State of Nevada
Department of Health and Human Services
Aging and Disability Services Division

OLDER ADULT LEGAL SERVICES

NOTICE OF FUNDING OPPORTUNITY (NOFO) AND INSTRUCTIONS

COMPETITIVE SUBAWARD PROCESS
Fiscal Years 2020 and 2021

Reporting Cycle, Year One (Fiscal Year 2020): July 1, 2019 – June 30, 2020

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INTRODUCTION

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide legal services to older adults in Nevada, through funding from the Older Americans Act. This Notice of Funding Opportunity (NOFO) establishes the requirements an applicant must meet to be considered for funding.

This NOFO and its corresponding application materials were posted on the Division's website and emailed to current subrecipients and other parties that may have an interest in serving the subject population. The materials are available for download at: http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/.

FUNDING INFORMATION AND PROCEDURES

Note: The terms "Division" and "ADSD" will be used interchangeably in reference to the Aging and Disability Services Division throughout these instructions and the application.

Before completing the application, **thoroughly read this instruction packet** and the documents outlined below. These documents outline subrecipient compliance requirements.

- **General Service Specifications - Older Adult Services** provide program standards for all funded programs, unless noted as exempt in the Notification of Subaward (NOSA). The **Legal Assistance Service Specifications** outline baseline standards for compliance related to the specified service. The Division has final authority over content of Service Specifications, in conjunction with the Legal Assistance Developer. Service Specifications are evolving documents and are available for download and review at:

  http://adsd.nv.gov/Programs/Grant/ServSpecs/Documents/

- **Requirements and Procedures for Grant Programs (RPGPs)** are statements of ADSD policy that ensure fiscal compliance with statutes, regulations and/or rules. Subrecipients must follow the RPGPs, and pending subsequent regulations, whenever the particular regulation applies to their funded program. The ADSD Requirements and Procedures for Grant Programs are available for download and review at:

  http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf

- **Notice of Subaward (NOSA) and Incorporated Documents** also contain funding regulations and agreements. Incorporated Documents consist of a Confidentiality Addendum and Request for Funds and Financial Reporting (RFF-FR) form, which are distributed with the NOSA, as well as Assurances; Budget and Financial Reporting Requirements; a Current/Former State Employee Disclaimer; and an Audit Information Request, which are available for download and review at:

  http://adsd.nv.gov/programs/grant/subawardincorporateddocs/

1. Funding Source

Funding for this service is allocated from Nevada's distribution of Older Americans Act, Title III-B, federal funds. This funding must be used to serve individuals age 60 or older and targeted to those with greatest social or economic need without using financial status as a screening tool.

Background

The Older Americans Act, Reauthorization Act of 2016 establishes the framework for funding allocations to states to support services for older adults, age 60 or older. You may visit https://www.acl.gov/about-acl/authorizing-statutes/older-americans-act for more information about the Older Americans Act.

The Older Americans Act of 1965 was amended in the mid-1970s to include legal service provision for older persons. The Older Americans Act approached legal services for older persons with an allotment of funds to states, proportional to their share of the older population, to then distribute, in part, through grants and the guidance of each state's "legal assistance developer." 42 USC § 3058j.

The Legal Assistance Developer is tasked with ensuring:

1. State leadership in securing and maintaining the legal rights of older individuals;

2. State capacity for coordinating provision of legal assistance;

3. State capacity to provide technical assistance, training and other supportive functions to area agencies on aging, legal assistance providers, ombudsmen and other persons, as appropriate;

4. State capacity to promote financial management services to older individuals at risk of conservatorship;

5. State capacity to assist older individuals in understanding their rights, exercising choices, benefiting from services and opportunities authorized by law, and maintaining the rights of older individuals at risk of guardianship; and

6. State capacity to improve the quality and quantity of legal services provided to older individuals. Id.

The requirements of the Developer are instructive to applicants for grant funding as grant activities should certainly align with the overall goal of maintaining the legal rights of older individuals.

What is missing from the above parameters, and intentionally so, is any limitation on legal assistance on the basis of income. This may be uncertain territory for legal services providers as even the Nevada Supreme Court Rule relating to Interest Bearing Trust Accounts are by reference "for the purposes of providing legally related services to the poor […]." SCR 216(1). Instead, "[a] legal assistance provider may not require an older person to disclose information about income or resources as a condition for providing legal assistance […]" 45 CFR § 1321.71. This rule can make targeting services based on social and economic vulnerability a unique task.

In Nevada, legal service providers are to submit proposals outlining how they will continue to, or begin, provision of legal services to vulnerable adults of age 60 and older, without regard to their income or assets. The proposals are thoroughly reviewed and processed to ensure compliance with federal law and to hopefully impact older Nevadans as best as possible.

The state Legal Assistance Developer (also known as the Legal Services Developer in older versions of the Older Americans Act) is tasked with further ensuring that proposed plans look to "evaluating the capacity of a state's legal services delivery system to consistently and reliably deliver high-quality, high-impact legal assistance to vulnerable elders when their basic human needs are at stake." Best Practice Notes on Delivery of Legal Assistance to Older Persons, Vol 15., Nos. 3 & 4, March 2015. Guidance related to social needs of this population can also be found in 45 CFR § 1321.71, which, by way of example, discusses persons who need assistance with "public benefits, institutionalization and alternatives to institutionalization," and those who are "institutionalized, isolated, and homebound."

In a 2000 article in the Illinois Bar Journal, then-Illinois Legal Services Developer Lee Beneze called this program a "well-kept secret." Senior Legal Assistance Services: A Well-Kept Secret 88 Ill B.J. 411 (Jul. 2000). Providers who receive the grants from this unique program have a unique opportunity to increase accessibility of legal services for older adults while also aiming for the greatest independence and least restriction of these populations in their communities.

2. Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), the selected subrecipient(s) must provide the following services:

- Legal services intake, consultation, and outreach to persons age 60 or older in their service area.
- Services that are not income-dependent but address and prioritize those with the greatest social and economic need.
- Services which preserve the rights and independence of persons age 60 and older in their service area.
- Communication and coordination with the Legal Assistance Developer about service delivery and services offered to individuals served by other Aging and Disability Services Division Programs (such as the State Long Term Care Ombudsman).
- Diversity aware and inclusive services that welcome minority or marginalized populations in culturally sensitive and appropriate ways.
- Services which are delivered with professionalism and courtesy not only to the client but in interactions with the courts, community partners, and government (state and local) staff.

- Services which are delivered in a timely manner with appropriately frequent follow-up and communication with clients or prospective clients.
- Services which are delivered in accordance with the Nevada Rules of Professional Conduct.
- Services in varied areas of legal practice, including but not limited to:
  - Consumer Rights
  - Health Rights
  - Individual Rights
  - Housing and Resident Rights
  - Employment
  - Family Law
  - Guardianship Representation
    - Protected Persons
    - "Grandparent Guardianship"
  - Estate and Advance Planning
  - Name or Gender Marker Changes

Successful applicants should describe their plans to reach underserved populations, conduct outreach, diversify service delivery, and any evidence or data they currently have that supports the identified community needs to be addressed. Successful applicants should demonstrate sensitivity and good judgment in person-centered approaches and outline how questions of client capacity concerns are handled and if there are any policies related to the same. Applicants should also share any unique training staff has, or will obtain, to better serve older adults on an ongoing basis.

Applicants should indicate any potentially negative grant experiences within the last five years including but not limited to audit findings, award terminations or defunding, or the like.

3. Eligibility and Funding Availability

Non-profits, public agencies and for-profit businesses can apply if interested in providing services outlined in this NOFO.

In keeping with the Older Americans Act, Reauthorization Act of 2016, special consideration for funding will be given to applicants evidencing service priority to low-income, frail individuals, age 60 or older, in the following categories:

- Individuals in a minority group;
- Individuals with limited English proficiency;
- Individuals at risk for institutional placement;

- Individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and caregivers of such individuals);
- Individuals with the greatest economic or social need; and
- Individuals residing in rural areas.

Available funding for Legal Assistance is approximately $675,000 in year one of a two-year cycle; year two will be determined based on available funding and service priorities established by the Division. The funding amount and number of awards will be determined based on the number of responses received by ADSD, scoring, regional allocations and administrator decision.

Funding is distributed as monthly or quarterly reimbursements. Subrecipients who require advance funding must thoroughly justify the need within the Applicant Questionnaire. ADSD may or may not accept the justification and could ask for further information before approving or denying the request. Advance payments are only distributed on a monthly basis and must be reconciled at the conclusion of each month before additional funding will be released.

4. Budget Period and Reporting Cycle

This competitive process is for a two-year cycle, beginning July 1, 2019, through June 30, 2021. The first-year subaward budget and reporting period will be for Fiscal Year 2020 (FY20), which is from July 1, 2019, through June 30, 2020.

The completion of a second-year continuation application will be required to be considered for funding in FY21. Budgetary support for subrecipients in the second year will depend upon the overall availability of funds, program performance, program reporting, and service priorities established by the Division.

5. Matching Funds

Matching funds are required for Legal Services. The match required is 15% of the total project funding (the federal (ADSD) and non-federal (subrecipient) contributions), which can be calculated by dividing the requested ADSD amount by 5.666 (approximately 17%).

6. Reporting Requirements

All funded programs must have the equipment and software required to report data online and scan, email and/or upload reports or other documents, as applicable per direction from ADSD. ADSD uses email as its primary means of communication with applicants and subrecipients.

- All programs are required to report client demographic and monthly program service data in the Social Assistance Management System (SAMS).
- Request for Funds/Financial Reports are submitted monthly, quarterly, or as otherwise directed by ADSD.
- If funded, your assigned Grants and Projects Specialist (GPS) and Fiscal Specialist will provide reporting instructions.

- The reporting schedule is posted at http://adsd.nv.gov/Programs/Grant/Resources. Additional reporting may be required.
- Failure to comply with reporting requirements can place a subrecipient's funding in jeopardy.
- **Aside from application scoring, the reporting history of existing programs will be considered in funding recommendations and decisions.**

7. Division Contacts

Program-specific questions should be addressed to the Attorney for the Rights of Older Persons, Persons with a Physical Disability, an Intellectual Disability or a Related Condition (NRS 427A.123 et seq) also known as the Chief Advocacy Attorney:

Homa Woodrum
Chief Advocacy Attorney
hwoodrum@adsd.nv.gov

Technical assistance on the required forms, beyond instructions provided in this document, can be directed to the Grant Manager:

Kristi Martin
Social Services Manager I
kmartin@adsd.nv.gov

8. Submittal Information

- **Deadline: Thursday, May 9, 2019.**
  - Applications must be emailed to ADSDGrants@adsd.nv.gov ***and*** hwoodrum@adsd.nv.gov.
    - Alternatively, existing subrecipients may also upload the file(s) to ADSD's FTP server and send an email to ADSDGrants@adsd.nv.gov to provide notification of the submission.
- **Failure to meet the application submission deadline** will eliminate the application from consideration in this funding opportunity.

9. Application Status Determination for On-Time Applications

- Each application will undergo an initial review for completeness and adherence to instructions. Applications that do not meet all requirements will not be accepted for funding consideration. Applicants with rejected applications will receive written notification in May 2019.
- Rejected applicants may appeal this decision, in writing, to the ADSD Administrator in Carson City. The request for review must be received within five working days from the notification of non-acceptance.
- The Administrator, or designee, will notify the applicant of the Administrator's decision, in writing, within ten working days of receiving the applicant's appeal.

- The Administrator's decision is final. There will be no additional appeal process.

10. Funding Decisions

- After application acceptance, the Chief Advocacy Attorney, Grants and Project Specialists and independent reviewers will review all applications and make initial funding recommendations based on the scoring matrix below.

- ADSD staff will review scores and funding allocations with the Administrator. Reporting and compliance history of previous or current subrecipients will also be reviewed.

- The Administrator will consider all input prior to making final funding decisions.

- ADSD may negotiate with or seek additional information from applicants before decisions are made.

- The Administrator's decision is final.

- Subaward announcements will tentatively be released in late May.

- Notices of Subaward (NOSAs) will be distributed in June, or as ADSD receives requested subrecipient budget revisions, as applicable.

11. Scoring Matrix

Applications will be scored according to the following matrix (45-point total):

1. Service area, outreach plans and service delivery to target populations (10 points).
    - Items are not defined/described and are unrelated to the proposed service – Score 0 points
    - Items are all poorly or partially defined/described and/or mostly unrelated to the proposed service – Score between 1 and 4 points
    - Items are mostly defined/described, with some areas lacking, and/or partially unrelated to the proposed service – Score between 5 and 6 points
    - Items are satisfactorily defined/described and mostly related to the proposed service – Score between 7 and 9 points
    - Items are thoroughly defined/described and undoubtedly related to the proposed service – Score 10 points

2. Applicant's capacity to provide the service, its experience and existing or proposed partnerships (10 points).
    - No experience and lack of capacity and partnerships – Score 0 points
    - Some experience, but lack of capacity and/or partnerships (or vice versa) – Score between 1 and 5 points
    - Good experience, but lack of capacity and/or partnerships (or vice versa) – Score between 6 and 9 points
    - Exceptional experience, capacity and existing partnerships, with plans to seek new partnerships – Score 10 points

3. Other funding, sustainability goals, and reasonableness of cost per client, unit of service and program expenses (10 points).
   - No other funding or sustainability goals; unreasonable cost per client, unit of service and program expenses – Score 0 points
   - Limited other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification – Score between 1 and 4 points
   - Satisfactory other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification (or vice versa) – Score between 5 and 6 points
   - Satisfactory other funding and/or sustainability goals; mostly reasonable cost per client, unit of service and program expenses and justification – Score between 7 and 9 points
   - Abundant other funding and/or sustainability goals; all costs are reasonable and justified – Score 10 points

4. Relevance, achievability and impact of the proposed goals and objectives, as well as evaluation of outcomes (10 points).
   - Goals, objectives and evaluation of outcomes are not related to the program, unachievable and do not show impact – Score 0 points
   - Goals, objectives and evaluation of outcomes are slightly related to the program, achievable and impactful – Score between 1 and 4 points
   - Goals, objectives and evaluation of outcomes are mostly related to the program, achievable and impactful – Score between 5 and 6 points
   - Goals, objectives and evaluation of outcomes are adequately related to the program, achievable and impactful – Score between 7 and 9 points
   - Goals, objectives and evaluation of outcomes are strongly related to the program, achievable and impactful – Score 10 points

5. Adherence to application instructions and accurate completion of forms (5 points).
   - Instructions not followed and forms not complete – Score 0 points
   - Some instructions followed and some forms not complete – Score between 1 and 2
   - Most instructions followed and forms are complete – Score between 3 and 4
   - All instructions followed and forms are complete – Score 5 points

In the event an application is funded, the following will apply, in addition to the documents listed on page 2 (please keep this information for future reference):

1. **Notice of Subaward (NOSA) and Incorporated Documents**

   The Notice of Subaward will be placed on ADSD's FTP server if the successful applicant is an existing subrecipient. If the successful applicant does not currently receive ADSD funding, or does not have access to the FTP server, the NOSA will be emailed. In each instance, a detailed email will be sent to the individual listed as the Subrecipient Contact on the Applicant Information page of the application (Excel file) to notify the applicant of awarded funding. Incorporated Documents will be distributed as described on page 2 and the NOSA email. Required Incorporated Documents will be listed within the NOSA. ***It is very important to read all documents carefully, follow all instructions and comply with all special conditions (if applicable). An authorized representative of the subrecipient must sign the NOSA and Incorporated Documents, as applicable, and return the documents <u>to the assigned ADSD Grants and Projects Specialist (GPS)</u>, as listed in the email. ADSD must have on file a letter authorizing the signer if that person is not the head of the nonprofit board, for-profit agency or public entity, depending on the type of organization.***

   <u>Please note:</u> If budget revisions are required, ADSD must receive those revisions before a NOSA can be issued. The Chief Advocacy Attorney or assigned GPS will contact you to request revisions.

   Funds will not be released until all special conditions have been satisfied and all required, signed documents have been returned and approved by ADSD.

2. **Request for Funds-Financial Reporting (RFF-FR)**

   The Request for Funds (RFF) form is considered a NOSA Incorporated Document; however, it is not utilized until funding is requested by a subrecipient. The RFF-FR must be completed, submitted and approved in order to draw down funds. Funds are distributed as monthly or quarterly reimbursements, unless the subrecipient has been approved for monthly advance payments (see page 6). The RFF-FR will be distributed to funded programs with the NOSA. Programs must use the provided form.

3. **Vendor Number**

   All vendors doing business with the State of Nevada must have a vendor number assigned by the State Controller's Office. Current subrecipients do not have to complete this form, but new subrecipients are required to complete a Vendor Registration Form before any invoices or subaward payments can be made. The Vendor Form must be completed by the subrecipient and submitted directly to Vendor Services, and a copy must be sent to ADSD's Fiscal Unit in Carson City. Vendor Forms are available at <u>http://controller.nv.gov/</u>. Electronic vendor registration is also available.

4. **Change of Address**

   To change the program's address, the subrecipient must submit a Vendor Information Update and/or Additional Remittance Form to the State Controller's Office. This form is submitted directly to Vendor Services with a copy to ADSD's Fiscal Unit in Carson City.

The Division must be notified of address changes to avoid any delay in receiving funds. Vendor Forms are available at http://controller.nv.gov/. Ensure your RFF-FR form has the correct address for vendor payments listed under Subrecipient Address.

5. Performance Indicators

Performance Indicators are required. Performance Indicators measure tangible effects that a service has on the wellbeing of a client. Measurements may be both objective and subjective. Further information on Performance Indicators can be found at http://adsd.nv.gov/Programs/Grant/Resources. Performance Indicators for Legal Assistance may be revised and implemented at any time within the fiscal year.

6. Program Assessment and Fiscal Monitoring

Programs will be assessed to evaluate fiscal accountability, progress towards achieving program goals, objectives, projected outcomes, client satisfaction and adherence to the ADSD's NOSA, Incorporated Documents, Service Specifications, RPGPs and other regulations, as applicable.

Programmatic assessment visits are conducted by the assigned Grants and Projects Specialist (GPS) and Chief Advocacy Attorney on at least a biennial basis. The visits occur at the location of service delivery and/or the subrecipient's office and may include visits to clients' homes to discuss their satisfaction with the services and to observe service provision.

Fiscal monitoring is conducted on each subaward after the budget period has ended, or as otherwise deemed necessary. The monitoring may occur at the subrecipient's office, or as a desk audit, depending on the type and size of the subaward.

7. Technical Assistance

All subrecipients will be assigned a Grants and Projects Specialist (GPS), who is available to provide assistance with aspects of subaward management. Fiscal Auditors are available to address questions regarding fiscal matters. The Chief Advocacy Attorney will provide service-specific technical assistance and program development, as well as file reviews.

APPLICATION FORMAT and FILE INSTRUCTIONS

Application Format

The application MUST conform to the following requirements in order to be considered for funding:

- Applications must be computer-generated (no handwritten or typewriter-produced applications).

- The application must be concise and no more than 39 pages (excluding attachments). Do not include cover sheets, cover letters, unsolicited attachments or application instruction pages, as they will be included in the page limit. Specific page limits are listed next to page names below. **If no page limit is listed, the document is one (1) page.**

- Applications are expected to be free of spelling and grammatical errors.

- Use black, 12-point Arial font in the application's Word file. In the Excel file, use the pre-set font settings.

- The application must be submitted on Division forms. The application must be the ADSD Competitive Subaward Application – Older Adult Legal Services, FY20 version (as shown in the application's footer).

- Submitted applications must be on white, 8 ½ x 11 size paper, assembled according to the instructions on the Application Checklist on page 19 and saved as a PDF document. Applicants that are not able to submit one file may follow the instructions on the Application Checklist to submit the application in sections.

Application Files

Three (3) files are to be used when completing the subaward application. The submitted PDF application must have all elements of these files included:

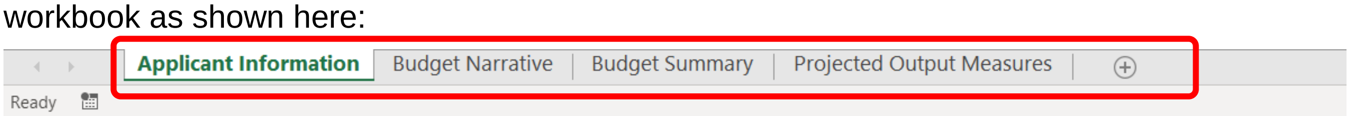
1. Microsoft Excel File: ADSD Subaward Application-Legal Services FY20 Part 1
2. Microsoft Word File: ADSD Subaward Application-Legal Services FY20 Part 2
3. PDF File: DHHS Subrecipient Questionnaire

➢ Additionally, applicants must submit attachments as request within the Application Checklist on page 19. Attachments are categorized by "mandatory," "optional" or "if applicable."

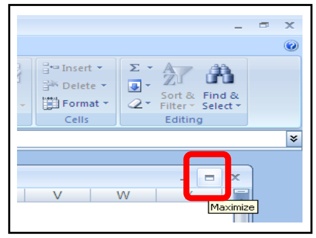
The ***Excel*** file contains the following forms, in order:

- Applicant Information
- Budget Narrative, 8-page limit
- Budget Summary
- Projected Output Measures

To access each form in Excel, click on the corresponding tab at the bottom of the page/ workbook as shown here:



If you do not see the tabs at the bottom of the page, maximize the screen by clicking the button on the right side of the screen, as shown here:



PLEASE NOTE: Do not utilize multiple copies of the Excel file to create your application; there are formulas that carry from page-to-page. For best results, complete each tab of the workbook in order. Additionally, do not paste information from past applications, as it might cause problems with the formulas. This will ensure that invalid error messages are not shown on the application and linked boxes will have a value.

The ***Word*** file contains the following forms, in order:

- Executive Summary, 1-page limit
- Project Narrative, 15-page limit
- Goals and Objectives, 2-page limit
- Organizational Standards and Applicant Questionnaire, 4-page limit

The ***Subrecipient Questionnaire*** (PDF file) is pre-set at 6 pages. Provide an answer to each question.

Please contact ADSD if you have questions regarding a form, or if the information below for the Excel and Word files does not answer your question.

FORM INSTRUCTIONS – Excel File

APPLICANT INFORMATION

Box #	Instructions
1	If the agency is not currently funded by ADSD for the proposed service, choose “New Applicant or Type of Service.” If ADSD is currently funding the service, choose “Currently Funded ADSD Subaward” and enter the agency’s FY19 subaward number for that service, which can be located on the FY19 NOSA.
2	No action required. The amount requested will auto-fill once the Budget Narrative is complete.
3	Select the agency’s organization type.
4	Enter Subrecipient and Program information, as requested on the form. Complete both sections. Subrecipients are entities that are responsible for the funds awarded. Additional information on Subrecipients (grantees) is in RPGPs. Programs are entities that provide service delivery under the subaward. The subrecipient contact and program director must not be the same person for accountability purposes. **For non-profit organizations, the Subrecipient contact must be the President of the Board of Directors.** Enter the agency’s Employer Identification Number (EIN) or Federal Tax Identification Number. Enter the agency’s Data Universal Numbering System (DUNS) Number. All DUNS numbers are 9 digits. To request, look-up or make changes to a DUNS number, go to http://fedgov.dnb.com/webform.

5	No action required. The funding source has been pre-filled.
6	No action required. The funding source has been pre-filled.
7	List the program’s service area(s) for the proposed service. You may list specific cities and/or towns, or describe a larger area (e.g., 15-mile radius around Winnemucca, Statewide with the exception of Clark County, etc.). If you list a county, and not specific cities and/or towns, the program will be expected to serve the entire county. This also applies to subawards that enter “statewide” in this section without exclusions listed.
8	List the populations that the agency will target for the proposed service. You may list more than one population-type per line, if needed.
9	No action necessary. Legal Services subawards are categorical.
10	List the specific service components that will be provided to clients under the proposed service, should funds be awarded. Include only activities that would be funded by the subaward.
11	Read the statement. Enter the name and title of the agency’s authorized representative. Once the authorized representative has reviewed the completed application package, he/she will sign and date the original Applicant Information form. By signing the forms, the representative is stating that he/she has approval from the Subrecipient to sign the forms and verified accuracy of the information within the entire application. *ADSD must have on file an official letter authorizing the signer if that person is not the head of the nonprofit board, for-profit agency or public entity, depending on the type of organization.*

BUDGET NARRATIVE

The applicant name, subaward and service type will auto-fill from information entered on the Applicant Information page.

Describe program expenses requested from ADSD in the budget categories included in the Budget Narrative using the descriptions below as a guide to describe each category of expense. Be sure to provide a detailed response, explain how each expense is related to the proposed project and identify any one-time costs. Provide calculations where requested and follow the examples. Utilize the RPGPs for rules and regulations on allowable expenses.

THIS TAB IS NOT PROTECTED. Do not delete formulas. Ensure text in each row is visible; expand rows as needed (go to numbered rows on the left side of worksheet and drag the bottom line of the row down when you see your cursor change to , or right click on the row number and choose Row Height to enter a height). Each section has additional rows that you may unhide to utilize. Contact ADSD if you need assistance.

PERSONNEL: Line A: List *program* and *administrative* staff (Name, Title, PCN) that will provide **direct** service under the proposed program and the associated costs to be charged to the subaward, using the column headers as guides. Costs associated with administrative staff providing **indirect** services may only be included in this section in fixed-fee proposals; otherwise, the expenses may be included as part of the indirect/administrative expense percentage at the end of the Budget Narrative. Place an asterisk (*) beside all new positions. If your agency does not have a Position Control Number (PCN) system, one must be developed to identify each position. Line B, for each position listed: List the fringe benefits provided (FICA, Medicare, vacation, state industrial insurance, unemployment insurance, etc.). Briefly describe the position’s duties as they relate to the funding and program objective.

TRAVEL/TRAINING: Identify in-state and out-of-state travel to be completed during the budget period. The red writing must be replaced with actual trip information, such as the name of a conference, location, etc. Complete the trip expenses and enter justification. If multiple trips are proposed, copy and paste another in-state or out-of-state section into the narrative as stated on the form. Utilize GSA.gov for mileage, per diem and lodging. If lodging exceeds the GSA rate, provide an explanation in the Justification section.

If requesting general in-state mileage for operational purposes, enter the cost in the mileage section *below* “In-State Travel,” provide an explanation of the cost calculation and the reason for travel.

OPERATING: Include SPECIFIC facility and vehicle costs associated with the proposed program (not the agency as a whole), such as rent, maintenance expenses, insurance (split by type), fuel, as well as utilities such as power, water and communications (phone/internet). Also list tangible and expendable personal property such as office supplies, program supplies, necessary software, postage, etc. Provide a calculation for each line.

EQUIPMENT: List equipment to purchase or lease, which cost $5,000 or more (per item), and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. Equipment items that cost less than $5,000 should be listed under Operating. Justify the need for these items. There is no guarantee that ADSD will have funds available for equipment.

CONTRACTUAL/CONSULTANT SERVICES: Explain the need and/or purpose for the contractual and/or consultant service. Identify and justify these costs. Only include costs for which there is a written contract or agreement that can be presented to ADSD, if requested.

OTHER: Identify and justify all other expenditures that cannot be identified within another category. These costs may include any relevant expenditure associated with the project. These costs are to be included only if they are associated exclusively with this program. If they are associated with multiple sources of funding, the costs are to be included in Administrative Expenses. Follow the example on the form.

ADMINISTRATIVE/INDIRECT EXPENSES or FEDERAL INDIRECT COST RATE (FICR): Administrative/indirect expenses and FICR are to be used to help cover expenses that are not easily assignable to a specific program or unit within an organization. These costs are associated with depreciation and use allowances, facility operation and maintenance, general administrative expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. If requested, the expenses are limited to the maximum rate listed, depending on the funding source and existence of an FICR percentage of the direct project costs requested from ADSD. Administrative/indirect expenses do not apply to equipment or fixed-fee subawards. Reference the Requirements and Procedures for Grant Programs (RPGPs) GR - 20*. Modified Direct Costs (rate of 10%) must be based upon expenses as outlined within the RPGPs. FICR amount must be based upon allowed expenses per your organization’s current FICR letter. Attach a copy of your FICR letter to the application, as applicable.

BUDGET SUMMARY

The applicant name, subaward and service type will auto-fill from information entered on the Applicant Information page.

This page offers a summary of the subaward budget, match and other funding. Information entered into the Budget Narrative will populate the ADSD Funds column. Applicants will enter match and other funding information in the orange cells.

Matching Funds Requirements: Match is required. Calculate match by dividing the requested ADSD amount by 5.666. See page 6 for more information. In the Match column, indicate whether the match is pending or secured. Determine your match requirement and enter it on the “Enter Total Funding” row (round to the nearest dollar). Then, break out your match into the budget expense categories. In box C, near the bottom of the form, identify the source(s) of the match and specify whether each of the sources are pending or secured, if different than your response on row 7.

In the columns after Match, enter any other funding that will be used to support the proposed service. Enter the name of the funding source where indicated, whether the funding is pending or secured, and the amount to be used towards the program. Then, break out the funding into the budget expense categories.

Ensure all boxes on row 21 are zero as stated in the row header.

Add comments to box B, if needed. Ensure a response is included in box C for match. List potential/estimated amounts and sources of program income, such as client donations, in box D. If your program has a sliding fee scale or cost-sharing procedure, indicate how the program will ensure clients served under ADSD funding will not be subject to cost-sharing, as Legal Assistance funded with Older Americans Act dollars are prohibited from incorporating cost-sharing (see #2 below).

IMPORTANT: Program Income

1. Client service donations may not be used as match but can be solicited for all services. **Solicitation must be non-coercive. The donation process must be confidential.**

2. Cost sharing (contributions made to a program based on a sliding-fee scale) is prohibited in certain programs, **including Legal Assistance**. The Division’s Cost Sharing Policy, and a list of the excluded programs, can be found in the RPGPs at http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf on pages 73-75.

PROJECTED OUTPUT MEASURES

The applicant name, subaward and service type will auto-fill from information entered on the Applicant Information page.

Applicants are required to submit projected output measures to illustrate the proposed number of unduplicated clients and units of service they plan to serve.

To avoid unnecessary confusion, complete the Projected Output Measures page after all other Excel documents have been completed. Shaded cells will populate from data entered in other parts of the file.

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FORM INSTRUCTIONS – Word File

EXECUTIVE SUMMARY

Provide a one-page summary of the proposed project including the goals and major objectives, which will be expanded upon in the Goals and Objectives section.

PROJECT NARRATIVE

Provide detailed, but concise responses to each section of the project narrative using guidance below and throughout this document. Page Limit: 15 pages

A. *Proposed Intervention*
   Describe in clearly and concisely, how your organization plans to carry out the requirements of this program. Include a description of specific activities planned, and any anticipated challenges or technical assistance needs. Include specific types of legal assistance to be provided including priorities based on the needs of the proposed service area.

B. *Target Population and Service Area*
   Describe the population(s) to be served, specifically any underserved populations. Identify methods to reach the population(s) to be served. Identify any barriers that may prevent timely service delivery and include how recurring services (such as ongoing client contact) are managed for persons who have limited means of transportation.

   Applications will be funded for projects statewide; however, responses should detail specific considerations for counties throughout Nevada. Describe in detail how services will be brought to rural Nevada.

C. *Organizational Capacity and Partnerships*
   Describe the organization's capability to perform the proposed services. Include past experiences or anticipated increased capacity as a result of this funding. Describe the professional staff and specific responsibilities under this service and the facilities and other resources in place to support this service.

   Identify key partnerships and describe in detail how they will enhance services under this program. Include partnerships with government entities as well as other community partners. Specifically address how services have been or will be provided to those referred for services from the ADSD's State Long Term Care Ombudsman Program, Protective Services, and Disability Services, if applicable.

D. *Cost-Effectiveness and Sustainability*
Describe resources outside ADSD funding to be used to support this service. How will these resources be used to enhance services?

E. *Evaluation*
Describe the methods, techniques, and tools that will be used to measure outcomes and effectiveness of proposed service.

GOALS AND OBJECTIVES

Describe the goals and objectives for this project, including major activities and outcomes. Multiple objectives may be included within a row if there are not enough rows to meet your needs. Page Limit: 2 pages.

Example entry:

Objective	*Activities*	*Outcomes*
1. Older adults in long term care settings will be defended from inappropriate discharge.	A. Form relationships with State Long Term Care Ombudsman's office to receive referrals regarding residents being wrongfully discharged. B. Visit and consult with clients in long term care promptly and regularly leading up to and including discharge hearing date. C. Represent older adults in discharge hearings consistent with their wishes and goals.	• 75% of persons represented in discharge hearings were able to achieve their stated goals (e.g., remaining in their placement, moving to another placement on their own terms and timeline, etc.)

ORGANIZATIONAL STANDARDS and APPLICANT QUESTIONNAIRE

Read the form and respond accordingly. On question 3, choose the organizational structure of the agency and identify the governing body or ownership as applicable to the selection. Non-profit agencies must verify information for their board of directors. Page Limit: 4 pages.

APPLICATION CHECKLIST

If you are submitting one PDF file (preferred), assemble the application in the order shown below. You may also submit a PDF for each of the three files (Part 1, Part 2, Subrecipient Questionnaire) and the attachments.

If any of the following items are incomplete or missing, the application will be rejected:

- ☐ Applicant Information (Excel Document)
- ☐ Budget Narrative (Excel Document)
- ☐ Budget Summary (Excel Document)
- ☐ Projected Output Measures (Excel Document)
- ☐ Executive Summary (Word Document)
- ☐ Project Narrative (Word Document)
- ☐ Goals and Objectives (Word Document)
- ☐ Organizational Standards and Applicant Questionnaire (Word Document)
- ☐ Subrecipient Questionnaire (PDF Document)

Attachments – If included, <u>will not</u> count towards page limit.

- ☐ Grievance Policy *<u>(mandatory)</u>*
- ☐ Statement of Non-Discrimination *<u>(mandatory)</u>*
- ☐ Contracts or Memorandums of Understanding *<u>(if applicable to the program/service)</u>*
- ☐ Current Federal Indirect Cost Rate (FICR) Letter *<u>(if applicable)</u>*
- ☐ Official letter authorizing a person other than the head of the nonprofit board, for-profit agency or public entity (depending on the type of organization) to sign the application and/or subaward documents *(<u>if applicable</u>).* See requirements on pages 10 and 14 regarding authorized signers.