REQUEST FOR APPLICATIONS – FEDERAL FUNDS

The State of Nebraska, Department of Health and Human Services, Division of [Children and Family Services] ("DHHS") is issuing this Request for Applications ("RFA") to enter into grant agreement(s) ("subaward" or "subawards") and award federal funds to an eligible and qualified entity to [provide domestic violence services in Nebraska]. 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 outlined 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.
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1. RFA OVERVIEW

1.1. Funding Information

<table>
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<tr>
<th>Federal Agency Name</th>
<th>Catalog of Federal Domestic Assistance (CFDA) Name</th>
<th>CFDA Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACF Family and Youth Services Bureau</td>
<td>Family Violence Prevention and Services / Domestic Violence and Supportive Services</td>
<td>93.671</td>
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</table>

The total anticipated available funds for the first year of this Subaward(s) under this RFA is $2,788,593 (Two million seven hundred and eighty-eight thousand five hundred and ninety three 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 the total amount of funds that any one Applicant, or Applicants acting jointly, may request. Any cap shall be outlined in the Applications Instructions, Section 4.4, below. The total funds may be split among multiple Subrecipients at the discretion of DHHS.

Subawards from this RFA also contain state funds to implement the services of the Protection from Domestic Abuse Act. (Neb. Rev. Stat. § 42-901 to 42-931). Any conditions imposed on the federal funds shall also apply to all state funds.

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 10-1-2022 to 9-30-2023 and will have the option to renew for an additional nine (9) one (1) year periods. This period may be extended by DHHS as allowable by the Federal Funding Agency. If state funds are involved in the award, this may also determine whether DHHS may extend a Period of Performance.

For the initial Period of Performance, all costs must be liquidated (i.e., spent) by 9-30-2023 and invoiced to DHHS by 10-15-2023. These dates are dependent on federal periods of allowance 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 they cannot meet the indicated deadlines, they 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 obligations 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 regarding 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.

The anticipated funding available per RFA region is listed in Attachment 1: Funding Availability per Region.

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

2. PROJECT DESCRIPTION

2.1. Background and Purpose

DHHS, Division of Children and Family Services is issuing this RFA to identify eligible entities who meet the qualifications to provide Domestic Violence Services for identified areas in the State of Nebraska. (see the map below) DHHS anticipates approximately nineteen (19) total awards and at least one (1) award per RFA Area. Applicants must indicate which RFA Area(s) they are proposing to serve.

To be eligible to receive a subaward from DHHS, Division of Children and Family Services, an entity shall be:

1. A local public agency, or a nonprofit private organization (including faith-based and charitable organizations, community-based organizations, and voluntary associations), that assists victims of family violence, domestic violence, or dating violence, and their dependents, and has a documented history of effective work concerning family violence, domestic violence, or dating violence; or
2. A partnership of 2 or more agencies or organizations that includes:
   a. an agency or organization described in paragraph (1); and
   b. an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services.
2.2. Proposed Activities and Adequacy to Meet Identified Needs.

The DHHS, Division of Children and Family Services seeks to provide subawards to programs statewide with a demonstrated history in Nebraska of providing shelter and supportive services for survivors and their families of domestic violence, sexual assault and dating violence.


2. Describe how services offered will be based on assessed needs.

3. Describe how the following services to victims of domestic violence and sexual assault and their families will be delivered:
   - Emergency shelter and related supportive services;
   - Assistance in developing safety plans and supporting efforts to victims to make decisions related to their ongoing safety and well-being;
   - Victim advocacy, information and referral services;
   - Supportive services that will meet the specific needs of victims;
   - Complete resource information on legal, medical, financial, vocational, welfare, child care, housing, and other services;
   - Services for children who are dependents of victims of domestic violence and sexual assault or who witness family violence; and
   - Services for underserved populations and victims who are members of racial and ethnic minority populations.

4. Describe how the program collaborates and consults with the state domestic violence coalition in providing responsive and effective services to victims of family violence, domestic violence, sexual assault and dating violence, and their dependents.
   - Applicants are expected to formalize their commitment to participate with the state domestic violence coalition. Applicants may include fees associated with membership to the coalition in their proposed budget.
   - Applicants must describe how the program will participate in Director's Days Meetings sponsored by the state domestic violence coalition. Applicants must include this activity in their proposed work plan.

5. Describe how the program will refer and/or provide battered intervention programs and services as deemed appropriate for the person who commits domestic violence.

6. Describe how the program will comply with confidentiality requirements and establish policies, procedures, and protocols to ensure compliance with federal, state laws and Program Standards for Nebraska's Domestic and Sexual Violence Programs. (Under the State of Nebraska Protection from Domestic Abuse Act and the Federal Family Prevention and Services Act, strict confidence shall be observed in all contact with victims of spouse abuse and their families).

7. Describe how the program will comply with identified Attachment 2: Program Standards for Nebraska's Domestic and Sexual Violence Programs.

8. Describe how the program will provide training to their staff specifically related to being trauma-informed and understanding the dynamics of domestic abuse and sexual assault.

9. Describe how the program will assist victims of domestic violence that have Limited English Proficiency (LEP), are deaf, or are hard of hearing.

10. Nebraska has determined the following populations to be considered “underserved” and targeted for domestic violence services: individuals living in rural areas; individuals with cultural and/or language barriers, and individuals identifying as lesbian, gay, bi-sexual, transgender, or queer/questioning (LGBTQ+). Describe how the program will connect with these communities so they may be reached in meaningful, safe, and/or perhaps non-conventional ways.

11. Describe how many individuals identified as “underserved” the program has served in the past five (5) years.

12. Describe how the program provides specialized services for children exposed to family violence, domestic violence, or dating violence including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent’s role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.
13. Describe any specific project or ideas the program would like to see program improvements or ideas the program would like to bring up that are not currently provided.

14. If combined efforts are taking place among different programs to meet the requirements outlined in this section, please specify which programs are working together including a description of how the programs work together to meet the proposed activities, and what agreement is in place to ensure compliance is met by all parties.

2.3. Compliance Requirements

The Subrecipient must attest to the following compliance requirements:

1. Grant funds made available to subrecipients by the State will not be used as a direct payment to any victim or dependent of a victim of family violence (42 U.S.C. 10402(d)).

2. No income eligibility standard will be imposed on individuals receiving assistance or services supported with funds appropriated to carry out FVPSA (42 U.S.C. 10402(e)).

3. No conditions may be placed on any adult or youth victims of domestic, family, or dating violence to access shelter through a program.

4. All victims of domestic violence, regardless of citizenship, legal status, or tribal affiliation shall have the same access to services without the need to produce documentation of residency.

5. The address or location of any shelter or facility assisted under FVPSA will not be made public, except with the written authorization of the person or persons responsible for the operations of such shelter (42 U.S.C. 10402(a)(2)(E)).

6. Establish and implement policies and protocols for maintaining the confidentiality of records of any individual provided domestic violence services. Prohibit individual identifiers from being shared when providing statistical data on program activities and program services regardless of encryption, hashing, or other data security measures, without informed, written, reasonably time-limited release as described in 42 U.S.C. section 13925, the of the Violence Against Women Act Reauthorization of 2005.

7. The Subrecipient will comply with FVPSA confidentiality requirements and has established policies, procedures, and protocols that ensure individual identifiers of client records will not be used when providing statistical data on program activities and program services and that the confidentiality of records of any individual provided family violence prevention or treatment services by any FVPSA-supported program will be strictly maintained (42 U.S.C. 10402(a)(2)(E)).

8. Funds made available under the FVPSA will be used to supplement and not supplant other federal, state, and local public funds expended to provide services and activities that promote the purposes of the FVPSA (42 U.S.C. 10402(a)(4)).

9. To comply with federal law, programs that receive any FVPSA funding must be accessible. The coordination of accessible services will ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of victims, children, youth, and families. This means services have to be delivered without discrimination based on age, disability, gender, race, color, national origin, or religion. (42 U.S.C. §10406) Barriers to accessing shelters, such as requiring participation in supportive services and rigid program rules, are not allowed.

2.4. Organizational Capacity

1. Organizational Experience.
   A. Describe the applicant’s demonstrated history of service provision, including the number of years providing comprehensive support services to victims of domestic violence and sexual assault survivors and their families.
   B. Describe the applicant’s current relationships with other victim service providers, community-based, culturally specific, and faith-based service providers, housing providers, and homeless services providers, the police, prosecutors, the courts, child welfare services, employers, and business, medical, and mental health service providers in providing a responsive and effective services to victims and their families of domestic violence and sexual assault. Applicants should provide a list of formal and informal partnerships, including the partner name, start date and purpose or goals of the partnership.
   C. Provide job descriptions of the staff who will provide services outlined in the RFA, including a description of their roles, qualifications, and time allotted for personnel.
• Key staff shall have two or more years of experience in the area of trauma-informed family violence prevention and service provision; and
• Knowledge and understanding of the dynamics of domestic abuse and sexual assault.

D. Describe the applicant’s plan to increase development of staff and board members to keep them informed and knowledgeable of the evolving best practices surrounding domestic violence and sexual assault.

2. Organization’s Structure
Describe the Organization’s Structure, including the Board of Directors. The description should include how the structure of the Organization and the structure of the Board of Directors is diverse and sufficient to reasonably safeguard assets, manage fiscal requirements, and ensure implementation will be successful and sustainable.

3. Describe other revenue sources that will support domestic violence services (e.g., from donations, additional grants, etc.) Applicants are expected to include a plan to seek and secure cash and/or in-kind contributions for their initiative during the life of the grant. While there is no minimum contribution requirement, institutions and their partner organizations are expected to demonstrate that a formal partnership currently exists, or is in the process of being developed, by supporting the activities of the formal partnership through cash and/or in-kind support.

4. Describe limitations preventing additional revenue (e.g., agreements with other entities, limits in the population served, lack of capacity/infrastructure to bill for services, etc.)

2.5. Performance Requirements
1. The Subrecipient shall submit a progress report on performance to the DHHS and the state domestic violence coalition by November 1 of each year for services provided October 1 through September 30 of the previous year. DHHS retains the right to request additional reporting from October 1 through June 30 of the previous year.

The progress report on performance must include the following process measures:
• An unduplicated count of the number of women, men, children, and youth served at non-residential and residential programs. Unduplicated count means that each program can count a person only once regardless of how many times he/she accesses the program or its various services;
• Demographics of the people who received services and accessed shelter;
• Total number of supportive services provided;
• The total number of community education and public awareness presentations and the number of participants in attendance.

2. Collect outcome information through the use of survey questions developed by the Administration for Children and Families. The Subrecipient is required to collect outcome information on shelter services only.

3. The Subrecipient is required to measure the extent to which domestic violence survivors, after having contact with shelter services, achieve the following outcome measures:
• Outcome: Increased strategies for enhancing safety
  o 90% of family violence survivors served by the program will have strategies for enhancing their safety.
• Outcome: Increased knowledge of available community resources
  o 90% of family violence survivors served by the program will gain knowledge of available community resources.

2.6. Reporting Requirements
1. The Subrecipient shall submit semi-annual reports: The semi-annual report is an executive summary highlighting the achievements of the last six months including, but not limited to:
• The number (can be duplicated) of women, men, children, and youth served at non-residential and residential programs.
• Description of supportive services provided.
• Description of community education and public awareness presentations including the number of participants in attendance.
• The semi-annual reports for each period of performance to the DHHS and the coalition must be submitted on the following dates:

<table>
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<tr>
<th>Reporting Period</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>July – December</td>
<td>Due January 31</td>
</tr>
<tr>
<td>January - June</td>
<td>Due July 30</td>
</tr>
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</table>

2. The Subrecipient agrees to provide additional information as DHHS, Division of Children and Family Services may request.

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”)**

Nebraska Department of Health and Human Services (DHHS)
Division of Operations
Office of Procurement and Grants
PO Box 94926
Lincoln, NE 68508
DHHS.RFAResponses@nebraska.gov

From the date the RFA is issued until the Intent to Subaward is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Subaward is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS. No member of the state government, an 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:

• The email submission of the Application to the designated email address designated in Submission of Applications, Section 3.5;
• Contact made according to pre-existing contracts, subawards, or obligations;
• Contact required by the schedule of events or an event scheduled later by the RFA POC; and
• 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>
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<tr>
<th>ACTIVITY</th>
<th>DATE/TIME</th>
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<tbody>
<tr>
<td>1. Release RFA</td>
<td>April 13, 2022</td>
</tr>
<tr>
<td>2. Pre-Applicant Information Session</td>
<td>RESERVED</td>
</tr>
<tr>
<td>3. Last day to submit written questions</td>
<td>April 27, 2022</td>
</tr>
<tr>
<td>4. 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>May 13, 2022</td>
</tr>
<tr>
<td>5. Application Review Period Begins (Application due date)</td>
<td>June 1, 2022</td>
</tr>
<tr>
<td>6. Evaluation Period</td>
<td>June 2 to July 1, 2022</td>
</tr>
<tr>
<td>8. Period of Performance Start*</td>
<td>October 1, 2022</td>
</tr>
</tbody>
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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. Pre-Applicant Information Session

DHHS may host a Pre-Applicant information session at its discretion.

At the Pre-Applicant Information Session, the POC or a designated DHHS representative will provide general information about the funding. A recording of this session, and/or answers to questions posed at this session from potential Applicants will be posted in writing on the DHHS Website. Written answers will become part of this RFA.

3.4. Written Questions and Answers

Questions regarding the 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 marked “RFA Number 4461; Questions.” The POC is not obligated to respond to questions that are received late, as outlined in the Schedule of Events.

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

Questions must be sent via e-mail to DHHS.RFAResponses@nebraska.gov. 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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</table>

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

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

- Electronically via email to DHHS.RFAResponses@nebraska.gov. The subject of the email shall indicate “RFA # 4461 (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.

- 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.

- 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. Please note that hand-delivered responses cannot be accepted outside of State agency business hours.

Regardless of the 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.

3.6. 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.

3.7. 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:

TOP SCORING 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 non-compliance with federal statutes, regulations, and the terms and conditions of the Subaward, such that DHHS should not award funding.

- DHHS will conduct a fair, impartial, and comprehensive evaluation of all Applications under the predetermined criteria based on the Application.
• The amount of the funding awarded is based on a formula that was determined by DHHS that accounts for the population and size of the RFA area served. Any RFA area served that has a population of greater than 300,000 individuals is eligible to have more than one award in that RFA area.
• DHHS will award to the top scoring Applicant(s) in each of the eighteen (18) regions, as DHHS determines and as funding allows. 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.

The Applicant’s responses to the Forms will be scored through a point method set forth below. DHHS will evaluate the following categories with a maximum point potential for each:

• **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 sub-recipient who will use all awarded funds in a manner consistent with law and the requirements of this RFA. *(56 points)*

• **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. *(56 points)*

• **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 outlined in the work plan. *(20 points)*

• **Additional Information.** Applicants will receive higher scores if they demonstrate ability or experience serving diverse populations, demonstrates ability to identify and provide appropriate auxiliary aids and specialized services to target populations listed in the RFA, and demonstrate quality and level of commitment to project activities through proposed formal partnerships. *(68 points)*

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

3.8. **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.

3.9. **Corrects**

An Applicant may correct a mistake in an Application before 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.

3.10. **Grievance and Protest Procedures**

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

3.11. **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:

• Amend the RFA;
• Extend the time of or establish a new Application opening time (i.e., allowing additional time to submit Applications);
• 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;
• Accept or reject a portion of or all of an Application;
• Accept or reject all Applications;
• Withdraw the RFA; or
• 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 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:

- Form 1 – Application Form and Cover Sheet;
- Form 2 – Organization Overview
- Form 3 – Applicant’s Work Plan;
- Form 4 – Applicant Budget; and
- Form 5 – Additional Certifications and Program Requirements

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. All electronic documents must be submitted in Portable Document Format (PDF).

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 Subaward.

- **Organization Information.** Applicant’s full legal name, including any other “doing business as” names, or any previous names the organization used. A DUNS number shall be provided. A parent DUNS number shall also be provided, if applicable.
- **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 sub-recipient. 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 § 200.207 or 45 CFR § 75.207).

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

4.3. Applicant’s Work Plan

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

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

DHHS reserves the right to amend these terms at any time during the RFA; to negotiate the terms with selected Applicants; to amend or change these terms for any subsequent 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 laws, regulations, policies, 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 outlined 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 under 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 regulations, all program income generated by the Subawards awarded as a result of this RFA must be handled under the deduction method. Please see the regulations cited above for more detail.
6. GLOSSARY OF TERMS

All terms shall have the meaning as outlined 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 the 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 provides the general administrative requirements for grant funding flowing down from the federal Department of Health and Human Services. See also Uniform Grant Guidance.
Intent to Subaward: A document noting the results of the RFA evaluation process, and identified any identified Applicant(s) with whom DHHS intends to award federal funds, but not a binding agreement with any promise to award.
Mandatory/Must: Required, compulsory, or obligatory.
May: Discretionary, permitted; used to express possibility.
Must: See Mandatory/Must and Shall/Will/Must.
Non-Responsive: When an application does not meet the minimum requirements of this RFA.
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, according 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.
## Attachment 1: Funding Availability per Region

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</thead>
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<tr>
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<td>Region 18</td>
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<td>Total</td>
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ATTACHMENT 2

PROGRAM STANDARDS

For Nebraska’s Domestic and Sexual Violence Programs

Developed by the Nebraska Coalition to End Sexual & Domestic Violence and Nebraska’s Domestic and Sexual Violence Programs

FEBRUARY 2022

Previous revisions:
**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. All electronic documents must be submitted in Portable Document Format (PDF).

<table>
<thead>
<tr>
<th>RFA #</th>
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<tbody>
<tr>
<td>4464</td>
<td>April 13, 2022</td>
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<table>
<thead>
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<th>APPLICATION DUE DATE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE 1, 2022</td>
<td><a href="mailto:DHHS.RFAResponses@nebraska.gov">DHHS.RFAResponses@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 according 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 outlined in the Subaward.

ORGANIZATION*: _________________________________________________________________________

ORGANIZATION FEDERAL UNIQUE ENTITY IDENTIFIER (UEI or SAM) NUMBER: _________________

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

1. Organizational Experience.
   A. Describe the applicant's demonstrated history of service provision, including the number of years providing comprehensive support services to victims of domestic violence and sexual assault survivors and their families.
   B. Describe the applicant's current relationships with other victim service providers, community-based, culturally specific, and faith-based service providers, housing providers, and homeless services providers, the police, prosecutors, the courts, child welfare services, employers, and business, medical, and mental health service providers in providing a responsive and effective services to victims and their families of domestic violence and sexual assault. Applicants should provide a list of formal and informal partnerships, including the partner name, start date and purpose or goals of the partnership.
   C. Provide job descriptions of the staff who will provide services outlined in the RFA, including a description of their roles, qualifications, and time allotted for personnel.
      • Key staff shall have two or more years of experience in the area of trauma-informed family violence prevention and service provision; and
      • Knowledge and understanding of the dynamics of domestic abuse and sexual assault.
   D. Describe the applicant's plan to increase development of staff and board members to keep them informed and knowledgeable of the evolving best practices surrounding domestic violence and sexual assault.

2. Organization’s Structure
   Describe the Organization’s Structure, including the Board of Directors. The description should include how the structure of the Organization and the structure of the Board of Directors is diverse and sufficient to reasonably safeguard assets, manage fiscal requirements, and ensure implementation will be successful and sustainable.

3. Describe other revenue sources that will support domestic violence services (e.g., from donations, additional grants, etc.) Applicants are expected to include a plan to seek and secure cash and/or in-kind contributions for their initiative during the life of the grant. While there is no minimum contribution requirement, institutions and their partner organizations are expected to demonstrate that a formal partnership currently exists, or is in the process of being developed, by supporting the activities of the formal partnership through cash and/or in-kind support.

4. Describe limitations preventing additional revenue (e.g., agreements with other entities, limits in the population served, lack of capacity/infrastructure to bill for services, etc.)
2. Describe how services offered will be based on assessed needs.
3. Describe how the following services to victims of domestic violence and sexual assault and their families will be delivered:
   a. Emergency shelter and related supportive services;
   b. Assistance in developing safety plans and supporting efforts to victims to make decisions related to their ongoing safety and well-being;
   c. Victim advocacy, information and referral services;
   d. Supportive services that will meet the specific needs of victims;
   e. Complete resource information on legal, medical, financial, vocational, welfare, child care, housing, and other services;
   f. Services for children who are dependents of victims of domestic violence and sexual assault or who witness family violence; and
   g. Services for underserved populations and victims who are members of racial and ethnic minority populations.
4. Describe how the program collaborates and consults with the state domestic violence coalition in providing responsive and effective services to victims of family violence, domestic violence, sexual assault and dating violence, and their dependents.
   a. Applicants are expected to formalize their commitment to participate with the state domestic violence coalition. Applicants may include fees associated with membership to the coalition in their proposed budget.
   b. Applicants must describe how the program will participate in Director’s Days Meetings sponsored by the state domestic violence coalition. Applicants must include this activity in their proposed work plan.
5. Describe how the program will refer and/or provide battered intervention programs and services as deemed appropriate for the person who commits domestic violence.
6. Describe how the program will comply with confidentiality requirements and establish policies, procedures, and protocols to ensure compliance with federal, state laws and Program Standards for Nebraska’s Domestic and Sexual Violence Programs. (Under the State of Nebraska Protection from Domestic Abuse Act and the Federal Family Prevention and Services Act, strict confidence shall be observed in all contact with victims of spouse abuse and their families).
7. Describe how the program will comply with identified Attachment 2: Program Standards for Nebraska’s Domestic and Sexual Violence Programs.
8. Describe how the program will provide training to their staff specifically related to being trauma-informed and understanding the dynamics of domestic abuse and sexual assault.
9. Describe how the program will assist victims of domestic violence that have Limited English Proficiency (LEP), are deaf, or are hard of hearing.
10. Nebraska has determined the following populations to be considered “underserved” and targeted for domestic violence services: individuals living in rural areas; individuals with cultural and/or language barriers, and individuals identifying as lesbian, gay, bi-sexual, transgender, or queer/questioning (LGBTQ+). Describe how the program will connect with these communities so they may be reached in meaningful, safe, and/or perhaps non-conventional ways.
11. Describe how many individuals identified as “underserved” the program has served in the past five (5) years.
12. Describe how the program provides specialized services for children exposed to family violence, domestic violence, or dating violence including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent’s role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.
13. Describe any specific project or ideas the program would like to see program improvements or ideas the program would like to bring up that are not currently provided.
14. If combined efforts are taking place among different programs to meet the requirements outlined in this section, please specify which programs are working together including a description of how the programs work together to meet the proposed activities, and what agreement is in place to ensure compliance is met by all parties.
Instructions:

The Applicants must provide the following three elements as part of the budget submission:

A. Summary Budget
B. Detailed Line Item Budget (Direct and Indirect Costs)
C. Budget Narrative

A budget template and narrative example is provided for applicants. Applicants may edit the template to reflect planned expenditures. All electronic documents must be submitted in Portable Document Format (PDF).

Example templates are located on the Grants And Contract Opportunities Webpage under the RFA heading at: https://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx
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<th>Requested State General Funds</th>
<th>Program Total</th>
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<td><strong>A</strong> Personnel</td>
<td># months or years salary (month or year) % effort</td>
<td># months or years salary (month or year) % effort</td>
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<td>A.1.1 Project Manager</td>
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<td><strong>B</strong> Fringe Benefits</td>
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<td>E.6 (description)</td>
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<td>E.8 (description)</td>
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<td>E.9 (description)</td>
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<td>Subtotal Supplies</td>
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<tr>
<td><strong>F</strong> Consultants/Contracts</td>
<td># Hours unit cost</td>
<td># Hours unit cost</td>
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<td>F.1 Consultants</td>
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<td>F.1.1 Consultant (Name)*</td>
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<td>F.2 Contracts</td>
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<td>F.2.1 Contractor</td>
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<tr>
<td><strong>G</strong> Other Direct Costs</td>
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<td>G.1 Specify, itemize (e.g. Program Audit)</td>
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<td>G.2 (e.g. Training: venue and catering)</td>
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<td>Subtotal Other Direct Costs</td>
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<tr>
<td><strong>I</strong> Total Indirect Costs (NICRA %, Final, Pre-determined, Provisional and Basis or 10% De Minimis based on MTDC)</td>
<td>#REF!</td>
<td>#REF!</td>
<td>#REF!</td>
<td>#REF!</td>
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<tr>
<td><strong>J</strong> Total Project Cost (must match award amount)</td>
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FORM 5 – ADDITIONAL PROGRAM APPLICATION REQUIREMENTS AND CERTIFICATIONS

Instructions: This form must be returned on agency letterhead, along with the application materials, before the Application Due Date, to the POC or designated email address, as applicable. All electronic documents must be submitted in Portable Document Format (PDF).

The Subrecipient must attest to the following compliance requirements:

1. Grant funds made available to subrecipients by the State will not be used as a direct payment to any victim or dependent of a victim of family violence (42 U.S.C. 10402(d)).

2. No income eligibility standard will be imposed on individuals receiving assistance or services supported with funds appropriated to carry out FVPSA (42 U.S.C. 10402(e)).

3. No conditions may be placed on any adult or youth victims of domestic, family, or dating violence to access shelter through a program.

4. All victims of domestic violence, regardless of citizenship, legal status, or tribal affiliation shall have the same access to services without the need to produce documentation of residency.

5. The address or location of any shelter or facility assisted under FVPSA will not be made public, except with the written authorization of the person or persons responsible for the operations of such shelter (42 U.S.C. 10402(a)(2)(E)).

6. Establish and implement policies and protocols for maintaining the confidentiality of records of any individual provided domestic violence services. Prohibit individual identifiers from being shared when providing statistical data on program activities and program services regardless of encryption, hashing, or other data security measures, without informed, written, reasonably time-limited release as described in 42 U.S.C. section 13925, the of the Violence Against Women Act Reauthorization of 2005.

7. The Subrecipient will comply with FVPSA confidentiality requirements and has established policies, procedures, and protocols that ensure individual identifiers of client records will not be used when providing statistical data on program activities and program services and that the confidentiality of records of any individual provided family violence prevention or treatment services by any FVPSA-supported program will be strictly maintained (42 U.S.C. 10402(a)(2)(E)).

8. Funds made available under the FVPSA will be used to supplement and not supplant other federal, state, and local public funds expended to provide services and activities that promote the purposes of the FVPSA (42 U.S.C. 10402(a)(4)).

9. To comply with federal law, programs that receive any FVPSA funding must be accessible. The coordination of accessible services will ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of victims, children, youth, and families. This means services have to be delivered without discrimination based on age, disability, gender, race, color, national origin, or religion. (42 U.S.C. §10406) Barriers to accessing shelters, such as requiring participation in supportive services and rigid program rules, are not allowed.

END OF TEXT