REQUEST FOR APPLICATIONS – FEDERAL 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) ("Subaward" or "Subawards") and awarding federal and state funds to an eligible and qualified entity to provide homeless assistance services. A more detailed description may be found in Project Description, Section 2.

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>
<thead>
<tr>
<th>RFA #</th>
<th>RELEASE DATE</th>
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<tbody>
<tr>
<td>5318</td>
<td>September 15, 2022</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>OCTOBER 24, 2022</td>
<td><a href="mailto:DHHS.Grants@nebraska.gov">DHHS.Grants@nebraska.gov</a></td>
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</tbody>
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<tr>
<th>INITIAL PERIOD OF PERFORMANCE</th>
<th>TOTAL FUNDING AVAILABLE</th>
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<tr>
<td>JULY 1, 2023, TO JUNE 30, 2024</td>
<td>$110,000.00</td>
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# Table of Contents

1. **RFA OVERVIEW** ........................................................................................................................................................................ 3
2. **PROJECT DESCRIPTION** .......................................................................................................................................................... 4
3. **RFA PROCEDURE** ..................................................................................................................................................................... 6
4. **APPLICATION INSTRUCTIONS** ........................................................................................................................................... 10
5. **TERMS** .................................................................................................................................................................................... 11
6. **GLOSSARY OF TERMS** ............................................................................................................................................................ 15

## 1. RFA OVERVIEW

1.1. Funding Information .................................................................................................................................................................. 3
1.2. Period of Performance .............................................................................................................................................................. 3
1.3. Applicable Law ........................................................................................................................................................................... 4
1.4. Eligible Entities ........................................................................................................................................................................... 4
1.5. Award of Funding ...................................................................................................................................................................... 4

## 2. PROJECT DESCRIPTION

2.1. Background and Purpose .............................................................................................................................................................. 4
2.2. Scope of Work ............................................................................................................................................................................... 5
2.3. Reporting Requirements ............................................................................................................................................................. 6

## 3. RFA PROCEDURE

3.1. RFA Point of Contact ("POC") ................................................................................................................................................... 6
3.2. Schedule of Events ....................................................................................................................................................................... 7
3.3. Written Questions and Answers .................................................................................................................................................. 7
3.4. Submission of Applications ........................................................................................................................................................ 7
3.5. Evaluation Committee .................................................................................................................................................................. 8
3.6. Evaluation of Applications .......................................................................................................................................................... 8
3.7. Late Applications .......................................................................................................................................................................... 9
3.8. Corrections .................................................................................................................................................................................. 9
3.9. Grievance and Protest Procedures .......................................................................................................................................... 9
3.10. Competition / Joint Efforts ...................................................................................................................................................... 9
3.11. DHHS Reservations of Authority During Application and Evaluation Process ................................................................. 9

## 4. APPLICATION INSTRUCTIONS

4.1. Application Contents ................................................................................................................................................................. 10
4.2. Applicant’s Organizational Overview ........................................................................................................................................ 10
4.3. Applicant’s Work Plan ............................................................................................................................................................... 10
4.4. Applicant’s Budget ..................................................................................................................................................................... 11
4.5. Required Additional Information ............................................................................................................................................. 11

## 5. TERMS

5.1. Addenda ...................................................................................................................................................................................... 11
5.2. Budget Changes .......................................................................................................................................................................... 12
5.3. Direct Costs ................................................................................................................................................................................ 12
5.4. Indirect Costs .............................................................................................................................................................................. 12
5.5. Program Income ...................................................................................................................................................................... 13
5.6. Records Retention .................................................................................................................................................................... 13
5.7. Faith Based Activities .............................................................................................................................................................. 13

## 6. GLOSSARY OF TERMS
1. RFA OVERVIEW
1.1. Funding Information

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Catalog of Federal Domestic Assistance (CFDA) Name</th>
<th>CFDA Number</th>
<th>Federal Award Identifier Number (FAIN)</th>
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<tr>
<td>United States Department of Housing and Urban Development</td>
<td>Emergency Solutions Grant Program</td>
<td>14.231</td>
<td>E-23-DC-31-0001</td>
</tr>
<tr>
<td>Nebraska Department of Health and Human Services</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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The total anticipated available funds for Subawards under this RFA from the Emergency Solutions Grant (ESG) and Homeless Shelter Assistance Trust Fund is $550,000 (Five Hundred Fifty Thousand 00/100 dollars) for a five year period from July 1, 2023 to June 30, 2028, $110,000 (One Hundred Ten Thousand 00/100 dollars) annually. A total award of this amount of funds is not guaranteed, but is subject to the Applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS’ discretion. DHHS may establish a cap on total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be set forth in the Applications Instructions, Section 4.4, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

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

1.1.1. Continuum of Care Allocation

The total funding available for the Balance of State Continuum of Care Homeless Management Information System (HMIS) Lead is $75,570 annually. The total funding available for the Omaha Metro Area Continuum of Care for the Homeless HMIS Lead is $34,430 annually.

1.2. Period of Performance

The Period of Performance is the time during which a successful Applicant may incur costs to carry out the work authorized under this RFA and the resulting Subaward. See the definitions in 2 CFR § 200.77 or 45 CFR § 75.2. The initial Period of Performance for this RFA is from July 1, 2023, to June 30, 2024. 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. This contract has the option to be renewed for four (4) additional one (1) year periods as mutually agreed upon by the parties.

For the initial Period of Performance, all costs must be invoiced to DHHS by July 31, 2024, and liquidated (i.e., spent) by June 30, 2024. 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.

1.3 Applicable Law

Because the funds to support the activities under this RFA involve federal funds, usage of these funds is subject to federal law, in addition to any applicable state law. The Uniform Grant Guidance, 2 CFR §§ 200 et seq. (“UGG”) applies to Subawards funded from the United States Department of Agriculture (USDA), the Department of Housing and Urban Development (HUD), the Department of Labor (DOL), the Environmental Protection Agency (EPA), and the 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. (“HHSGG”). For awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHSGG will be cited, although they are substantially similar.

The HHSGG shall apply to this RFA if it awards funds from block grants authorized by the Omnibus Budget Reconciliation Act of 1981, unless Nebraska statute or regulation has established provisions for the payment costs and services; in all other respects, as provided herein, those block grant Subawards are governed by 45 CFR §§ 96 et seq.

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

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

1.4. Eligible Entities

Any Applicant for this RFA must be a “non-federal entity,” as set forth in 45 CFR § 75.2 or 2 CFR § 200.69. A “non-federal entity” is limited to local governments, Indian tribes, institutions of higher education, or nonprofit organizations; further definitions in the UGG or the HHSGG 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 ineligible Applicant shall be rejected without scoring. Additionally, the Applicant must meet all of the following criteria:

- Applicant must be designated by the Continuum of Care as a HMIS lead. (24 CFR 578.3; 24 CFR 576.7(b)(2); 24 CFR 576.107).

1.5. Award of Funding

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

2. PROJECT DESCRIPTION

2.1. Background and Purpose

In order to serve the needs of people who are homeless and near-homeless more effectively, DHHS combined the HSATF and ESG program Application process into a single Application. The goal is to provide an overall Continuum of Care approach to address the needs of people who are homeless in Nebraska.

Since the inception of NHAP, Subrecipients and grantees are required to report the number of individuals and families assisted with homeless services. Additionally, HUD was given a Congressional mandate to implement the HMIS by October of 2004. The HMIS was to provide an unduplicated count of people who were homeless and near-homeless and served with federal McKinney-Vento homeless assistance funds.

As a response to the Congressional mandate, NHAP grantees met in 2002 to review potential systems for HMIS. The outcome was the formation of a 501(c)3 titled the Nebraska Management Information System (NMIS) Partnership. NMIS implemented a shared web-based information management system. The HMIS allows authorized end-users at participating agencies to collect clients’ personal information, demographic information, service, and referral information, and, with the client’s permission, to disclose information for inclusion in the HMIS.

Upon incorporation, NMIS received the first NHAP funding for purpose of HMIS implementation and data collection. Subsequently, the University of Nebraska Center on Children, Families, and the Law (CCFL) and the Iowa Institute for Community Alliance were awarded the funds effective July 1, 2011, with the option of annual renewal of funding for up to 4 years upon achievement of specified objectives of the Subaward terms.
The purpose of this continued funding is to support a comprehensive system of care for clients served by the homeless system in Nebraska. Universal data allows for common eligibility assessments, tracking, and case management across Continuums of Care. The collection and dissemination of aggregated data (void of any identifying client level information) may be made available to participating agencies, policy makers, consumer representatives, and advocates. The information is used to analyze and understand services and gaps in the delivery of services.

2.2. Scope of Work

The selected Subrecipient(s) will be responsible for the day-to-day operations of the Continuum of Care HMIS system in the Balance of State and the Omaha Metro Area Continuum of Care for the Homeless (MACCH). The selected Subrecipient(s) will be responsible for the successful performance of the following functions:

- Ensure HMIS software meets the minimum data and technical functionality requirements and standards established by HUD. These standards include, but are not limited to, deduplication, data collection, maintenance of historical data, reporting (including HUD-required reports and data quality and audit report), and any other requirements established by HUD.
- Ensure HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission, destruction of data, and the maintenance of privacy, security, and confidentiality protections.
- Develop standard reports and queries of HMIS data, and provide technical assistance for other comparable databases, as needed.
- Ensure data entry and integrity of reports meet the needs of NHAP Subrecipients, grantees and staff.
- Ensure effective operation of the HMIS system pursuant to HUD’s ESG, Continuum of Care, and state regulations and policies.
- Facilitate updates of software to comply with new or proposed federal and state requirements.
- Ensure the availability, accuracy, and access to reports required by federal and/or state requirements.
- Provide technical assistance to DHHS staff and all Continuum of Care members, including members who are using comparable databases to ensure use of established best practices consistent with federal and state standards.
- Provide DHHS with accurate data reports for completion of HUD-required reporting at least ten business days prior to the HUD defined due dates.
- Provide other reports as requested by DHHS for programmatic monitoring and review in a timely manner.
- Be responsible for informing Continuum of Care HMIS, comparable data base users, and DHHS staff of changes to HUD’s HMIS data standards, expectations, and guidance for system use and reports.
- Be responsive to all mandatory HUD and Veteran’s Affairs reporting, analysis needs and requirements. This includes but is not limited to NHAP requests for data and reports necessary to complete tasks such as the Annual Performance Report (APR), the Annual Action Plan, and the five-year Consolidated Plan.
- Design and implement viewer rights access to the HMIS database for the DHHS NHAP staff.
- Participate in committees, meetings, and conference calls as requested by DHHS NHAP staff. This includes working in collaboration with the committee, meeting, or conference call members. The Subrecipient(s) must provide planning and technical assistance as appropriate.
- Train end-users on the HMIS system.
- Ensure the HMIS system is configured so that users capture HUD required data.
- Participate in NHAP-sponsored conference calls for the purpose of planning, coordination, and technical assistance.
- Identify and report observed gaps and needs in Nebraska’s current HMIS database.
• Meet with homeless services stakeholders to address the gaps and needs of Nebraska’s current HMIS database, as needed.
• For the Balance of State HMIS Lead, coordinate the centralized coordinated entry system which will include:
  o Using a standardized assessment tool as selected by the Balance of State Continuum of Care.
  o Ensuring the order of priority established by the Balance of State Continuum of Care is used to determine appropriate service needs.
  o Providing technical assistance to ensure coordinated entry meets HUD’s requirements and current best practices.
  o Determining end-user software license needs and providing end-user licenses as needed.
  o Ensuring the coordinated entry system is accessible to individuals and families seeking housing and services.

2.3 Reporting Requirements

The selected Subrecipient(s) will be responsible for submitting all required reports to DHHS as outlined below:
• Complete HMIS data reports, in the DHHS approved format, and submit to DHHS by the 15th day of the end of the quarter for the entirety of the grant year (July 1-June 30). The obligation to submit the required data by the defined date shall survive the termination of this Subaward.
• Provide DHHS with accurate data reports for completion of HUD-required reporting upon request.
• Provide other reports as requested by DHHS for programmatic monitoring and review in a timely manner.

3. RFA PROCEDURE

This RFA seeks Applications to complete activities allowable under the funding source identified in 1.1. above. All Applications must conform to all instructions, conditions, and requirements included in this RFA. Applicants should carefully examine this RFA, as well as the requirements on the state or federal funds involved. Applications that DHHS determines do not conform to the requirements of this RFA, or Applications from ineligible entities, may be considered non-responsive and rejected without scoring.

3.1. RFA Point of Contact (“POC”)

Office of Procurement and Grants
PO Box 94926
Lincoln, NE 68508
DHHS.grants@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 to modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with, attempt to communicate with, or attempt to 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 3.4.
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.
4. Contact required for negotiation and execution of the final Subaward.

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

3.2 Schedule of Events

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
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<tbody>
<tr>
<td>1. Release RFA</td>
<td>September 15, 2022</td>
</tr>
<tr>
<td>2. Last day to submit written questions</td>
<td>September 30, 2022</td>
</tr>
<tr>
<td>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></td>
<td>October 7, 2022</td>
</tr>
<tr>
<td>4. Application Review Period Begins (Application due date)</td>
<td>October 24, 2022</td>
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<tr>
<td>5. Evaluation Period</td>
<td>October 24, 2022 - November 18, 2022</td>
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<tr>
<td>7. Period of Performance Start*</td>
<td>July 1, 2023</td>
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*The Period of Performance start may occur before a Subaward is finalized, agreed to, and executed by the parties. Because this is just the period during which costs are allowable, it does not reflect that any agreement between DHHS and any successful Applicant has gone into effect or is binding in any way. No binding agreement has been made between DHHS and any Applicant until a Subaward is fully executed by both parties.

3.3. 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 5618; 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.grants@nebraska.gov. DHHS recommends that Applicants submit questions using the following format:

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

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

3.4. 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.grants@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: Office of Procurement and Grants
   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.

3.5. Evaluation Committee

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

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

3.6. 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 a risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding. DHHS will award to the top scoring Applicant or Applicants, as DHHS determines and as funding allows. DHHS will conduct a fair, impartial, and comprehensive evaluation of all Applications in accordance with the predetermined criteria based on the Application. The Applicant’s responses to the Forms will be scored through the point method set forth below. DHHS will evaluate 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. *(50 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. The total request for funding itself will not determine the score; rather, Applicants will be scored based on whether the budget accurately reflects allowable costs of completing the work set forth in the work plan. (25 points)

4. **Additional Requirements.** Applicants must include the required additional documentation listed in Section 4.5. (Not weighted)

There are 175 total points available for Applications under this RFA.

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

3.7. **Late Applications**

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

3.8. **Corrections**

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

3.9. **Grievance and Protest Procedures**

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

3.10. **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 in administering the Subaward, and that they are eligible for the Subaward, as set forth herein. Applicants may create a legal entity or describe a plan for the creation of a legal entity, as a cooperative or joint venture if the entity itself is eligible for the Subaward and all Applicants are also eligible. DHHS shall determine the proper method for any resulting Subaward, should the joint Applicants be selected for funding.

3.11. **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.
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 an Applicant to meet the
requirements of the grant, Federal Funding Agency, law, or to meet DHHS programmatic needs. DHHS also reserves the right to apply additional conditions based on the successful Application and the result of a pre-award risk assessment. If a scoring method is used to rank Applications to determine funding amounts, all adjustments shall have no bearing on rank.

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

4. APPLICATION INSTRUCTIONS

4.1. Application Contents

A complete, responsive Application must contain the following completed documents:
1. Form 1 – Application Form and Cover Sheet
2. Form 2 – Organizational Overview
3. Form 3 – Applicant’s Work Plan
4. Form 4 – Applicant Budget
5. Form 5 – Additional Required Information

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

4.2. Applicant’s Organizational Overview

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

1. **Organization Information.** Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A Unique Entity Identification number shall be provided.

2. **Summary of Federal Grants Experience.** A description of the 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 the 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 the Applicant, on its board of directors, or otherwise affiliated with the Applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance, 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:
   - Were terminated for cause; or,
   - Where Specific Conditions were placed on Applicant (see 2 CFR § 200.207 or 45 CFR § 75.207).

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

4.3. Applicant’s Work Plan
The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities the Applicant is proposing to complete under the RFA and display an understanding of the requirements for the project under the applicable federal and state funding sources. It must also include descriptions of timelines, outcome and process measures, and program evaluation activities.

4.4. Applicant’s Budget

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

If an Applicant has a cost allocation plan for this Subaward, it may be submitted along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants 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 \textit{de minimis} indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating \textit{de minimis} indirect costs, upon request.

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

Be sure to specify:

- Position, title, and annual salary of each position proposed to be funded in whole or in part by this award.
- Percentage of salary Full Time Equivalency, and dollar costs for which funding is requested.
- Labor fringe-benefit rate and dollar costs.
- Operating costs including:
  - Leasing office space
  - Costs attributed to database operations (e.g., user licenses)
- Supply costs including:
  - Office supplies
  - Computer/Computer Supplies
- Travel costs including:
  - Travel to Training
  - Travel to HMIS Conference (HUD-Approved)
- Indirect Costs (if operating under an approved indirect cost rate)

4.5. Required Additional Information

1. Evidence the applicant is a designated HMIS lead by the Continuum of Care.
2. Copy of a certified, external financial audit for the year preceding Application.
3. Organization’s articles of incorporation and/or proof of 501(c)(3) status.
4. List of Board of Director’s, including their addresses and phone numbers.

5. TERMS

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

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

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

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

5.2. Budget Changes

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

5.3. Direct Costs

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

To be allowable, all costs must be:

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

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

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

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

5.4. Indirect Costs

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

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

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

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

5.6. Records Retention

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

- All records pertaining to each fiscal year of NHAP 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.
- 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.

5.7 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:

- 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.
- 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.
- Any religious organization that receives NHAP funds retains its independence from Federal, State, and local governments. The organization 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.
- 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.
- 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.).
• 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.
6. GLOSSARY OF TERMS

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

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

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

Amendment: A written correction or alteration to a document.

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

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

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

DHHS Website: www.dhhs.ne.gov.

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

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

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

HHS Grants Guidance (“HHSGG”): The regulations codified at 45 CFR §§ 75 et seq., a re-codified version of the UGG, which provide the general administrative requirements for grant funding flowing down from the 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 that identifies any 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.

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

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

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

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

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

<table>
<thead>
<tr>
<th>RFA #</th>
<th>RELEASE DATE</th>
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<tr>
<td>5618</td>
<td>September 15, 2022</td>
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<tr>
<th>APPLICATION DUE DATE</th>
<th>POINT OF CONTACT</th>
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<tbody>
<tr>
<td>OCTOBER 14, 2022</td>
<td><a href="mailto:DHHS.Grants@Nebraska.gov">DHHS.Grants@Nebraska.gov</a></td>
</tr>
</tbody>
</table>

**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 UNIQUE ENTITY ID: _________________

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 UEI.
FORM 2 – ORGANIZATIONAL OVERVIEW

Summary of Federal Grants Experience - Provide 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.

Summary of Programmatic Experience – Provide a description of Applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.

Personnel and Management - 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, the HHS Grants Guidance, programmatic experience, or other relevant experience.

Agreements Terminated or Costs Disallowed - 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:
  - Were terminated for cause; or,
  - Where Specific Conditions were placed on the 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.
FORM 3 – APPLICANT’S WORK PLAN

The Work Plan must respond in detail to Section 2, Project Description. It must contain a description of the work activities the 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.

WORK PLAN

<table>
<thead>
<tr>
<th>Organization Name</th>
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<tbody>
<tr>
<td>Project Title</td>
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<tr>
<td>Project Duration</td>
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</table>

| Goal: | | | | |
|-------|---|---|---|
| Objective: | | | |

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<thead>
<tr>
<th>#</th>
<th>Activity</th>
<th>List What Your Measure of Success Will Be.</th>
<th>Responsible Staff/Party</th>
<th>Start Date</th>
<th>End Date</th>
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| Goal: | | | | |
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FORM 4 – APPLICANT’S BUDGET

The Budget must respond in detail outlined in Section 4.4, Applicant’s Budget. It should include a description of the line-item cost being proposed and detailed description of each line item was calculated (e.g., breakdown of personnel costs, service cost calculations, methods of determining cost allocation percentages, detail of operational expenses, etc.).

Provide the total amounts and a brief description of other funds utilized to support HMIS activities. If there are other funds to support the work of HMIS, indicate the source of funding in the narrative.

If the Applicant plans to charge indirect costs other than through a cost allocation plan, they must specify whether they are charging these costs to an approved rate or a de minimis rate. Additionally, Applicants 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.

SUMMARY BUDGET

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Project Title</th>
<th>Project Duration</th>
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<tr>
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<th>Requested Funds</th>
<th>Matching Funds</th>
<th>Total Project Budget</th>
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<td>A Personnel</td>
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<td>B Fringe Benefits</td>
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<td>G Other Direct Costs</td>
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<td>I Total Indirect Costs</td>
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## PERSONNEL LIST

**Organization Name**

**Project Title**

**Project Duration**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>TOTAL FTE</th>
<th>NHAP FTE</th>
<th>EMPLOYMENT STATUS</th>
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### INSTRUCTIONS

**NAME** = Enter name of staff person who will be providing the service

**TITLE** = Enter title of that person

**TOTAL FTE** = Enter the total FTE for that person (e.g., 1 FTE = 40 hours/week, .5FTE = 20 hours/week)

**NHAP FTE** = Enter the amount of the total FTE that person will be providing NHAP service (e.g., 50% of fulltime person = .5FTE)

**EMPLOYMENT STATUS** = Select person is current employee or is ‘to be hired’
FORM 5 – ADDITIONAL INFORMATION (REQUIRED)

A copy of each of the following documents must be included with the submission of this application:

☐ Copy of a certified, external financial audit for the year preceding Application.
☐ Organization’s articles of incorporation and/or proof of 501(c)(3) status.
☐ List of Board of Director’s, including their addresses and phone numbers.