

# Notice of Funding Opportunity

## Bullying Prevention Training

Application Due Date: May 17, 2023

Issued By

The Nevada Department of Education  
Office for a Safe and Respectful Learning Environment

Funding Period:	Upon execution-June 30, 2024
Funds Available:	\$15,000.00
Source of Funding:	State of Nevada General Fund

**Questions related to this funding should be addressed to:**

Laura Hutchinson  
Office for a Safe and Respectful Learning Environment  
[Lhutchinson@doe.nv.gov](mailto:Lhutchinson@doe.nv.gov)  
(775) 687-9188

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## Part I – Application Requirements and Guidelines

### A. Introduction and Background

#### Overview

A learning environment that is safe and respectful is essential for the pupils enrolled in in Nevada schools. Nevada Revised Statute (NRS) 388.132 states any form of bullying/cyberbullying/discrimination based on race seriously interferes with educational opportunities. School districts and schools must train staff and students on bullying/cyberbullying/discrimination based on race prevention.

This application creates the mechanism for compliance with Legislative mandate while supporting districts in efforts to meet the unique needs of their school communities. It also acts as an agreement between the local education agency (LEA) and the state education agency (SEA) for creating the conditions necessary to support collaborative and responsive partnership as we work towards having bully free schools for all students and all staff.

The 82nd Session of the Nevada Legislature is still in process, however current budgets maintain funding at \$15,000.00 for each year of the next biennium; as such, final funding amounts and implementation constraints are pending legislative approval.

#### Eligible Applicants

This request for new funding application is open to all Nevada public school districts and charter schools.

#### Goals and Priorities

This request for funding must be used for one of the following activities:

- The establishment of programs to create a school environment that is free from bullying and cyber-bullying.
- Providing training on the policies adopted by the district to prevent bullying and cyber-bullying.
- The development and implementation of procedures that allow students and staff to discuss bullying and cyber-bullying and the policies surrounding bullying and cyber-bullying.

#### Funding Information

##### *Available Funds*

The Bullying Prevention available funding is \$15,000.00, pending 2023 legislative approval.

##### *Duration of Subgrants*

Awards from this application will begin upon execution of subgrant – June 30, 2024.

Unexpended funds at the end of FY 24 will revert back to the state and will not carry forward for subgrantees.

##### *Use of Funds and Unauthorized Activities/Expenses*

Please see the Budget Instructions in Overview of Application Requirements for more information regarding acceptable uses of funds as well as unauthorized activities and expenses for each program within this Bullying Prevention application.

**Applications submitted for funding should be less than \$10,000.00.**

**Please note that all curriculum or associated supplies must be purchased no later than June 30, 2024.**

**Nevada Department of Education**

Notice of Funding Opportunity

FY 24 Bullying Prevention

**Participation and Evaluation**

**Participation Requirements**



*Participation*

As identified in the grant assurances, schools and districts accept Bullying Prevention funding in accordance with applicable Federal and State statutes, regulations, programs, plans, and applications, and agree to administer the programs in compliance with all provision of such statutes, regulations, applications, policies and amendments.

*Evaluation*

Any funding awarded for Bullying Prevention will be awarded on a competitive basis. The total point possible per application for funding is 100. Scores will be assigned according to the maximum allowable points indicated on each element of the application.

**Reporting and Monitoring Requirements**

All subrecipients will be evaluated for financial risk via the Pre-Award Assessment conducted during the application process for the grant. Financial subrecipient monitoring is conducted on an annual basis throughout the performance period of the award.

**Technical Assistance and Support**

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

**Technical Assistance**

<b>Name</b>	<b>Email</b>
Program Support -	Lhutchinson@doe.nv.gov
Grant Technical Assistance	grantsinfo@doe.nv.gov
Pre-Award Assessment Technical Assistance	sidcompliance@doe.nv.gov

The Nevada Department of Education (NDE) is committed to supporting all applicants and subrecipients. All application materials and guidance documents can be found on the Department’s website under the [Grants tab](#). This includes any Frequently Asked Questions document that may be created, as well as, recordings of any webinars or technical assistance sessions that may be provided in relation to this funding opportunity.

**Review Process**

**Submission of Application**

Applications must be completed thoroughly and accurately in order to be considered for review (please review the NOFO Checklist). Succinctness and clarity of information is encouraged in all narrative portions of the application. Additionally, approved expenses must fall within the constraints described in this NOFO and all supporting documents, including the Budget Instructions found in Section I B and related attachments.

**Review of Application**

NDE staff will review and score the applications as submitted in alignment with the rubrics provided in Section I C. Review will be simultaneous between programmatic and financial staff. Once all applications have been provided a score, the identified review team will assess the application scores and determine awards and allocations.

**Proposed Timeline**

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

<i>Date</i>	<i>Activity</i>
<b>April 17, 2023</b>	Applications made available to applicants
<b>May 17, 2023</b>	Applications Due
<b>June 15, 2023</b>	Awardees Notified of Allocations
<b>July 1, 2023</b>	Funding Date
<b>June 30, 2024</b>	All Funds Expended; End of Funding Period
<b>July 30, 2024</b>	Final Financial Report Due

Please note that dates are subject to change.

## **B. Overview of Application Requirements**

### **Applicant Information**

Applicant Information for the applying entity will be required for identification and compliance purposes, including up-to-date contacts for the organization. Please provide detailed contact information with your submission along with the Pre-Award Assessment.

### **Narrative**

Each applicant may only submit ONE application. All questions in each portion of the application must be addressed completely. Unsolicited attachments will not be reviewed. NDE reserves the right to require awardees to amend any and all applications before subgrant funding is awarded. Listed for each question are the maximum points based on the evaluation criteria. For information on scoring please see the rubrics below.

### **Budget**

Applicants must use the Budget Expenditure Summary and Narrative template that has been provided with this NOFO. The Budget Expenditure Summary and Narrative template should be completed in accordance with the guidelines provided in the *Budget Preparation Guidelines* and *Chart of Accounts Supplemental Resource* documents, which have been included as resources with this NOFO.

For each expenditure, you must provide, at minimum:

- The total number of units (or FTE, in the case of personnel) and the budgeted price per unit; the template is formatted to calculate the subtotals within each budget sheet (Instruction and Support Services), and the totals by Object Code will be auto populated into the Summary tab.
- You must also include a narrative description in the applicable section for each Object Code, and for each expenditure identified within the budget sheet.

Please be sure to reference the instructions provided in the *Budget Preparation Guidelines* document regarding what is required for the narrative description. The *Chart of Accounts Supplemental Resource* should be used to assist you in placing expenditures in the correct Object Code. 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.

### **Pre-Award Assessment**

NDE is required to conduct the Pre-Award Assessment for each subrecipient prior to the approval of a subaward agreement, and the assessment score must be an evaluative factor for all competitive applications.

The Pre-Award Assessment guides annual subrecipient monitoring and is required under 2 CFR 200.332. This assessment must be completed for compliance purposes, however, provided you are eligible to receive funds, your score will not impact your eligibility to receive grant funds.

**Certification, Assurances**

Assurances serve as the legal contract between the subrecipient and NDE. Please review the assurances thoroughly to ensure that you are able to comply with all terms. Please sign and complete the assurances and certifications once you have completed your review.

**C. Rubrics and References**

**Scoring Rubrics (To be completed by the Department)**

Component	10 – Evidence Based	0 – Not Evidence Based			Points Awarded
Is the program or training evidence based? (10 points)	Evidence based	Not evidence based			
Component	25 – Very Clear	16-29 – Fairly Clear	1-15 – Partial or Unclear	0 – Not Answered	Points Awarded
Describe the proposed program, training, or project and the methods utilized to address or train on bullying and/or cyberbullying (25 points)	Answered all parts and very clear on utilization and additional services	Answered some parts and fairly clear on utilization and additional services	Answered only one part or unclear on utilization and additional services	Not answered	
Component	25 – Very Clear	16-29 – Fairly Clear	1-15 – Partial or Unclear	0 – Not Answered	Points Awarded
What does your district or identified school(s) hope to accomplish by implementing the proposed program, training, or project? (25 points)	Answer is very clear on accomplishment of implementing the proposed program, training, or project	Answer is fairly clear on accomplishment of implementing the proposed program, training, or project	Answer is unclear on accomplishment of implementing the proposed program, training, or project	Not answered	
Component	25 – Very Clear	10-24 – Fairly Clear	1-9 – Partial or Unclear	0 – Not Answered	Points Awarded
How will your district or identified school(s) measure the effectiveness of the proposed program, training, or project (25 points)	Answer is very clear on how program, training or project will be measured effectively	Answer is fairly clear on how program, training, or project will be measured effectively	Answer is unclear on how program, training or project will be measured effectively	Not answered	
Component	5– Yes	0-No			Points Awarded
Budget Summary and Narrative provides requested funding. (5 points)	Answer is very clear and descriptive	Not answered			
Component	5- Yes	0-No			Points Awarded
For districts/schools only					

<b>Emergency Operations Plan submitted to DEM by July 1 (5 points)</b>	Submitted on or before July 1	Submitted after July 1 or not at all			
<b>Component</b>	<b>5 – Low Risk</b>	<b>3-4 – Medium Risk</b>	<b>1-2 – High Risk</b>	<b>0 – Debarred</b>	<b>Points Awarded</b>
<b>Pre-Award Assessment (5 points)</b>	Low Risk (PAA score of 0-7)	Medium risk (PAA score of 8-25)	High risk (PAA score of 22-36)	Not eligible to receive funds	

**Pre-Award Assessment Rubric**

NDE is required to conduct the Pre-Award Assessment for each subrecipient prior to the approval of a subaward agreement, and the assessment score must be an evaluative factor for all competitive applications. The Pre-Award Assessment guides annual subrecipient monitoring and is required under 2 CFR 200.332. The requested ledger of expenditures is a ledger showing your current budget accounts/expenditures illustrating that costs may be segregated by program/budget; this may be a representative sample (e.g., for larger organizations, one month). If there are elements that you do not have, you may select “N/A”. Please reach out to [sidcompliance@doe.nv.gov](mailto:sidcompliance@doe.nv.gov) with any questions.

<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>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 FY24
Financial Management Policies	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY24
Conflict of Interest Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY24
Civil Rights Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY24
Student Privacy Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY24
Ledger of Expenditures	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY24

**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.

**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.*

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

## Part II – Application

### Contact Information

This form must be submitted to Laura Hutchinson at [lhutchinson@doe.nv.gov](mailto:lhutchinson@doe.nv.gov) at the Department of Education. Only ONE needs to be submitted per entity. The contact information your entity provides should be of the individual who will manage the grant funding, should your entity be awarded funding.

School District/Charter School:	Click or tap here to enter text.
Superintendent:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Phone number:	Click or tap here to enter text.

Contact Person	Click or tap here to enter text.
Title/Role	Click or tap here to enter text.
Email	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
Address	Click or tap here to enter text.

<b>Please select the priority you are applying for and the amount of funding your organization is applying for – all applications must be less than \$10,000.00</b>	
The establishment of <b>programs</b> to create a school environment that is free from bullying/cyberbullying/discrimination based on race.	Click or tap here to enter text.
Providing <b>training</b> on the policies adopted by the school district/charter school to prevent bullying/cyberbullying/discrimination based on race.	Click or tap here to enter text.
The development and implementation of <b>procedures</b> that allow students and staff to discuss bullying and cyber-bullying and the policies surrounding bullying and cyber- bullying.	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>	

**A.Narrative**

Each applicant may only submit ONE application. All questions in each portion of the application must be addressed completely. Unsolicited attachments will not be reviewed. NDE reserves the right to require awardees to amend all applications before subgrant funding is awarded. Listed for each question are the maximum points based on the evaluation criteria. For information on scoring please see the rubrics in Section C.

**Please provide a brief narrative for each question below.**

<b>1. Please list name(s) of proposed curriculums, programs, or trainings. Is the program or training evidence based? (10 points)</b>
Click or tap here to enter text.

<b>2. Describe the proposed program, training, or project and the methods utilized to address or train on bullying and/or cyberbullying (25 points)</b>
Click or tap here to enter text.

**3. What does your district or identified school(s) hope to accomplish by implementing the proposed program, training, or project (25 points)**

Click or tap here to enter text.

**4. How will your district or identified school(s) measure the effectiveness of the proposed program, training, or project (25 points)**

Click or tap here to enter text.

<b>5. Please provide the budget summary and narrative for the requested funding. Please note that the (Attached) budget template is required as part of this response. (5 points)</b>
Click or tap here to enter text.

<b>6. Please indicate if your emergency operations plan was submitted to the Division of Emergency management by the July 1 deadline (5 points)</b>
Click or tap here to enter text.

<b>7. Please complete the Pre-Award Assessment (5 points)</b>
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**A. Statement of Certification**

**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 above hereby applies for State of Nevada general funds for the establishment of programs, policies, and/or training to create a school environment that is free from bullying, cyber-bullying and discrimination based on race.

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

**SECTION B: ASSURANCES**

I HEREBY CONFIRM that I have read and agree to the following assurances of this State grant. I certify that I am authorized to submit this application, and the information submitted in the application is, to the best of my knowledge, true and accurate. I further certify that any program and activity funded by this grant will be conducted in accordance with all applicable state laws and regulations, application guidelines, instructions, and assurances.

<b>Authorized Representative:</b>	Click or tap here to enter text.	<b>Date:</b>	Click or tap here to enter text.
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<b>Signature:</b>	
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**A. Budget Narrative: ATTACHMENT**  
Please see the attached Excel document.

**B. State of Nevada Assurances: ATTACHMENT**  
Please see the attached PDF.

### Part III - References

#### Submission Checklist

- Assurances and Agreements
- Statement of Certification
- Application Information
- Budget Summary and Narrative
- Narrative Essay Questions
- Pre-Award Assessment
  - Internal Controls
  - Financial Management Policies
  - Conflict of Interest Policy
  - Civil Rights Policy
  - Student Privacy Policy
  - Ledger of Expenditures

#### Glossary

**Assurances:** The contractual agreement, specific to federal or state grants, required for all subaward agreements.

**CAGE (Commercial and Government Entity):** A CAGE number is a five-character identification number used by the Federal government to identify vendors, and trackable through FAPIIS (the Federal Awardee Performance and Integrity Information System).

**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”.

**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 applications scored through rubrics by a review committee and allocated according to project proposal and fit.

**Compliance:** This refers to the Office of Division Compliance, Student Investment Division. Their universal inbox is [sidcompliance@doe.nv.gov](mailto:sidcompliance@doe.nv.gov)

**Discretionary Funds:** For the purposes of this document, discretionary funds refer to those funds set aside for

allowable use by NDE and spent via contractual relationships and/or administrative costs, rather than competitive subawards.

**Entitlement Funds:** Entitlement funds are those funds calculated via allocation formula by the U.S. Department of Education (USED), with local education agencies (LEAs) and other organizations entitled to the funds by virtue of their services and/or students under federal law.

**ePAGE:** Electronic Plans, Applications, Grants, and Expenditures (ePAGE) is the electronic platform used by NDE for grants management.

**Federal Award Identification Number (FAIN):** The FAIN is the award identification number assigned for any and all federal grants and is included on the GAN.

**Formula Funds:** Formula funds are those that may have an allocation formula associated with the funds, determining how those funds will be divided based on the number of applicants, represented students, etc.

**Grant Award Notification (GAN):** The Grant Award Notification (GAN) is a legally binding notification issued by the funding entity that an award is offered in response to a submitted proposal and/or application. When NDE accepts the award by signing the grant agreement or drawing funds, it is legally obligated to carry out the full terms and conditions of the grant as described under the complete GAN.

**Grants Management Unit (GMU):** The Grants Management Unit is within the Office of District Support Services, Student Investment Division, processes the financial management for all grants within NDE. Their universal inbox is [grantsinfo@doe.nv.gov](mailto:grantsinfo@doe.nv.gov)

**Grant Profile:** A document that includes key information related to a specific grant, including the scope of the grant, subject matter experts, budgetary information, reporting requirements, etc.

**Notice of Funding Opportunity (NOFO):** a Notice of Funding Opportunity (NOFO) is a document that notifies grant seekers/potential subrecipients of the prospect of a grant and includes information about the grant process, requirements, selection criteria, and timelines. A NOFO is required for all competitive funds.

**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 (PAA):** The Pre-Award Assessment is a financial-based risk assessment which must be completed for all subrecipients and/or contractors prior to entering into an agreement.

**Program:** All references to Program (as a proper noun) specifically refer to programmatic offices within NDE.

**Subaward:** An award provided by a pass-through entity (in this case NDE) to a subrecipient for the subrecipient to carry out the terms of the originating award and agreed upon via general or federal assurances. Subawards do not apply to contractors nor beneficiaries of the program.

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

**Unique Entity Identifier (UEI):** The UEI replaced the DUNS effective April 2022 and is required under all assurances; it is additionally required pursuant to 2 CFR 200. The UEI may be assigned via [SAM.gov](https://sam.gov).

**Nevada Department of Education**

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**Vendor Number:** The vendor number is assigned by the [State Controller's Office](#) and makes it possible for any state agency to make a payment to external organizations.