

Notice of Funding Opportunity

Career and Technical Education

Carl D. Perkins Special Population Competitive Grant

Application Due Date: On or before April 14, 2023

Issued By

The Nevada Department of Education

Office of Career Readiness, Adult Learning, and Education Options

Funding Period:	July 1, 2023 – September 30, 2024
Funds Available:	\$12,352 (tentative pending USDOE award notification)
Source of Funding:	Carl D. Perkins Grant

Questions related to this funding should be addressed to:

Karen Chessell, Education Programs Professional
Office of Career Readiness, Adult Learning, and Education Options
kchessell@doe.nv.gov
775-687-7298

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Part I – Application Requirements and Guidelines

A. Introduction and Background

The purpose of the **Strengthening Career and Technical Education for the 21st Century Act** (aka, Perkins V) is to develop more fully the academic knowledge and technical and employability skills of secondary education students and postsecondary education students who elect to enroll in career and technical education (CTE) programs and programs of study.

Purpose and Funding Priority of Perkins V Special Populations Competitive Grant

State agencies are permitted to allocate funds allocated through the Carl Perkins Act for purposes that support career and technical education activities and services for students identified as special populations.

Eligible Applicants

- Public secondary and postsecondary local education agencies (LEAs) offering recognized Nevada CTE programs of study;
- Public charter schools that offered and had enrollment in a recognized Nevada CTE program of study in FY23; and
- These recognized agencies that submitted an FY23 Comprehensive Local Needs Assessment Guide (CLNA).

Goals and Priorities

Grants will be awarded to improve Access and Opportunities for Perkins Special Populations to high skill, high wage, and/or in demand programs. Priority will be given to applications which focus on the following areas:

- a. Increasing the number of students from special populations who enroll in and complete programs leading to careers; and
- b. Closing opportunity gaps among special populations.

Funding Information

Perkins Special Populations funding of \$12,352 is available for eligible secondary and postsecondary recipients. Applicants may request all or part of these funds.

Final FY24 award Amounts are tentative and subject to change based on the official USDOE Perkins grant award notification and the authority provided by the Nevada Legislature. NDE cannot and will not distribute any grant funding that is not funded by the federal government and/or authorized by the Nevada Legislature.

Participation and Evaluation

Participation Requirements

The purpose and priorities of this grant are described in the Goals and Priorities section above.

Reporting Requirements

Any recipient must meet the reporting requirements for the State determined level of performance under the Perkins V, sec. 112. The LEA must establish and describe in their applications the methods that will be utilized to report and evaluate progress of career and technical education programs funded under this application.

Awarded applicants are required to submit:

- Quarterly Program Reports
- Annual Narrative Reports
- Monthly Requests for Reimbursement
- Final Financial Reports

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Monitoring and Evaluation Requirements

Financial subrecipient monitoring is conducted by the Office of Division Compliance on an annual basis related to the financial management and systems of the subrecipient. Additional information related to this monitoring is available in the *NDE Financial-Based Risk Assessment Manual*. This monitoring is determined by the Pre-Award Assessment conducted during the application process for the grant. Additionally, the sub-recipient will undergo a programmatic monitoring evaluation on a regular 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 Support - Karen Chessell	kchessell@doe.nv.gov
Grant Technical Assistance	grantsinfo@doe.nv.gov
ePAGE 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. We are available to provide personalized consultation and technical assistance regarding this competitive grant application process and grants management.

Scheduled Technical Assistance Webinars at this time include:

Technical Assistance	Date and Time
Purposes, Uses of Funds, Budget	Monday, March 20, 2023, 10:00 A.M.
Repeat of Purposes, Uses of Funds, Budget	Wednesday, March 22, 2023, 3:00 P.M.

Review Process

Notice of Intent to Apply

Each entity wishing to apply for funding must complete the *Notice of Intent to Apply* form. Only one form per entity is required. We understand that entities may not yet know the details of their application plan, but we ask that applicants be as accurate as possible at the time of submission; however, applicants are flexible to adjust their initial proposals in their final application. NDE will use the information provided for planning purposes and to create an account for your organization in ePAGE, (Electronic Plans, Applications, Grants and Expenditures), NDE’s online grant management system, so that your organization may submit a funding application.

Please submit your Notice of Intent to Apply by: Thursday, March 23, 2023

Submission of Application

Each applicant must submit a complete application. It is the responsibility of the applicant to submit a complete application.

This will be a two-part process with the initial application being submitted on paper followed by funded applications being submitted in ePAGE. Each project narrative and detailed budget will be reviewed and scored independently.

Initial Application Project Document Requirements

It is the sole responsibility of the LEA to submit a clear and reasonable project narrative and detailed budget. All components of the project narrative will be reviewed and scored by the review committee. Following is the order for submitting the application documents. All forms and document templates will be provided via email and will be available on the CTE page of the NDE website for the LEA to utilize for their grant submission.

All applications must be approved by the LEA’s superintendent or designee. **Items requiring signature are in bold.**

- 1. Application Cover Page;**
- 2. Perkins Assurances;**
- 3. Perkins Certifications**
- 4. Budget Summary** and Narrative;
5. Project Narrative(s); and
6. Agency’s Appeals Policy and Procedure (district/institution level policy)
7. Agency’s Travel Policy (district/institution level policy)
8. Advisory Technical Skills Committee Membership List(s) (agency level list(s))
- 9. Pre-Award Assessment**
 - a. Internal Controls
 - b. Financial Management Policies
 - c. Conflict of Interest Policy
 - d. Civil Rights Policy
 - e. Student Privacy Policy
 - f. Ledger of Expenditures

Any incomplete or unclear submissions could result in a lower committee score and may cause the project not to receive approval. Note: Do not submit the NOFO instructions or any blank pages.

Final Application Components and Document Requirements

It is the sole responsibility of the applicant/subrecipient to submit in ePAGE a complete application **after the final funding is approved**. All application components (e.g., forms, signature pages, budget, etc.) and related documents must be submitted for an application to be complete. **Any incomplete submissions will be returned to the subrecipient and result in the delay of final approval.**

1. Budget Details
2. Budget Narrative Descriptions
3. Assurances (In ePAGE the “Authorized Representative” approval is the signature for the NDE and Perkins Assurances.)
4. Uploaded Documents
 - a. Perkins Certifications
 - b. Agency’s Appeals Policy and Procedure (district/institution level policy)
 - c. Agency’s Travel Policy (district/institution level policy)
 - d. Advisory Technical Skills Committee Membership List(s) (agency level list(s))
 - e. Project Narrative(s)
 - f. Programs Information Form
 - g. Teacher License Information (Only report positions funded by this grant)
 - h. Pre-Award Assessment Documents
 - Internal Controls
 - Financial Management Policies
 - Conflict of Interest Policy
 - Civil Rights Policy
 - Student Privacy Policy
 - Ledger of Expenditures

Review of Application

The application will be reviewed by the Office of Career Readiness, Adult Learning, and Education Options (CRALEO) to ensure: (1) the application is submitted by the deadline; (2) the application is structurally complete (includes all required elements); (3) all required information is completely addressed; (4) CRALEO team reviews for allowable use of funds; (5) Grant review committee makes recommendations for funding; (6) CRALEO will notify the applicant of funding approval and if any modifications are needed. Common Criteria are used to evaluate all applications.



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>
<i>March 13, 2023</i>	Applications made available to applicants
<i>March 23, 2023</i>	Notice of Intent to Apply Due
<i>April 14, 2023</i>	Applications Due
<i>April 17, 2023</i>	Applications Reviewed
<i>May 12, 2023</i>	Awardees Notified of Allocations
<i>June 2023</i>	Development of Subaward Agreement
<i>July 1, 2023</i>	Funding Date
<i>September 30, 2024</i>	First Report Date – CAR Activity Report
<i>September 30, 2024</i>	All Funds Expended; End of Funding Period
<i>December 27, 2024</i>	Final Financial Report Due

Please note that dates are subject to change.

B. Overview of Application Requirements

Notice of Intent to Apply

The Notice of Intent to Apply form is available on the NDE CTE webpage, which can be found at https://doe.nv.gov/CTE/Grants_Home/ . Please submit the completed document by March 23, 2023, to *Karen Chessell and Lisa Morigeau via email at, kchessell@doe.nv.gov and lmorigeau@doe.nv.gov*

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 on the Cover Page with your submission.

Application Deadline

The application must be submitted by 5:00 P.M. PDT on April 14, 2023.

Submission

Each applicant must submit a complete application by email to Karen Chessell at, kchessell@doe.nv.gov and Lisa Morigeau at lmorigeau@doe.nv.gov

Local Administration

There is a restriction on the amount of funds used for administrative purposes. No more than five percent (5%) of the total allocation may be used for administrative purposes. This amount will include any approved indirect costs.

Narrative

The Project Narrative must be submitted on the Project Narrative form. It is to be limited to 4 pages, single-sided, with font size no smaller than 11-point.

Requirement: Throughout the project narrative and budget, when referring to a program of study, the **official** secondary program of study name listed in the current state CTE Course Catalog and/or* the official name used in the college catalog **must** be used. *With collaboration between secondary and postsecondary both institutions course names should be included.

The project narrative must follow the provided template and include the following items:

Project Information

- Eligible applicant's Name
- Grant Funding Year
- Project Name and Project Number (applicant-determined)
- Funding Amount Requested (applicant-determined)
- Career Cluster
- Funding Purpose

Project Description

- Describe the chosen priority/priorities and why it was chosen.
- Describe how the project relates to at least one priority identified in the Comprehensive Local Needs Assessment (CLNA).
 - Describe how the project is of sufficient size, scope, and quality to be effective.
 - Describe how the chosen priority/priorities meet the desired outcome(s)

Measurable Outcome(s)

- Describe how the applicant will evaluate and measure the success and outcomes of the objectives in this application. Include what will be measured, by whom, and the timeline for the completion of the evaluation.

Staffing

- If not requesting salaries in the grant application, please indicate N/A in this section.
- Describe the number of staff devoted to the project(s) and their professional preparation and/or credentials.
- Describe the full-time equivalency (FTE) of each position supported with this funding.
- If a salary is to be funded with multiple grants/funding sources (both CTE and non-CTE) describe the plan fully in the project narrative. Name the other grant/funding sources.
- Describe the system to be used to account for time for cost objectives paid for by this grant, (e.g., personnel activity report or time log). Unless funding is used for one cost objective, all time must be accounted for whether paid with other funds such as general funds or other grants.

Sustainability

- Describe the applicant’s plan for continued sustainability of the proposed project and CTE programs affected by this application following this grant funding.

Budget

The paper budget form, Budget Expenditure Summary should be used for the initial application submission. The link to it can be found on the NDE website under CTE grants administration.

https://doe.nv.gov/CTE/Grants_Home/ In the area Carl D. Perkins Applications and Forms, choose the document called Budget Expenditure Summary. It will take you to the latest NDE paper budget summary form. Refer to the most current NDE [GMU Budget Preparation Guidelines](#) and [GMU Budget Review Checklist](#) when developing the budget. The most current documents are to be released March 15, 2023, during the GMU Office Hours session. When funded the approved budget will need to be entered into ePAGE.

Pre-Award Assessment

NDE is required to conduct the Pre-Award Assessment for each subrecipient prior to the approval of a subaward agreement in alignment with requirements under state and federal regulation. 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. The assessment is completed in ePAGE and a copy of the rubric for the assessment is further attached within ePAGE.

Certification

The Perkins Certification form can be found on the NDE website under CTE Grants Administration at https://doe.nv.gov/CTE/Grants_Home/. Note: Two signatures are required on this document. Submit the form with the paper grant application and then again into the ePAGE Related Documents section following final funding approval.

Assurances

A signed paper copy of the Assurances will need to be submitted with the application. The Perkins Federal Assurances form can be found on the NDE website under CTE Grants Administration at https://doe.nv.gov/CTE/Grants_Home/. Following funding, the complete application will be input into ePAGE. At the time when the application is submitted in ePAGE the submission indicates acceptance of Assurances, therefore, the paper copy of the Assurances will not be requested to be uploaded into ePAGE Related Documents.



Perkins Special Populations Grant Evaluation Scoring Rubric

LEA:

Project #:

Project Name:

Funding Requested \$:

Scorer #:

Grant Evaluation Scoring Rubric	Inadequate Information not provided or minimal.	Minimal Some information provided but requires more detail to clearly understand intended project.	Adequate Project structure and goals are relatively clear and complete enough to understand the intended outcomes.	Excellent Description is concise and thorough enough to clearly understand the details of the project and the outcomes it intends to create.	Evaluator's Score Place your score of each area in this column and provide a total score at the bottom of the column.
Project Information: The project information fully identifies all requirements listed in the Notice of Funding Opportunity (NOFO).	0 - 3	4 - 6	7 - 9	10	
Project Description: The project description fully identifies all requirements listed in the NOFO.	0 - 3	4 - 6	7 - 9	10	
Project Alignment: The applicants project priority is clear: The project alignment fully identifies all requirements listed in the NOFO.	0 - 3	4 - 6	7 - 9	10	
Project and CLNA priority(ies): The project is clear on how it meets a CLNA priority(ies).	0 - 3	4 - 6	7 - 9	10	
Measurable Outcomes: The measurable outcomes description fully identifies all requirements listed in the NOFO.	0 - 3	4 - 6	7 - 9	10	
Staffing: The staffing description fully identifies all requirements listed in the NOFO. N/A = 10 pts	0 - 3	4 - 6	7 - 9	10	
Sustainability: The sustainability description fully identifies all requirements listed in the NOFO.	0 - 3	4 - 6	7 - 9	10	
Budget Details: The project budget detail clearly describes all items being requested for the project and follows the requirements listed in the NOFO.	0 - 3	4 - 6	7 - 9	10	
Pre-Award Assessment	0	1-2	3-4	5	

Scorer's Comments:

Total Score:

/ 85

Scorer's Recommendation: Fully Fund – Partial Fund – Do not Fund

Scorer's Mark:

Pre-Award Assessment Rubric

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Pre-Award Assessment Rubric



	Least Risk (0)	High Risk (1)	Citation
Is the applicant currently debarred?	No	Yes: not eligible to receive funds	2 CFR ¹ 200.216, GPM ² 088.006
Is the applicant currently in receivership?	No	Yes	NDE Policy
What is the applicant's Unique Entity Identifier (UEI)?	Has an active UEI number	No UEI number	2 CFR 1108.395, GPM 088.009
What is the applicant's SAM.gov status?	Clear and active status in SAM.gov	Inactive status on SAM.gov	2 CFR 200.205, 2 CFR 180, GPM 088.006
What is the applicant's Nevada Vendor status?	Has an active Nevada Vendor number	Does not have an active Nevada Vendor number	GPM 088.005
What is the status of the applicant in FAPIIS ³ ?	Has a clear status in FAPIIS	Has one or more findings in FAPIIS	2 CFR 200.205
Did the applicant have and submit their Internal Controls?	Has and submits internal controls	Does not submit internal controls / Does not have internal controls document	2 CFR 200, GPM 088.006
Did the applicant have and submit their Financial Management Policies?	Has and submits financial management policies	Does not submit financial management policies / Does not have a financial management policy	2 CFR 200, GPM 088.006
Did the applicant have and submit their Conflict-of-Interest Policy?	Has and submits conflict-of-interest policy	Does not submit conflict of interest policy / Does not have a conflict-of-interest policy	2 CFR 200, GPM 088.006
Did the applicant have and submit their Civil Rights Policy?	Has and submits civil rights policy/statement	Does not submit civil rights policy / Does not have a civil rights policy	2 CFR 200, GPM 088.006
Did the applicant have and submit their Student Privacy Policy?	Has and submits a policy related to protection of student privacy/data	Does not submit student privacy statement / Does not have a policy	2 CFR 200, NDE Policy, FERPA
Did the applicant have and submit their Ledger of Expenditures?	Has and submits ledger of expenditures	Does not submit ledger of expenditures / Does not have a ledger of expenditures	GPM 088.006
What is the status of any relevant accreditations and/or licenses for the applicant?	The applicant holds the relevant accreditation status and/or licenses	The applicant has recently lost accreditation and/or relevant licenses	GPM 088.006
Does the applicant plan to subcontract their awarded funds? ^{*4}	The applicant will not be subcontracting the awarded funds	The applicant will be subcontracting the awarded funds	2 CFR 200, GPM 088.006
Does the applicant's project align with one or more of NDE's 2020 STIP goal strategies? [*]	The applicant's project clearly aligns with one or more of NDE's 2020 STIP goal strategies	The applicant's project does not clearly align with any of NDE's 2020 STIP goal strategies	GPM 088.006

¹ Code of Federal Regulations (CFR)

² Nevada Grant Policy Manual (GPM)

³ Federal Awardee Performance and Integrity Information System (FAPIIS)

⁴ All items marked with an asterisk are questions specific to the Grant PAA.

Risk Factor	Least Risk (0)	Medium Risk (1)	High Risk (2)	Citation
Does the applicant have previous experience working with similar grants? (e.g., federal or state, amount of funding, etc.)*	Applicant has previous history working with similar grants	Applicant is new to working with grants of similar size and/or complexity		GPM 088.006
Does the applicant have adequate financial staffing and experience to implement and manage the grant?*	80% or more of positions are filled and have the training needed to effectively manage the grant	20% or more of positions are vacant or hiring and will need training to effectively manage the grant		GPM 088.006
Is the applicant able to segregate indirect costs from other funds?	Applicant is able to segregate indirect costs from other funds	Applicant is unable to segregate indirect costs from other funds		GPM 088.006
What accounting system does the applicant use, and can it identify receipts and expenditures of program funds separately and by budget categories?	Accounting system in place identifies receipts and expenditures of program funds separately for each award and by budget cost categories	Accounting system does not identify receipts and expenditures separately for each award and by budget cost categories		GPM 088.006
Does the applicant have a time and effort accounting system in place?	Has a time and effort accounting system in place	Does not have a time and effort accounting system in place		GPM 088.006
If match or maintenance of effort is required, has applicant identified an allowable and sustainable source?*	There are no matching/MOE requirements for the applicant	There are match or MOE requirements for the applicant and they have identified a single sustainable source	There are match or MOE requirements for the applicant and they have identified fragmented sources	2 CFR 200, GPM 088.006
What is the status of recent state or federal financial audits for the applicant?	No findings on the most recent state or federal audits	No recent state or federal audits were conducted	One or more findings on the most recent state or federal audit	GPM 088.006
Is the applicant's Single Audit clear of any significant findings in the past three years?	No findings in the previous three fiscal years.	No Single Audit conducted in the previous three fiscal years.	One or more findings in the previous three fiscal years.	2 CFR 200.500,
<i>What was the Financial Subrecipient Monitoring score for the applicant in the previous fiscal year?</i> ⁵	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>GPM 088.006</i>
PAA Score - Subrecipient	PAA Score - Grant	Criteria		NOFO Rubric Score
Debarred	N/A	Not eligible to receive funds		0
12-20	4-6	High Risk		1-2
5-11	2-3	Medium Risk		3-4
0-4	0-1	Low Risk		5

⁵ This question will be incorporated into the FY24 PAA and is not accounted for in the rubrics at this time.

Assurances

A signed paper copy of the Assurances will need to be submitted with the application. The Perkins Federal Assurances form can be found on the NDE website under CTE Grants Administration at https://doe.nv.gov/CTE/Grants_Home/. Following funding, the complete application will be input into ePAGE. At the time when the application is submitted in ePAGE the Assurances will automatically indicate acceptance.

Part II – Application

A. Narrative

Utilize narrative forms provided both with this communication and on the NDE website Career and Technical Education Grants Administration page found at https://doe.nv.gov/CTE/Grants_Home/.

B. Budget

Utilize budget forms provided both with this communication and on the NDE website Career and Technical Education page. The paper budget form, Budgetformrev(4), should be used for the initial application submission. The link to it can be found on the NDE website under CTE grants administration. https://doe.nv.gov/CTE/Grants_Home/ In the area Carl D. Perkins Applications and Forms, choose the document called Budget Summary Narrative Template. It will take you to the latest NDE paper budget form: Budgetformrev(4). When funded the approved budget will need to be entered into ePAGE.

C. Pre-Award Assessment

NDE is required to conduct the Pre-Award Assessment for each subrecipient prior to the approval of a subaward agreement in alignment with requirements under state and federal regulation. 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. The Pre-Award Assessment Questionnaire is integrated into the ePAGE application.

D. Contacts/Identifying 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.

E. Assurances

Provided with this communication and on the NDE website Career and Technical Education page found at https://doe.nv.gov/CTE/Grants_Home/ and in ePAGE with the final subrecipient approval.

Part III - References

Submission Checklist

- Application Cover Page
- Assurances
- Perkins Certifications
- Application Information
- Budget Summary and Narrative
- Project Narrative
- Agency’s Appeals Policy and Procedure (district/institution level policy)
- Agency’s Travel Policy (district/institution level policy)
- Advisory Technical Skills Committee Membership List(s) (agency level list(s))
- Competitive Project Narrative(s)
- 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

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

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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).

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.