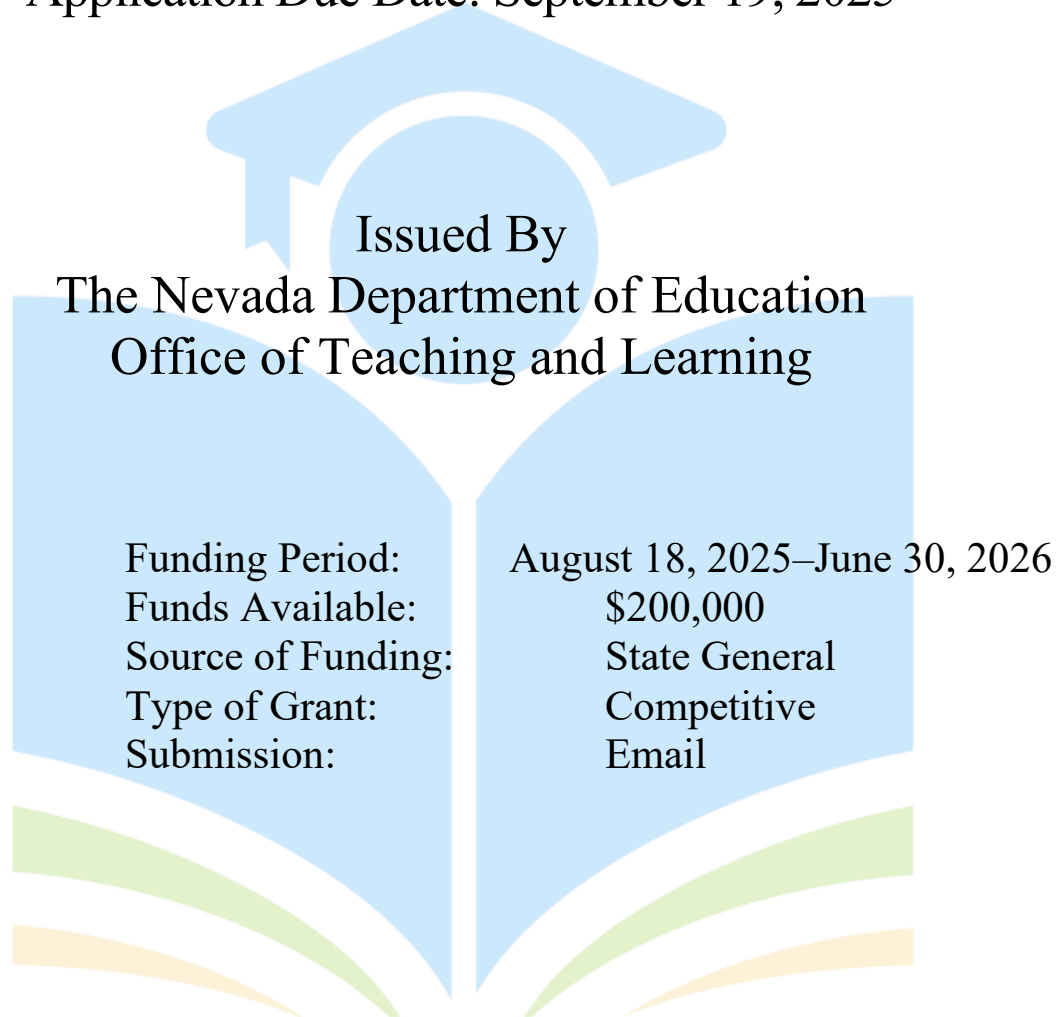


Notice of Funding Opportunity  
School Garden Grant

Application Due Date: September 19, 2025



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

Rachel Ferreiro  
Office of Teaching and Learning  
Rachel.Ferreiro@doe.nv.gov  
702-486-2281

PART I – APPLICATION REQUIREMENTS AND GUIDELINES .....	2
INTRODUCTION AND BACKGROUND.....	3
<b>Overview of the School Garden Grant Program .....</b>	<b>3</b>
<b>Eligible Applicants .....</b>	<b>3</b>
<b>Goals and Priorities .....</b>	<b>3</b>
<b>Funding Information .....</b>	<b>4</b>
<b>Participation and Evaluation .....</b>	<b>4</b>
<b>Technical Assistance and Support.....</b>	<b>4</b>
<b>Review Process .....</b>	<b>5</b>
<b>Proposed Timeline .....</b>	<b>6</b>
<b>Appeals Process.....</b>	<b>6</b>
<b>Whistleblower Protections .....</b>	<b>6</b>
OVERVIEW OF APPLICATION REQUIREMENTS .....	7
<b>Applicant Information.....</b>	<b>7</b>
<b>Applicant Priorities.....</b>	<b>7</b>
<b>Grant Questions for Applicant Response .....</b>	<b>7</b>
<b>Budget .....</b>	<b>7</b>
<b>Pre-Award Assessment (PAA) .....</b>	<b>7</b>
<b>Certification.....</b>	<b>8</b>
<b>Assurances .....</b>	<b>8</b>
PART II – APPLICATION.....	9
<b>Grant Questions for Applicant Response .....</b>	<b>9</b>
PART III – APPENDICES .....	11
<b>Appendix A: Scoring Rubrics .....</b>	<b>11</b>
<b>Appendix D: Pre-Award Assessment .....</b>	<b>13</b>
<b>Appendix E: Applicant Information Form.....</b>	<b>15</b>
<b>Appendix F: Statement of Certification.....</b>	<b>16</b>
<b>Appendix I: Pre-Award Assessment Rubric.....</b>	<b>17</b>
<b>Appendix K: Glossary .....</b>	<b>18</b>

## INTRODUCTION AND BACKGROUND

### Overview of the School Garden Grant Program

[Senate Bill \(SB\) 104](#), passed during the 83<sup>rd</sup> Nevada Legislative Session (2025), appropriates funds to the Nevada Department of Education (NDE) for allocation to nonprofit organizations to implement school garden programs in public schools. The purpose of this funding is to support the creation and maintenance of school gardens, including hydroponic systems, as part of a comprehensive K-12 science, technology, engineering, and mathematics (STEM) curriculum. These gardens are intended to promote project-based learning, healthy eating, and community involvement in Nevada's unique desert environment.

Programs funded through this grant must meet the specific criteria outlined in [SB104](#) and align with Nevada's academic standards in science, with curriculum tailored to grade levels and the desert climate.

### Eligible Applicants

Eligible applicants for this competitive grant include:

- Nonprofit organizations with a minimum of two years of experience implementing school garden programs.
- The program must be implemented at a Nevada public school, as defined in [NRS 385.007](#). Public schools include all publicly funded kindergarten through high school programs, including charter schools, whose curriculum and courses of study (except for charter schools) are under the control of the State Board.

Applicants must demonstrate that their program:

- Creates and maintains a school garden on campus;
- Uses a curriculum that complies with the criteria established in SB 104 (2025), as outlined under *Goals and Priorities*);
- Partners with the public school for implementation and delivery of services.

### Goals and Priorities

The purpose of this grant is to support nonprofit organizations in the development and delivery of school garden programs that integrate STEM instruction and experiential learning for students in kindergarten through grade 12.

In accordance with Sections 1-3 of SB 104 (2025), all funded programs must meet the following criteria:

1. Create and maintain a school garden at a Nevada public school.
2. Implement a school garden curriculum that:
  - Includes a comprehensive STEM program tailored to students in grades K–12;
  - Is specifically designed for Nevada's desert environment;
  - Aligns with the Nevada Academic Content Standards for Science (NVACSS) ([NAC Chapter 389](#));
  - Utilizes experiential and project-based learning approaches;
  - Is developed with input from teachers and school-based educational staff;
  - Incorporates supervised student learning experiences in both classroom and garden settings.
3. Involve community members such as trained educators, local farmers, and chefs to assist the school.
4. Provide students with opportunities to:
  - Operate a farmer's market to sell the produce from the school garden; and
  - Participate in a cooking demonstration provided by a local chef or food services school employee using produce grown in the school garden.

5. Establish a school garden team composed of teachers, and, when available, parents and community members. This team must meet at least once per month.

In addition to meeting the above program requirements, applicants may use grant funds to support:

- Professional development for teachers, including:
  - Instructional strategies for using school gardens to support students with disabilities, including vocational training in horticulture;
  - Development and implementation of STEM or STEAM school garden-based curricula;
  - Training on establishing and maintaining school gardens to increase instructional time in STEM;
  - Development of a food safety plan that ensures that produce grown in the school garden is properly handled and safe to sell and consume.
- Travel expenses for teachers to attend any school garden-related training or conference;
- Costs associated with a school garden conference held within the state.

### **Funding Information**

A total of \$400,000 is available from the State General Fund, allocated over two fiscal years: \$200,000 for FY 2025-2026 and \$200,000 for FY 2026-2027. Any unexpended balances at the end of the respective fiscal years will revert to the State General Fund. These funds will be administered by NDE and awarded through a competitive process to eligible nonprofit organizations that partner with public schools to create and maintain school garden programs. Priority will be given to proposals that align with legislative goals and demonstrate readiness to implement a standards-based, community-supported curriculum.

### **Participation and Evaluation**

#### *Participation Requirements*

All applicants awarded funding under this grant must fully implement the statutory requirements of SB 104 (2025) during the grant period. Each funded program must meet the requirements outlined in the *Goals and Priorities* section of this NOFO

By accepting these funds, subrecipients agree to fulfill all required programmatic obligations described above and adhere to all additional participation and reporting standards set by NDE.

#### *Reporting Requirements*

All subrecipients are required to submit requests for reimbursement and final financial reports in alignment with the due dates in the subaward agreement. All entities awarded funding must submit data as requested by NDE for NDE monitoring and reporting purposes. Entities that receive grant funding shall participate, as requested, in any United States Department of Education (US ED) or State evaluation of the grant program and will cooperate with any audit or examination of records with respect to such funds.

#### *Monitoring and Evaluation Requirements*

All subrecipients will be evaluated for financial risk and will undergo financial subrecipient monitoring, conducted on an annual basis throughout the grant performance period and liquidation of the grant. Additionally, the subrecipient is subject to programmatic monitoring evaluation on an as needed basis during the grant performance period and liquidation of the grant.

### **Technical Assistance and Support**

NDE's Office of Teaching and Learning (OTL) and the Grants Management Unit (GMU) in the Office of District Support Services are committed to supporting all eligible entities applying for this grant opportunity through the following 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 September 3, 2025.

#### *Technical Assistance Contacts*

Name	Email
Program	<a href="mailto:rachel.ferreiro@doe.nv.gov">rachel.ferreiro@doe.nv.gov</a>
Budget/Electronic Grants Management Program	<a href="mailto:grantsinfo@doe.nv.gov">grantsinfo@doe.nv.gov</a>
Pre-Award Assessment Technical Assistance	<a href="mailto:sidcompliance@doe.nv.gov">sidcompliance@doe.nv.gov</a>

#### *Scheduled Technical Assistance:*

Technical Assistance	Date and Time
Rachel Ferreiro	Thursday, September 4, 2025, 11:00am-12:00pm

### **Review Process**

Upon receipt of grant applications, NDE will review each application to determine whether all materials were submitted as required; if the application lacks necessary documents, it will be removed from further consideration. Completed applications will be shared with the Review Committee for evaluation pursuant to NDE Policy and Procedure 10.2, Funding Opportunities, available upon request.

The Review Committee will review and score the applications in accordance with the Scoring Rubric provided 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.

#### *Agency Goals and Priorities*

The Nevada Department of Education is committed to expanding high-quality educational opportunities for all students across the state. The School Garden Grant program funded under SB 104 (2025) reflects this commitment by supporting hands-on, standards-aligned STEM learning that strengthens instructional practice and builds meaningful school-community partnerships.

#### *Scoring and/or Allocation Methodologies*

Any funding awarded for School Gardens will be awarded on a competitive basis. The total points possible per application for funding is 100 points. Scores will be assigned according to the rubric for each element of the application. Total scores will be ranked and funded until all available funds have been expended.

#### *Applicant Prioritization*

In almost all competitive applications NDE has offered, applicant requests 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 in the Grant Budget Narrative, and, if multiple applications are submitted for different agency priorities, a numerical ranking of those applications. Should limited funding be available, NDE will make good faith effort to accommodate applicants' highest priorities. Further instructions are provided in the *Overview of Application Requirements* 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:

<i>Date</i>	<i>Activity</i>
08/18/2025	Applications made available to applicants
09/19/2025	Applications Due
09/22/2025-10/03/2025	Applications Reviewed by NDE Review Committee
10/06/2025	Awardees Notified of Award or Non-Award through Notice of Award Letters
10/06/2025-10/17/2025	Development of Subaward Agreement in EGMP
09/19/2025	Effective Funding Date / Beginning of Period of Performance
06/30/26	All Funds Obligated or Expended, End of Funding Period
07/21/26	Final RFR due
07/30/26	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 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 E, *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 (#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 FY26 School Garden competitive grant application will be completed by the applicant in the text boxes under each question. 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 materials 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* (Attachment B) template that has been provided with this NOFO. The *FY2 Budget Summary and Narrative* template should be completed in accordance with the guidelines provided in the *FY25 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource* (v.2) document, which has been included as a resource 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 for each expenditure; 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 line-item expenditure identified within the budget sheet.

Please be sure to reference the instructions provided in the *FY26 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource* (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 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.

### Pre-Award Assessment (PAA)

The Pre-Award Assessment (PAA) (Appendix D) 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 FY25 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 F, ***Certification Form***; this form is required to complete the application. Program-specific certifications may also be added here.

### **Assurances**

Please see Appendix G for 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 thoroughly 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.

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

1. Grant Questions for Applicant Response; see Appendix A, Rubrics for further support
2. [FY26 Budget Summary and Narrative Template](#); see [FY26 Budget Preparation Guidelines and Chart of Accounts Supplemental Resource](#) for Supporting Resources
3. Pre-Award Assessment; see Appendix D for the Form, and Appendix I for the Rubric.
4. Applicant Information; see Appendix E for the Form
5. Certification; see Appendix F for the Form
6. Assurances, signed; see Appendix G for the Agreement

### Grant Questions for Applicant Response

#### Question 1: Program Overview and Experience (20 points)

Describe your organization's experience implementing school garden programs.

Include:

1. Number of years and scope of experience;
2. Examples of past school partnerships and outcomes;
3. How your experience has prepared you to implement a new program aligned with SB104.

*Note: Nonprofit organizations must demonstrate at least two years of experience to be eligible for funding.*

#### Question 2: Curriculum Design and Alignment (25 points)

Explain how your proposed curriculum meets SB104 criteria.

Address:

1. How the curriculum provides comprehensive STEM learning for K-12 students;
2. How it is tailored specifically for Nevada's desert environment;
3. How it aligns with Nevada Academic Content Standards for Science (NRS 389.520);
4. How it incorporates experiential or project-based learning;
5. How educators with experience at the appropriate grade levels contributed to its design;
6. How students will engage in supervised learning in both classroom and garden environments.

*Note: Include attachments or links to curriculum.*

**Question 3: Community Engagement and Garden Team Plan (20 points)**

Describe how your program will engage the community and school stakeholders.

Include:

1. Roles of local farmers, chefs, or other community members;
2. Structure and membership of garden teams;
3. Monthly meeting plans;
4. Partnerships with educators, parents, and volunteers.

**Question 4: Student Opportunities and Safety Planning (15 points)**

How will your program provide students with:

1. Opportunities to operate a farmer's market;
2. Cooking demonstrations using produce;
3. Safe handling of food including a food safety plan.

**Question 5: Budget Summary and Use of Funds (10 points)**

Provide a summary of how requested funds will be used. All costs must be necessary, reasonable, and directly support the implementation of SB104 requirements.

**Question 6: Optional Supporting Material(s) (5 points)**

You may include optional materials that help demonstrate the strength or innovation of your school garden program. These items are not required but may enhance the reviewer's understanding of your proposal.

Examples include:

- A curriculum sample or overview
- A letter of commitment from a school, district
- A garden site plan or related visual

**Question 7: Pre-Award Assessment (PAA) Confirmation (5 points)**

Please complete the Pre-Award Assessment.

**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 with points that range from 0-25 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 15-20 points	Fairly Clear 8-14 points	Partial or Unclear 1-7 points	Not Evident or Missing 0 points
Organization's Experience and Capacity (20 points)	Clearly demonstrates 2+ years of relevant school garden experience. Strong staff qualifications, defined roles, and a history of successful implementation.	Relevant experience is described and generally aligned to SB104; staffing or outcomes may lack detail.	Experience is limited, vaguely described, or not clearly relevant. May not demonstrate readiness to implement.	No experience provided, or applicants do not meet the required 2 years of program implementation as stated in SB104.
Question 2	20-25 points	13-19 points	1-12 points	0 points
Curriculum Design and Standards Alignment (25 points)	Fully addresses all six SB104 elements with clarity and Nevada-specific alignment.	Most elements addressed; moderate alignment with academic standards.	Partial or underdeveloped curriculum; lacks alignment or specificity.	Curriculum is missing or does not comply with SB104 requirements.
Question 3	15-20 points	8-14 points	1-7 points	0 points
Community Engagement and Garden Team (20 points)	Strong engagement plan with defined roles, monthly garden team meetings, and clear involvement from chefs, farmers, or community.	Community and team roles are addressed; plans are generally clear.	Engagement or team structure vague or incomplete.	No community engagement or garden team plan provided.
Question 4	12-15 points	7-11 points	1-6 points	0 points
Student Opportunities and Food Safety (15 points)	Detailed student market/cooking activities and food safety procedures; includes plan for Producer's Certificate if needed.	Addresses most elements; food safety or student activities may need clarity.	Limited or vague description of student engagement or safety.	No plan for student opportunities or food safety included.
Question 5	8-10 points	5-7 points	1-4 points	0 points
Budget and Use of Funds (10 points)	Budget is itemized, reasonable, allowable, and fully aligned with SB104 goals.	Mostly aligned; may need clarification or edits.	Weak justification or vague cost descriptions.	Budget not submitted, unallowable, or noncompliant.
Question 6	5 points			0 points
Optional Supporting Materials (5 points)	Applicant submitted one or more optional materials that clearly enhance the proposal.			No optional materials were submitted, or submitted materials do not add meaningful value to the application.
Question 7	5 points			0 points
Pre-Award Assessment Completed (5 points)	Fully completed Pre-Award Assessment with all documentation.			Incomplete, missing or outdated submission

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.

<b>Grant Questions for Applicant Response</b>	<b>Scored Result</b>	<b>Total Points Possible</b>
<i>Describe your organization's experience implementing school garden programs.</i>		20
<i>Explain how your proposed curriculum meets SB104 criteria.</i>		25
<i>Describe how your program will engage the community and school stakeholders.</i>		20
<i>How will your program provide students with:</i> 1. <i>Opportunities to operate a farmer's market;</i> 2. <i>Cooking demonstrations using produce;</i> 3. <i>Safe handling of food including a food safety plan?</i>		15
<i>Provide a summary of how requested funds will be used.</i>		10
<i>Optional Supporting Material(s)</i>		5
<i>Pre-Award Assessment</i>		5
<b>TOTAL</b>		<b>100</b>

**Notes and/or Justifications:**

<b>Organization's Legal Name</b>	
<b>Unique Entity Identification Number (UEI)</b>	
<b>Nevada Vendor Identification Number</b>	

*\*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.*

<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
Financial Management Policies	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document
Conflict of Interest Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document
Civil Rights/EEO Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document
Student Privacy/FERPA Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document
Ledger of Expenditures	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document
Last 3 Financial Audit Reports	<input type="checkbox"/> Attached	<input type="checkbox"/> 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.*

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

*\*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 of 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 E: 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.

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

<b>Primary Contact Name</b>	
<b>Title</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Additional Contacts</b>	
<b>Additional Contact's Emails</b>	

<b>Project/Priority Applied For</b>	
<b>Amount Requested</b>	

<b>Submitter Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	



## Appendix F: 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	

### NDE USE ONLY

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

**Appendix I: 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 K: 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 as 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](mailto: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 inquiries: [grantsinfo@doe.nv.gov](mailto: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](https://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.