REQUEST FOR APPLICATIONS – STATE FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Children and Family Services (“DHHS”) Nebraska Homeless Assistance Program (“NHAP”), is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“grant” or “grants”) and awarding state funds to an eligible and qualified entity to provide SSI/SSDI Outreach, Access and Recovery (SOAR) services. A more detailed description may be found in Project Description, Section 2.

<table>
<thead>
<tr>
<th>RFA #</th>
<th>RELEASE DATE</th>
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<tbody>
<tr>
<td>2634</td>
<td>April 28, 2020</td>
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<table>
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<tr>
<th>APPLICATION DUE DATE</th>
<th>POINT OF CONTACT</th>
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<tbody>
<tr>
<td>MAY 26, 2020</td>
<td>Keith Roland and Jennifer Crouse</td>
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<tr>
<th>INITIAL PERIOD OF PERFORMANCE</th>
<th>TOTAL FUNDING AVAILABLE</th>
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<tr>
<td>JULY 1, 2020 – JUNE 30, 2021</td>
<td>$280,000</td>
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Grantees receiving grants may only be paid up to the actual and allowable costs (as defined herein) of completing the Project Description, Section 2. No Grants resulting from this RFA will be fee-for-service contracts, regardless of the method of payment, and no Grantee may keep a profit from its grant. 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 www.dhhs.ne.gov. Until final Grants 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.
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I. RFA OVERVIEW

A. Funding
The total anticipated available funds for Grant(s) under this RFA is $280,000 (two hundred eighty thousand dollars). A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money appropriated to DHHS, and to DHHS’ discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the Applications Instructions, Section 4.4, below. The total funds may be split among multiple Grantees in the discretion of DHHS.

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 Grant. For purposes of this RFA and resulting Grant, DHHS will apply the definition of “period of performance” in 2 CFR § 200.77 or 45 CFR § 75.2. The initial Period of Performance for this RFA is from July 1, 2020 to June 30, 2021. This period may be extended by DHHS.

For the initial Period of Performance, all costs must be invoiced to DHHS by July 31, 2021 and liquidated (i.e., spent) by September 15, 2021. These dates are dependent on DHHS’ own ability to timely process payments. They may be subject to change; final dates will be included in the final Grant 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, but no extensions are guaranteed. Future Periods of Performance, as allowed by DHHS, may have different obligation and liquidation deadlines.

C. Applicable Law
For purposes of this RFA and resulting Grant, DHHS will apply the Uniform Grant Guidance, in addition to all applicable state law. The Uniform Grant Guidance, 2 CFR §§ 200 et seq. (“UGG”) generally applies to grants 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.

Additional state statutes and regulations may apply to the funding contained herein. These may be included in Additional Program Requirements, Section 5.7, below, as well as in the Grant 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 defined 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 may apply. Any Application submitted by an Applicant who is ineligible shall be rejected without scoring.

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 Award will be posted on the DHHS Website with selected Applicants. Funds will be awarded through a written agreement, termed a Grant, 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 Grant has been executed by both the Applicant and DHHS.
II. PROJECT DESCRIPTION

A. Background and Purpose
The purpose of this funding is to assist individuals and individuals at risk of homelessness with applying for Social Security Income (SSI) and Social Security Disability Income (SSDI) by utilizing the SSI/SSDI Outreach, Access and Recovery ("SOAR") model developed by the Substance Abuse and Mental Health Services Administration ("SAMHSA").

B. Scope of Work
Agencies awarded this funding will be the SOAR lead agency within their region. In addition to providing one full time staff member to assist with SSI/SSDI applications using the SOAR methodology, agencies will be responsible for educating key stakeholders regarding the SOAR model, and for the following:

1. Establish new relationships with at least three (3) new stakeholders, i.e. medical clinics, hospitals, community corrections, libraries, and local department of labor office.
2. Maintain relationships with existing referral providers.
3. Establish/maintain a regional SOAR Steering Committee which meets at least quarterly, and is comprised of local stakeholders.
4. Accept referrals from the Continuum of Care and the community.
5. Communicate with referring agencies regarding the quality of the referral.
6. Communicate with individuals referred to discuss if they qualify for Social Security or Social Security Disability Insurance and the strength of their medical evidence.
7. Complete all paperwork required for the SSI/SSDI application.
8. Coordinate with local health providers to obtain medical records.
9. Meet with clients to complete the application either in-person or via video or teleconference.
10. Submit an appeal for all SSI/SSDI applications that are denied.
11. Interview former employers, family members, caseworkers to collect evidence supporting the individual's inability to maintain work at a Substantial Gainful Activity (SGA).
12. Update SOAR applicants on the status of their application.
13. Track completed applications and outcomes in Online Application Tracking.
14. Grantee must meet national standards, as established by Policy Research Associates, Inc. (PRA) including the completion of a Medical Summary Report and a Quality Review Checklist.
15. Complete SOAR Online Training provided through PRA Inc. This training is free of charge to the Grantee.

C. Performance Requirements
1. Grantee must meet or exceed the performance measurements provided in tables 1-3 below.
2. Grantee must submit required performance measurements in the format established by NHAP on a quarterly basis or as requested by NHAP.
3. At any time during the term of the grant, DHHS may require the Grantee to provide written justification if the performance standards provided in tables 1-3 below are not met.
4. Future project funding is subject to Grantee meeting the performance standard or providing adequate justification, subject to DHHS approval.

Table 1 - Initial Applications

<table>
<thead>
<tr>
<th></th>
<th>07/01/20 TO 06/30/21</th>
</tr>
</thead>
<tbody>
<tr>
<td># OF SSI/SSDI INITIAL APPLICATIONS FILED</td>
<td>25</td>
</tr>
<tr>
<td>% OF SSI/SSDI INITIAL APPLICATIONS APPROVED</td>
<td>63%</td>
</tr>
<tr>
<td>AVERAGE # OF DAYS TO INITIAL DECISION</td>
<td>108</td>
</tr>
</tbody>
</table>
Table 2 - Appeals

<table>
<thead>
<tr>
<th>% OF SSI/SSDI APPEALS APPROVED</th>
<th>42%</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVERAGE # OF DAYS TO APPEAL DECISION</td>
<td>187</td>
</tr>
</tbody>
</table>

Table 3 - Housing and Employment

| % OF APPLICANTS FOR WHICH BENEFITS FACILITATED ACCESS TO HOUSING | 80% |
| % INCREASE OF APPLICANTS WORKING AFTER APPROVAL | 5% |

D. Reporting Requirements
1. Track outreach activities and report those efforts quarterly. Reports are due October 15, April 15, January 15, and July 15.
2. Track referrals and report outcomes of referrals quarterly. Reports are due October 15, April 15, January 15, and July 15.
3. Record all completed applications, appeals, and outcomes in the Online Application Tracking tool within two (2) Grantee’s business days. A link to the Online Application Tracking tool will be provided to Grantees after award.

E. Applicant Requirements
1. Provide a narrative description of the SOAR services to be provided.
2. Describe training the Grantee will provide to SOAR case managers.
3. Describe the partnerships the Grantee currently has established for SOAR services.
4. Provide the region where the Applicant can provide SOAR services. Refer to Attachment 1 for a map of the regions. If an Applicant can provide SOAR services in multiple regions, the Applicant must submit a separate response to this RFA for each region.
III. RFA PROCEDURE
This RFA seeks Applications to complete activities allowable under the funding source identified in 1.2, above. All Applications must conform to all instructions, conditions, and requirements included in this RFA. Applicants should carefully examine this RFA, as well as the requirements on the state or federal funds involved. Applications that DHHS determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be considered non-responsive and rejected without scoring.

A. RFA Point of Contact (“POC”)  
Keith Roland and Jennifer Crouse, Buyers
DHHS Central Procurement Services
301 Centennial Mall South
Lincoln, NE 68509
(402) 471-0727
DHHS.RFAResponses@nebraska.gov

From the date the RFA is issued until the Intent to Award is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Award is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Grant 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 to modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with, or attempt to communicate or influence any Evaluator.

The following exceptions to these restrictions are permitted:

1. The email submission of the Application to the designated email address designated in Submission of Applications, Section 3.5;
2. Contact made pursuant to pre-existing contracts, grants, 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 grant.

DHHS reserves the right to reject an Applicant's application, withdraw an Intent to Award, or terminate a Grant if DHHS determines there has been a violation of these procedures.
B. **Schedule of Events**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE/TIME</th>
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<tbody>
<tr>
<td>1. Release RFA</td>
<td>April 28, 2020</td>
</tr>
<tr>
<td>2. Pre-Applicant Information Session</td>
<td>May 5, 2020 10:00 AM Central Time</td>
</tr>
<tr>
<td>3. Last day to submit written questions</td>
<td>May 8, 2020</td>
</tr>
<tr>
<td>4. State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at:</td>
<td>May 19, 2020</td>
</tr>
<tr>
<td><a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a></td>
<td></td>
</tr>
<tr>
<td>5. Application Review Period Begins (Application due date)</td>
<td>May 26, 2020 2:00 PM Central Time</td>
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<tr>
<td>6. Evaluation Period</td>
<td>June 1, 2020 through June 11, 2020</td>
</tr>
<tr>
<td>7. Post “Intent to Award” to Internet at:</td>
<td>June 12, 2020</td>
</tr>
<tr>
<td><a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a></td>
<td></td>
</tr>
<tr>
<td>8. Period of Performance Start*</td>
<td>July 1, 2020</td>
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</tbody>
</table>

*The Period of Performance start may occur before a Grant is finalized, agreed to, and executed by the parties. Because this is just the period during which costs may be incurred, 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 Grant is fully executed by both parties.*

C. **Pre-Applicant Information Session**

DHHS will host a Pre-Applicant information session at the date and time listed above. Entities that are interested in applying for this RFA may participate via WebEx by having a representative attend.

At the Pre-Applicant Information Session, the POC or a designated DHHS representative will provide general information about the funding and answer questions from potential Applicants.

At the date and time listed above in the Schedule of Events, entities can join the WebEx meeting by clicking on the following link:

https://nvcn-cio.webex.com/nvcn-cio/j.php?MTID=m96b8a6fb6387a88846e6cacead63a7ec

D. **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 2634; 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 Grant will not incorporate any known or unknown assumptions of an Applicant.
Questions must be sent via e-mail to DHHS.RFAResponses@nebraska.gov. DHHS recommends that Applicants submit questions using the following format:

<table>
<thead>
<tr>
<th>RFA Section</th>
<th>RFA Page</th>
<th>Question</th>
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</table>

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

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

1. Electronically via email to DHHS.RFAResponses@nebraska.gov. The subject of the email shall indicate “RFA # (with the appropriate number filled in): Response of [Name of Organization].” The email shall include the Application as a single Portable Document Format (PDF) or multiple PDFs. Failure to provide the Application in the correct format may result in DHHS being unable to read or open the Application and thus rejecting it without Evaluation. The email shall request a read receipt. A read receipt will be supplied to the Applicants upon receipt of the email by DHHS’ Central Procurement Services. Central Procurement Services shall not forward the Applications to the program until the beginning of the Application Review Period.

2. Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC’s address listed above in Point of Contact, Section 3.1. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

3. Hand delivered responses or responses delivered by FedEx or UPS should be delivered to:

   ATTN: Keith Roland/Jennifer Crouse
   DHHS - 3rd Floor Reception Desk
   301 Centennial Mall South
   Lincoln, NE 68509

   The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

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

F. 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.
G. **Evaluation of Applications**

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

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

1. **Applicant’s Organizational Overview.** Applicants will receive high scores if they have a defined and clear organizational structure; organizational experience in federal grants; qualified and capable personnel with experience in federal grants or equivalent credentials or experience; or can otherwise demonstrate that they will be a reliable Grantee who will use all awarded funds in a manner consistent with law and the requirements of this RFA. **(25 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. **(100 points)**

3. **Applicant’s Budget.** Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, Applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. **(25 points)**

4. **Additional Requirements.** Applicants will be evaluated based on responses to section 2.5. **(50 points)**

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

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

H. **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.

I. **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.

J. **Grievance and Protest Procedures**

All grievances must follow the DHHS Subaward and Grant Grievance/Protests Procedures, available on the DHHS website. Grievances must be filed timely.
K. Competition / Joint Efforts
Applicants may cooperate or submit Applications jointly, but all such Applications must clearly identify the
Applicants involved, the roles each will have administering the grant, and that they are eligible for the grant,
as set forth herein. Applicants may create a legal entity, or describe a plan for the creation of a legal entity,
as a cooperative or joint venture if the entity itself is eligible for the grant and all Applicants are also eligible.
DHHS shall determine the proper method for any resulting grant, should the joint Applicants be selected for
funding.

L. 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 Award
is issued. DHHS also reserves the right to adjust the Work Plan with Applicant to meet the requirements of
the grant, 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 Grants 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. Organization Overview;
3. Applicant’s Work Plan;
4. Applicant Budget; and
5. Responses to section 2.5

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 Grant.

   1. Organization Information. Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used.
   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 Grantee. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance, 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, programmatic experience, or other relevant experience.
   5. Agreements Terminated or Costs Disallowed. Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
      a. Were terminated for cause; or
      b. Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).

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

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 state funding sources, and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.

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

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

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

The maximum amount to be awarded per Grantee per region is $40,000.
V. TERMS
Applicants must be aware of the following terms when submitting their Applications. These terms will be included in the resulting Grant between the parties, as well.

A. Addenda
The following Addenda will be incorporated into any Grant with a selected Applicant:

1. Addendum A - DHHS Standard Terms – State Funds Grant
2. Addendum B - DHHS Insurance Requirements – State Funds Grant
3. 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 Grant 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 Award and take any of the actions set forth herein.

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

C. Direct Costs
Under this Grant, DHHS shall only pay for actual and allowable costs (as defined in this section and the authorities cited herein) incurred during the Period of Performance.

To be allowable, all costs must be:

1. Necessary for the performance of the Grant activities;
2. Reasonable, as provided in 2 CFR § 200.404;
3. Allocable to the federal award, as provided in 2 CFR § 200.405;
4. Consistent with all other requirements of the Cost Principles in 2 CFR § 200 Subpart E; and
5. Consistent with all other law, regulation, policy, or other requirements applicable to the state or federal funds involved.

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

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

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

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

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

E. Program Income
Any revenue generated by the Grant is Program Income (see definition in 2 CFR § 200.80). Program Income requires an accounting of its use and must be handled in accordance with 2 CFR § 200.307. All program
income generated by the Grants awarded as a result of this RFA must be handled under the deduction method. Please see the regulations cited above for more detail.

F. **Records Retention**
In addition to any other requirements set forth in this RFA or the resulting Grant, the Grantee must comply with the following:

1. All records pertaining to each fiscal year of Nebraska Hospital HAP funds must be retained for the greater of 5 years or the period specified below. Copies made by microfilming, photocopying, or similar methods may be substituted for the original records.

2. Documentation of each program participant’s qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served.

3. Where NHAP funds are used for the renovation of an emergency shelter involves costs charged to the ESG grant that exceed 75 percent of the value of the building before renovation, records must be retained until 10 years after the date that ESG funds are first obligated for the renovation; and

4. Where NHAP funds are used to convert building into an emergency shelter and the costs charted to the ESG grant for the conversion exceed 75 percent of the value of the building after conversion, records must be retained until 10 years after the date that ESG funds are first obligated for the conversion.

G. **Faith-Based Activities**
In addition to any other requirements set forth in this RFA or the resulting Grant, the Grantee must comply with the following terms:

1. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive NHAP funds. Neither the Federal Government nor a State or local government receiving funds under NHAP shall discriminate against an organization on the basis of the organization’s religious character or affiliation.

2. Organizations that are directly funded under the NHAP program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under NHAP. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under NHAP, and the participation must be voluntary for program participants.

3. Any religious organization that receives NHAP funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct NHAP funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide NHAP-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an NHAP-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization’s name, select its board members on a religious basis, and include religious references in its organization’s mission statements and other governing documents.

4. An organization that receives NHAP funds shall not, in providing NHAP assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

5. NHAP funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. NHAP funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the NHAP program. Where a structure is used for both eligible and inherently religious activities, NHAP funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to NHAP funds. Sanctuaries, chapels, or other rooms that an NHAP-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the term of the grant or any change in use of the property during
the term of the grant, is subject to government-wide regulations governing real property disposition (see 2 CFR §§ 200 et seq.).

6. If the recipient or a Grantee that is a local government voluntarily contributes its own funds to supplement federally funded activities, the recipient or Grantee has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.
VI. GLOSSARY OF TERMS

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

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

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

Amendment: A written correction or alteration to a document.

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

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

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

DHHS Website: www.dhhs.ne.gov.

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

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

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

Grant: The Agreement executed, pursuant to the terms of the RFA, between DHHS and the Applicant.

Grantee: The entity that has executed a Grant with DHHS.

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 Award: 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.

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

Request for Applications (“RFA”): Written solicitation of competitive applications for federal grant funding.
**Shall/Will/Must:** An order/command; mandatory.

**Should:** Expected; suggested, but not necessarily mandatory.

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

**Will:** See Shall/Will/Must.
FORM 1 – APPLICATION COVER SHEET

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

<table>
<thead>
<tr>
<th>RFA #</th>
<th>RELEASE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2634</td>
<td>April 28, 2020</td>
</tr>
</tbody>
</table>

APPLICATION DUE DATE: MAY 26, 2020

POINT OF CONTACT: Keith Roland and Jennifer Crouse

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 Grant between the parties. I understand that if anything in this Application conflicts with the RFA or with the subsequent Grant, the Grant and RFA shall govern as set forth in the Grant.

ORGANIZATION: _________________________________________________________________________

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: _________________________________________________________