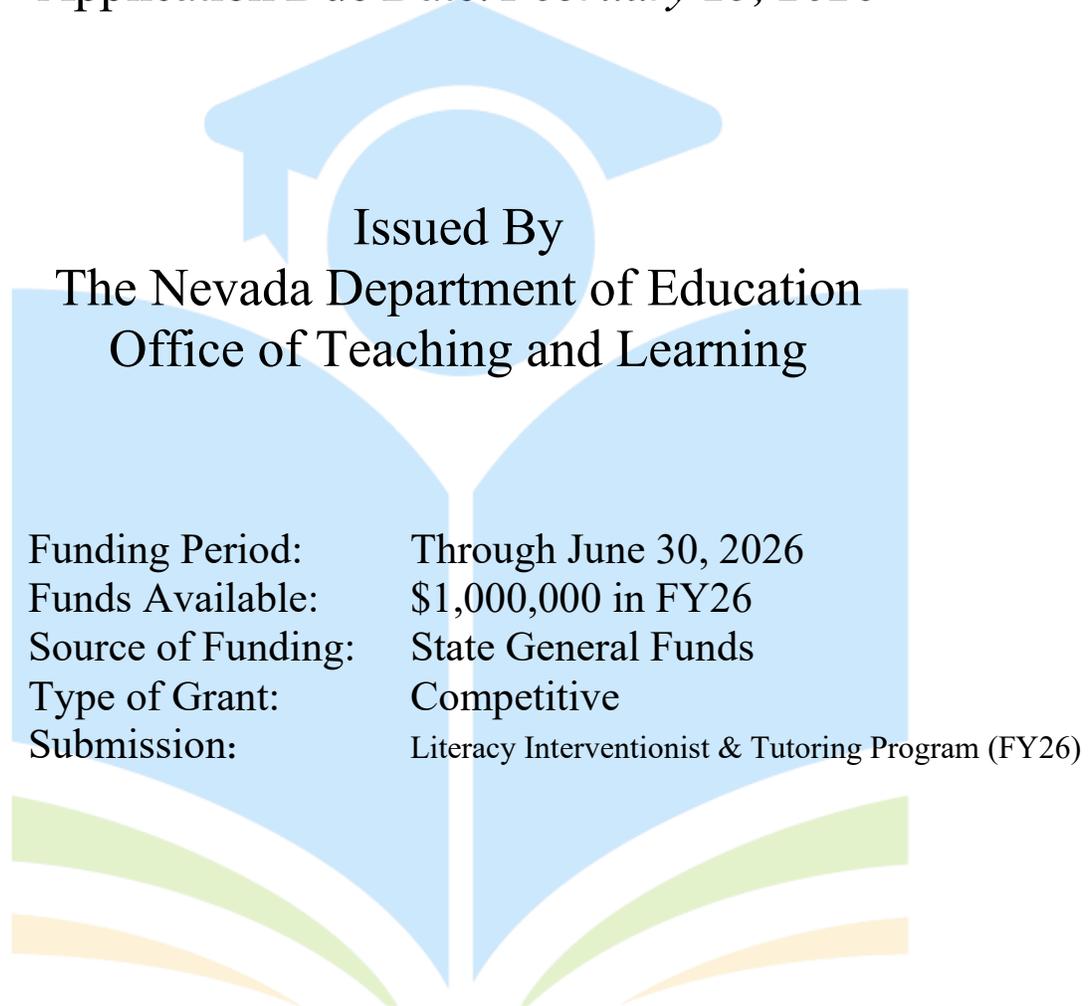# Notice of Funding Opportunity

Literacy Interventionists and Tutoring Programs

Application Due Date: *February 25, 2026*

Issued By
The Nevada Department of Education
Office of Teaching and Learning

Funding Period:	Through June 30, 2026
Funds Available:	$1,000,000 in FY26
Source of Funding:	State General Funds
Type of Grant:	Competitive
Submission:	Literacy Interventionist & Tutoring Program (FY26)

Questions related to this funding should be addressed to:

Patrick Collins
Office of Teaching and Learning
patrick.collins@doe.nv.gov
702-668-4337

Contents

PART I – APPLICATION REQUIREMENTS AND GUIDELINES
INTRODUCTION AND BACKGROUND
Overview of the Literacy Interventionists and Tutoring Grant Program
[Senate Bill (SB) 460 Section 78.4](), passed during the 2025 Nevada Legislative Session, appropriating $1,000,000 for FY25-26 and another $1,000,000 for FY 26-27 from the State General Fund to the Nevada Department of Education (NDE). **This funding opportunity is for FY 25-26.** Because there are two separate funding periods, the funding appropriated for FY26-27 funding opportunity will be made available via another Notice of Funding Opportunity (NOFO) in alignment with a separate grant performance period. The purpose of this funding is to provide grants to local education agencies (LEAs) and public charter schools to ensure access to literacy interventionists and tutoring programs. **These services must be provided on the campus of a school or in-person for pupils in kindergarten through grade 5.**

Eligible Applicants
Eligible applicants are LEAs and public charter schools.

Goals and Priorities
The primary goal of this grant is to increase literacy proficiency through direct, in-person and/or on campus interventions and tutoring for K-5 pupils. Pursuant to [SB 460 Sec. 78.4(2)](), **priority** in awarding grants will be given to applicants providing access for pupils attending public schools designated as a 1-star school under the [Nevada School Performance Framework.]()

Please note that while [SB460]() identifies priority for schools designated as "Focus", "Center Focus", or "Priority Growth", no such schools will be eligible for such designation in fiscal year 2025-26 (FY26) and are null for the purposes of this funding opportunity.

Funding Information
A total of $1,000,000 is available in FY 2025–2026 for grants to support in-person literacy intervention and tutoring for students in kindergarten through grade 5. The FY26 grant period ends June 30, 2026. Please note that **these funds do not carry over after the June 30, 2026 award period ends.**

Participation and Evaluation
Participation Requirements
Subrecipients must fully implement the literacy intervention and tutoring programs as described in their approved scope of work. Once approved, no changes may be made to the scope of work during the development of the subaward or subsequent revisions.

Reporting Requirements
All subrecipients must submit all data as requested by the NDE for monitoring and reporting purposes. All subrecipients are required to submit requests for reimbursements (RFR) and final financial reports (FFRS) in alignment with the dates in the subaward agreement. Entities must also fully cooperate with any audit or examination of records regarding these funds.

Monitoring and Evaluation Requirements
Subrecipients are subject to both financial and programmatic monitoring on an annual or as-needed basis. All subrecipients of a grant award must maintain current programmatic and fiscal records and make them available for desktop or on-site monitoring visits, which will occur annually or on an as-needed basis.

Technical Assistance and Support

The Nevada Department of Education's (NDE) Office of Teaching and Learning is committed to supporting all eligible entities applying for this grant opportunity through technical assistance and support. The link for the technical assistance webinar opportunity identified below will be posted with all other information contained in this NOFO on the Department's webpage for Grant Information. For general questions about this competitive grant application process, please submit inquiries to all three contacts listed below for subsequent development of an FAQ document, to be published no later than **5:00pm PST on 2-18-2026.**

Technical Assistance Contacts

Name	Email
Program	patrick.collins@doe.nv.gov
Budget/Electronic Grants Management Program	grantsinfo@doe.nv.gov
Pre-Award Assessment Technical Assistance	sidcompliance@doe.nv.gov

Scheduled Technical Assistance:

Technical Assistance	Date and Time
Patrick Collins	**February 17, 2026, 1:30pm - 3:00pm** Meeting Information: Click to Join: Technical Assistance: Literacy Interventionists and Tutoring Grant Meeting ID: 297 326 270 925 83 Passcode: Qa2zQ9SZ

Review Process

Upon receipt of grant applications, the NDE review committee will review each application to ensure all required documents were submitted. If an application lacks any of the necessary and required documents, the application will be removed from further consideration. Completed applications will be shared with the Review Committee for evaluation pursuant to NDE Policy and Procedure, concerning funding opportunities available upon request.

The Review Committee will review and score the applications in accordance with the Scoring Rubric provided within this NOFO. and prioritize requirements under SB460 as outlined within this NOFO. Upon notice of award, applicants may request the scoring rubrics developed to determine allocation. NDE uses a combination of agency goals and priorities, scoring/allocation methodologies, and applicant prioritization to determine awards and allocations based on the rubric score of the application.

Scoring and/or Allocation Methodologies

Funding will be awarded on a competitive basis. Applications will be reviewed by a committee of subject matter experts (SMEs). Scoring will be based on point values associated with each applicant's ability to clearly articulate the purpose of the use of fundings that will support the students identified as eligible for services according to the requirements set forth under SB460 as outlined within this NOFO.

Each section will be scored using the rubric(s) provided in this NOFO. Once all scores are tabulated for each applicant, there will be two processes applied to determine funding recommendations.

The first process is a raw score ranking where all applications will be ranked from highest score to lowest score based on the quality and completeness of the submitted application. The rank will be determined in order

beginning with the highest scoring ranked at #1, with all subsequent application scores being numbered #2, #3...). Each scoring application will receive a rank number.

After all applications are ranked (highest to lowest total scores), each score will then be reviewed and recommended for funding based on a cut off criteria which matches all available funds. The funding levels will be recommended for each application in one of the following three categories: (1) Full funding, (2) Partial funding, (3) No funding recommended.

Applicant Prioritization

In nearly all competitive applications NDE has offered, applicants request for funds have highly exceeded the amount of funding available in the grant opportunity. To support allocation determinations, NDE requests that each applicant numerically prioritizes each project/service for each eligible prioritized school in the Grant Budget Narrative, should limited funding be available, NDE will make a good faith effort to fund the applicant's highest-ranked priorities first, provided they align with the legislative requirements of SB460 to prioritize 1-star schools. To support this effort, NDE is requiring in this application that each applicant numerically prioritize their proposed school sites including a corresponding estimated budget amount for each prioritized school site. (e.g., Priority #1, $50,000; Priority #2, $10,000...) Further instructions are provided in the applicable sections below.

Proposed Timeline

The proposed timeline for the application period, review of applications, creation of the subaward agreement, and the funding period are available below:

Date	Activity
February 12, 2026	Applications made available to applicants
February 17, 2026	Grant Information Webinar 1:30pm – 3:00pm PST
February 25, 2026	Applications Due 11:59pm PST
March 6, 2026	Application Review Completed by NDE Review Committee
March 13, 2026	Awardees Notified of Award or Non-Award through Notice of Award Letters
March 27, 2026	Applicant budget revisions, based on the award, due to NDE in EGMP
March 30-April 17, 2026	Development of Subaward Agreement
April 20, 2026	Effective Funding Date / Beginning of Period of Performance
June 30, 2026	All Funds Obligated or Expended, End of Funding Period
July 31, 2026	All funds to be liquidated
July 31, 2026	Final Financial Report Due

* Please note that dates are subject to change. NDE will post any changes on the NDE website.

Appeals Process

Any applicant who applies for the award but does not receive funding is entitled to appeal the decision. All

review materials and scoring rubrics are public records and may be requested at any time. An applicant, in prelude to or as part of their appeal process, may request the supporting documentation detailing their assessment scores and the assessment scores of the awarded applicants. Select grants may have specific requirements related to appeals; please review EDGAR, 6th Edition to ensure compliance with any grant-specific requirements.

Applicants have 10 business days from the date they receive notification to submit an appeal request. Once an appeal has been requested, all allocations must be paused until the appeal has been resolved. Upon receipt, the grant lead, in collaboration with their office director, has 5 business days to provide a response to the appeal to include justification and information related to the review process. The applicant may accept or refute the response; if they refute the response, review of the appeal is elevated to the Superintendent of Public Instruction, who has 10 business days to provide a determination. Please review Policy and Procedure 6.8, Complaint and Appeal Procedures for more information.

Whistleblower Protections
Pursuant to 2 CFR 200.217, applicants, subrecipients, and employees must be informed of Whistleblower rights and protections under both 41 U.S.C 4712 and NRS 281.611-671. An employee must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. You may report fraud, waste, and abuse via the Nevada Fraud Hotline.

OVERVIEW OF APPLICATION REQUIREMENTS
Applicant Information
Please see Appendix C, *Applicant Information*. Applicant Information for the applying entity is required for identification and compliance purposes, including up-to-date contacts for the organization.

Applicant Priorities
Each applicant is required to clearly label the numeric and estimated budget (#1, #2, #3…) prioritization of each project/service in the Grant Budget Narrative. If multiple applications are submitted for different agency priorities, a numerical ranking of those applications must also be clearly labeled at the top of the Grant Questions for Applicant Response.

Grant Questions for Applicant Response
The answers to each of the questions in the Literacy Interventionists and Tutoring competitive grant application will be completed by the applicant in the space provided below each question. There is a 1-page limit for each of the questions. Each question's responses must be single-spaced, in Times New Roman, size 12-point font. Supporting documentation may include charts, graphs, evidence supporting effectiveness, or other documents supporting the services, projects, or activities submitted for consideration. Please ensure that all Documents are submitted.

Please review the rubric's content and quality standards by which the grant questions will be evaluated and use these to help guide the application.

Budget
Applicants must use the *FY26 Budget Summary and Narrative* template; please email patrick.collins@doe.nv.gov for access. The *FY26 Budget Summary and Narrative* template should be completed in accordance with the guidelines provided in the *FY26 Budget Preparation*

Guidelines & Chart of Accounts Supplemental Resource document, which has been included as a resource with this NOFO.

Please be sure to reference the instructions provided in the *FY26 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource* document regarding what is required to be included in the narrative description, as well as to assist you in placing expenditures in the correct Object Code. All expenditures should be aligned to the implementation plan and should be reasonable, necessary, and allowable to support the implementation of the grant requirements and application.

Grant Information.

Applicants need to reference the instructions provided in the *FY26 Budget Preparation Guidelines (v.2)* document regarding what is required to be included in the narrative description. The Chart of Accounts Supplemental Resource should be used to assist in placing expenditures in the correct Object Code. All expenditures should be aligned to the implementation plan and should be reasonable, necessary, and allowable to support the implementation of the grant requirements and application.

Pre-Award Assessment (PAA)

The Pre-Award Assessment (PAA) (Appendix B) is the first assessment conducted as part of the financial risk-based assessment cycle. The PAA specifically determines whether a potential subrecipient or contractor is eligible to receive state or federal funds. The score is then used to determine financial subrecipient monitoring. For competitive applications, the PAA score is used as a weighted factor during the evaluation and review of a potential awardee, as required by state regulation. A Subrecipient PAA score is effective for one fiscal year (e.g., if an application is for FY24, the PAA is effective for FY24; a new score will be calculated for FY25).

The PAA is in alignment with federal requirements under 2 CFR 200, state requirements as outlined within the State Administrative Manual and the Office of Federal Assistance Grant Policy Manual, and best practices as cited by the U.S. Department of Education. In addition, the PAA brings NDE into compliance with state and federal requirements to assess subrecipients prior to awarding funds.

The subrecipient PAA is completed once for each subrecipient across all awards, with only three questions asked specific to each grant. **If the applicant has previously completed the EGMP FY26 and FY27 Financial Subrecipient Monitoring Application Supplement for the Pre-Award Assessment, the applicant needs only submit the attached grant-specific questionnaire as part of their application materials.** If the applicant has not previously completed this documentation, they must submit a complete Pre-Award Assessment packet and submit copies of all associated policies and ledgers.

Certification

Please see Appendix D, *Certification Form*; this form is required to complete the application. Program-specific certifications may also be added here.

Assurances

Please see the relevant assurances for this award. Please note that assurances, once signed, are a binding legal contract setting the terms and conditions of this grant award. A signed copy of the applicable assurances must be submitted for consideration. Please read the assurances and their requirements t prior to submission.

PART II – APPLICATION

The application will be reviewed to ensure: (1) the application is submitted by the deadline; (2) the application includes all required elements; (3) all required information is included. All submissions will be scored by a review committee pursuant to NDE Policy and Procedure 10.2, Funding Opportunities, and in alignment with the rubric designed for this application. Please note that once the application has been submitted, no changes may be made to the scope of work submitted and approved during the development of the subaward agreement or subsequent revisions. The project plan submitted is binding upon approval. Please submit all required application documents and forms to the FY 2026 Literacy Interventionists and Tutoring Programs - Grant Submission Portal.

All requested forms must be submitted for consideration, to include:

1. Grant Questions for Applicant Response; see Appendix A, Rubrics for further support
   - Responses must be single-spaced, Times New Roman, 12-point font, with a 1-page limit per question.
2. FY26 Budget Summaries and Narratives (please email patrick.collins@doe.nv.gov for access; see the *FY26 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource* for assistance
3. Pre-Award Assessment (PAA); see Appendix B for the Form, and Appendix E for the Rubric
4. Applicant Information; see Appendix C for the Form
5. Certification; see Appendix D for the Form
6. Assurances, signed; see attachments for the Agreement

Grant Questions for Applicant Response

Question 1: What schools will be participating in your project? (25 Points)

Priority Alignment: What prioritized 1- star designated schools (in order of priority) will participate and describe the specific literacy needs of the Kindergarten through Grade 5 population at these sites and how the proposed in-person intervention will address them.

Justification for non-designated 1-Star Schools: If you are requesting funds for a non-designated 1- star school, please provide a data-driven justification. Explain why this school requires rigorous literacy intervention and why it should be prioritized alongside state-designated high-need schools.

Question 2: What is the Scope of Services and Impact of your Project? (30 points)

Impact Statement: Describe how providing services and targeted interventions at these specific schools align with the goal of ensuring all **students** improve their reading proficiency and achieve school, district, and state benchmarks.

Describe the staffing model for these services: If hiring staff, confirm they are licensed. If contracting with partners and/or vendors, identify the partner/vendor and confirm they will provide services on-campus and in-person. Provide an assurance that all staff/tutors, educational partners and/or vendors serving K–5 students demonstrate evidence-based competency in the science of reading or completed/are enrolled in state-approved Science of Reading training.

Question 3: Data Collection (25 Points)
Describe how many students will be served and the specific literacy programs/tutoring models to be implemented.

Additionally, discuss if you will create a local 'flag' or specific course code in the Student Information System (e.g., Infinite Campus) at the beginning of the program to identify every student receiving these services to facilitate reporting.

Question 4: Method of Delivery of Intervention and Tutoring (15 Points)
Describe the physical location(s) where services will be implemented and describe the internal controls that you will have in place to ensure no funds are used for virtual-only/remote tutoring platforms, in addition to attesting to your internal controls below.

☐ By checking this box, you hereby acknowledge that your internal controls will ensure that no funds are used for virtual-only/remote tutoring platforms and all services under this grant are provided in-person.

Question 5: Pre-Award Assessment (5 Points)
Complete and attach the Pre-Award Assessment (PAA) Questionnaire and all required documentation as outlined in Appendix B. If your organization has already completed the *FY26 and FY27 Financial Subrecipient Monitoring Application Supplement* in EGMP, you only need to submit the grant-specific questionnaire. If not, the full packet (including internal controls, policies, and ledgers) is required.

☐ By checking this box, you hereby acknowledge that the Pre-Award Assessment (Appendix B) is attached to this application with all required supporting documentation (or the grant-specific questionnaire if a previous PAA is on file).

Budget
Applicants must use the *FY26 Budget Summary and Narrative* template (please email patrick.collins@doe.nv.gov for access). The *FY26 Budget Summary and Narrative* template should be completed in accordance with the guidelines provided in the *FY26 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource* document, which has been attached. All expenditures should be aligned to the implementation plan and should be reasonable, necessary, and allowable to support the implementation of the grant requirements and application.

Pre-Award Assessment
All applicants who have not previously submitted a current fiscal year EGMP Application Supplement for the PAA must submit a complete questionnaire, along with all attachments, as outlined in Appendix B. Applicants who have already completed their subrecipient PAA are eligible to complete only the grant-specific portion. The rubric for the PAA is available in Appendix E.

PART III – APPENDICES

Appendix A: Scoring Rubrics

The following rubric identifies the quality standards by which the Review Committee shall review each grant question for applicant response. All responses will be reviewed and scored by multiple reviewers, who will assign a score of 0-5 for each question. Please ensure that as grant question responses are developed, this scoring rubric is reviewed for alignment and quality purposes.

Question 1:	Very Clear (20-25 points)	Fairly Clear (10-19 points)	Partial or Unclear (1-9 points)	Not Evident (0 points)
Participating Schools (25 Points)	The applicant explicitly lists **prioritized 1-star schools** in order of priority. The narrative provides a detailed description of the specific **literacy needs** of the K–5 population at these sites. If non-1-star schools are included, a strong **data-driven justification** is provided explaining why they require rigorous intervention.	The applicant lists participating schools and mentions priority status. The description of literacy needs is present but general rather than specific to the site or population. Justification for non-1-star schools is included but lacks strong data support.	The applicant lists schools but fails to identify priority order or 1-star status clearly. Literacy needs are vague or not specific to K–5. Justification for non-1-star schools is missing or anecdotal.	The response fails to identify participating schools, does not address 1-star priorities, or provides no justification for selected sites.
Question 2:	Very Clear (24-30 points)	Fairly Clear (14-23 points)	Partial or Unclear (1-13 points)	Not Evident (0 points)
Scope of Services & Impact (30 Points)	The applicant clearly links services to the goal of improving **reading proficiency** and achieving benchmarks. The **staffing model** is detailed: staff are confirmed as licensed, or vendors are identified. There is a clear assurance that all staff/tutors demonstrate **Science of Reading** competency (or are enrolled in training).	The applicant describes the impact on reading proficiency generally. The staffing model is outlined, but details regarding licensure or specific vendor identification are incomplete. Science of Reading competency is mentioned but lacks specific evidence or assurance.	The impact statement is vague or disconnected from state benchmarks. The staffing model is unclear regarding qualifications, licensure, or the Science of Reading requirement.	The response does not address impact on proficiency, lacks a staffing model, or fails to ensure Science of Reading competency.
Question 3:	Very Clear (20-25 points)	Fairly Clear (10-19 points)	Partial or Unclear (1-9 points)	Not Evident (0 points)
Data Collection (25 Points)	The applicant specifies the **number of students** to be served and details the specific **literacy programs/tutoring models** to be used. The applicant explicitly confirms they will create a **local 'flag' or course code** in the Student	The applicant provides an estimate of students and mentions literacy models generally. The plan to flag students in the SIS is mentioned but lacks confirmation of a specific method (e.g., course code).	The applicant does not specify student numbers or uses vague terms for the literacy models. The response fails to address the SIS flagging/course code requirement.	The response does not address data collection, student counts, or the specific programs to be implemented.

	Information System (SIS) to track these students.			
Question 4:	Very Clear (12-15 points)	Fairly Clear (7-11 points)	Partial or Unclear (1-6 points)	Not Evident (0 points)
Method of Delivery (15 Points)	The applicant clearly describes the **physical location(s)** where services will be implemented. The narrative details robust **internal controls** to ensure no funds are used for virtual-only platforms. The attestation box is checked and supported by the narrative.	The applicant identifies physical locations. Internal controls are mentioned but lack detail on how they will prevent virtual-only usage.	The description of the physical location is vague. Internal controls regarding virtual platforms are missing or insufficient.	The response suggests virtual-only delivery (unallowable) or fails to describe locations and internal controls.
Question 5:	5 Points	0 Points	*Intentionally left blank.*	*Intentionally left blank.*
Pre-Award Assessment (5 Points)	Fully completed Pre-Award Assessment with all required documentation attached.	Incomplete, missing, or outdated submission.	*Intentionally left blank.*	*Intentionally left blank.*

The following rubric identifies the total scoring rubric for the application; all applications will be assigned scores in each section to develop a total score for evaluation.

Grant Questions for Applicant Response	Scored Result	Total Points Possible
Program Overview: Plan to implement in-person, on-campus K-5 literacy interventions and tutoring.		25
Alignment with Priorities: Identification of and service to 1-star schools		30
Staffing and Capacity: Qualifications and roles of interventionists/tutors.		25
Budget Narrative: Summary of necessary and reasonable costs.		15
Pre-Award Assessment: Completion of the PAA.		5
TOTAL		**100**

Notes and/or Justifications:

Appendix B: Pre-Award Assessment

Organization's Legal Name	
Unique Entity Identification Number (UEI)	
Nevada Vendor Identification Number	

*If your organization is not currently set to "public" on SAM.gov, please submit a snip of SAM.gov relating your organization's current status and expiration date.

Document Requests		
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.		
Internal Controls	☐ Attached	☐ No applicable document
Financial Management Policies	☐ Attached	☐ No applicable document
Conflict of Interest Policy	☐ Attached	☐ No applicable document
Civil Rights/EEO Policy	☐ Attached	☐ No applicable document
Student Privacy/FERPA Policy	☐ Attached	☐ No applicable document
Ledger of Expenditures	☐ Attached	☐ No applicable document
Last 3 Financial Audit Reports	☐ Attached	☐ No applicable document

Please note, the ledger of expenditures should be an excerpt of your organization's transaction-level data, illustrating budget account by revenues and expenditures, categories, function codes, and object codes. As applicable, please include a reference to your chart of accounts.

Does your organization plan to subcontract* the award?	**Yes ☐**		**No ☐**
If match** or maintenance of effort are required, has your organization identified an allowable source?	**Yes ☐**		**No ☐**
If yes, what source has been identified?			
Does your organization believe that it will be able to comply with the assurances as written?***	**Yes ☐**	**Unsure ☐**	**No ☐**

*Please note that this refers to a competitive bidding process/solicitation of contracts or further breaking out the award to additional organizations through a subaward.
**Match refers to a requirement that your organization be able to contribute a certain amount of funds proportional to the award amount to the project; your grant application will have clearly stated whether there are matching requirements
***Please note that requesting a quarterly reimbursement request qualifies as an amendment to the assurances.

Does your organization have a time and effort accounting system in place? *If you do not have a time and effort accounting system in place, please provide a brief description why and note whether it is reflected in your policies and procedures.*

What accounting system does your organization use?

Does your organization utilize an indirect rate or the de minimum administrative rate? How are these rates reflected in your ledger / chart of accounts? *Please note whether this information is reflected in your policies and procedures.*

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

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.*

Appendix C: Applicant Information Form

Each entity wishing to apply for funding must complete this Applicant Information Form and submit it along with their application materials. The contact information your entity provides should be of the individual who will manage the grant funding, should your entity be awarded funding.

Organization's Legal Name	
Type of Organization / Eligible Entity	
Employer Identification Number (EIN)	
Unique Entity Identification Number (UEI)	
SAM.gov Registration Status	
Nevada Vendor Identification Number	
Physical and/or Mailing Address	
Organization Website	

Primary Contact Name	
Title	
Email	
Phone Number	
Additional Contacts	
Additional Contact's Emails	

Project/Priority Applied For	
Amount Requested	

Submitter Name	
Title	
Signature	
Date	

Appendix D: Statement of Certification

Organizational Information	
Legal Name of Organization	
Mailing Address	
Authorized Representative Name and Title	
Authorized Representative Email	
Fiscal Representative Name and Title	
Fiscal Representative Email	
Amount of Application	

Grant Application Certification	
I hereby certify that, to the best of my knowledge, the information contained in this application is both accurate and correct. Furthermore, I certify that I am authorized to apply for this grant application on behalf of my organization, to include the obligations attested to in this certification and the grant assurances attached to this application.	
Board Meeting Approval	
Authorized Representative Signature	
Date	

Programmatic Certification(s)	
[If the program has additional assurances, please include them here. If none, please remove from the form.]	
Authorized Representative Signature	
Date	

NDE USE ONLY

Application Review	
Date Received	
Date of Review for Completion and Eligibility	
Reviewer Name	
Signature	

Appendix E: Pre-Award Assessment Rubric

#	PAA Factors	Score
1	Is the applicant currently debarred? (1)	
2	Is the applicant currently in receivership? (1)	
3	What is the applicant's Unique Entity Identifier (UEI) status? (1)	
4	What is the applicant's SAM.gov status? (1)	
5	What is the applicant's Nevada Vendor status? (1)	
6	Did the applicant have and submit their Internal Controls Manual? (1)	
7	Did the applicant have and submit their Financial Management Policy Manual? (1)	
8	Did the applicant have and submit their Conflict-of-Interest Policy? (1)	
9	Did the applicant have and submit their Civil Rights/EEO Policy? (1)	
10	Did the applicant have and submit their Student Privacy Policy? (1)	
11	Did the applicant have and submit their Ledger of Expenditures? (1)	
12	Does the organization document an indirect rate and/or administrative rate, and is the applicant able to segregate these costs (particularly indirect) from other funds? (1)	
13	What accounting system does the applicant use, and can it identify receipts and expenditures of program funds separately and by budget categories? (1)	
14	Does the applicant have a time and effort accounting system in place? (1)	
15	What is the status of the most recent (prior fiscal year) financial audit for the applicant? (1)	
16	Is the applicant's single audit, as applicable, clear of any significant findings in the past three years? (1)	
17	What was the Financial Subrecipient Monitoring score for the applicant in the previous fiscal year? (5)	

PAA Score	Criteria
0-2	Low Risk
3-5	Medium Risk
6-21	High Risk
Debarred	Not Eligible for Funds

Appendix F: Glossary

Assurances: The grant Assurances provide information regarding the obligations, requirements, and agreements associated with a grant subaward, and are included as a component of the contractual agreement between the Nevada Department of Education and the subrecipient entity. The grant Assurances will be specific to either state or federal funding and may include additional provisions based on the particular requirements of the grant funding.

Competitive Funds: Competitive funds are those that the Nevada Department of Education (NDE) has discretion to award based on merit of application, specifically through the use of open competitive applications which are scored by a review committee, using the rubric included in the Notice of Funding Opportunity, and allocated according to project proposal and fit.

Compliance: All references to Compliance (as a proper noun) specifically refer to the Office of Division Compliance, Student Investment Division; Division Compliance is responsible for the Pre-Award Assessment and financial monitoring activities associated with subaward agreements conducted on behalf of the Nevada Department of Education. Division Compliance maintains a universal email address for all financial risk assessment and monitoring inquiries: sidcompliance@doe.nv.gov.

Contractor: Individuals or entities from which state agencies procure goods and services to carry out a project or program. May also be referred to as "vendors".

Electronic Grants Management Program (EGMP): the electronic platform used by the Nevada Department of Education for online grants management activities, including submission and approval of original subaward budgets, budget revisions, Requests for Reimbursement (RFR), and Final Financial Reports (FFRs).

Grants Management Unit: The Grants Management Unit (GMU), within the Office of District Support Services, Student Investment Division, is responsible for the financial management of all grant subawards within the Nevada Department of Education. The GMU maintains a universal email address for all grant related fiscal inquires: grantsinfo@doe.nv.gov,

Notice of Funding Opportunity: A Notice of Funding Opportunity (NOFO) is formally issued announcement regarding an upcoming opportunity to apply for pass-through funding from the Nevada Department of Education. The NOFO includes eligibility and evaluation criteria as well as information about the purposes and goals of the specific grant funding, the application process, including submission requirements and deadlines, opportunities for technical assistance, and expected timelines.

Notice of Intent to Apply: A Notice of Intent to Apply is a preliminary form completed by interested grant applicants prior to the submission of their complete application. This prerequisite may or may not be required as part of a NOFO or grant application process but should always be clearly identified.

Pre-Award Assessment: The Pre-Award Assessment (PAA) is a financial-based risk assessment which must be completed for all subrecipients prior to entering into a subaward agreement. The results of the PAA are used for financial monitoring purposes, including identification of technical assistance and supports specific to each subrecipient.

Program: All references to Program (as a proper noun) specifically refer to programmatic offices within the Nevada Department of Education (NDE). Programmatic offices serve as the lead in all grant funded initiatives and are responsible for ensuring that the purposes and goals for which the grant funding was appropriated are met, including through the provision of technical assistance and support, training opportunities, and programmatic monitoring, as well as other similar strategies and activities.

Subaward: An award of financial assistance provided by a pass-through entity (in this case the Nevada Department of Education) to a subrecipient entity for the subrecipient to carry out the terms of the originating award and as agreed upon via state or federal assurances.

Subrecipient: A non-federal entity that receives a subaward from a pass-through entity to carry out the terms of the originating award; the term does not include an individual that is a beneficiary of the program.

UEI Number: The Unique Entity Identifier (UEI) number replaced the Data Universal Numbering System (DUNS) number effective April 2022 and is required for all subrecipient entities, pursuant to 2 CFR 200. The UEI is assigned via SAM.gov.

Vendor Number: A state of Nevada vendor number is assigned by the State Controller's Office when an organization submits a vendor registration form, which process is required for all payees of the state. Registration as a vendor is required prior to and enables payment by a state agency to an external organization, including subrecipient entities. Changes or updates to any information submitted through the vendor registration process, including changes to bank account information, must be provided to the Controller's Office in order to ensure receipt of payments.