



REQUEST FOR APPLICATIONS

The State of Nebraska, Department of Health and Human Services, Division of Children and Family Services, Refugee Resettlement Program (“DHHS”), is issuing this Request for Applications (“RFA”) for the purposes of entering into grant agreement(s) (“subaward” or “subawards”) and awarding federal funds to an eligible and qualified entity to provide refugee support services in Nebraska. A more detailed description may be found in **Project Description, Section 2**.

Eligible entities include local governments, Indian tribes, institutions of higher education, and nonprofit entities. Individuals and for-profit organizations may not apply for this grant funding. Applicants must be located in one of the following cities to be eligible for this funding:

- Grand Island, Nebraska
- Lexington, Nebraska
- Lincoln, Nebraska
- Omaha, Nebraska

Release date	
November 1, 2024	
Application due date	Point of contact
January 27, 2025	Sara Bockelman
Initial period of performance	Total funding available
10/01/2025 – 09/30/2026	\$400,000.00 (prospective)

The resulting subaward(s) 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. 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	3
1.4. Award of Funding	3
2. Project Description	4
2.1. Background and Purpose.....	4
2.2. Project goals and objectives	4
2.3. Activities	4
2.4. Confidentiality	5
2.5. Reporting Requirements	6
2.6. Record Maintenance	6
3. RFA Procedure	7
3.1. RFA Point of Contact (“POC”).....	7
3.2. Schedule of Events	7
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. 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	12
4.4. Applicant’s Budget	12
5. Terms	12
5.1. Addenda	13
5.2. Budget Changes	13
5.3. Direct Costs	13
5.4. Indirect Costs	13
5.5. Program Income.....	14
6. Glossary of Terms.....	14

1. RFA OVERVIEW

1.1. Funding Information

Federal Agency Name	Assistance Listing Program Name	Assistance Listing Number	Federal Award Date	Federal Award Identifier Number (FAIN)
United States Department of Health and Human Services (HHS) – Administration for Children & Families (ACF) – Office of Refugee Resettlement (ORR)	Refugee and Entrant Assistance State/ Replacement Designee Administered Programs	93.566	TBD	2501NERSSS

The total anticipated available funds for Subaward(s) under this RFA is \$400,000.00 (four hundred thousand 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 may request. The total funds may be split among multiple Subrecipients at the discretion of DHHS.

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 § 200.1 or 45 CFR § 75.2. The initial Period of Performance for this RFA is from October 1, 2025, to September 30, 2026. This period may be extended by DHHS as allowable by the Federal Funding Agency. Subawards will have the option to renew for 3 (three) additional 1 (one) year periods as mutually agreed by the parties.

For the initial Period of Performance, all costs must be incurred (i.e., spent) by September 30, 2026 and invoiced to DHHS by October 31, 2026. These dates 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. ("HHS GG"); for awards funded by HHS, those regulations apply. Throughout this RFA, both the UGG and the HHS GG will be cited, although they are substantially similar.

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

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.

The opportunity to extend funds to another year via renewal of Subaward may be possible. This will require the submission of a new budget, narrative, logic model, and project plan. Renewal decisions are at the discretion of DHHS and will depend on project and agency performance.

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

2.1. Background and Purpose

DHHS, Division of Children and Family Services, Refugee is issuing this RFA for the purposes of providing refugee support services in the state of Nebraska.

2.2. Project goals and objectives

Within the framework of the Refugee Health Promotion (RHP), the Applicant's program is intended to improve the health of newly arrived refugees through outreach, education, and support services. The Applicant's program should be client-centered, trauma-informed, and strengths-based. It should also be informed by an understanding of culture and the unique circumstances of refugees. Activities shall align with the scope of Refugee Health Promotion services, including increasing health literacy, coordinating health care, and organizing wellness groups.

The overall goal of the Refugee Health Program is to promote the health and well-being of refugees and other Office of Refugee Resettlement populations by:

- Providing opportunities to increase health literacy.
- Coordinating health care.
- Organizing wellness groups.

2.3. Activities

Applicant shall provide services in accordance with 45 CFR § 400.

The Applicant must provide services in a manner that is culturally and linguistically compatible with a refugee's language and cultural background. Applicant shall ensure that services are accessible to all refugees including those with special needs, including but not limited to sight impairment, hearing or speech impairment, language barriers, physical barriers, or other limitations. Applicant shall develop program goals that are specific, measurable, achievable, relevant, and time-bound (i.e., SMART goals).

In planning and providing services for refugees, the Applicant shall ensure the provision of seamless, coordinated services and unduplicated services to the refugees. The Subrecipient shall understand that eligibility for services shall be based on the amount of time the refugee has lawfully been in the United States. Time eligibility shall be counted from the first day of arrival in the United States or the first day of status eligibility as defined in 45 CFR § 400. The Subrecipient shall provide services to refugees according to the priority listing specified below for each program.

Health Promotion Services may include:

- Case Management Services - Coordination of all Social Adjustment Services to provide for the refugee's successful resettlement and case management of the refugee's family.
- Day Care - Provision of such services for a refugee's child(ren) to allow the refugee to participate in a service other than an Employability Service. Such Day Care services shall not include providing

financial support to the refugee so that the refugee can make the refugee's own daycare arrangements.

- Emergency Service
 - Provision of assessment and short-term counseling to refugees or refugee families in a perceived crisis
 - Provision of a referral to appropriate resources, and
 - Making of arrangements for necessary services.
- Health-Related Services- Provision of assistance to refugees to remove health-related obstacles to the refugees' self-support and self-sufficiency. Such assistance may include:
 - Information, referral to appropriate resources, assistance in scheduling appointments
 - Counseling to refugees or refugees' families to help them understand and identify the refugee's physical and mental health needs and maintain or improve the refugee's health.
- Home Management Services - Provision of assistance to refugees to improve the refugee's home environment and assist refugees in achieving self-sufficiency and cultural adaptation. Such assistance shall include formal or informal instructions to refugees or refugee families in the management of household budgets, home maintenance, nutrition, housing standards, tenant's rights, and other consumer education.
- Information and Referral Services - Provision of services that include a brief assessment of the needs of the refugee, provision of information, and referral to suitable resources including serving as a liaison with such resources. These services should allow the refugee to accomplish an employability plan (if applicable) and support services available to the refugee and the refugee's family in order to assist them to become self-supporting and self-sufficient.
- Intervention Services - Provision of interventions (including the interpretation and/or translation)
- Outreach Services - Provision of services that:
 - Include activities designed to familiarize refugees with services available in their community.
 - Explain the purpose of such services, and
 - Facilitate access to such services in order to assist the refugees in becoming self-supporting and self-sufficient.
- Translation and Interpreter Services - Facilitation of the refugee's adjustment process, and achievement of self-support and self-sufficiency by removing language barriers by using bilingual staff for needed services.
- Transportation Services - Transportation of a refugee in order for the refugee to participate in a service, other than an Employment Service.

Eligible Populations

Applicants shall be able to ensure services (or key program activities) are provided to eligible refugees within the refugees' first five years of arrival in the United States as outlined in 45 CFR § 400.

2.4. Confidentiality

The Applicant shall use appropriate administrative, physical, and technical safeguards to prevent the use or disclosure of any information confidential by law that it creates, receives, maintains, or transmits on behalf of NE DHHS. Such safeguards shall include, but not be limited to:

- Encryption of any portable device used to access or maintain confidential information or use of equivalent safeguard.
- Encryption of any transmission of an electronic communication containing confidential information or use of equivalent safeguard.
- Workforce training on the appropriate uses and disclosures of confidential information according to the terms of the contract.
- Policies and procedures implemented by the Applicant to prevent inappropriate uses and disclosures of confidential information by its workforce and Subrecipients, if applicable.

2.5. Reporting Requirements

Applicants must agree to DHHS reporting requirements. Specifically, any awarded applicant must comply with the following:

- Quarterly Invoices – Must be submitted to DHHS by the 30th of the month following the end of the quarter.
- Quarterly Meetings- All grantees shall be required to attend quarterly meetings identified by DHHS.
- Staffing Status and Updates – Grantees shall provide a list of all staff who will be overseeing their program and what their individual roles and responsibilities will be for the RSS grant. Updates must be provided to DHHS within thirty (30) days for any status or staffing changes.
- Reporting – Grantees shall report program performance for the following reports:
 - ORR- 6 Performance reports
 - ORR -5 Performance reports
 - Annual Service Plan
 - Annual Outcome Goal Plan

Additional information on these reports will be made available to selected grantees at the time of award. In addition, all grantees must report the following at the end of each federal fiscal year (September 30th):

- Number of clients served.
- Type and frequency of services provided; and
- Outcomes, accomplishments, and challenges.

DHHS will monitor Grantees to ensure that services adhere to Office of Refugee Resettlement (ORR) PL 20-05, the signed grant agreement, as well as specific program activities described in their application.

2.6. Record Maintenance

Awarded applicants shall maintain operational records of services provided, including planning and monitoring documents, pre- and post-evaluations, progress toward program outcomes, participant lists, interpretation expenses, transportation costs, and other important administrative documents. If Grantee provides individual services, they shall maintain secure and sufficient records documenting client eligibility, needs, services provided, and outcomes related to the service provided.

The Grantee's must maintain a case file for each refugee served. The required case file documentation shall include, but is not necessarily limited to, the below demographic data:

- Name
- Gender
- Date of Birth
- Marital Status
- Ethnic/cultural Designation
- Spoken Language
- National Agencies sponsoring agency (for new arrivals only).
- Date of arrival in the United States.
- Secondary migration date, if applicable
- Secondary migration original state
- Alienage documentation (Legible copy of both sides of USCIS I-94 or arrival document verifying current immigration status)
- Social Security number, if known
- Alien number
- Arrival Status

- Number of dependents in the household 9(including name, alien number, date of birth, date of arrival for each dependent).
- Service Record to include:
 - Description of services provided.
 - Date(s) of service provision.
 - When applicable, inter-agency referral or follow up forms.

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 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”)

Sara Bockelman
 DHHS Program Manager I
 301 Centennial Mall South
 Lincoln, NE 68508
 (402) 480-8394
 Sara.bockelman@nebraska.gov

From the date the RFA is issued until the Intent to Subaward is issued, communication from the Applicant or prospective Applicant is limited to the POC listed above (but see exceptions, below). After the Intent to Subaward is issued, the Applicant may communicate with individuals DHHS has designated as responsible for negotiating the Subaward on behalf of DHHS. No member of the state government, employee of the state, or member of the Evaluation Committee is empowered to make binding statements regarding this RFA. The POC will issue any clarifications or opinions regarding this RFA in writing. Only the POC has the authority modify the RFA, answer questions, or render opinions on behalf of DHHS. Applicants shall not have any communication with or attempt to communicate or influence any Evaluator.

The following exceptions to these restrictions are permitted:

1. The electronic submission of the Application to the address designated in **Submission of Applications, Section 3.4**
2. The email submission of the Application to the designated email address designated in **Submission of Applications, Section 3.4**
3. Contact made pursuant to pre-existing contracts, subawards, or obligations.
4. Contact required by the schedule of events, or an event scheduled later by the RFA POC.
5. 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

ACTIVITY	DATE
Release RFA	November 1, 2024
Last day to submit written questions	November 15, 2024

State responds to written questions through RFA “Addendum” and/or “Amendment” to be posted to the Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	November 18, 2024
Application Due Date	January 27, 2025, at 5:00 PM Central Time
Evaluation Period	January 28, 2025, to February 11, 2025
Post “Intent to Subaward” to Internet at: http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx	March 1, 2025
Period of Performance Start*	October 1, 2025, to September 30, 2026

**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 “Refugee Health Promotion RFA FY26 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 sara.bockelman@nebraska.gov. DHHS recommends that Applicants submit questions using the following format:

RFA Section Reference	RFA Page Number	Question

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

3.4. Submission of Applications

DHHS is accepting either electronically submitted responses or hard copy, paper responses for this funding opportunity. There is a limit of one application per agency. Applicants must submit a complete Application, including all the parts required herein, in one of two ways:

1. Electronic Response:

Applicants may submit their response electronically via email to sara.bockelman@nebraska.gov. The subject of the email shall indicate “**Refugee Health Promotion RFA FY26: 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.

If multiple responses are received, DHHS will retain only the most recently submitted response. It is the applicant's responsibility to submit the response by the date and time indicated in the Schedule of Events. Electronic responses must be received by DHHS by the date and time of the due date per the Schedule of Events. No late responses will be accepted.

The email shall request a read receipt. A read receipt will be supplied to the Applicants upon receipt of the email by the POC.

2. Physical Mailing Response:

Option 1. Submission directly to the POC via United States Postal Service mail. The Application shall be sent to the POC's address listed above in **RFA Point of Contact "POC", Section 3.1**. The Application itself shall remain sealed and shall not be opened until the beginning of the Application Review Period.

Option 2. Hand delivered responses or responses delivered by FedEx or UPS should be delivered to:

ATTN: Sara Bockelman
DHHS - 3rd Floor Reception, Cubicle A 4-9
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. **(100 points)**
3. **Applicant's Budget.** Applicants will receive higher scores if the budget is tailored to the work plan and utilizes allowable direct and indirect costs. Total request for funding itself will not determine score; rather, Applicants will be scored based on whether budget accurately reflects allowable costs of completing the work set forth in the work plan. **(25 points)**

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

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

3.7. Late Applications

Applications received after the Application Due Date will be considered late Applications. Late Applications will be rejected. All Applications must be electronically or physically received by the date identified in the **Schedule of Events, Section 3.2**. 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 Application Due Date 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. DHHS Reservations of Authority During Application and Evaluation Process

After Evaluation of the Applications, or at any point in the RFA process, DHHS may take one or more of the following actions:

1. Amend the RFA.
2. Extend the time of or establish a new Application opening time (i.e., allowing additional time to submit Applications).
3. Waive deviations or errors in the RFA process and in Applications that are not material, do not compromise the RFA process or an application, and do not improve an Applicant's position.
4. Accept or reject a portion of or all of an application.
5. Accept or reject all applications.

6. Withdraw the RFA.
7. Elect to reissue the RFA.

DHHS reserves the right to adjust the Applicant's budget with successful Applicants after the Intent to Subaward is issued. DHHS also reserves the right to adjust the Work Plan with 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. 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.
- 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.

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.

All indirect costs may only be paid if they are consistent with the UGG or HHS GG, as applicable. As provided in 2 CFR § 200.414 and 45 CFR § 75.414, Indirect costs may be paid through a federally approved indirect rate agreement, a state approved indirect rate agreement, or the de minimus rate as consistent with the federal rules. 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.

If Applicants plan to charge indirect costs, they must provide one of the following with their budget:

1. A current federally approved indirect cost rate agreement.
2. A currently approved indirect cost rate agreement with DHHS
3. A calculation of de minimis indirect costs consistent with the federal rules.

If an Applicant has a cost allocation plan for this grant, it must submit it along with the Application.

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 General Terms
- Addendum B - DHHS Business Associate Agreement Provisions
- Addendum C – DHHS Data Use Agreement

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

5.2. Budget Changes

The final Subaward may contain terms to allow 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

DHHS shall only pay for actual and allowable costs (as defined in this section) incurred during the Period of Performance to any applicant awarded under this RFA.

To be allowable, all costs shall be:

- Necessary for the performance of the Grant 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, policy, or other requirements applicable to the state or federal funds involved.

To be actual, all costs shall be finalized and spent by the appropriate dates set forth in the grant award.

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 shall be consistent with 45 CFR § 75.430 or 2 CFR § 200.430, as applicable. These costs shall be able to be backed by sufficient documentation or shall 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 HHS GG, 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.

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 Grants Website: <http://dhhs.ne.gov/Pages/Grants-and-Contract-Opportunities.aspx>

DHHS Website: www.dhhs.ne.gov.

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

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

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

Grant: See "Subaward"

Grantee: See "Subrecipient"

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.

Indirect Cost: The cost 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. See 2 CFR § 200.1 and 45 CFR § 75.2.

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 § 200.1 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.

RELEASE DATE	
November 1, 2024	
APPLICATION DUE DATE	POINT OF CONTACT
January 27, 2025	Sara Bockelman

CERTIFICATION AND GUARANTEE OF COMPLIANCE
<p>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.</p>
<p>ORGANIZATION*: _____</p>
<p>ORGANIZATION UEI NUMBER: _____ PARENT UEI (IF APPLICABLE): _____</p>
<p>COMPLETE ADDRESS: _____ City, State, Zip +4: _____</p>
<p>CONGRESSIONAL DISTRICT: _____</p>
<p>TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____</p>
<p>_____ I CERTIFY THAT THIS ORGANIZATION IS AN “ELIGIBLE ORGANIZATION” AS DEFINED BY THIS RFA.</p>
<p>_____ I CERTIFY THAT THIS ORGANIZATION IS NOT PRESENTLY DEBARRED OR SUSPENDED.</p>
<p>SIGNATURE: _____</p>
<p>TYPED NAME & TITLE OF SIGNER: _____</p>

*Name must match UEI Number.

FORM 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.

Applicant’s Organizational Information	
Applicant’s Legal Name	
Applicant’s Mailing Address	
Applicant’s Website	
Applicant’s Federal TIN/SSN	
Applicant’s UEI Number	
Applicant’s Fiscal Year Start Date	
Applicant’s Fiscal Year End Date	
Executive Director/President’s Name	
Executive Director/President’s Email	
Board Chair/President’s Name	
Program Contract’s Name	
Program Contact’s Title	
Program Contact’s Email	
Program Contacts Phone	

Summary of Program Type Provided
Provide a description of the programs the Applicant is currently providing. Additionally, provide a description off the programs the Applicant is proposing to provide as part of this RFA.

Summary of Federal Grants Experience

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

Summary of Programmatic Experience

A description of Applicant's experience with the type of programming or work contained in the Project Description, or other relevant work

Personnel and Management

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

Agreements Terminated or Costs Disallowed

Provide a summary of any agreements executed within the last five (5) years with federal awarding agencies or pass-through entities (either as grant agreements, cooperative agreements, subawards, or contracts) that:

1. Were terminated for cause; or
2. 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.

FORM 3 – Applicant 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.

Program Design
Describe the target population your project will serve (limited to ORR eligible populations only)
Describe what geographical areas of Nebraska will be served.
Program and Service Requirements
Provide a summary of how your agency will ensure the Program and Services Requirements will be implemented as part of the services provided.
Reporting and Monitoring Requirements
Clearly describe how applicant will meet the requirements of section 2.4 Reporting and Monitoring requirements.

Clearly describe how your organization will monitor activities and the services provided. What actions will be taken to ensure compliance with this RFA?

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Program Personnel

Describe the type of program personnel that will be utilized to provide the outlined services and activities.

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FORM 4 – Applicant Budget

SUMMARY BUDGET

Organization Name

Project Title

Project Duration

Category	Sub-Award Period Year One	Total Cost
Personnel (Salaries)		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Consultants/Contracts		
Other direct costs		
Facilities		
Utilities		
Furniture		
IT Hardware		
IT Software		
Other: (describe type)		
Other: (describe type)		
Total Direct Costs		
Total Indirect Costs		
Total		