



# Notice of Funding Opportunity

August 2022 (revised 8/26/2022 and 9/19/22)

Competitive ARP ESSER Evidence-Based Summer Enrichment and

After- School Programs

Grant Application

ISSUED BY

**Nevada Department of Education**

700 E. 5<sup>th</sup> Street  
Carson City, NV 89701

2080 E. Flamingo Road, Suite 210  
Las Vegas, NV 89119

**Grant Period:  
FY23 and FY24**

Grant Period:	Through September 30, 2024
Applications Due:	September 23, 2022 5:00 PM PST
Total Funds Available:	\$20 million
Source of Funding:	Elementary & Secondary Schools Emergency Relief and American Rescue Plan Funds (ARP ESSER) State Reserve Funds

Questions related to this funding should be addressed to:

Maria Sauter  
Education Programs Supervisor  
Office of Student and School Supports  
Nevada Department of Education  
msauter@doe.nv.gov



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**Introduction**

Please read this Notice of Funding Opportunity carefully. The following guidance is provided to support the submission of a well-written, student-centered grant application. The Nevada Department of Education (NDE) seeks proposals that are well-designed and outline a strong summer academic and enrichment program and/or a comprehensive afterschool program which addresses: learning loss students experienced due to the COVID-19 pandemic, accelerated learning opportunities, and social and emotional needs of students.

**Background**

The American Rescue Plan Elementary and Secondary School Emergency Relief (“ARP ESSER”) Fund, authorized under the American Rescue Plan (“ARP”) Act of 2021, provides nearly \$122 billion to States to support the Nation’s schools in safely reopening and sustaining safe operations of schools while meeting the academic, social, emotional, and mental health needs of students resulting from the coronavirus disease 2019 (“COVID-19”) pandemic.

This competitive grant application is funded by Nevada’s ARP ESSER SEA state-level reservation for statewide activities as allowed in Section 2001(f)(1) of the ARP Act. Specifically:

- **Summer enrichment.** Not less than 1 percent of the State’s grant must be reserved to carry out, directly or through subgrants or contracts, the implementation of evidence-based summer enrichment programs.
- **After-school programs.** Not less than 1 percent of the State’s grant must be reserved to carry out, directly or through subgrants or contracts, the implementation of evidence-based comprehensive after-school programs.

These funds will be used to provide evidence-based strategies and interventions aimed at delivering summer enrichment and/or comprehensive afterschool opportunities for students to ensure all students graduate future-ready and are globally prepared for postsecondary success and civic life. The funds support NDE’s efforts to address learning loss and acceleration as called out in the law, for “summer learning or summer enrichment” and/ or “comprehensive afterschool programs” and to improve existing opportunities in high-need neighborhoods and schools.

The ARP Act defines the term “evidence-based” as having the meaning in section 8101(21) of the Elementary and Secondary Education Act (please see Appendix B for more information).

**Eligible Entities:**

Any public or private organization which serves students during out of school hour times such as:

- licensed local education agencies (LEAs);
- public charter schools - ~~(charter schools sponsored by an LEA must apply under their application);~~ **LEAs may include their public charter schools in their LEA application. Alternatively, charter schools may apply for this funding directly and are not required to apply through their LEA-sponsor. If awarded funding, their LEA-sponsor will then receive the funds via ePAGE and will serve as the fiscal agent, meaning the LEA-sponsor will be required to manage the grant/fiscal aspects of the funding on behalf of those schools.**
- non-profit agencies;
- community-based organizations;

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- institutions of higher education; or
- a consortium or 2 or more of the above entities, in collaboration with the school district and school(s) of which the children attend.

**Contact Information:**

If you have general questions about this competitive grant application process, please contact the following:

***Programmatic Supports:***

**Maria Sauter**

Education Programs Supervisor

Office of Student and School Supports

Email address: [msauter@doe.nv.gov](mailto:msauter@doe.nv.gov)

**Priya Miller**

Education Programs Professional

Office of Student and School Supports

Email address: [priya.miller@doe.nv.gov](mailto:priya.miller@doe.nv.gov)

**Jonathan Park**

Education Programs Professional

Office of Student and School Supports

Email address: [jonathan.park@doe.nv.gov](mailto:jonathan.park@doe.nv.gov)

***Grants and Fiscal Supports:***

**Grants Management Unit**

Office of District Support Services

Email address: [grantsinfo@doe.nv.gov](mailto:grantsinfo@doe.nv.gov)

**Office of Division Compliance**

Email address: [sidcompliance@doe.nv.gov](mailto:sidcompliance@doe.nv.gov)

**Technical Assistance and Support**

The Nevada Department of Education’s (NDE) Office of Student and School Supports (OSSS) and Office of District Support Services, Grants Management Unit (GMU), are committed to supporting local education agencies (LEAs), charter schools, and non-profit community-based organizations focused on elementary and/or secondary education. We are available to provide technical assistance regarding this competitive grant application process and grants management.

**Scheduled Technical Assistance (TA) Webinars At This Time Include:**

Technical Assistance	Date and Time
Technical Assistance webinar for all eligible entities	Monday, August 22 @ 9:00 AM (PST) <a href="https://us06web.zoom.us/j/84703744621">https://us06web.zoom.us/j/84703744621</a>
Partner/Applicant Showcase for all eligible entities (eligible Partner presentation of student services, i.e., tutoring, STEM, Fine Arts) See Appendix H for information	Monday, August 29 @ 1:00 PM (PST) Applicants register here: <a href="https://events.zoom.us/ev/AhnCg-wOw-VHZZuSKN9ygaEIOfH6p4yml017dbpiE2PPXvypqTmJ~AggLXsr32QYFjq8BIYLZ5I06Dg">https://events.zoom.us/ev/AhnCg-wOw-VHZZuSKN9ygaEIOfH6p4yml017dbpiE2PPXvypqTmJ~AggLXsr32QYFjq8BIYLZ5I06Dg</a>
ePAGE technical assistance webinar for new users (navigation and other questions)	Wednesday, September 7 @ 1:00 PM (PST) (subject to change based on vendor build out) <a href="https://us06web.zoom.us/j/85965233192">https://us06web.zoom.us/j/85965233192</a>
ePAGE technical assistance webinar for all users (navigation and other questions)	Thursday, September 8 @ 9:00 AM (PST) (subject to change based on vendor build out) <a href="https://us06web.zoom.us/j/83508820721">https://us06web.zoom.us/j/83508820721</a>
Open Office hour for any applicant questions	Wednesday, September 14 @ 9:00 AM (PST) <a href="https://us06web.zoom.us/j/84209166348">https://us06web.zoom.us/j/84209166348</a>
<a href="#">Open Office hour for applicant questions</a>	<a href="#">Friday, September 23 @ 11 AM (PST)</a> <a href="https://us06web.zoom.us/j/82753294120">https://us06web.zoom.us/j/82753294120</a>

Please use the information above to connect to the Technical Assistance (TA) webinars. Participants will be provided with step-by-step guidance through the application document and the expectations for completion. All TA webinars will be recorded, and the recording links will be made available on the NDE [Grants Information](#) webpage.

**Timeline\***

Date	Activity
August 16, 2022	Application made available to applicants
<b>August 26, 2022</b>	<b>Revised application made available to applicants</b>
August 22, 2022	NDE provides application technical assistance webinar to eligible entities
August 29, 2022	NDE provides Vendor/Partnership presentation (See Appendix H for more information)
September 7, 2022	NDE provides technical assistance to online grants management system for new users - ePAGE and assistance of other questions
September 8, 2022	NDE provides technical assistance to online grants management system - ePAGE and assistance of other questions
September 12, 2022	Notice of Intent to Apply due by 5 PM PST
September 14, 2022	NDE provides Open Office opportunity for questions
<del>September 23, 2022</del> <b>October 4, 2022 5:00PM (PST)</b>	Applications due to the Nevada Department of Education ( <del>all levels of submission in ePAGE must be completed by 11:59 PM PST</del> )
<del>September 26</del> <b>October 11, 2022</b> <del>October 5 – 21, 2022</del>	Applications are reviewed by NDE review team
<del>October 17, 2022</del> <b>October 24, 2022</b>	Names of awardees are announced by the Nevada Department of Education
<del>Beginning October 17, 2022</del> <b>Beginning October 25, 2022</b>	Budget modification process in ePAGE (final approval on a rolling basis)
Upon Subrecipient Submission and NDE Department Approval	Funds made available to awardees through ePAGE (the beginning of the grant award period starts upon the approval of a fully executed subgrant award from NDE)
Final Award Notifications	Upon Department Approval in ePAGE
One Month After NDE Department Approval of Award in ePAGE	1st monthly Request for Reimbursement (RFR) due (RFFs due on the 15 <sup>th</sup> of each month thereafter)
<b>Fiscal Years 2024 and 2025</b>	
August 1, 2024	Final budget revision must be submitted prior to the final 60 days of the funding period ending
September 30, 2024	Federal ARP ESSER funding period ends
October 21, 2024	Final Request for Reimbursement must be submitted
December 30, 2024	Final Financial Report for federal funds due

\*Please note that dates are subject to change. NDE will communicate any changes to applicants/awardees, as necessary and appropriate.

**Statewide Priorities**

- ~~1. Summer and/or afterschool evidence-based programs in rural areas~~
- ~~2. Summer and/or afterschool evidence-based programs in middle school and high schools~~
- ~~3. Summer and/or afterschool programs incorporating high-impact tutoring which requires smaller groups and individualized delivery methods that are evidence-based~~
- ~~4. Summer and/or afterschool programs incorporating evidence-based practices including project-based learning, inquiry-based learning and experiential field trips and learning experiences~~
- ~~5. Summer and/or afterschool evidence-based programs targeting underserved student populations including African American, English Language Learners, and students with disabilities~~
- ~~6. Summer and/or afterschool evidence-based programs incorporating industry experiences, job site or college visits and/or college/career counseling~~

**Statewide Priorities and Focus Areas that align with Competency-Based Education**

**Statewide Priorities**

1. Summer and/or afterschool evidence-based programs in rural areas that align with competency-based education
2. Summer and/or afterschool evidence-based programs in middle school and high schools that align with competency-based education
3. Summer and/or afterschool programs incorporating high-impact tutoring which requires smaller groups and individualized delivery methods that are evidence-based and aligned with competency-based education
4. Summer and/or afterschool programs incorporating evidence-based practices that include project-based learning, inquiry-based learning, and experiential field trips and learning experiences as aligned to competency-based education
5. Summer and/or afterschool evidence-based programs targeting underserved student populations including African American, English Learners, and students with disabilities that align with competency-based education
6. Summer and/or afterschool evidence-based programs incorporating industry experiences, job site or college visits and/or college/career counseling that align with competency-based education

**Focus Areas**

- A. Focus on evidence-based programs supporting student groups that have been historically underserved (communities that are under-resourced, children with disabilities, English learners, students who are disproportionately underserved, students experiencing housing instability/insecurity, students in foster care, or students involved in the justice system ~~low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, foster-care youth and neglected and delinquent youth in detention centers and prisons~~)
- B. Focus on building capacity and supports at the lowest-performing schools (i.e., Comprehensive Support and Improvement schools, Targeted Support and Improvement schools, and Additional Targeted Support and Improvement schools) through evidence-based interventions
- C. Focus on evidence-based interventions and alignment to [Statewide Plan for the Improvement of Pupils \(STIP\)](#)
- D. Focus on evidence-based social and emotional learning (SEL) through summer enrichment and comprehensive afterschool programs
- E. Focus on evidence-based leveraging of the arts as one component of making programs enriching and more comprehensive
- F. Focus on collection of data and evaluation to inform continuous improvement of evidence-based programs

**Submission of Application**

All applicants must apply through the Department's online Electronic Plans, Applications, Grants and Expenditures (ePAGE) grants management system. Applicants must submit a Notice of Intent to Apply

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~~document (Appendix C). The Department will then provide a log-in for ePAGE for applicants not currently within the ePAGE grants management system.~~ All applications will be submitted via email or in-person at the Carson City office. In addition, the Department will provide technical assistance and support on how to submit applications within ePAGE and, if awarded competitive funds, how to manage the grant in ePAGE (i.e., making budget amendments, submitting Requests for Reimbursements, and submitting the Final Financial Report). If funded, the subgrantee will be required to follow a monitoring and evaluation plan and submit any data requested by the Nevada Department of Education.



### Every Student Succeeds Act (ESSA) Evidence Levels

Applications must demonstrate the effectiveness of the requested strategies, activities, and interventions. They may do this by referencing which ESSA Evidence Levels each strategy, activity, or intervention meets—if relevant for the request.

Please see Appendix C for a table illustrating the four levels of ESSA Evidence: Level 1, *Strong*; Level 2, *Moderate*; Level 3, *Promising*; and Level 4, *Demonstrates a Rationale* (see Appendix B).

Demonstration of effectiveness is an element of the Rubric. Strategies, programs, services, and interventions requested for grant approval that demonstrate effectiveness will receive a strong rating. Applications may leverage ESSA Evidence Levels as an indicator of effectiveness. Please refer to the rubric located at the end of each category for additional information.

### Notice of Intent to Apply

Each entity wishing to apply for funding must complete the *Notice of Intent to Apply* form. (Please see Appendix C for the Notice of Intent to Apply). We understand that entities may not know exactly yet how much funding they will ultimately apply for. However, please note that we are asking entities to be as accurate as possible on this form. This does not prevent your entity from applying for more/less or not applying at all. ***NDE will use the information you provide for planning purposes and to create an account for your organization for NDE's electronic plans, applications, grants, and expenditures online grants management system (ePAGE) so that your entity can apply for funding.***

Please submit your Notice of Intent to Apply to

<https://app.smartsheet.com/b/form/722c0133f0f54cf6b341a729faf96a37> by September 12, 2022 at 5:00pm PST.

### Application Checklist:

A completed application must include the following:

- Notice of Intent to Apply (due September 12, 2022)
- Needs Assessment (~~to be uploaded in ePAGE~~)
- Narrative Responses (~~to be submitted in ePAGE~~)
- Budget (~~to be submitted in ePAGE~~)
- Certification (see Appendix D, ~~to be uploaded in ePAGE~~)
- Pre-Award Assessment (see Appendix E, ~~to be completed and submitted in ePAGE~~)
- Federal Assurances (see Appendix G, to be reviewed and signed in ePAGE [upon receiving award](#))

### Application Process

- We are asking you to write to each narrative question as instructed within the maximum pages allowed. Please clearly label each section with the question number and include page numbers.
- The budget will be created on the attached template. There is also guidance on completing the template attached. This is completed using the same function and object codes as ePAGE.



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- The Certification page needs to be completed and submitted.
- Appendices are still allowed. Please clearly mark these pages as separate from the narrative.
- A needs assessment must accompany the application.
- The Federal Assurances will be completed by those awarded when we open ePAGE for the final revision 0.
- Applications will be submitted via email, [msauter@doe.nv.gov](mailto:msauter@doe.nv.gov) or dropped off at NDE office at the following address no later than October 4 @ 5:00pm:  
700 E. 5<sup>th</sup> Street  
Carson City, NV 89701  
Attn: Maria Sauter

- ~~1. District completes all sections of application in ePAGE.~~
- ~~2. District submits ePAGE competitive application by 11:59 PM on September 23, 2022, by ensuring that the status reads "LEA Authorized Representative Approved."~~
- ~~3. NDE reviews the competitive grant application to determine and announce preliminary funding awards by October 17, 2022.~~
4. District revises the budget in ePAGE based on the preliminary funding awards, and these revisions are due to NDE in ePAGE by 11:59 PM on November 2, 2022.
5. Final award notifications are released by NDE as Department approval is obtained in ePAGE.

## Narrative

Please answer the following five questions and upload in ePAGE. Each question response must be single-spaced, in Times New Roman size 12 font.

1. What is the need due to the impact of COVID? (2 pages maximum)
2. What is the implementation plan for the evidence-based Afterschool and/or Summer program? How does this support your entity's performance/improvement/strategic plan? Please provide the rationale for the anticipated partnerships that will be leveraged in service of the students. (5 pages maximum)
3. What is the evidence supporting the effectiveness of the proposed strategies, activities, or interventions? (2 pages maximum)
4. How will the effectiveness and outcomes be monitored and measured? (3 pages maximum)
5. How did your entity engage stakeholders (LEAs, school leaders, partners, etc.) in identifying needs, developing the strategies, and assessing the effectiveness of the activities? (2 pages maximum)

Competitive applications will clearly demonstrate a focus on historically underserved students (i.e., ~~low-income children or students~~ **communities that are under-resourced**, children with disabilities, English learners, racial and ethnic minorities, students experiencing ~~homelessness~~ **housing instability/insecurity**, ~~foster care-youth~~ **students in foster care, or students involved in the justice system**, and ~~neglected and delinquent youth in detention centers and prisons~~). This should be addressed within the first question on need and the second question on the implementation plan.

In addition, competitive applications will request funding for strategies, programs, services, and interventions that demonstrate effectiveness. As a reminder, activities must be evidence-based. This must be demonstrated by showing that an intervention meets the federal ESSA Evidence Level criteria. We understand that for some requested items, ESSA Evidence Levels may not be relevant (e.g., testing fees, supplies, transportation costs), however, these types of items must be related to implementation of evidence-based activities. Thus, NDE recommends specifying how data and evidence will be used to inform decision-making and how rigorous monitoring and evaluations will help to determine the effectiveness of a strategy, activity, or intervention on student and school outcomes.

## Budget

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Please focus attention to the following:

- *Alignment to Implementation Plan*
  - All expenditures should be aligned to the implementation plan and should also be reasonable, necessary, and allowable to support the implementation of the grant requirements and application.
- *Specific Budget Narrative*
  - Provide a strong, clear, and concise explanation of expenditures with a complete narrative that includes:
    - A breakdown of proposed spending as identified in the action steps supported by the ESSA evidence level. Provide details for the proposed spending so that the NDE programs review team has a sufficient understanding of the request (e.g., 25 teachers will receive professional development for one full day four times throughout the year, once every quarter, by X organization focused on standards-based instruction).
    - An equation that clearly demonstrates the use of funds.
- *Accuracy of Budget*
  - All proposed expenditures indicated in the plan are included and identified by the correct Object Codes and Function Codes, and all line-item totals balance with the total funding request. Calculations provided in the budget narrative must match the information in the Budget Detail sections and must be mathematically correct.
    - Information on Object Codes and Function Codes can be found in NDE's Chart of Accounts, which can be accessed on NDE's website on the [Student Investment Division](#) webpage.
  - Please see the *Budget Preparation Guidelines* and *Budget Review Checklist* included in the appendix for more information.

Please complete all required budget information within ePAGE. See Appendix I for assistance in developing a budget.

### Statement of Certification Page

Complete and sign the certification page. ~~This will be in ePAGE.~~

Please see Appendix D for a copy of the Statement of Certification page. This document will be uploaded as Related Documents.

### Pre-Award Assessment

The Pre-Award Assessment is a financial risk-based assessment required under state and federal regulation and must be completed for each applicant. For your information, a copy of the assessment is available in this application. However, please note that you will submit all related materials and respond to each question ~~within your ePAGE application.~~ If you have any questions about this assessment, please contact Division Compliance at: [sidcompliance@doe.nv.gov](mailto:sidcompliance@doe.nv.gov).

### Federal Assurances Signature Page

Complete and sign the signature page of the appropriate assurances for which the LEA or eligible entity is applying. This will be in ePAGE.

Please see Appendix G for a copy of the Federal Assurances Signature pages.

### Rubric

#### Section 1: Need and Plan (80 total points)



Component	Strong – 4	Adequate – 3	Marginal – 2	Weak – 1	Absent - 0
<b>Need (20 pts)</b>	The eligible entity has provided an intentional, compelling, and concise process for identifying greatest needs, including a focus on the need for afterschool and summer learning opportunities.	The eligible entity has provided an adequate process for identifying greatest needs, including a focus on the need for afterschool and summer learning opportunities.	The eligible entity has provided a limited process for identifying greatest needs, including a focus on the need for afterschool and summer learning opportunities.	The eligible entity has provided an incomplete process for identifying greatest needs and does not include a focus on the need for afterschool and summer learning opportunities.	No response or evidence is provided that addresses the criteria listed in the rubric elements.
<b>Implementation Plan (28 pts)</b>	The eligible entity has provided an intentional, compelling, and strategic plan that defines the strategies/partners, etc. that are aligned with program and student needs.	The eligible entity has provided an adequate plan that defines the strategies/partners, etc. that are aligned with program and student needs.	The eligible entity has provided a limited plan that defines the strategies/partners, etc. that are aligned with program and student needs.	The eligible entity has provided an incomplete plan.	No response or evidence is provided that addresses the criteria listed in the rubric elements.
<b>Evidence of Effectiveness (12 pts)</b>	All strategies, programs, services, and interventions requested for grant approval demonstrate effectiveness.	Most strategies, programs, services, and interventions requested for grant approval demonstrate effectiveness.	Some strategies, programs, services, and interventions requested for grant approval demonstrate effectiveness.	Few or no strategies, programs, services, and interventions requested for grant approval demonstrate effectiveness.	No response or evidence is provided that addresses the criteria listed in the rubric elements.
<b>Monitoring and Evaluation (12 pts)</b>	The proposal provides an intentional and compelling plan for the collection of data in order to monitor progress, evaluate effectiveness and inform improvement efforts.	The proposal provides a clear and complete plan for the collection of data in order to monitor progress, evaluate effectiveness and inform improvement efforts.	The proposal provides a limited or partial plan for the collection of data in order to monitor progress, evaluate effectiveness and inform improvement efforts.	The proposal lacks an adequate plan for the collection of data in order to monitor progress, evaluate effectiveness and inform improvement efforts.	No response or evidence is provided that addresses the criteria listed in the rubric elements.
<b>Stakeholder Input (8 pts)</b>	The eligible entity has documented intentional,	The eligible entity has documented timely engagement with	The eligible entity has documented engagement with	The eligible entity has provided minimal	No response or evidence is provided that addresses the

Component	Strong – 4	Adequate – 3	Marginal – 2	Weak – 1	Absent - 0
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	timely and meaningful engagement with various stakeholders to develop the implementation plan and to plan for future improvements.	various stakeholders to develop the needs assessment and implementation plan and to plan for future improvements.	limited stakeholders to develop the needs assessment and implementation plan and/or to plan for future improvements.	evidence of stakeholder engagement.	criteria listed in the rubric elements.
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**Section 2: Budget (20 total points)**

<b>Component</b>	<b>Strong – 4</b>	<b>Adequate – 3</b>	<b>Marginal – 2</b>	<b>Weak – 1</b>	<b>Absent – 0</b>
<b>Alignment to Plan (8 pts)</b>	The budget narrative is intentional and includes all proposed grant expenditures outlined in the plan; all expenditures are aligned, reasonable, necessary, and allowable to support the implementation of the grant requirements and application.	The budget narrative is clear and includes most proposed grant expenditures outlined in the plan; most expenditures are aligned, reasonable, necessary, and allowable to support the implementation of the grant requirements and application.	The budget narrative provides a limited or partial alignment to the proposed grant expenditures outlined in the plan; a few aspects of the proposed budget may not be reasonable, necessary, or allowable.	The budget narrative provides little or no alignment to the proposed grant expenditures or many aspects of the proposed budget are not reasonable, necessary, or allowable.	No response or evidence is provided that addresses the criteria listed in the rubric elements.
<b>Specific Narrative (8 pts)</b>	An intentional and compelling well-written and concise explanation of expenditures is provided, including a breakdown of proposed spending, (intervention strategies, and programs), and an equation that clearly demonstrates the use of funds.	An adequate and concise explanation of expenditures is provided, including a breakdown of proposed spending, (intervention strategies, and programs) and an equation that demonstrates that use of funds.	A limited explanation of expenditures is provided; aspects of the breakdown of proposed spending are limited, (intervention strategies, and programs) and does not include a specific equation that demonstrates the use of funds- may require clarification.	The explanation of expenditures provides little or no breakdown of proposed spending, (intervention strategies, and programs) and lacks an equation to demonstrate the use of funds.	No response or evidence is provided that addresses the criteria listed in the rubric elements.

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<b>Accuracy (4 pts)</b>	All proposed spending indicated in the action plan is	Most proposed spending indicated in the action plan is	Some proposed spending indicated in the action plan;	Proposed spending indicated in the action plan is not	No response or evidence is provided that addresses the
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Component	Strong – 4	Adequate – 3	Marginal – 2	Weak – 1	Absent – 0
	included and identified by correct object codes and function codes; all line-item totals balance with total funding request.	included and identified by correct object codes; all line-item totals balance with total funding request.	included and identified by correct object codes; all line-item totals balance with total funding request.	included and identified by correct object codes; line-item totals do not balance with total funding request.	criteria listed in the rubric elements.

**Section 3: Pre-Award Assessment**

PAA Score - Subrecipient	PAA Score - Grant	Criteria	NOFO Rubric Score
<i>Debarred</i>	<i>N/A</i>	Not eligible for funds	0
12-20	4-6	High Risk	1
5-11	2-3	Medium Risk	2
0-4	0-1	Low Risk	3

A complete rubric for the Pre-Award Assessment is available in Appendix F.

**Scoring Sheet**

**Applicant Name:**

**Category:**

**Review Team:**

Section	Component	Rubric Score	Multiplier	Total Points Awarded	Total Points Possible
1	Need		x 5		<b>20</b>
1	Implementation Plan		x 7		<b>28</b>
1	Evidence of Effectiveness		x 3		<b>12</b>
1	Monitoring and Evaluation		x 3		<b>12</b>
1	Stakeholder Input		x 2		<b>8</b>
2	Budget: Alignment to Plan		x 2		<b>8</b>
2	Budget: Specific Narrative		x 2		<b>8</b>
2	Budget: Accuracy		x 1		<b>4</b>
3	Pre-Award Assessment		x 1		<b>3</b>

	Total Score	Total Points Possible
<b>APPLICATION TOTAL SCORE</b>		<b>103</b>

**Appendix A: NDE Contact Information for Technical Assistance and Support**

Please contact the Nevada Department of Education Office of Student and School Supports and/or Grants team members for more information about the grant application process.

***Program Technical Assistance from the Office of Student and School Supports***

<b>Name</b>	<b>Email</b>
Maria Sauter – Education Programs Supervisor	<a href="mailto:msauter@doe.nv.gov">msauter@doe.nv.gov</a>
Jonathan Park – Education Programs Professional	<a href="mailto:jonathan.park@doe.nv.gov">jonathan.park@doe.nv.gov</a>
Priya Miller – Education Programs Professional	<a href="mailto:priya.miller@doe.nv.gov">priya.miller@doe.nv.gov</a>

***Grant Technical Assistance from the Office of District Support Services, Grant Management Unit (GMU)***

<b>Name</b>	<b>Email</b>
Universal GMU Account	<a href="mailto:grantsinfo@doe.nv.gov">grantsinfo@doe.nv.gov</a>

***Financial Risk Assessment from the Office of Division Compliance***

<b>Name</b>	<b>Email</b>
Universal Compliance Account	<a href="mailto:sidcompliance@doe.nv.gov">sidcompliance@doe.nv.gov</a>

**Appendix B: ESSA Levels of Evidence**

Demonstration Type	Levels of Evidence	Evidence-Based Citation
An activity, strategy, or intervention that demonstrates a <i>statistically significant effect on improving student outcomes or other relevant outcomes</i>	<b>LEVEL 1: STRONG EVIDENCE</b>	Evidence cited is based on: <i>at least 1 well-designed and well-implemented experimental study</i>
An activity, strategy, or intervention that demonstrates a <i>statistically significant effect on improving student outcomes or other relevant outcomes</i>	<b>LEVEL 2: MODERATE EVIDENCE</b>	Evidence cited is based on: <i>at least 1 well-designed and well-implemented quasi-experimental study</i>
An activity, strategy, or intervention that demonstrates a <i>statistically significant effect on improving student outcomes or other relevant outcomes</i>	<b>LEVEL 3: PROMISING EVIDENCE</b>	Evidence cited is based on: <i>at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias</i>
An activity, strategy, or intervention that demonstrates a <i>rationale that such activity, strategy, or intervention is likely to improve student outcomes or other relevant outcomes</i>	<b>LEVEL 4: DEMONSTRATES A RATIONALE</b>	Evidence cited is based on <i>high-quality research findings or positive evaluation, and includes ongoing efforts to examine the effects of such activity, strategy, or intervention</i>



**Appendix C: Notice of Intent to Apply**

**Notice of Intent to Apply**

*Competitive ARP ESSER Evidence-Based Summer Enrichment and After-School Programs*

This Notice of Intent to Apply must be submitted by entities who wish to apply for the *Competitive ARP ESSER Evidence-Based Summer Enrichment and After-School Programs* competitive funding.

This form must be submitted to the Department of Education by **September 12, 2022, at 5 P.M. PST** using this link: <https://app.smartsheet.com/b/form/722c0133f0f54cf6b341a729faf96a37>. **Your entity will not be restricted to what you submit.** We understand that entities are still planning and may not yet know exactly how much funding they will ultimately apply for. However, please note that we are asking entities to be as accurate as possible on this form. This does not prevent your entity from applying for more/less or for different funding categories. The NDE will use the information you provide for planning purposes and to create an account for your organization for NDE’s electronic plans, applications, grants, and expenditures online management system, ePAGE. The contact information your entity provides should be of the individual who will manage the grant funding, should your entity be awarded funding.

<b>Entity’s Legal Name</b>	Click or tap here to enter text.	
<b>Employer Identification Number</b>	Click or tap here to enter text.	
<b>Unique Entity Identifier</b>	Click or tap here to enter text.	
<b>Nevada Vendor Identification Number</b>	Click or tap here to enter text.	
<b>Category that best describes your entity</b>	LEA <input type="checkbox"/>	Non-profit <input type="checkbox"/>
<b>Description of Entity</b>	Click or tap here to enter text.	

<b>Contact Person</b>	Click or tap here to enter text.
<b>Title</b>	Click or tap here to enter text.
<b>Email</b>	Click or tap here to enter text.
<b>Phone Number</b>	Click or tap here to enter text.

<b>Please list the amount of funding your organization anticipates applying for:</b>	
Afterschool/Summer Learning Grant	Click or tap here to enter text.

Entities have the ability to add 1-2 other users from its organization into NDE’s online grant management system, ePAGE. Will the contact person be responsible for adding additional ePAGE users on behalf of its entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please include the name, title, email, and phone number for the person who will have this responsibility:	Click or tap here to enter text.	

<b>Person Completing Form</b>	Click or tap here to enter text.
<b>Title</b>	Click or tap here to enter text.
<b>Date</b>	Click or tap here to enter text.
<b>Signature</b>	



**STATEMENT OF CERTIFICATION**

**American Rescue Plan and Elementary and Secondary School Emergency Relief (ARP ESSER) Funds**

**SECTION A: APPLICATION FOR A GRANT/SUBGRANT CERTIFICATION**

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for federal American Rescue Plan and Elementary and Secondary School Emergency Relief (ARP ESSER) Funds. The local Board of Trustees/Organization has authorized me to file this application and such action is recorded in the minutes of the board meeting held on Date., if applicable.

<b>Authorized Representative:</b>	Click or tap here to enter text.	<b>Date:</b>	Click or tap here to enter text.
<b>Signature:</b>			

**PART I – APPLICANT**

<b>Applicant - Legal Name of Agency</b>	Click or tap here to enter text.
<b>Mailing Address</b>	Click or tap here to enter text.
<b>Authorized Representative Name and Title</b>	Click or tap here to enter text.
<b>Authorized Representative Phone #</b>	Click or tap here to enter text.
<b>Fiscal Representative Name and Title</b>	Click or tap here to enter text.
<b>Fiscal Representative Phone #</b>	Click or tap here to enter text.
<b>Amount of Application</b>	Click or tap here to enter text.

**PART II – STATE DEPARTMENT OF EDUCATION USE**

<b>Date Received</b>	Click or tap here to enter text.
<b>Obligation Amount</b>	Click or tap here to enter text.
<b>Reviewer Name</b>	Click or tap here to enter text.
<b>Date of Review</b>	Click or tap here to enter text.
<b>Reviewer Signature</b>	

**Appendix E: Pre-Award Financial Risk Assessment**

<b>Entity's Legal Name</b>	Click or tap here to enter text.
<b>Unique Entity Identifier</b>	Click or tap here to enter text.
<b>Nevada Vendor Identification Number</b>	Click or tap here to enter text.
<b>CAGE Number</b>	Click or tap here to enter text.

<b>Document Requests</b>			
<i>Please submit up-to-date copies of the following documents as applicable to your organization. If you do not have any of the below documents, please mark it accordingly and attach a brief written response related to its absence.</i>			
Internal Controls	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY23
Financial Management Policies	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY23
Conflict of Interest Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY23
Civil Rights Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY23
Student Privacy Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY23
Ledger of Expenditures	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY23

**Does your organization have a time and effort accounting system in place?** *May state N/A if previously submitted for FY23.*

Click or tap here to enter text.

**What accounting system does your organization use?** *May state N/A if previously submitted for FY23.*

Click or tap here to enter text.

**Does your organization have previous experience managing similar grants?** *Please provide an example/describe in 3-4 sentences.*

Click or tap here to enter text.

**Please list any relevant licenses or accreditations that your organization may have relative to the grant and indicate if they are in good standing.**

Click or tap here to enter text.

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**Does your organization have adequate financial staffing and experience to implement and manage the grant?** (e.g., are you currently hiring or training new employees, planning for retirements, etc.) Please describe in 3-4 sentences.

Click or tap here to enter text.



<b>Does your organization plan to subcontract the award?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If match or maintenance of effort are required, has your organization identified an allowable source?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes, what source has been identified?</b>	Click or tap here to enter text.	
<b>Does your organization believe that it will be able to comply with the assurances as written?</b>	<b>Yes</b> <input type="checkbox"/>	<b>Unsure</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

**Appendix F: Pre-Award Assessment Rubric**

<b>Risk Factor</b>	<b>Least Risk (0)</b>	<b>High Risk (1)</b>
Is the applicant currently in receivership?	No	Yes
Is the applicant currently debarred?	No	Yes: not eligible to receive funds
What is the applicant’s SAM.gov status?	Clear and active status in SAM.gov	Inactive status on SAM.gov
What is the applicant’s Unique Entity Identifier (UEI) status?	Has an active UEI number	No UEI number
What is the applicant’s Nevada Vendor status?	Has an active Nevada Vendor number	Does not have an active Nevada Vendor number
What is the status of the applicant in FAPIIS?	Has a clear status in FAPIIS	Has one or more findings in FAPIIS
Did the applicant have and submit their Internal Controls?	Has and submits internal controls	Does not submit internal controls / Does not have internal controls document
Did the applicant have and submit their Financial Management Policies?	Has and submits financial management policies	Does not submit financial management policies / Does not have a financial management policy
Did the applicant have and submit their Conflict-of-Interest Policy?	Has and submits conflict-of-interest policy	Does not submit conflict of interest policy / Does not have a conflict-of-interest policy
Did the applicant have and submit their Civil Rights Policy?	Has and submits civil rights policy/statement	Does not submit civil rights policy / Does not have a civil rights policy
Did the applicant have and submit their Student Privacy Policy?	Has and submits a policy related to protection of student privacy/data	Does not submit student privacy statement / Does not have a policy
Did the applicant have and submit their Ledger of Expenditures?	Has and submits ledger of expenditures	Does not submit ledger of expenditures / Does not have a ledger of expenditures
What is the status of any relevant accreditations and/or licenses for the applicant?	The applicant holds the relevant accreditation status and/or licenses	The applicant has recently lost accreditation and/or relevant licenses
Does the applicant plan to subcontract their awarded funds?	The applicant will not be subcontracting the awarded funds	The applicant will be subcontracting the awarded funds
Does the applicant’s project align with one or more of NDE’s 2020 STIP goal strategies?	The applicant’s project clearly aligns with one or more of NDE’s 2020 STIP goal strategies	The applicant’s project does not clearly align with any of NDE’s 2020 STIP goal strategies
Does the applicant have previous experience working with similar grants? (e.g., federal or state, amount of funding, etc.)	Applicant has previous history working with similar grants	Applicant is new to working with grants of similar size and/or complexity
Does the applicant have adequate financial staffing and experience to implement and manage the grant?	80% or more of positions are filled and have the training needed to effectively manage the grant	20% or more of positions are vacant or hiring and will need training to effectively manage the grant
Is the applicant able to segregate indirect costs from other funds?	Applicant is able to segregate indirect costs from other funds	Applicant is unable to segregate indirect costs from other funds
What accounting system does the applicant use, and can it identify receipts and expenditures of program funds separately	Accounting system in place identifies receipts and expenditures of program funds	Accounting system does not identify receipts and expenditures separately for each award and by budget cost

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and by budget categories?	separately for each award and by budget cost categories	categories
Does the applicant have a time and effort accounting system in place?	Has a time and effort accounting system in place	Does not have a time and effort accounting system in place

<b>Risk Factor</b>	<b>Least Risk (0)</b>	<b>Medium Risk (1)</b>	<b>High Risk (2)</b>
If match or maintenance of effort is required, has applicant identified an allowable and sustainable source?	There are no matching/MOE requirements for the applicant	There are match or MOE requirements for the applicant and they have identified a single sustainable source	There are match or MOE requirements for the applicant and they have identified fragmented sources
What is the status of recent state or federal financial audits for the applicant?	No findings on the most recent state or federal audits	No recent state or federal audits were conducted	One or more findings on the most recent state or federal audit
Is the applicant's Single Audit clear of any significant findings in the past three years?	No findings in the previous three fiscal years.	No Single Audit conducted in the previous three fiscal years.	One or more findings in the previous three fiscal years.

**Appendix G: General Statement of Federal Assurances**

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The parties referred to in this document include, but are not limited to, the United States Department of Education (USDOE), the United States Department of Health and Human Services (USDHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), and the United States Department of Labor (USDOL), all herein referred to as the “DEPARTMENT”, the Nevada Department of Education, herein referred to as the “NDE”, and the local agency, herein referred to as the “SUBRECIPIENT”. NDE may make funds available to the SUBRECIPIENT in accordance with requirements and regulations applicable to such programs.

The General Statement of Federal Assurances is divided into several sections. The table of contents provides a quick reference. Section

- 1-18 Title 34 Education (34CFR), Title 45 Public Welfare (45CFR), Title 42 Public Health (42CFR) (page 2 – page 4)
- 19-36 State Agency Regulations (page 5 – page 7)
- 37-51 2 CFR Part 200 (page 8 – page 10)
- 52-62 34 CFR Education Department General Administrative Regulations (EDGAR) (page 10 – page 11)
- 63-66 Education of Homeless Students (page 12)
- 67-69 45 CFR Public Welfare, Department of Health and Human Services (page 12 – page 13)
- 70-X GRANT SPECIFIC ASSURANCES (if applicable) (page 13)
- Administrative Requirements (page 13 – page 14)
- Signature page (page 15)

The State Agency shall hold the SUBRECIPIENT to the provisions within the applicable Nevada Revised Statute (NRS) that govern the funds passed through the Nevada Department of Education (NDE) to the SUBRECIPIENT. Additionally, the State Agency shall hold all SUBRECIPIENTS to the provisions within the applicable Code of Federal Regulations (CFR) that govern the funds

passed through the State Agency from the DEPARTMENTS to the SUBRECIPIENT. The CFRs include, but are not limited to: Title 34 Education (34CFR), Title 45 Public Welfare (45CFR), Title 42 Public Health (42CFR).

The SUBRECIPIENT assures, if awarded a grant, subgrant, or contract:

1. The SUBRECIPIENT has the necessary legal authority to apply for and receive the proposed subgrant and enter into the contractual agreement.
2. The SUBRECIPIENT will accept funds in accordance with applicable federal and State statutes, regulations, program plans, and applications, and administer the programs in compliance with all provisions of such statutes, regulations, applications, policies and amendments thereto. The SUBRECIPIENT will furthermore utilize competitive bidding practices in compliance with applicable procurement regulations.
3. The SUBRECIPIENT assures that it will comply with all requirements and regulations of the Every Student Succeeds Act (ESSA) programs for which it is applying, whether or not the program statute specifically identifies these requirements as a description or assurance that NDE would address in program specific plan or application.
4. The SUBRECIPIENT will maintain records and provide access to those records to NDE, the DEPARTMENTS, or the State Department of Administration, the State Audit Division of the Legislative Counsel Bureau, the Comptroller General, or any of their authorized representatives in the conduct of audits authorized by

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federal law or state statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of

obtaining relevant information. The SUBRECIPIENT shall maintain records for 3 years following completion of the activities for which the SUBRECIPIENT used the federal or state funding and which show:

- a.) The amount of funds awarded under the subgrant or grant;
- b.) How the SUBRECIPIENT used the funds;
- c.) The total cost of the project; and
- d.) The share of that total cost provided from other sources.

5. The SUBRECIPIENT agrees that no person shall, on the grounds of race, color, national origin, handicap, or sex be excluded from participation, be denied the benefits, or be otherwise subjected to discrimination under any program or activity for which the SUBRECIPIENT receives federal financial assistance. 10.2H Page 3 of 15

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**GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)**

6. The SUBRECIPIENT will comply with all relevant laws relating to privacy and protection of individual rights including 34 CFR Part 99 (Family Educational Rights and Privacy Act of 1974).

7. The SUBRECIPIENT will comply with any applicable federal, state, and local health or safety requirements that apply to the facilities used for a project.

8. That in the case of any project involving construction, the SUBRECIPIENT agrees the project will be consistent with overall state plans for the construction of school facilities, if applicable; and in developing plans for construction, due consideration will be given to excellence of architecture and design and to comply with standards prescribed under Section 504 of the Rehabilitation Act of 1973, in order to ensure that facilities constructed with federal (which become subsequently State) funds are accessible to and usable by handicapped individuals. For the construction of facilities with federal funds, the SUBRECIPIENT will comply with the provisions of the Davis-Bacon Act of 1931.

9. The SUBRECIPIENT is aware all federal and State funds granted to it are conditioned upon the availability and appropriation of such funds by the United States Congress and the Nevada Legislature. These funds are subject to reduction or elimination by the United States Congress or Nevada Legislature at any time, even following award and disbursement of funds. Except as otherwise

provided by law, the SUBRECIPIENT shall hold NDE harmless for any reduction

or elimination of federal or State funds granted to it. In the event of non-appropriation or reduction of appropriation and notice, the SUBRECIPIENT shall

immediately cease further expenditures under any federal or State project.

10. The SUBRECIPIENT will adopt and use the proper methods of administering the subgrant, including, but not limited to:

- a.) The enforcement of any obligations imposed by law;
- b.) The correction of deficiencies in program operations that are identified through program audits, monitoring or evaluation; and
- c.) The adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs.

11. The SUBRECIPIENT will comply with the Safe and Drug Free Schools Act of 1989 (as amended) and the Pro-Children Act of 1994 (as amended).

12. The SUBRECIPIENT may be subject to recapture and reallocation of grant funds for failure to meet any of the following:

- a.) Expenditure timelines;
- b.) Monthly, quarterly, and/or annual reports as applicable; and
- c.) Grant performance outcomes, if applicable. 10.2H Page 4 of 15



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**GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)**

13. All requests for budget amendments must be made in writing and approved prior to expenditure of funds (see State Agency Regulations section 22 page 5).

14. The SUBRECIPIENT shall, to the extent possible, coordinate each of its projects with other activities or agencies that are in the same geographic area served by the project and that serves similar purposes and target groups, and in particular to address factors that have significantly affected the achievement of students.

15. The SUBRECIPIENT has no policy that prevents or otherwise denies participation in constitutionally protected prayer in elementary and secondary public schools as set forth in the Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools Dated February 7, 2003.

16. Personnel and subcontractors funded from federal grants to SUBRECIPIENTS are prohibited from text messaging while driving an organization owned vehicle or while driving their own privately owned vehicle during official grant business or from using organization supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).

17. In accordance with 2 CFR 175, this award may unilaterally be terminated, without penalty, if a SUBRECIPIENT or an employee of a SUBRECIPIENT violates any of the applicable prohibitions of the award term through conduct that is either associated with performance under this award or imputed to SUBRECIPIENT using the standard and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR 85.630. SUBRECIPIENT and SUBRECIPIENT'S employees may not:

- a.) engage in forms of trafficking in persons during the period of time that the award is in effect;
- b.) procure a commercial sex act during the period the award is in effect, or
- c.) use forced labor in the performance of the award or subaward under the award.

The SUBRECIPIENT must inform the proper authorities and NDE immediately of any information it receives from any source alleging a violation of the applicable prohibitions of this award term. In addition to all other remedies for noncompliance that are available to NDE under this award, the SUBRECIPIENT must include the requirements of this provision in any subaward made to a private entity.

18. The SUBRECIPIENT will use fiscal control and fund accounting procedures that will ensure proper disbursement of and accounting for federal funds paid to that agency under each program.

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**GENERAL STATEMENT OF FEDERAL ASSURANCES (continued) STATE AGENCY REGULATIONS**

The Nevada Department of Education (NDE), which administers the funds and program, shall hold the SUBRECIPIENT to the following provisions:

19. The SUBRECIPIENT assumes full responsibility for the overall program, which includes, but is not limited to fiscal administration, timely submission of required reports, program management including personnel, and meeting the goals and objectives in the approved grant award.

20. The SUBRECIPIENT agrees to fully comply with evaluation and audit teams that will evaluate the effectiveness of this grant. Noncompliance may affect the SUBRECIPIENT'S eligibility for future awards from NDE or result in forfeiture of

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remaining funds.



21. The SUBRECIPIENT agrees that monthly Requests for Funds (RFF) are due to the NDE by the 15th of each month for expenditures incurred in the previous month. The final RFF must be submitted no more than 21 calendar days after the period of performance has ended. Failure to comply with these requirements may result in denial of the RFF.

22. Expenditures cannot exceed the approved budget in any object code (category). All requests for cost or no-cost budget amendments must be made in writing and approved prior to expenditure of funds. Any changes to the object code budget must be approved by NDE prior to expenses being incurred. NDE reserves the right to deny reimbursement for any amount exceeding the previously approved budget for each object code. Budget amendments may be accepted up to 60 calendar days prior to the end date of the grant period of performance and should not occur more than once per quarter.

23. The SUBRECIPIENT will submit the Final Financial Reports (FFR) for federally funded subgrants to the NDE within 45 calendar days after the period of performance has ended. Failure to comply with this requirement may result in ineligibility for future grant awards from NDE.

24. The SUBRECIPIENT agrees to comply with NDE's requirement to submit supporting source documentation with reimbursement requests to demonstrate that all costs charged to Federal grants are allowable.

25. All documentation, such as invoices or contracts, etc., should be maintained at the SUBRECIPIENT's principle place of business and readily available for examination upon request. If not, the SUBRECIPIENT must bear the cost of making original documents available for examination. SUBRECIPIENTS generally must retain financial and programmatic records, supporting documents, statistical records, and all other records that are required by the terms of a grant or may reasonably be considered pertinent to a grant for a period of 3 years from the date the annual FFR is submitted to NDE.

26. Personnel employed, such as teachers and instructional aides, by the SUBRECIPIENT or personnel contracted to provide services to the 10.2H Page 6 of 15

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**GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)**

SUBRECIPIENT shall be certified pursuant to the provisions of NRS 386.590 (as amended by Senate Bill 509 of the 2015 Session of the Nevada Legislature, Chapter 238, Statutes of Nevada (2015)).

27. The SUBRECIPIENT shall maintain effective control and accountability for all grant funds, property, and other assets. Good internal control necessitates that fiscal responsibilities be clearly established. Accounting functions should be separated to the fullest extent possible, so that no one person authorizes, executes, and approves the same transaction. Policies covering personnel and accounting procedures and separation of duties must be documented in a policies and procedures manual or similar document and should be made available to NDE upon request.

28. The SUBRECIPIENT must maintain continued responsibility of the overall program. This includes the establishment of written policies and procedures for program operations. The following areas must not be delegated to persons who are not employees or officials of the SUBRECIPIENT organization:

- a.) Being informed of and accountable for all program income and expenditures;
- b.) Performance of timely, written evaluations of the program and monitoring of established goals and objectives as written in the program's grant award;

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c.) Financial reports and other reports required by NDE, including monthly Requests for Funds, quarterly progress reports and final program reports (as applicable);

d.) Administration of the program in accordance with each SUBRECIPIENT'S administrative practice.

29. If the SUBRECIPIENT decides to establish a policy-making body (as required by law or by funding source), its roles and responsibilities must be clearly defined

and must be approved by the NDE Program Director.

30. Any activities that deviate from the scope of work/goals and objectives identified in the grant agreement must receive prior written approval from the NDE

Program Director and may require an amendment to the subgrant agreement. These changes may be accepted up to 60 calendar days prior to the end date of the subgrant period of performance.

31. SUBRECIPIENTS must notify the NDE Education Programs Professional

immediately regarding any legal action or negative publicity related to subgrant funded events, activities, services, purchases, or outreach.

32. All instructions, requirements, rules and regulations for grants administered through the SUBRECIPIENT are applicable to the SUBRECIPIENT'S contracts or other mechanisms passing on these funds. It is the responsibility of the SUBRECIPIENT to ensure compliance of these entities through monitoring, 10.2H Page 7 of 15

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**GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)**

reporting, site visits, fiscal reviews or other means. NDE may implement probationary measures with the SUBRECIPIENT for noncompliance.

33. The SUBRECIPIENT'S indirect costs rate must be approved by NDE.

34. No organization may participate in the subgrant funded project in any capacity or be a recipient of State or federal funds designated for this project if the

organization has been debarred, suspended, or otherwise found to be ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" (see 45 CFR 92.35). Prior to issuing grant awards under this grant, NDE will consult the Excluded Parties List System to ensure that organizations under funding consideration are not ineligible. The list may be accessed online through the System for Award Management at <https://www.sam.gov>.

35. Decisions made by NDE must be based on the subgrant agreements, approved budgets, grant assurances, written program policies and procedures, and written fiscal policies and procedures, including those in the State Administrative Manual, Nevada Revised Statutes or state regulations and guidance that apply to the funding source. If a SUBRECIPIENT disagrees with a decision, the SUBRECIPIENT has the option to dispute the decision by taking the following steps:

a.) Request in writing that the NDE Education Programs Professional provide:

1. Documentation upon which a decision is based. Written response will be made within seven (7) working days.

2. If the disagreement is still unresolved, request in writing that the matter be reviewed by the NDE Program Director, whose decision will be final and will not be open to further discussion or challenge.

b.) All interactions will be conducted with honesty, courtesy, and respect. It is essential that a professional relationship be maintained in order to

properly administer the grant and provide effective services in the community.

c.) Conduct that interferes with the administration of the grant or negatively

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impacts the ability to provide effective program services may result in termination of the grant upon careful review by NDE of the circumstances.

36. Timeliness of report submission will be tracked and noted in the SUBRECIPIENT subgrant file. Any extensions or exceptions to requirements must also be noted in the SUBRECIPIENT subgrant file. 10.2H Page 8 of 15

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2 CFR Part 200 – Uniform Administrative Requirements, Costs Principles and Audit Requirements

2 CFR 200 for Federal Awards Consistent with 2 CFR Subtitle A – Office of Management and Budget Guidance for Grants and Agreements and 2 CFR Subtitle B – Federal Agency Regulations for Grants and Agreements, the STATE AGENCY shall hold the SUBRECIPIENT to the provisions established by the DEPARTMENT which governs the funds and program.

37. The SUBRECIPIENT assures it will adhere to all activities conducted under the approved grant to the provisions contained within 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as dictated by the DEPARTMENT.

38. The SUBRECIPIENT assures it has a valid Data Universal Numbering System (DUNS) number before applying for funds and that it will maintain the correct DUNS number on file with the NDE (2 CFR 200.300). The SUBRECIPIENT must also register with the System for Award Management (SAM) website to receive federal funds. The web address for the SAM registration is <https://governmentcontractregistration.com>. The website for requesting a DUNS number is <http://fedgov.dnb.com>. The DUNS number is a one-time action. The Central Contractor Registration (CCR) must be maintained and updated as required by CCR website.

39. The SUBRECIPIENT assures it will adhere to the Certifications and Representation (2 CFR 200.212) regulations that prohibit the award of funds to individuals and parties that are ineligible or excluded from participating federal assistance programs or activities.

40. The SUBRECIPIENT assures it will adhere to the lobbying provisions established by 2 CFR 200.450 and any additional federal statutes and regulations governing the use of federal funds on lobbying.

41. The SUBRECIPIENT will be expected to perform the required financial and compliance audits in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards. In the event of a sustained audit exception and upon demand of NDE the SUBRECIPIENT shall immediately reimburse NDE for that portion of the audit exception attributable under the audit. The SUBRECIPIENT agrees to hold NDE harmless for any audit exception arising from the SUBRECIPIENT's failure to comply with applicable regulations.

42. When funded on an advance basis by NDE (if allowed by regulations), the SUBRECIPIENT agrees to minimize the time between the transfer of funds and the disbursement by the local entity in accordance with the Cash Management Improvement Act (31 CFR Part 205). Additionally, the SUBRECIPIENT agrees to maintain cash balances which meet their immediate cash needs only. Any

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GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)

interest earnings by the SUBRECIPIENT will require repayment in accordance with 2 CFR 200, as applicable.

43. When purchasing equipment and supplies, the SUBRECIPIENT will comply with



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#### *Competitive ARP ESSER Evidence-Based Summer Enrichment and After-School Programs*



local, state, and federal procurement policies. In addition, equipment and supplies purchased for use in a federal or state program will comply with the provisions of OMB CFR 200, as applicable, and individual program regulations.

44. No federal funding may be used for the acquisition of real property unless specifically permitted by the authorizing statute or implementing regulations for the program. If real property or structures are provided or improved with the aid of federal financial assistance, the SUBRECIPIENT will comply with applicable statutes, regulations, and the project application in the use, encumbrance, transfer or sale of such property or structure. If personal property is so provided, the SUBRECIPIENT will comply with the applicable statutes, regulations and the project application in the use, encumbrance, transfer, disposal and sale of such property 2 CFR 200.317. The SUBRECIPIENT will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended

45. The SUBRECIPIENT will make reports to NDE as may reasonably be necessary to enable NDE and the DEPARTMENT to perform their duties. The reports shall be completed and submitted in accordance with the standards and procedures designated by NDE and/or the DEPARTMENT and shall be supported by appropriate documentation.

46. The SUBRECIPIENT will not subgrant the approved project to another entity without the express written consent of NDE.

47. The SUBRECIPIENT may not count tuition and fees collected from students toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

48. No provision of any law shall be construed to authorize the consolidation of any applicable program, such as the commingling of funds derived from one appropriation with those derived from another appropriation, except as specifically authorized by Nevada Revised Statute and federal regulations.

49. Funds will be used to supplement and not supplant State and local funds expended for educational purposes and, to the extent practicable, increase the fiscal effort that would, in absence of such funds, be made by the SUBRECIPIENT for educational purposes.

50. The SUBRECIPIENT will maintain records, including the records required under Section 437 of the General Education Provisions Act (GEPA), 20 U.S.C. Section 1221, and provide access to those records as NDE or the DEPARTMENT and the Comptroller General or any of their authorized representatives in the conduct of audits authorized by federal law or state statute. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information (The Uniform Guidance 2 CFR 200.336).

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#### GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)

51. That the SUBRECIPIENT will maintain Time and Effort documentation for all employees whose salaries are:

- a.) Paid in whole or in part with federal funds 2 CFR 200.430(i)(1) or
  - b.) Used to meet a match/cost share requirement 2 CFR 200.430(i)(4). 34 CFR Education Department General Administrative Regulations (EDGAR). Federal Agency Regulations for Grants and Agreements,
- the STATE AGENCY shall hold the SUBRECIPIENT to the provisions established by the DEPARTMENT which governs the funds and program.

52. The SUBRECIPIENT may not use its federal or State funding to pay for any of the following:

- a.) Religious worship, instruction, or proselytization;

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- b.) Equipment or supplies to be used for any of the activities specified in this assurance, herein;
- c.) Construction, remodeling, repair, operation or maintenance of any facility or part of a facility to be used for any of the activities specified in this assurance herein; and
- d.) An activity of a school or department of divinity. A school or department of divinity is defined in 34 CFR 76.532(b).

53. The SUBRECIPIENT, by submission of a subgrant proposal, certifies compliance with requirements regarding Lobbying; Debarment, Suspension, Ineligibility and Voluntary Exclusion; and Drug-Free Workplace, as prescribed in 34 CFR Part 82 and Part 85, and 7 CFR Part 3017, and the required regulations implementing Executive Order 12549.

54. The SUBRECIPIENT, by submission of a subgrant proposal, agrees that the DEPARTMENT or NDE have the authority to take administrative sanctions, including, but not limited to, suspension of cash payments for the project, suspension of program operations and/or termination of project operations, as necessary to ensure compliance with applicable laws, regulations, and assurances for any project. The SUBRECIPIENT acknowledges this authority under 34 CFR 80.43 and 34 CFR 74.62.

55. The SUBRECIPIENT will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations and individuals in the planning for and operation of each program, as may be necessary according to statute.

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GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)

56. The SUBRECIPIENT agrees that any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public.

57. The SUBRECIPIENT will acquire, use, maintain, and dispose of equipment purchased for the approved project in accordance with 34 CFR 80.32.

58. The SUBRECIPIENT will have effective financial management systems that conform to the standards present in 34 CFR 80.20, which includes, but is not limited to, the ability to report financial data verifying compliance with program regulations and maintaining effective internal control over the operations of the approved grant.

59. The SUBRECIPIENT will obligate federal funds within the approved project period as set forth in the approved application and will liquidate said obligations not later than 45 days after the end of the project period. For purposes of approved projects, obligations have the same meaning as contained in 34 CFR 76.707.

60. The SUBRECIPIENT agrees to adopt effective procedures for:

- a.) Acquiring and disseminating to teachers and administrators participating in each program significant information resulting from education research, demonstrations, and similar projects; and
- b.) Adopting, if appropriate, promising educational practices developed through those projects.

61. If required by the program, the SUBRECIPIENT agrees that provisions shall be made for the participation of children enrolled in private schools in the area to be served. Such provisions shall:

- a.) Provide private school students with a genuine opportunity for equitable participation;
- b.) Provide an opportunity to participate in a manner that is consistent with the number of eligible private school students and their needs;

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c.) Maintain continuing administrative direction and control over funds and property that benefit students enrolled in private schools;

d.) Comply with the requirements of 34 CFR Section 76.652 through 76.662.

62. The SUBRECIPIENT will comply with the requirements of the Boy Scouts of America Equal Access Act (Boy Scouts Act), 20 USC 7905, 34 CFR Part 108, and with other federal civil rights statuses enforced by the OCR.

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The SUBRECIPIENT, if administering a program for Education of Homeless Students, affirms that:

63. The SUBRECIPIENT will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.

64. The SUBRECIPIENT will designate an appropriate staff person as a SUBRECIPIENT liaison for homeless children and youths to carry out the duties described in Title X, Part C, section 722, paragraph (6)(A).

65. The SUBRECIPIENT will adopt policies and practices to ensure that transportation is provided at the request of the parent or guardian (or in case of an unaccompanied youth, the liaison) to and from the school of origin in accordance with the provisions of Title X, Part C, section 722, paragraph (6)(J)(iii).

66. The SUBRECIPIENT will adopt policies and practices to ensure immediate enrollment of homeless children.

45 CFR Public Welfare, Department of Health and Human Services. Federal Agency Regulations for Grants and Agreements, the STATE AGENCY, shall hold the SUBRECIPIENT to the provisions established by the DEPARTMENT which governs the funds and program.

67. The SUBRECIPIENT will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. 45 CFR 160, 162, and 164,

as amended and 34 CFR 99 Family Educational Rights and Privacy Act (FERPA). If the subgrant includes functions or activities that involve the use or disclosure of Protected Health Information (PHI), the SUBRECIPIENT agrees to enter into a Business Associate Agreement with NDE, as required by 45 CFR

164.504. If PHI will not be disclosed, then a Confidentiality Agreement will be entered into.

68. 45 CFR, Part 98 – Child Care and Development Fund (CCDF):

a.) Nothing in the Act or this part shall be construed to supersede or modify any provision of a State constitution or State law that prohibits the expenditure of public funds in or by sectarian organizations, except that no provision of a State constitution or State law shall be construed to prohibit the expenditure in or by sectarian institutions of any federal funds provided under this part.

b.) If a State law or constitution would prevent CCDF funds from being expended for the purposes provided in the Act, without limitation, then States shall segregate State and federal funds.

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**GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)**

69. 45 CFR, Part 99 – Procedures for Hearings for the Child Care and Development Fund:

a.) The rules of procedure in this section govern the practice for hearings afforded by the Department to Lead Agencies pursuant to § 98.18(c) or § 98.91, and the practice relating to the decisions of such hearings.

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b.) Nothing in this part is intended to preclude or limit negotiations between the DEPARTMENT and the NDE, whether before, during, or after the hearing, to resolve the issues which are, or otherwise would be, considered at the hearing. Such negotiations and resolution of issues are not part of the hearing and are not governed by the rules in this part, except as expressly provided herein.

#### 70. ADD SPECIFIC GRANT REQUIREMENTS HERE (if applicable)

##### Administrative Requirements:

The SUBRECIPIENT is governed by the following federal regulations:

In accordance with Public Law 103-333, the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995, the following provisions are applicable to the grant programs:

Section 507: "Purchase of American-Made Equipment and Products - It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made."

Section 508: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all states receiving federal funds, including but not limited to state and local governments and recipients of federal research grants, shall clearly state:

- a.) the percentage of the total costs of the program or project which will be financed with federal money,
- b.) the dollar amount of federal funds for the project or program, and
- c.) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources."

Drug-Free Workplace Requirements: In accordance with provisions of Title V, Subtitle D of Public Law 100-690 (41 USC 701 et. seq.), the Drug-Free Workplace Act of 1988, all SUBRECIPIENTS must maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating these prohibitions. The grantee

must notify Administration for Children and Families (ACF) if an employee is convicted of violating a criminal drug statute.

Failure to comply with these requirements may be

cause for debarment. (See 2 CFR Part 382) 10.2H Page 14 of 15

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##### GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)

Smoking Prohibitions: In accordance with Title XII of Public Law 103-227, the PROKIDS Act of 1994, smoking may not be permitted in any portion of any indoor facility

owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans, loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

The above language must be included in any subawards that contain provisions for children's services. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

Religious Activity Prohibitions: Direct federal grants, subawards, or contracts under these programs shall not be used to support inherently religious activities, such as

religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under these programs. (See 45 CFR Part 87)

Lobbying Prohibitions: Federal grant funds provided under these awards may not be



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used to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual’s right or that of any organization to petition Congress or any other level of government through the use of other resources. (See 45 CFR Part 93.) Same-Sex Marriage Provisions: In accordance with the decision in United States v. Windsor (133 S. Ct. 2675 (June 26, 2013); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage," HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.

The SUBRECIPIENT understands and agrees that failure to comply with the assurances detailed above may result in the loss of federal funds and may be considered grounds for the suspension or termination of this subgrant award.

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GENERAL STATEMENT OF FEDERAL ASSURANCES (continued)

\_\_\_\_\_  
State Fiscal Year

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
Name of Recipient (District/Organization)

\_\_\_\_\_  
Signature of Recipient Authorized Person

\_\_\_\_\_  
Recipient Authorized Person Name and Title

\_\_\_\_\_  
Date

### **Appendix H: Vendor/Partnership Showcase**

On August ~~29~~23, 2022 at ~~1:00 PM~~ ~~9:00 AM~~ (PST), Nevada Department of Education (NDE) will host a roundtable event that will allow applicants to connect with non-profit organizations for possible partnerships to support Nevada students in afterschool and summer learning opportunities.

It is the expectation that these funds will be used to provide both achievement and enrichment opportunities to students who participate in these locally developed programs. Research shows that strong and effective programs include partnerships between districts, school leadership and community organizations.

The structure of this Showcase will allow applicants to spend time at a 'roundtable' to discuss what services or activities a partner may bring to the program and allow for questions from the audience. This is an informational opportunity only. There is no expectation to contract with a partner showcased.

Partner services may include STEM (STEAM), tutoring, college and career advice, SEL, outdoor education and athletics.

- Vendors need to register via link below:

<https://app.smartsheet.com/sheets/5J9jpVmxhQG62449GjVHjPWJgPC4m2hwHqPpxQg1?view=grid>

- Applicants who wish to join this event will follow this link:

[https://events.zoom.us/j/AlwN9ibQh4VtEPqXPQ81Or9REvrJO42u63LRwHXa\\_Zg\\_lejFI9kd~AggLXsr32QYFjq8BIYLZ5I06Dg](https://events.zoom.us/j/AlwN9ibQh4VtEPqXPQ81Or9REvrJO42u63LRwHXa_Zg_lejFI9kd~AggLXsr32QYFjq8BIYLZ5I06Dg)

**Appendix I: GMU Budget Submission Checklist**

NOTE: The information provided below is comprised of those things that analysts in the Nevada Department of Education’s (NDE) Grants Management Unit (GMU) will be reviewing subaward budgets for to determine if the budget may be approved.

Programs offices and staff at the Nevada Department of Education (NDE) may have additional grant specific requirements for information that must be included in the budget narrative, however GMU staff will not include that information in their review of budgets for approval. Subrecipient organizations should consult NDE programs offices and staff for guidance on any additional grant specific information that is required to be included in the budget narrative beyond what is listed below.

Subrecipients of funding that passes through NDE should consult the Chart of Accounts that is available on the Student Investment Division’s (SID) page of NDE’s website for more information regarding the correct coding of expenditures by Object Code and Function Code.

**BUDGET DETAILS:**

\_\_\_\_\_ Actual number of units is reported in the Budget Detail

\_\_\_\_\_ Actual cost per unit is reported in the Budget Detail

NOTE: The actual number of units and the actual cost per unit must be reported in the budget detail, unless the line-item expense includes multiple types of items/units with varying costs per unit (i.e., staff travel, general supplies, etc.)

\_\_\_\_\_ All calculations are correct

**BUDGET NARRATIVES:**

**ALL OBJECT CODES:**

\_\_\_\_\_ All calculations are correct

\_\_\_\_\_ Expenditure is reported in the correct Object Code

\_\_\_\_\_ Expenditure is reported using the correct Function Code

\_\_\_\_\_ A calculation is provided that includes at least three numbers/values and explains how the total dollar value was determined, and the math reported in the calculation is correct

\_\_\_\_\_ Number of units matches the number of units reported in the Budget Detail

\_\_\_\_\_ Cost per unit matches the cost per unit reported in the Budget Detail

\_\_\_\_\_ Includes a “word problem” sentence that further clarifies how the total dollar value was determined based on the items/units and the cost per unit included in the line-item

\_\_\_\_\_ Includes a brief (i.e., one sentence) description of how the expenditure fits the purposes or goals of the grant/funding stream

GMU Budget Review Checklist (NDE) July 2022

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**OBJECT CODE 100 – SALARIES**

\_\_\_\_\_ All calculations are correct

\_\_\_\_\_ Includes the total annual salary for all grant-funded personnel

\_\_\_\_\_ Includes the level of FTE, if less than 1.0 (including if the position is split funded)

\_\_\_\_\_ Does not include personnel that are contractors (OC 100 must only include actual employees of the subrecipient organization)

\_\_\_\_\_ The role/title of personnel are included (actual names of personnel should not be included)

**OBJECT CODE 200 – BENEFITS**

\_\_\_\_\_ All calculations are correct

\_\_\_\_\_ Annual salary amount(s) for which benefits are calculated is included

\_\_\_\_\_ Includes the level of FTE, if less than 1.0 (including if the position is split funded)

\_\_\_\_\_ Includes a reference to the current fringe benefit rates cost schedule with the date the fringe benefit rates cost schedule was approved by the subrecipient organization (and only if the benefit rates cost schedule is on file with NDE)

\_\_\_\_\_ If no fringe benefit rates cost schedule is on file with NDE, the narrative for OC 200 must include the actual rates (%) for all applicable benefits and must include the calculation demonstrating how the dollar amount was derived

\_\_\_\_\_ Includes the benefit name and rate (%) for any fringe benefits that are not standard fringe benefits, or for any fringe benefits that are not included in the current fringe benefit rates cost schedule that is on file

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- \_\_\_\_\_ Does not include benefits for personnel that are not employees of the subrecipient organization
- \_\_\_\_\_ OBJECT CODE 250: Includes tuition reimbursement for employees of the subrecipient organization

**OBJECT CODE 300 – PURCHASED PROFESSIONAL SERVICES**

- \_\_\_\_\_ All calculations are correct
- \_\_\_\_\_ OBJECT CODE 330: Includes an estimate for the cost(s) of a training, conference, or other professional development (i.e., registration fees or fees for vendor to provide training/PD)

Note: The date(s) and/or location of the training, conference, professional development, etc., is not required to be included

Note: The actual cost(s) of the training, conference, professional development, etc., is not required to be included, as long as an estimate has been provided

GMU Budget Review Checklist (NDE) July 2022

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- \_\_\_\_\_ OBJECT CODE 330: Includes the actual or expected number of employees of the subrecipient organization that will be participating in the training, conference, or other professional development

\_\_\_\_\_ Does not include costs associated with travel for employees of the subrecipient organization to attend training, conference, or other professional development

**OBJECT CODE 400 – PURCHASED PROPERTY SERVICES**

- \_\_\_\_\_ All calculations are correct
- \_\_\_\_\_ Includes costs for services to operate, repair, maintain, and/or rent property owned or used by the subrecipient organization (e.g., utilities, cleaning services, repairs and maintenance, and rental of property, equipment, computers, textbooks, etc.)

**OBJECT CODE 500 – OTHER PURCHASED SERVICES**

- \_\_\_\_\_ All calculations are correct
- \_\_\_\_\_ OBJECT CODE 510: Includes costs for student transportation and student travel
- \_\_\_\_\_ OBJECT CODE 530: Include costs associated with providing internet access and connectivity, as allowable under grant funding (for the subrecipient organization or for students)

\_\_\_\_\_ OBJECT CODE 560: Include costs for paying tuition on behalf of students (i.e., dual enrollment)

**OBJECT CODE 580 – STAFF TRAVEL**

- \_\_\_\_\_ All calculations are correct
- \_\_\_\_\_ Includes a reference to using the current GSA rate for all applicable staff travel costs (may include a reference to current IRS rates for mileage, if required by the policies of the subrecipient organization)

NOTE: There is no GSA rate for airfare

\_\_\_\_\_ Includes actual or estimated costs associated with travel by employee(s) of the subrecipient organization (transportation, mileage, hotel/lodging, per diem, and meals not provided with the training or conference)

\_\_\_\_\_ Includes a list of all specific travel expenses that will be covered by the funds in that line item (e.g., airfare vs mileage, hotel/lodging if it will be required, per diem vs meals, etc.)

\_\_\_\_\_ Does not include costs for the actual training, professional development, or conference (these should be coded to OC 330)

\_\_\_\_\_ Does not include costs associated with student travel (these should be coded to OC 510)

GMU Budget Review Checklist (NDE) July 2022

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**OBJECT CODE 600 – SUPPLIES**

- \_\_\_\_\_ All calculations are correct
- \_\_\_\_\_ OBJECT CODE 610 (General supplies): Includes costs associated with general supplies necessary for the operation of the subrecipient organization with:

- ✓ Examples of the types of general supplies to be included
- ✓ Does not include a reference to food/snacks (unless explicitly allowed by the specific grant funding)

NOTE: The actual number of items/units and costs per unit of all items/units included in the line-item for general supplies are not required to be included

\_\_\_\_\_ OBJECT CODE 612 (Non-IT supplies of higher value): Includes costs of non-information technology supplies and equipment with:

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✓ a per unit cost of more than \$1,000 and less than \$5,000

\_\_\_\_\_ OBJECT CODE 650 (IT supplies/equipment): Includes costs of information technology related supplies (which are not more appropriately coded to OC 651: Software or OC 653: Web-based) with:

✓ a per unit cost of less than \$1,000

✓ AND a useful life of less than one year

\_\_\_\_\_ OBJECT CODE 651 (Software): Includes costs for technology supplies of software, software upgrades, and licensing fees (NOTE: internet connectivity should be coded to OC 500)

\_\_\_\_\_ OBJECT CODE 652 (IT supplies of higher value): Includes costs for information technology related supplies with:

✓ a per unit cost of more than \$1,000 and less than \$5,000

\_\_\_\_\_ OBJECT CODE 653 (Web-based): Includes costs for web-based instruction or curriculum

\_\_\_\_\_ OBJECT CODE 654 (IT equipment): Includes costs for information technology equipment with:

✓ a per unit cost of less than \$1,000

✓ AND a useful life of more than one year

NOTE: Implementation of OC 654 will be applied to expenditures added during FY23 after the Chart of Accounts has been updated (July 2022)

**OBJECT CODE 700 – PROPERTY AND EQUIPMENT**

\_\_\_\_\_ All calculations are correct

\_\_\_\_\_ Includes costs for property or equipment with a per unit cost of more than \$5,000

\_\_\_\_\_ Does not include costs for building or facility rent (these costs should be coded to OC 440)

GMU Budget Review Checklist (NDE) July 2022

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**OBJECT CODE 800 – MISCELLANEOUS AND DEBT SERVICE**

\_\_\_\_\_ All calculations are correct

\_\_\_\_\_ OBJECT CODE 810: Includes costs associated with dues, fees, or memberships purchased for employees of the subrecipient organization

\_\_\_\_\_ OBJECT CODE 890 is very rare – check with supervisor if expenditures are reported in OC 890

\_\_\_\_\_ Does not include costs for course registration fees or other training, conference, or professional development costs (these should be coded to OC 330)

**OBJECT CODE 900 – OTHER**

\_\_\_\_\_ All calculations are correct

\_\_\_\_\_ May include grant dollars that will be passed through to other entities, and only if allowed by the specific grant funding

\_\_\_\_\_ May include funding that will be used to reimburse a district sponsored charter academy for items or services purchased by the charter academy

\_\_\_\_\_ Does not include costs for items or services purchased by the district on behalf of a district sponsored charter school