interns, volunteers, and Second Tier Subrecipients:
    - i. Nebraska Sex Offender Registry maintained by the Nebraska State Patrol;
    - ii. Nebraska Child Abuse and Neglect Central Registry;
    - iii. Nebraska Adult Abuse and Neglect Central Registry;
    - iv. Nebraska Department Motor Vehicles Check for License Point Status; and,
    - v. Criminal Background Check.
  - c. The Subrecipient must ensure, at a minimum, the following background checks have been completed on all agents, employees, interns, volunteers, and Second Tier Subrecipients who have been employed or resided in Nebraska for less than two (2) years if it is foreseeable that the individual may have contact with children and families in the performance of this subaward. If an individual's prior state of residence does not maintain a Sex Offender Registry, Child Abuse and Neglect Central Register, an Adult Abuse and Neglect Central Registry, or a similar registry, the Subrecipient must complete criminal background checks in the cities, counties and states of previous residence. The Subrecipient must perform the following in the individual's prior states of employment or residence:
    - i. Criminal history check for each state in which the individual resided or worked;
    - ii. Sexual Offender Registry;
    - iii. Child and Adult Abuse and Neglect Central Register/try, and
    - iv. State repository of driving records.
  - d. The Subrecipient must ensure, at a minimum:
    - i. When a background check results in any non-traffic record being identified, the Subrecipient must not allow the individual to have direct unsupervised contact with any child and will develop a process to review and determine if it wants to request DHHS approval for an agent, employee, intern, volunteer, or Subrecipients to have direct unsupervised contact with a child or family referred by DHHS. Requests for an exception must be made in writing to DHHS and include but not limited to, the name and background information, along with supporting documentation from the Subrecipient as to why Subrecipient believes that such person does not pose a threat to children or families. DHHS must have ten (10) business days to respond to such a request. Failure to respond does not constitute approval by DHHS. All documentation related to the process is maintained in the Subrecipient's staff personnel records.
    - ii. All required background checks must be current within two (2) years for each employee.
    - iii. All background check documentation must be maintained in staff personnel records. This includes documentation requested and received from states other than Nebraska.
14. The Subrecipient must be in compliance and remain in compliance with regulation and licensure as a Child Placing Agency for the delivery of foster care services and adoption services as established at 474 NAC 6-005.

15. The Subrecipient must provide core training (initial and on-going) that is critical to deliver the service(s) in accordance with Federal and State Regulations, and Parent Management Training (PMT) ([www.parentmanagementtraininginstitute.com](http://www.parentmanagementtraininginstitute.com))
16. The Subrecipient must train all staff to be trauma-informed, culturally humble, and to build on strengths-based and utilizes family voice and choice in planning and service provision.
17. The Subrecipient must collaborate with DHHS to identify additional trainings designed to strengthen the child serving workforce. Such training must include trauma informed care, stages of child development, and cultural/linguistic competency.
18. The Subrecipient must ensure that all individuals designated as the on-site officials authorized to apply the reasonable and prudent parent standard receive training to acquire the necessary skills and knowledge on how to use and apply the Reasonable and Prudent Parent Standard (Neb. Rev. Stat. § 43-4703). The Reasonable and Prudent Parent Standard training must be similar to the training received by Resource Family parents.
19. The Subrecipient must ensure that all staff complete training, including training to acquire the necessary skills and knowledge for applying the applicable provisions of the Preventing Sex Trafficking & Strengthening Families Act of 2014 (P.L. 113-183/HR 4980). The Subrecipient must provide documentation that staff have a clear understanding of the reporting requirements when a youth is referred by DHHS is missing or runs away from a Resource Family home or caretaker.
20. The Subrecipient must submit to DHHS upon request, copies of the core training curriculum and the additional training curriculum, including training dates, trainer credentials, and employee training attendance records.
21. The Subrecipient must be responsible for transporting children and families as outlined in this Subaward at no additional cost to DHHS, and must ensure that children and family members are transported safely and in accordance with Nebraska state statutes, and will:
  - a. Ensure each employee who has the responsibility to transport children has successfully completed a defensive driving course as sanctioned by the Nebraska Safety Council or similar agency within thirty (30) business days of his or her first day of employment with the Subrecipient;
  - b. Adhere to 474 NAC 5-018.06D1 Driver Standards;
  - c. Provide transportation as outlined in the Provider Service Referral or Visitation Plan; and,
  - d. Provide and use child safety restraints in accordance with Nebraska State Statutes.
22. In situations when the Subrecipient utilizes a non-employee for transporting children and families as outlined in this subaward, the Subrecipient must ensure that the non-employee adheres to 474 NAC 5-018.06D1 Driver Standards.
23. The Subrecipient must ensure that anyone providing transportation for children and families must meet the Background Checks requirements of section II.D.13 of this Subaward.
24. The Subrecipient must collect and report Provider Performance Improvement (PPI) data, as applicable, in accordance with the requirements of the designated measure. The data must be reported in a manner and format approved by DHHS. The Subrecipient will enter data on DHHS's PPI website. Subrecipient will receive login information to the PPI website upon award.
25. The Subrecipient must provide any information requested by DHHS necessary to complete reports required by any applicable Federal or State law and regulations.
26. The Subrecipient must be in compliance, and remain in compliance, with all DHHS policy and regulation in regards to caring for children (<http://dhhs.ne.gov/Pages/DHHS-Regulations.aspx>).
27. The Subrecipient must be accredited by a nationally recognized accreditation organization, must ensure that they are fully authorized to deliver adoption services as described below, and must fully agree to complete adoption home studies and provide adoption services for those youth who are in a home supported by the Subrecipient. Adoption services must include, but not be limited to:
  - a. Completing and utilizing the adoptive home study as a comprehensive assessment tool to help determine the prospective adoptive family's ability to make a lifelong commitment to providing a nurturing home for the child(ren);
  - b. Preparing the child(ren) for adoption and assessing the level of integration and adjustment of the adoptive child(ren) to the prospective adoptive home;
  - c. Providing post-placement supervision to prepare the prospective adoptive family with the creation of a new family unit;
  - d. Assisting the prospective adoptive family with planning for post-adoptive services across the lifespan; and

- e. Review with adoptive families the seven Core Issues in Adoption to ensure adoptive families are familiar with the concepts of Loss, Rejection, Guilt & Shame, Grief, Identity, Intimacy, and Mastery & Control. [Jerve, J. (Ed.). (2005, February 10). [Adoption 101]
28. For purposes of this RFA, the requirements for adoption services must be limited to those necessary to conduct domestic adoptions.

## E. Financial Requirements

1. Cost Allocation Plan/Administrative Expenditures:
  - a. The Subrecipient shall complete and submit a final Cost Allocation Plan to DHHS within ninety (90) days of Subaward Start Date that outlines the administrative functions performed by the Subrecipient, and the plan for allocating the costs of performing those functions to activities or programs supported by the costs incurred. The Cost Allocation Plan and methodology shall be submitted to enable DHHS to claim federal administrative funds under Title IV-E. The document shall be in a format prescribed by DHHS. The Cost Allocation Plan will, at a minimum, include cost pools, allocation methodologies, and benefitting programs. The Subrecipient must input paid administrative expenditures that tie to its Cost Allocation Plan, and submit supporting financial documents as requested by DHHS, to include but not be limited to, payroll records, subcontracted expenditures, and operating expenditures on a monthly basis by no later than thirty (30) calendar days following the month expenditures were incurred. The Subrecipient must complete a monthly centralized random moment time study or other time tracking method as consistent with 45 CFR §§ 75 et seq., developed and administered by the Subrecipient. The Applicant shall submit a draft Cost Allocation Plan of development and implementation of their random moment time study or other time tracking method with their proposal response. DHHS reserves the right to require the Subrecipient to implement and maintain a random moment time study.
  - b. The Cost Allocation Plan and methodology shall be consistent with all requirements of the Title IV-E program, and be in furtherance of all program objectives, as set forth by DHHS. Subrecipient shall modify its Cost Allocation Plan and/or methodology at least annually or within thirty (30) calendar days of written notice by DHHS of a modification or amendment that will ensure the maximization of federal dollars. DHHS will review and approve all modifications.
2. Additional DHHS Financial Requirements:
  - a. Monthly, DHHS will select a sample of individual expenditures and test for allowability and reasonableness, and that they are allocated to the correct funding source.
  - b. Annually, DHHS will complete a comprehensive on-site review of the Subrecipient's financial information; including additional expenditure testing, allocation of expenditures to the correct fund source, and review of financial and subcontract / subaward monitoring policies.
3. Source Documentation/Service Expenditures:
  - a. The Subrecipient and Second Tier Subrecipients must separate direct Resource Family care payments from other service delivery expenses and keep records of direct Resource Family care payments that are readily reviewable and traceable to source documentation in a format acceptable to DHHS including but not limited to, payments to Resource Family parents by check, electronic funds transfers, or other payment types.
  - b. The Subrecipient must develop and maintain a plan to track, report, and retain all information needed for Title IV-E foster care maintenance claiming. The Subrecipient shall do the following:
    - i. Provide all necessary documentation to establish the child's initial and ongoing eligibility for Title IV-E, including, but not limited to:
      - a) A completed copy of the Income and Resources Data (IM-18FC) form;
      - b) Financial and third party liability information related to the child, his or her parents, and all related family members living in the child's household;
      - c) Documentation of the child's status related to citizenship, such as a birth certificate or verification of lawful permanent residency;
      - d) A copy of the first court order pertaining to the child's physical removal from the parent or specified relative home;
      - e) A copy of the petition leading to the first court order pertaining to the child's removal, and any documentation referenced in the order; and

- f) All subsequent court orders during the child's out-of-home placement.
    - ii. Provide all necessary documentation to establish that the service meets the criteria for a "foster care maintenance payment" in 42 U.S.C. 675;
    - iii. Provide all necessary documentation to establish that the placement resource meets the criteria for payment from Title IV-E funds. If the Subrecipient utilizes an out-of-state placement resource, the Subrecipient must secure and supply a copy of the license of the home or facility, if applicable, to DHHS and must cooperate with DHHS in obtaining other information needed to determine eligibility for payment from Title IV-E funds;
    - iv. Ensure that all requirements of Title IV-E pertaining to children for whom payment is requested are met; and,
    - v. At the request of DHHS, provide additional information, to enable DHHS to carry out its oversight and administrative responsibilities, including federal reviews and audits, state reviews and audits, and quality assurance reviews. The additional information shall be provided to DHHS within three (3) state business days of a written request by DHHS.
  - c. The Subrecipient must adjust its financial statements related to direct services if the paid claims change.
4. **Equipment Costs:** In addition to the requirements contained in 45 CFR § 75.439 regarding equipment, Subrecipient shall not make purchases of equipment in excess of an aggregate amount of \$25,000 (twenty five thousand dollars), unless DHHS has approved, in writing, prior to the purchase. Subrecipient shall not split or divide an equipment purchase into two (2) or more purchases under \$25,000 for the purpose or intent of avoiding this requirement. Subrecipient must submit any such approval request in writing to the Director of the Division of Children and Family Services, who will respond to Subrecipient's request in writing within fifteen (15) days after receipt thereof.
5. **Bonus, Gift or Other Payment of Funds to Employees:** The Subrecipient must obtain prior written approval from DHHS before issuing any bonus, gift, or other payment of funds beyond base pay or salary and the Subrecipient's normal employee benefit package provided to an employee, or prospective employee, which is paid from funds provided under this subaward. Subrecipient must submit any such approval request in writing to the Director of the Division of Children and Family Services, who will respond to Subrecipient's request in writing within fifteen (15) days after receipt thereof.
6. **Marketing and Advertising Costs:** The Subrecipient specifically agrees that no advertising costs shall be paid from the funds provided under this subaward unless those advertising costs are consistent with 45 CFR § 75.421. In clarifying the application of subparagraph (b)(4) of 75.421 to this subaward, only informational or educational material regarding services being rendered or required under this subaward are allowable under said provision.
7. **Dues and Membership Costs:** Subrecipient's dues and memberships in any business, technical, or profession organization, or any civic or community organization, must be approved by DHHS before the Subrecipient pays or commits to pay for such dues and membership, and must be consistent with the 45 CFR § 75 Subpart E. Employee dues and membership organizations are fringe benefits and should be approved according to the first paragraph of this subsection. Subrecipient must submit any such approval request in writing to the Director of the Division of Children and Family Services, who will respond to Subrecipient's request in writing within fifteen (15) days after receipt thereof.

**F. Readiness Review**

- 1. Prior to the Period of Performance Start Date, DHHS will conduct an operational and financial readiness review of the Subrecipient, and will provide needed technical assistance. The Subrecipient must cooperate with DHHS's review process to assess the Subrecipient's operational readiness and ability to provide covered services to children and families as of the Period of Performance Start Date. The Subrecipient will be permitted to commence operations only if the readiness review factors are met to DHHS's satisfaction.
- 2. Based on the results of the review, DHHS will issue a letter of findings and, if necessary, request a corrective action plan from the Subrecipient.
- 3. The readiness review may cover all provisions of the subaward with a particular focus on assessing the following areas:
  - a. The adequacy of the distribution of providers for in-home and Resource Family care services;
  - b. Staffing adequacy;

- c. Subcontracts / subawards;
  - d. Quality assurance/continuous quality improvement;
  - e. Financial management;
  - f. Continuity of care; and,
  - g. Grievance and appeal process
4. If the Subrecipient is unable to demonstrate its ability to meet the requirements of this subaward, as determined by DHHS, within the time frames specified by DHHS, DHHS may terminate the subaward.

**G. Implementation**

1. The Applicant shall submit a Preliminary Implementation Plan with its application. The Plan must describe the Subrecipient's plan to comply with all the provisions of the RFA. The Plan must also address staffing, facilities, and other operational issues as identified in the RFA, including tasks, deliverables and milestones necessary to implement the program.

**H. Performance Measurements**

1. This is a performance-based subaward. The following approach, methodology, and measures will be applied in this subaward to ensure the Subrecipient provides effective outcomes for the children and families served.
- a. During the Period of Performance, Resource Family Parents will make contact with the child's caretaker, from whom the child was removed, through face to face contact or phone within 24 hours of the child's removal ninety-five percent (95%) of the time.
  - b. Ninety-four percent (94%) of children will experience placement without going to another Resource Family home, Agency Supported Foster Care placement or higher level of care.
  - c. Ninety-five (95%) of children in care will not experience maltreatment within the Resource Family home or care concern that would result in the removal from the Resource Family home.
  - d. Sixty percent (60%) of subsequent placement after discharge from Resource Family home is to reunification.
  - e. Accepted placement referrals for Resource Family home placement must meet the following percentages:
    - i. Seventy-five percent (75%) of children accepted for placement were able to stay in his/her home school;
    - ii. The proportion of Resource Family homes for the provider will meet or exceed the statewide percentage of the Enhanced or Intensive Nebraska Caregiver Responsibility (NCR) level during the contract period as evidenced through the Provider Performance Improvement Program. The current statewide percentage will be available to the Subrecipient on DHHS's PPI website.
  - f. Ninety percent (90%) of all parents whose children are in care will have communication plans and means of regular contact with the Resource Family parents.
  - g. Eighty percent (80%) of families will maintain the same Parenting Time/Visitation worker during the month.
  - h. Ninety-five (95%) of children will experience no maltreatment during service delivery.
  - i. For court-involved children in Resource Family care eight (8) days or longer, the median months to reunification must be lower than nine (9) months.

**I. Remedies**

1. If the Subrecipient fails to meet any of the Performance Measurements defined in section II.H, DHHS may impose the following remedies:
- a. First occurrence: Subrecipient must submit a Corrective Action Plan to DHHS within ten (10) business days of written notice from DHHS;
  - b. Second occurrence: Subrecipient will receive no new cases for a period of one (1) month;
  - c. Third occurrence: Subrecipient will receive no new cases for a period of three (3) months; and,
  - d. Fourth occurrence: DHHS will terminate the subaward.

**J. Transition after Termination**

1. At the end of the subaward term or other subaward termination, Subrecipient will aid in the transition to any new arrangement or provider of services. The respective accrued interests or obligations incurred to date of termination must also be equitably settled. Upon termination or expiration of this subaward, DHHS will work with Subrecipient to transfer all services as efficiently as possible with the goal to have all necessary services transferred by the effective date of the expiration or termination of the subaward.

**K. Reporting Requirements (Deliverables)**

1. Payment will be made to the Subrecipient upon receipt and approval, from DHHS, of the following reports:
2. Resource Family Care report must be submitted to DHHS within fourteen (14) calendar days following the month of service provision shall include the following information on each child in placement:
  - a. The supportive services the Subrecipient provided to the foster, adoptive, kinship or relative foster parent(s), as well as the child(ren)'s progress toward achieving permanency. Supportive services outlined in the monthly report shall include concrete supports, resources, training, one-on-one instruction, and guidance provided to the foster, adoptive, kinship or relative foster parent(s) to ameliorate any stressors the foster, adoptive, kinship or relative foster parent(s) are experiencing, to manage the child's needs and behaviors, and to maintain the placement.
  - b. The medical, vision, and dental check-ups of children placed in the foster, adoptive, kinship or relative foster home that occurred during the reporting month.
  - c. Mental health or behavioral needs of children placed in the foster, adoptive kinship or relative foster home during the reporting month.
3. Visitation Report must be submitted monthly and shall include the following information regarding the family's progress with achieving goals identified by the DHHS Case Manager:
  - a. Name of Provider Agency;
  - b. Name of Provider Direct Care Worker;
  - c. Name of Family served;
  - d. Name of all family members that participated in the service in accordance with the Service Referral;
  - e. Master Case Number;
  - f. Dates Services were Provided (From MM/DD/YYYY to MM/DD/YYYY):
    - i. Note Visits that were Missed by Family
    - ii. Note Visits that were re-scheduled
    - iii. Note Visits that were interrupted or ended early
  - g. Outcomes:
    - i. Progress toward each goal identified in Service Referral
    - ii. Barriers to progress that have been identified and addressed
  - h. Number of months service has been provided; and
  - i. Each instance that the family is not present at a scheduled appointment or cancels an appointment for Parenting Time/Supervised Visitation service.
4. Resource Family Parent Reimbursement report must be submitted monthly.
5. Resource Family Recruitment Plan updates must be submitted quarterly.
6. Resource Family Listing updates must be submitted monthly.

**L. Project Requirements**

1. Applicant must provide responses to the requirements listed on Form 2.

### III. RFA PROCEDURE

This RFA seeks Applications to complete activities allowable under the funding source identified in section I.A, 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.

#### A. RFA Point of Contact (“POC”)

CFS Contracts Administrator  
Division of Children and Family Services  
301 Centennial Mall S.  
Lincoln, NE 68509  
(402) 471-1343  
DHHS.RFAresponses@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 III.D;**
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.

**B. Schedule of Events**

ACTIVITY		DATE/TIME
1.	Release RFA	05/21/2019
2.	Last day to submit written questions	05/29/2019
3.	State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at: <a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a>	06/10/2019
4.	Application Review Period Begins (Application due date)	06/24/2019 2:00 PM Central Time
5.	Evaluation Period	06/25/2019 – 07/12/2019
6.	Post “Intent to Subaward” to Internet at: <a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a>	07/15/2019
7.	Period of Performance Start*	10/01/2019

*\*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.*

**C. Written Questions and Answers**

Questions regarding information needed for an Application, as well as the meaning or interpretation of any RFA provision, must be submitted in writing to POC via email and clearly marked “RFA Number 101; Questions.” The POC is not obligated to respond to questions that are received late, as set forth in the Schedule of Events.

Applicants should present, as questions, any assumptions upon which the Application is or might be developed. Applications will be evaluated without consideration of any known or unknown assumptions of an Applicant. The Subaward will not incorporate any known or unknown assumptions of an Applicant.

Questions must be sent via e-mail to [DHHS.RFAResponses@nebraska.gov](mailto:DHHS.RFAResponses@nebraska.gov). DHHS recommends that Applicants submit questions using the following format:

RFA Section Reference	RFA Page Number	Question

Written answers will be posted at the DHHS Website per the Schedule of Events. Written answers will become part of this RFA.

**D. 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](mailto: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 III.A**. 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 III.A**. 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 III.B**.

**E. 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.

**F. 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.

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 in each Service Area, 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. **(200 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. **(400 points)**
3. **Applicant's Cost Allocation Plan.** Applicants will receive higher scores if their plan provides a detailed listing of all monthly costs, including but not limited to licensing and administrative costs related to support of Resource Families. **(150 points)**
4. **Applicant's Preliminary Implementation Plan.** Applicants will receive higher scores if their plan provides details of how the Resource Family program will be implemented, including but not limited to recruitment and retention, training, capacity to serve the Service Area proposed, names of all

Resource Families affiliated with the Applicant, support of Resource Family home, and assessment for placement. **(150 points)**

5. **Project Requirements.** Applicants will receive higher scores if they demonstrate knowledge of the project requirements and show how they have experience with such requirements or plan to meet them. **(800 points)**
6. **Rate Sheet.** An Applicant may provide rates for multiple Service Areas, and will receive a separate score for each Service Area. **(300)**

There are 2000 total points available for Applications under this RFA. DHHS will calculate the sum of the Applicant’s Organizational Overview, Applicant’s Work Plan, Applicant’s Cost Allocation Plan, Applicant’s Preliminary Implementation Plan and Project Requirements (“Initial Score”). DHHS will also calculate a score based on the extended cost of each Service Area (“Rate Score(s)”) using on the following formula:

1. Establish lowest cost submitted. The lowest cost submitted receives the maximum points.
2. To assign points to all other Applications, the following formula will be followed:  
**Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)**

	<b>Formula</b>	<b>Sample</b>	<b>Sample</b>	<b>Sample</b>
	Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
÷	Cost Submitted	\$100,000	\$200,000	\$150,000
x	Maximum Possible Cost Points	40	40	40
=	Points To Award	40	20	26.7

An Applicant’s total score(s) is the sum of the Initial Score and the Rate Score(s).

**G. 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.

**H. 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.

**I. Grievance and Protest Procedures**

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

**J. 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.

## IV. APPLICATION INSTRUCTIONS

### A. **Application Contents**

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

1. Form 1 – Application Form and Cover Sheet;
2. Form 2 – Project Requirements;
3. Organization Overview (see section IV.B);
4. Applicant's Work Plan (see section IV.C);
5. Draft Cost Allocation Plan (see section II.E.1);
6. Preliminary Implementation Plan (see section II.G);
7. Proof of accreditation through one of the following organizations:
  - a. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
  - b. Council on Accreditation (COA)
  - c. Commission on Accreditation of Rehabilitation Facilities (CARF)
8. Copy of Child Placing Agency license; and
9. Rate Sheet

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.

### B. **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.
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).
6. Subcontractors. If the Applicant intends to subcontract / subaward any part of its performance hereunder, the Applicant should provide:
  - a. name, address, and telephone number of the Subcontractor(s) / Second Tier Subrecipient(s);
  - b. specific tasks for each Subcontractor(s) / Second Tier Subrecipient(s);
  - c. percentage of performance hours intended for each subcontract / subaward; and
  - d. total percentage of Subcontractor(s) performance hours / Second Tier Subrecipient(s).

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

C. **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.

## V. 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.

### A. Addenda

The following Addenda will be incorporated into any Subaward with a selected Applicant. They are available online at the DHHS Website, <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>:

- 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.

### B. 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.

### C. 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/hhsqps107.pdf>

### D. Additional Federal and State Requirements

1. The Subrecipient must abide by all policy requirements of Nebraska Administrative Code; applicable state and federal statutes and regulations; any other applicable codes; applicable program guidance and administrative memos; and applicable written policy directives and interpretations from or as directed by DHHS.
2. Federal Laws include but are not limited to:
  - a. P.L. 114-22 Justice for Victims of Trafficking Act of 2015
  - b. P.L. 113-183 Preventing Sex Trafficking and Strengthening Families Act
  - c. P.L. 112-34 Child and Family Services Improvement and Innovation Act
  - d. P.L. 111-320 CAPTA Reauthorization Act of 2010
  - e. P.L. 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
  - f. P.L. 109-248 Adam Walsh Child Protection and Safety Act of 2006
  - g. P.L. 105-89 Adoption and Safe Families Act of 1997
  - h. P.L. 104-188 Interethnic Provisions of 1996
  - i. P.L. 103-382 Multiethnic Placement Act of 1994
  - j. P.L. 95-608 Indian Child Welfare Act (ICWA) of 1978
  - k. Interstate Compact on the Placement of Children.
    - i. The Subrecipient must comply with the Interstate Compact on the Placement of Children (ICPC) process and policy regarding visiting state wards placed in other states.
  - l. Interstate Compact on Adoption and Medical Assistance (ICAMA)
  - m. 42 USC 601-687 Title IV of the Social Security Act
  - n. P.L. 106-169 Federal Independent Living Requirements (John H. Chafee Foster Care Independence Act)
  - o. 42 U.S.C. 12101 et seq. The Americans with Disabilities Act (ADA)

- p. 45 CFR 80.3 Federal Prohibition Against National Origin Discrimination including Limited English Proficiency (LEP)
  - q. P.L. 103-277 Pro-Children Act of 1994
  - r. 2 CFR § 200 et seq, Uniform Grant Guidance
  - s. Div E of Bipartisan Budget Act of 2018, HR 1892, Families First Prevention Services Act
3. State Laws include but are not limited to:
- a. Nebraska Juvenile Code §§ 43-245 through 43-2,129
  - b. Neb. Rev. Stat. § 43-4204
    - i. The Subrecipient must provide any and all necessary information, in a timely manner, requested by DHHS to complete any readiness assessment developed by DHHS. Said readiness assessment must, in part, assess the Subrecipient's readiness to execute contract and begin preparations for any transition of case management services.
    - ii. The Subrecipient must not directly provide more than thirty-five percent (35%) of direct services required under this subaward.
  - c. Nebraska Indian Child Welfare Act, Neb. Rev. Stat. § 43-1502 through 43-1517
  - d. Foster Care Review Act, Neb. Rev. Stat. § 43-1301 et seq.
  - e. Court Appointed Special Advocate Act, Neb. Rev. Stat. § 43-3701 through 43-3720
  - f. Licensing and Approval Requirements:
    - i. All foster homes must be licensed or approved as defined in applicable policy, rules or regulations. DHHS will issue the license and is responsible for all licensing actions.
    - ii. Subrecipient must ensure that persons providing foster care are in compliance with applicable State Statutes, including, but not limited to, Neb. Rev. Stat. § 71-1902.
  - g. Child Placement Practices:
    - i. The Subrecipient must obtain and maintain an active and ongoing Child Placing Agency license with DHHS, including the provision to license Resource Family homes and relative foster homes.

## 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.

**Caretaker:** biological parent, adoptive parent, and/or relative who provides daily care for a child(ren), from whom the child was removed due to actions by court, law enforcement, or DHHS.

**Continuous Quality Improvement Culture:** Behaviors and beliefs of Subrecipient personnel that constantly and consistently promote quality improvement in work and service delivered to clients.

**Culturally Humble - humility** is the “ability to maintain an interpersonal stance that is other-oriented (or open to the other) in relation to aspects of **cultural** identity that are most important to the [person].” Families are viewed as collaborators in the process and teach us about their own uniqueness. Those who practice cultural humility view their families as capable and work to understand their worldview and any oppression or discrimination that they may have experienced as well.

**DHHS Website:** [www.dhhs.ne.gov](http://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 federal Department of Health and Human Services. See also Uniform Grant Guidance.

**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.

**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.

**Parenting Time** – Refers to situations in which a child has been removed from his/her caretaker’s home as a result of abuse or neglect. Parenting time is visitation time between the caretaker and child which ensures regular and quality parenting time maintains and supports the parent-child relationship.

**Parenting Time Plan** - visitation plan of action that must be developed together with the parent(s), non-custodial parent, family members, other adults with whom the child(ren) has a significant attachment, the Subrecipient, and other formal and informal supports.

**Permanency Objective** – Pertaining to a case managed by DHHS or subcontractor, a goal which identifies the main focus of the case plan and services. Determination of the permanency objective will be done with the family and take into consideration the best interests of the child. Services to children will be offered in their family home whenever possible. The permanency objectives include:

- Family preservation, including pending return of legal custody to parent(s);
- Reunification;
- Adoption;
- Legal guardianship;
- Independent living (child must be 16 years or older), and
- Self-sufficiency with supports.

**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.

**Resource Family** – a service that includes the delivery of foster care services, respite care, family support and visitation services to children and families residing in the state of Nebraska. The objectives of the Resource family are focused on 1). Delivering high quality foster care and wraparound services for families whose children have been removed from the home of the caretaker; 2) Implement evidence-based models of foster care to the Child Welfare service array in order to meet the requirements of the Families First Prevention Service Act, and; 3) Integrating a family-focused and family driven approach that builds protective factors in families. The roles and responsibilities of the Resource Family is to provide care for children removed from their caretaker; mentoring for caretakers whose children have been placed in the Resource Family home; visitation between the caretaker and the child; engagement with and support of the caretaker; provide transportation for child to and from appointments, school, and school activities, and; maintain level of normalcy for the child to the extent possible.

**Second Tier Subaward**: an award provided by Subrecipient to another subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity.

**Second Tier Subrecipient**: A non-Federal entity that receives a subaward from the Subrecipient to carry out part of a Federal program.

**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.

## ACRONYMS

**CARF** - Commission on Accreditation of Rehabilitation Facilities  
**CFDA** - Catalog of Federal Domestic Assistance  
**CFS** – Division of Children and Family Services  
**CFSS** – Child and Family Services Specialist  
**COA** - Council on Accreditation  
**DHHS** – Nebraska Department of Health and Human Services  
**DOL** - Department of Labor  
**EPA** - Environmental Protection Agency  
**FFPSA** – Families First Prevention Services Act  
**FSNA** – Family Strengths and Needs Assessment  
**HHS** - United States Department of Health and Human Services  
**HHS GG** - United States Department of Health and Human Services Uniform Grant Guidance  
**HUD** - Department of Housing and Urban Development  
**JACHO** - The Joint Commission on Accreditation of Healthcare Organizations  
**LIHEAP** - Low Income Home Energy Assistance Program  
**NAC** – Nebraska Administrative Code  
**NCR** – Nebraska Caregiver Responsibility  
**PMT** – Parent Management Training  
**POC** – Point of Contact  
**PPI** – Provider Performance Improvement  
**Neb. Rev. Stat.** – Nebraska Revised Statute  
**RFA** – Request for Application  
**SNAP** - Supplemental Nutrition Assistance Program  
**TANF** - Temporary Assistance for Needy Families  
**UGG** - Uniform Grant Guidance  
**USDA** - United States Department of Agriculture

## 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.

<b>RFA #</b>	<b>RELEASE DATE</b>
<b>101</b>	MAY 21, 2019
<b>APPLICATION DUE DATE</b>	<b>POINT OF CONTACT</b>
JUNE 24, 2019	NANETTE SIMMONS

### 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.*

## FORM 2 – PROJECT REQUIREMENTS

Applicants should provide answers to the following requirements. Applicants should number the answers to correspond with the Project Requirement numbers.

1. The Applicant should describe how they will develop, implement, manage and evaluate Resource Family homes in multiple or all counties in the State of Nebraska.
2. The Applicant should describe how they will develop, implement, manage and evaluate Resource Family home standards to ensure the voice and choice of each family they work with is prioritized in every service in which they participate under Applicant's agency.
3. The Applicant should describe how they will develop, implement, manage and evaluate Resource Family home standards to manage and deliver a continuum of services which:
  - a. Are available at all times to meet the needs of the families as requested by DHHS;
  - b. Prevent turnover of skilled staff to provide foster care specialist services, family support and parenting time services for all families involved in the Nebraska Child Welfare System and what steps will be taken to ensure the same staff members can continue working with the family throughout the duration of the case and improve cohesion of services for the family;
  - c. Ensures they will accept all referrals made to them and meet all safety, permanency and well-being needs of the child and family supported by their agency without discharging them from services until successful case closure;
  - d. Ensures that Resource Families are supporting the entire family and working towards a goal of becoming a life-long support to the child and biological family regardless of whether the child reunifies with their biological family or achieves an alternate permanency objective, and;
  - e. Ensures meaningful consultation, collaboration and coordination with federally recognized tribes to support children and families with tribal affiliations.
4. The Applicant should describe how they will develop, implement, manage and evaluate Resource Family standards to manage and deliver a continuum of services and supports that will be available for children and families whether children are placed in-home or out-of-home from the date of referral until case closure by DHHS in order to:
  - a. Reunify children with caretaker from whom they were removed and prevent children from being removed from the family home;
  - b. Engage non-custodial parents and relatives in order to strengthen and preserve connections for the child;
  - c. Assess the initial needs and on-going needs of a child and family when using services such as foster care, family support or parenting time and visitation;
  - d. Develop outcome-based family support services;
  - e. Develop and provide a single service plan for the child and family to include: mental health services, visitation or family contact, parental or family support services, and any other safety, permanency or well-being services in place or needed or in place to meet the needs of the child and/or family;
  - f. Manage and deliver a continuum of services and supports that will be available for children and families in order to achieve the permanency goals identified while delivering ongoing support and services to families and Resource Family homes;
  - g. Assist eligible families with accessing the services and supports offered through DHHS' Division of Children and Family Services Economic Assistance Programs such as Supplemental Nutrition Assistance Program (SNAP); Low Income Home Energy Assistance Program (LIHEAP); Temporary Assistance for Needy Families (TANF) and Emergency Assistance;
  - h. Meet the transportation needs for the child and biological family;
  - i. Collaborate with DHHS to ensure that families experience a smooth and non-disruptive transition from out-of-home care to in-home care; and,
  - j. Collaborate with DHHS to ensure that families experience a smooth and non-disruptive transition from out of home care to timely permanency through both adoption and guardianship including but not limited to training requirements, subsidies and finalization.

5. The Applicant should describe how it will develop, implement, manage and evaluate Resource Family homes in order to:
  - a. Support and assist youth who are near the age of majority and preparing to transition into adulthood;
  - b. Ensure all traditional and special educational needs are met for the child and how they will be maintained in their home school;
  - c. Promote the current environment of the child and family and assist the Resource Family in working with the biological family/caretaker to ensure that the child is participating in at least one culturally appropriate and age-appropriate social activity to promote normalcy for the child;
  - d. Ensure all siblings, including large sibling groups, are placed in and remain in the same Resource Family home. The Applicant should describe how they will develop, implement, manage and evaluate Resource Family homes to ensure all siblings can have regular, meaningful contact with one another should it not be possible for them to be placed in the same foster home;
  - e. Ensure needs of children and families with significant or severe mental health diagnoses, behavioral concerns, medical needs, developmental or cognitive delays, supervision needs or requirements, unique cultural or religious needs and any other extraordinary needs of these youth or families are met; and,
  - f. Meet the needs of Native American families, including the unique cultural needs of these children and families.
  
6. The Applicant should describe how it will develop, implement, manage and evaluate evidence based practices that are promising, support or well-supported per the Families First Prevention Services Act standards to recruit, train and retain qualified staff and Resource Family homes to meet the basic and exceptional needs of children of all ages involved in the Nebraska Child Welfare System. This should include:
  - a. Children with significant or severe mental health diagnoses, behavioral concerns, medical needs, developmental or cognitive delays, supervision needs or requirements, unique cultural or religious needs and any other extraordinary needs of these youth. Applicant should include specific training curriculum or methods and specific recruit methods or plans;
  - b. How the Applicant will assess and implement additional, specialized and/or on-going training needs of staff and Resource Family homes to meet the needs of children and families after placement;
  - c. How the Applicant will assess and implement additional, specialized and/or on-going training needs for Resource Family homes, relative and kinship placements prior to placement;
  - d. Process by which a match of children with prospective Resource families and any needed services both for the Resource family and biological family;
  - e. How the Applicant will recruit and maintain Native American foster homes and implement services to meet the needs of Native American families, including the unique cultural needs of these children and families; and,
  - f. A plan to increase the number of Resource Family homes.
  
7. The Applicant should describe its Continuous Quality Improvement approach to monitor and evaluate the quality of services including but not limited to efficacy to its evidence-supported models.
  
8. The Applicant should describe the placement matching instrument it will use to best match children placed with a Resource Family. The Applicant should describe how it will match skills of the Resource Family to meet the needs of the caretaker.