

Aging & Disability Services Division

Request for Funds & Quarterly Financial Reports Policy

Introduction

ADSD has an email address (adsdgrants@adsd.nv.gov) for grantees to submit two required documents:

- *Request for Funds (RFF)*
- *Quarterly Financial Reports (QFR)*

Grantees may occasionally receive special instructions to submit other material or documentation to the adsdgrants@adsd.nv.gov address. *All other documents and requests must be submitted to and through assigned Resource Development (RD) Specialists.*

Grantee Procedure

Request for Funds

Funds may be requested in advance, as equal monthly payments, or as a reimbursement. To receive timely, advanced payments, *RFFs* must be received by the **10th calendar day** of the month preceding the quarter requested.

	QUARTER - Date Range			
	1st	2nd	3rd	4th
Social Services	July 1 - Sept 30	Oct 1 - Dec 31	Jan 1 - Mar 31	April 1 - June 30
Nutrition (III-C)	Oct 1 - Dec 31	Jan 1 - Mar 31	April 1 - June 30	July 1 - Sept 30
Nevada Fiscal Year	July 1 - Sept 30	Oct 1 - Dec 31	Jan 1 - Mar 31	April 1 - June 30
Federal Fiscal Year	Oct 1 - Dec 31	Jan 1 - Mar 31	April 1 - June 30	July 1 - Sept 30

- Grantee must submit a single request on a **quarterly or monthly basis** in accordance with PIN 26.
- ADSD will provide a template **Request for Funds** form, populated with grantee information, for all Aging Services funded grants, which will be distributed with the Notification of Grant Award. The form is protected to ensure the correct information is included.
- If you have not received a RFF template, one may be downloaded from the ADSD Reporting Schedule web page at <http://adsd.nv.gov/Programs/Grant/Resources/>.
****Outdated forms or forms submitted through the postal mail will no longer be accepted and will be returned.**
- Instructions for completing the form are attached to the RFF Template.
- Complete the Request for Funds form, including **original signature**.
- Submit the **Request for Funds** to adsdgrants@adsd.nv.gov with the subject line as follows: **Request for Funds – [Grant Number]**.

For example, a subject line could read:
Request for Funds – 18-000-01-LX-16

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Quarterly Financial Reports

Quarterly Financial Reports are due the **10th calendar day** of the month *following* the end of a reporting quarter, which are the months of January, April, July, and October.

Grantees must submit a report for **EACH** grant received from ADSD, **even if no funding is spent during the reporting period.**

- Submit a single report on a Quarterly basis.
- There are four (4) Quarterly Financial Report categories:
 - Adult Day Care
 - Nutrition Fixed-Fee
 - Categorical
 - All Other Fixed-Fee
- ADSD will provide a template **Quarterly Financial Report** form, populated with grantee information, for all Aging Services funded grants, which will be distributed with the Notification of Grant Award. The form is protected to ensure the correct information is included.

****Outdated forms or forms submitted through the postal mail will no longer be accepted and will be returned**

- If you have not received a QFR template, one may be downloaded from the ADSD Reporting Schedule web page at <http://adsd.nv.gov/Programs/Grant/Resources/>.
- Instructions for completing the form are attached to the QFR Templates.
- Submit the **Quarterly Financial Report** to adsdgrants@adsd.nv.gov with the subject line as follows: **Quarterly Financial Report – [Grant Number]**.

For Example a subject line could read:

Quarterly Financial Report – 18-000-01-LX-16

****Future grant funds may be held if QFRs are not received. Notify your assigned RD Specialist should you anticipate a delay in submittal.**