REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of Medicaid and Long-Term Care (“DHHS”), State Unit on Aging, is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to eligible and qualified entities to fulfill expanded public health workforce for aging and disability networks grant. 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>5352</td>
<td>September 12, 2022</td>
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<table>
<thead>
<tr>
<th>APPLICATION DUE DATE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER 28, 2022</td>
<td><a href="mailto:DHHS.Grants@nebraska.gov">DHHS.Grants@nebraska.gov</a></td>
</tr>
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<tr>
<th>INITIAL PERIOD OF PERFORMANCE</th>
<th>TOTAL FUNDING AVAILABLE</th>
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<tbody>
<tr>
<td>DECEMBER 12, 2022, THROUGH</td>
<td>$744,667.00</td>
</tr>
<tr>
<td>SEPTEMBER 30, 2024</td>
<td></td>
</tr>
</tbody>
</table>

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

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

1. RFA OVERVIEW .......................................................................................................................... 3
   1.1. Funding Information ............................................................................................................... 3
   1.2. Period of Performance ........................................................................................................... 3
   1.3. Applicable Law ....................................................................................................................... 4
   1.4. Award of Funding ................................................................................................................... 4

2. PROJECT DESCRIPTION ............................................................................................................ 4
   2.1. Background and Purpose ..................................................................................................... 4
   2.2. Allowable Expenses for Proposals ....................................................................................... 5
   2.3. Allowable Activities .............................................................................................................. 6
   2.4. Proposals may not include the following: ........................................................................... 6
   2.5. Reporting Requirements ..................................................................................................... 6

3. RFA PROCEDURE .................................................................................................................... 7
   3.1. RFA Point of Contact (“POC”) .......................................................................................... 7
   3.2. Schedule of Events .............................................................................................................. 8
   3.3. Written Questions and Answers .......................................................................................... 8
   3.4. Submission of Applications ............................................................................................... 8
   3.5. Evaluation Committee ....................................................................................................... 9
   3.6. Evaluation of Applications ................................................................................................ 9
   3.7. Late Applications ................................................................................................................. 10
   3.8. Corrections .......................................................................................................................... 10
   3.9. Grievance and Protest Procedures ..................................................................................... 10
   3.10. Competition / Joint Efforts ............................................................................................... 10
   3.11. DHHS Reservations of Authority During Application and Evaluation Process .............. 10

4. APPLICATION INSTRUCTIONS ........................................................................................... 11
   4.1. Application Contents ........................................................................................................... 11
   4.2. Applicant’s Organizational Overview ................................................................................ 11
   4.3. Applicant’s Work Plan ......................................................................................................... 11
   4.4. Applicant’s Budget .............................................................................................................. 12

5. TERMS ....................................................................................................................................... 12
   5.1. Addenda ............................................................................................................................. 12
   5.2. Budget Changes ................................................................................................................ 12
   5.3. Direct Costs ........................................................................................................................ 12
   5.4. Indirect Costs .................................................................................................................... 13
   5.5. Program Income ............................................................................................................... 13

6. GLOSSARY OF TERMS ............................................................................................................ 14
1. **RFA OVERVIEW**

1.1. **Funding Information**

<table>
<thead>
<tr>
<th>Federal Agency Name</th>
<th>Assistance Listing Program Name</th>
<th>Assistance Listing Number</th>
<th>Federal Award Date</th>
<th>Federal Award Identifier Number (FAIN)</th>
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<tr>
<td>HHS, Administration for Community Living</td>
<td>Special Programs for the Aging, Title IV, and Title II, Discretionary Projects</td>
<td>93.048</td>
<td>April 7, 2022</td>
<td>90NWP0017</td>
</tr>
<tr>
<td>HHS, Administration for Community Living</td>
<td>Special Programs for the Aging, Title III, Part B</td>
<td>93.044</td>
<td>January 12, 2022</td>
<td>2201NESTPH-00</td>
</tr>
</tbody>
</table>

The total anticipated available funds for Subaward(s) under this RFA is $744,667.00 [seven hundred forty-four thousand, six hundred sixty-seven and 00/100 dollars]. A total award of this amount of funds is not guaranteed, but is subject to the applications received, to actual money awarded to DHHS from the Federal Awarding Agency, and to DHHS’ discretion. DHHS may establish a cap on total amount of funds that any one applicant, or applicants acting jointly, may request. Any cap shall be set forth in the **Applications Instructions, Section 4.4**, below. The total funds may be split among multiple Subrecipients in the discretion of DHHS.

Two federal awards are combined for funding within this RFA. Both awards are aimed at expanding the public health workforce serving target populations. The two awards are:

1. Expanding the Public Health Workforce within the Aging Network for States, $628,878.00 - CFDA: 93.044; and

2. Expanding the Public Health Workforce in the Nebraska Aging and Disability Resource Center (ADC) System, $115,789.00 - CFDA: 93.048

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. There are two awards in this RFA.

The initial Periods of Performance begin December 12, 2022, and end as follows:

1. Enhancing the public health workforce in the Nebraska ADRC System- September 30, 2024; and

2. Expanding the public health workforce within the Aging Network - September 30, 2024.

These project periods 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. An extension should not be planned for by applicants.

For the initial Period of Performance, all costs must be expended by September 30, 2024, and invoiced to DHHS by October 31, 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) or other federal agencies. The United States Department of Health and Human Services (HHS) has adopted the UGG, but has implemented and re-codified it at 45 CFR §§ 75 et seq. (“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. 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.

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

2. PROJECT DESCRIPTION

The American Rescue Plan Act (ARPA) provided funding to recruit, hire, and train public health workers to respond to the COVID-19 pandemic and prepare for future public health challenges. ARPA directed that funds may be used to offset costs of hiring a range of public health professionals, including but not limited to: social support professionals, community health workers, communication and policy experts, and “other positions as may be required to prevent, prepare for, and respond to COVID-19.”

2.1. Background and Purpose

DHHS, Division of Medicaid and Long-Term Care, State Unit on Aging is issuing this RFA for the purposes of increasing and improving the public health workforce serving aging and disability individuals. Eligible participating organizations include area agencies on aging or other non-profit, community-based organizations, which could include local health departments. Organizations must have experience serving older adults and people with disabilities residing in Nebraska.

As trusted members of their communities and providers of services that support older adults and people with disabilities in every community across the country, the aging and disability networks play an essential role in public health. The networks provide a variety of services that directly support public health, such as health and wellness education and information, counseling, case management and assistance with accessing health care services, including COVID-19 vaccinations. With more than 50 years of experience and unmatched knowledge of the unique needs of older adults and people with disabilities, these networks also are critical partners with the public health system, providing technical assistance and guidance on meeting the unique needs of older adults and people with disabilities.
Administration for Community Living (ACL) Expanding the Public Health Workforce within the Aging and Disability Networks program provides funding to help cover the costs of staff to conduct these crucial public health activities. Professionals funded through this program may provide a wide range of public health services and supports, including culturally affirmative and linguistically accessible information, assistance with accessing vaccines (including boosters) and connecting to other services, transition and diversion from high-risk congregate settings to community living, health and wellness programs, activities that address social isolation and social determinants of health, and other activities that support the public health and wellbeing of older adults and people with disabilities.

Further questions regarding the ARPA Workforce effort can be found online:

- Specifically related to State Units on Aging: [https://acl.gov/sites/default/files/COVID19/FAQ%20PHWF%20SUA_1-12-22.docx](https://acl.gov/sites/default/files/COVID19/FAQ%20PHWF%20SUA_1-12-22.docx)

### 2.2. Allowable Expenses for Proposals

The intent of the program is to increase the number of public health professionals within the aging and disability networks to support the public health of older adults and people with disability, and there is flexibility in how this is accomplished. Grantees could propose hiring new staff, hire contract staff, expand knowledge and duties of current staff, pay existing staff for additional hours worked, etc.

ARPA included this list of professional categories that can be included in the proposal. These represent a wide range of job, functions, and responsibilities found through the aging and disability networks. These professionals that can be included in the proposal:

- Community Health Worker
- Program Manager
- Public Health Nurse
- Communication and Policy Experts
- Case Investigator
- Contract Tracer
- Social Support Specialist
- Disease Intervention Specialist
- Epidemiologist
- Laboratory Personnel
- Informaticians
- Other positions required to prevent, prepare for, and respond to COVID-19

Proposals can include staff to plan, organize, and participate in meetings with local public health officials and other entities, and/or collect and analyze data on COVID-19 vaccination rates of the people with disabilities and older adults, family caregivers, and network staff and volunteers.

This proposal can include temporary staffing and/or independent contractors to carry out public health related activities (consistent with the grantee’s policies and procedures). Proposals that include new or current staff are permissible.

Wages and benefits for public health professionals (directly or through contract) as well as the costs of associated equipment, training, and supplies for these professionals and estimates of indirect costs, would be permissible.
Wages and benefits defined: See the compensation section of the Electronic Code of Federal Regulations (eCFR) (45 CFR § 75.430-431).

2.3. Allowable Activities

As with all of the ACL programs, participants are encouraged to target those with greatest needs, and there are many ways this proposal could be used to advance equity. For example, grantees may propose to add staff to provide public health services for people with limited English proficiency, focus on improving the cultural competency of public health programs, increase the organization’s ability to reach underserved populations with public health services, or other similar activities.

Proposals must describe how it will expand the public health workforce to address the unique needs of older adults, family caregivers of older adults, grand-families, and kinship families. Proposals are required to be targeted towards the needs of a specific population.

ARPA specifically focuses on public health activities to respond to the COVID-19 pandemic. However, ARPA allows for activities to “prevent, prepare for, and respond to COVID-19” which encompasses a very broad range of activities that have applicability to a wide variety of public needs and scenarios. Additionally, the following activities are considered allowable:

- Proposals can include COVID-19 related activities, such as assistance with getting vaccinations and booster or assistance for people who have contracted COVID-19.
- Proposals may include support for public health activities other than COVID-19 response and recover.
- Proposals may include activities to advance equity with the aging and disability networks.
- Proposals may include the purchase of equipment, such as IT equipment.
- Proposals may include equipment to support the recruiting, hiring, and training of staff supporting public health activities. This may include IT equipment, personal protective equipment (PPE), data management and other technology, or other necessary supplies.

2.4. Proposals may not include the following:

- Incentives to individuals to get a COVID-19 vaccine or booster.
- The provision of transportation stipends/ vouchers to individuals.
- General equipment for staff who are not involved in public health activities or for the organization as a whole.
- The purchase of a vehicle.

2.5. Reporting Requirements

Reporting must meet federal grant requirements and items outlined in the two Notice of Awards (NOA), the award FAQ, this RFA, and proposed activities described in the proposal response, including all performance requirements categories.

Proposals must adhere to the annual reporting requirements for both grants. Applicants are responsible for Federal reporting requirements for each grant. Federal reporting may be amended after the grant is awarded by the State. The proposal must include how the agency anticipates tracking and reporting on activities separately and meeting reporting expectations in the future as described. Reporting requirements are expected from the ACL in the near future.

Proposals must describe how records would be maintained and documentation to support the program proposed. Proposals must indicate key personnel responsible for the expected reporting elements.

Applicants will be responsible to submit required data reporting elements for the Department to report in the Federal aging reporting system, Older Americans Act Performance System (OAAPS). The first report is due
March 15, 2023. ACL will release an OAAPS COVID-19 Reporting FAQ which will include details on reporting the Public Health Workforce within the Aging Network grant.

Applicants will be required to maintain appropriate records and documentation to support charges against the federal awards. Required reports include semi-annual federal financial reports (FFR) and annual program reports that include, but may not be limited to:

- Number of full-time equivalents (FTEs)
- Type of public health professional(s) proposed, and
- The activities they are engaged in to advance public health.

3. RFA PROCEDURE

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

3.1. RFA Point of Contact (“POC”)

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 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 3.4
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; and
4. Contact required for negotiation and execution of the final subaward.

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

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE/TIME</th>
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<tbody>
<tr>
<td>1. Release RFA</td>
<td>September 12, 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 14, 2022</td>
</tr>
<tr>
<td>4. Application Review Period Begins (Application due date)</td>
<td>October 28, 2022</td>
</tr>
<tr>
<td>5. Evaluation Period</td>
<td>November 1 – 15, 2022</td>
</tr>
<tr>
<td>6. Post “Intent to Subaward” to Internet at: <a href="http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx">http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx</a></td>
<td>November 18, 2022</td>
</tr>
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<td>7. Period of Performance Start*</td>
<td>December 12, 2022</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 5352; 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>
<thead>
<tr>
<th>RFA Section Reference</th>
<th>RFA Page Number</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</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

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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 risk of noncompliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding. DHHS will award to the top scoring applicant or applicants, as DHHS determines and as funding allows. DHHS will conduct a fair, impartial, and comprehensive evaluation of all applications in accordance with the predetermined criteria based on the application. The applicant’s responses to the Forms will be scored through a point method set forth below. DHHS will evaluate on the following categories with a maximum point potential for each:

1. **Applicant’s Organizational Overview**. Applicants will receive high scores if they have a defined and clear organizational structure; organizational experience in federal grants; qualified and capable personnel with experience in federal grants or equivalent credentials or experience; or can otherwise demonstrate that they will be a reliable subrecipient who will use all awarded funds in a manner consistent with law and the requirements of this RFA. **(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. **(125 points)**
3. **Applicant’s Budget.** Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. (25 points)

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

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

3.7. **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; or
7. Elect to reissue the RFA.

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

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

4. APPLICATION INSTRUCTIONS

4.1. Application Contents

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

1. Form 1 – Application Form and Cover Sheet
2. Form 2 – Organization Overview
3. Form 3 – Applicant’s Work Plan
4. Form 4 – Applicant Budget

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

4.2. Applicant’s Organizational Overview

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

1. **Organization Information.** Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A UEI number shall be provided. A parent UEI number shall also be provided, if applicable.

2. **Summary of Federal Grants Experience.** A description of applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.

3. **Summary of Programmatic Experience.** A description of applicant’s experience with the type of programming or work contained in the Project Description, or other relevant work.

4. **Personnel and Management.** Applicant should identify individuals employed by applicant, on its board of directors, or otherwise affiliated with applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.

5. **Agreements Terminated or Costs Disallowed.** Applicant must provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:
   - Were terminated for cause; or
   - Where Specific Conditions were placed on applicant (see 2 CFR § 200.208 or 45 CFR § 75.207).

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

4.3. Applicant’s Work Plan

The Work Plan must respond in detail to the Project Description. It must contain a description of the work activities applicant is proposing to complete under the RFA. It should contain an understanding of the requirements for the project under the applicable federal or state funding sources (or both), and, as applicable, descriptions of timelines, outcome/process measures, and program evaluation activities.
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 POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget but should be able to perform the program activities consistent with their budget.

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

If applicants plan to charge indirect costs other than through a cost allocation plan, applicants thus must provide one of the following along with their budget:

1. A current federally approved indirect cost rate agreement
2. A currently approved indirect cost rate agreement with DHHS; or
3. A calculation of de minimis indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating de minimis indirect costs, upon request.

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

5. TERMS

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

5.1. Addenda

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

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

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

5.2. Budget Changes

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

5.3. Direct Costs

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

To be allowable, all costs must be:

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

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

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

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

5.4. Indirect Costs

Federal law defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.” 2 CFR § 200.1 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 § 200.1 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.

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

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

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

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

Amendment: A written correction or alteration to a document.

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

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

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

DHHS Website: www.dhhs.ne.gov.

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

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

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

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

Intent to Subaward: A document noting the results of the RFA evaluation process and 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 § 200.1 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 § 200.1 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.

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**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 UEI NUMBER:** ________________ **PARENT UEI (IF APPLICABLE):** _____________

**COMPLETE ADDRESS:** ____________________________________________________________________

_______________________________________________________________________________________

**CONGRESSIONAL DISTRICT:** ____________________

**TELEPHONE NUMBER:** ___________________________ **EMAIL ADDRESS:** ________________________

_____ I CERTIFY THAT THIS ORGANIZATION IS AN “ELIGIBLE ORGANIZATION” AS DEFINED BY THIS RFA.

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

**SIGNATURE:** _______________________________________________________________________

**TYPED NAME & TITLE OF SIGNER:** _______________________________________________________

*Name must match UEI Number.*
FORM 2 – APPLICANT’S ORGANIZATION

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.

**Organization Information.** Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A UEI number shall be provided. A parent UEI number shall also be provided, if applicable.

**Summary of Federal Grants Experience.** A description of applicant’s previous experience with receiving federal funds. This shall include, but not be limited to, experience receiving federal funds as a recipient or a subrecipient. Applicant should describe and demonstrate knowledge of the Uniform Grant Guidance / HHS Grants Guidance (as applicable), as well as any specific experience with the particular federal program and funding source that funds this RFA.

**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.

**Personnel and Management.** Applicant should identify individuals employed by applicant, on its board of directors, or otherwise affiliated with applicant, who have a demonstrated knowledge or experience with federal grants, the Uniform Grant Guidance or the HHS Grants Guidance, programmatic experience, or other relevant experience.

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