

Notice of Funding Opportunity (NOFO)

Bullying Prevention Training

Application Due Date: May 24, 2024

Issued By:
The Nevada Department of Education (NDE)
Office for a Safe and Respectful Learning Environment
(OSRLE)

Funding Period: July 1, 2024 - June 30, 2025
Funds Available: \$15,000.00
Source of Funding: State of Nevada General Fund

Questions related to this funding should be addressed to:

Dr. Rhodora Alonzo, Ed.D. | Roe Mercado
Office for a Safe and Respectful Learning Environment
rhodora.alonzo@doe.nv.gov | rosendo.mercado@doe.nv.gov
(702) 486-7953

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PART I – APPLICATION REQUIREMENTS AND GUIDELINES

INTRODUCTION AND BACKGROUND

Overview

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

This application creates the mechanism for compliance with legislative mandates while supporting school district and charter schools for creating the conditions necessary to support collaborative and responsive partnerships as we work towards having bully-free schools for all students and all staff.

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:

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

Funding Information

Available Funds

The total Bullying Prevention grant available funding is \$15,000.00.

Duration of Subawards

The funding period for subawards from the Bullying Prevention Training grant is July 1, 2024, through June 30, 2025. Unexpended funds at the end of FY25 will return to the state and will not be carried forward for subrecipients.

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 at or less than available funding.

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 points 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 Requirements

All subrecipients are required to submit requests for reimbursement and final financial reports in alignment with the due dates in the subaward agreement.

Monitoring and Evaluation Requirements

All subrecipients will be evaluated for financial risk and will undergo financial subrecipient monitoring on an annual basis.

Technical Assistance and Support

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

Technical Assistance

Name	Email
Program	rhodora.alonzo@doe.nv.gov or rosendo.mercado@doe.nv.gov
Budget/ePAGE Technical Assistance	grantsinfo@doe.nv.gov
Pre-Award Assessment Technical Assistance	sidcompliance@doe.nv.gov

NDE is committed to supporting school districts, charter schools, and non-profit organizations that are interested in applying for funding by providing technical assistance; the link for the technical assistance webinar opportunity identified below will be posted with all other information on this NOFO on the Department's webpage for [Grant Information](#).

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 are 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 IB and related attachments.

Review of Application

NDE staff will review and score the applications in accordance with NDE policies for competitive funding opportunities. Applicants are encouraged to refer to the Scoring Rubric

within this NOFO and to respond to all information that is requested within the application itself; applications that have missing or incomplete information will receive lower scores.

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>
May 6, 2024	Applications made available to applicants
N/A	Notice of Intent to Apply Due
May 24, 2024	Applications Due
May 27 – June 14, 2024	Applications Reviewed and Scored
June 24, 2024	Awardees Notified of Allocations
June 24 – July 12, 2024	Development of Subaward Agreement (in ePAGE)
July 1, 2024	Funding Period Begins
June 30, 2025	Funding Period Ends
July 30, 2025	Final Financial Report Due

** Please note that dates are subject to change.*

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 *FY25 Budget Expenditure Summary & 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 *FY 25 [Budget Preparation Guidelines & Chart of Account Supplemental Resources](#)* documents which have been included as resources with this NOFO.

For each expenditure, you must provide, at minimum:

- The total number of units, (or full-time employee (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 *FY25 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource* regarding what is required for the narrative description and 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 and 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.

PART II – APPLICATION

Applicant Information

Applicant information for the applying entity will be required for identification and compliance purposes, including up to date contacts for the organization.

This form must be submitted to Rhodora Alonzo at rhodora.alonzo@doe.nv.gov. Only one application 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.

<i>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)</i>	
1. The establishment of programs to create a school environment that is free from bullying and cyberbullying.	Click or tap here to enter text.
2. Providing training on the policies adopted by the school district/charter school to prevent bullying and cyberbullying.	Click or tap here to enter text.
3. The development and implementation of procedures and policies that allow students and staff to discuss bullying and cyberbullying.	Click or tap here to enter text.

Person Completing Form:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

Signature:	
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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.

Please provide a brief narrative for each question below.

1. Please list name(s) of proposed curriculums, programs, or trainings. Is the program or training evidence based? (10 points)

2. Describe the proposed program, training, or project and the methods utilized to address or train on bullying and/or cyberbullying. (25 points)

3. What does your district or identified school(s) hope to accomplish by implementing the proposed program, training, or project? (20 points)

4. How will your district or identified school(s) measure the effectiveness of the proposed program, training, or project? (20 points)

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. (15 points)

6. Please indicate if your 2023-2024 emergency operations plan was submitted to the Division of Emergency Management by the July 1 deadline. (5 points)

7. Please complete the Pre-Award Assessment. (5 points)

Applicants must use the *FY25 Budget Summary and Narrative* (Attachment B) template that has been provided with this NOFO.

The [FY25 Budget Summary and Narrative](#) template should be completed in accordance with the guidelines provided in the [FY25 Budget Preparation Guidelines & Chart of Accounts](#) document, which has been included as 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 [FY25 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource](#) regarding what is required for the narrative description and 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

In alignment with requirements under state and federal regulation, NDE is required to conduct a Pre-Award Assessment (PAA) for each subrecipient prior to the approval of a subaward agreement. The PAA is a scored criteria within the rubric for all competitive grant applications. The PAA Questionnaire (Attachment E) must be submitted along with all requested attachments for calculation of the PAA score.

Grant Assurances and Certifications

Applicants are required to complete and submit Certifications (Attachment C) and [FY25 State Grant Assurances](#) (Attachment D) with the application materials. Please review both documents thoroughly prior to signing, as they outline the provisions and requirements of this grant funding.

PART III – REFERENCES AND RUBRICS

Scoring Rubric

Please refer to the rubric as you complete your application, as it will assist you in ensuring that you have responded to all prompts and requirements thoroughly.

Component	Evidence Based (10)	Evidence Based (0)			Points Awarded
Is the program or training evidence based?	Evidence based	Not evidence based			
Component	Very Clear (20-25)	Fairly Clear (16-19)	Partial or Unclear (0-15)	Not Answered (0)	Points Awarded
Describe the proposed program, training, or project and the	Answered every part and very clear on utilization and additional	Answered some	Answered only one	Not answered	

methods utilized to address or train on bullying and/or cyberbullying.	services				
Component	Very Clear (16-20)	Fairly Clear (10-15)	Partial or Unclear (0-9)	Not Answered (0)	Points Awarded
What does your district or identified school(s) hope to accomplish by implementing the proposed program, training, or project?	The answer is very clear on what they want to accomplish by implementing the proposed program, training, or project.	The answer is fairly clear on what they want to accomplish by implementing the proposed program, training, or project.	The answer is unclear on what they want to accomplish by implementing the proposed program, training, or project.	Not answered	

Component	Very Clear (16-20)	Fairly Clear (10-15)	Partial or Unclear (0-9)	Not Answered (0)	Points Awarded
How will your district or identified school(s) measure the effectiveness of the proposed program, training, or project?	The answer is very clear on how the effectiveness of the program, training, or project will be measured.	The answer is fairly clear on how the effectiveness of the program, training, or project will be measured.	The answer is unclear on how the effectiveness of the program, training, or project will be measured.	Not answered	

Component	Very Clear (10-15)	Fairly Clear (5-10)	Partial or Unclear (0-4)	Not Answered (0)	Points Awarded
The Budget Summary and Narrative provides requested funding.	The answer is very clear and descriptive.	The answer is fairly clear, lack of detail.	The answer is unclear and no detail.	Not answered	

Component	Yes (5)	No (0)			Points Awarded
The 2023-2024 emergency operations plan was submitted to the Division of Emergency Management by the July 1 deadline.	Yes	No			

Component	Yes (5)	No (0)			Points Awarded
The pre-award assessment was	Yes	No			

completed.					
Total Points					

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 sub-recipient 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 with any questions.

Entity’s Legal Name:	Click or tap here to enter text.
Unique Entity Identifier:	Click or tap here to enter text.
Nevada Vendor Identification Number:	Click or tap here to enter text.

Document Requests			
<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 FY25
Financial Management Policies	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY25
Conflict of Interest Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY25
Civil Rights Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY25
Student Privacy Policy	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY25
Ledger of Expenditures	<input type="checkbox"/> Attached	<input type="checkbox"/> No applicable document	<input type="checkbox"/> Already Submitted for FY25

Does your organization have a time and effort accounting system in place? May state N/A if previously submitted for FY24.

Click or tap here to enter text.

What accounting system does your organization use? May state N/A if previously submitted for FY24.

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 it 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"/>

Budget References

The following resources have been provided to assist you as you complete the *FY25 Budget Summary Narrative Template* that must be submitted with your application. Information on how to assign your proposed line-item expenditures to the correct Object Code, as well as information regarding the narrative component, must be included for each expenditure if found throughout these references.

[FY25 Budget Preparation Guidelines & Chart of Accounts Supplemental Resource](#)

Submission Checklist

- Narrative Form (Attachment A)
- Program Description
- Budget Summary and Narrative (Attachment B)
- Statement of Certification (Attachment C)
- General State Grant Assurances (Attachment D)
- Pre-Award Assessment Questionnaire (Attachment E) and required documentation.

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, cyberbullying and discrimination based on race.

Authorized Representative:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Signature:			

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.

Authorized Representative:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Signature:			

A. Budget Narrative: ATTACHMENT

Please see the attached Excel document.

B. State of Nevada Assurances: ATTACHMENT

Please see the attached PDF.

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.

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”.

ePAGE: ePAGE (Electronic Plans, Applications, Grants, and Expenditures) is 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 grants subawards within the Nevada Department of Education. The GMU maintains a universal email address for all grant related fiscal inquiries: 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,

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 grants 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.