**State of Nevada   
Aging and Disability Services Division (ADSD)**

**Short Form Grant Application**

***To Be Used Only with ADSD Approval***

Each of the following items must be submitted unless otherwise stated. Applications with missing or incomplete items will be rejected:

**Applicant Information** (Excel Document)

**Application Checklist** (Word Document)

**Executive Summary** (Word Document)

**Organizational Standards** (Word Document)

**Budget Detail Worksheet** (Excel Document)

**Budget Form A** (Excel Document)

**Budget Form A-1** (Excel Document) *(If #9 box is filled in, otherwise, not required)*

**Assurances/Certifications** (Word Document)

**Assemble the application in the order shown above.** Check off each item completed and submit this page with your application package as directed.

**Staple** the original application and each copy in the top, left corner. Do not use binder or paper clips.

Read the RFA and Application Instructions for information on application submittal.

**EXECUTIVE SUMMARY**

Begin typing here.

**ORGANIZATIONAL STANDARDS**

**Name of Organization:**

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| **1. Organizational Structure (put an “x” in the appropriate box)** | | | |
| **Public agency** | | | |
| **Identify governing body:** | |  | |
| **Private, for-profit agency** | | | |
| **Identify headquarters/legal ownership:** | | |  |
| **Private, non-profit agency** | | | |
|  | **The agency has a Board of Directors that is active, responsible and holds regular meetings. Members must have no material conflicts of interest and must serve without compensation.** | | |
|  | **If the above box for non-profit Board of Directors is not checked, explain the reason and plan of action to remedy the situation:** | | |

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| **2. Financial Accountability** | |
|  | **Agency has a system for generating profit/loss statement (if for-profit) or statement of activities (if non-profit/governmental) and a detailed transaction report. Agency has a separate accounting for each grant, if more than one.** |
|  | **If the above box for financial accountability is not checked, explain the reason and plan of action to remedy the situation:** |

**ASSURANCES**

A signature at the end of this section indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Earmark sufficient funds to provide liability insurance for the project, including adequate fire and extended coverage insurance to cover all capital assets, such as project equipment.
2. Purchase bonding insurance to cover all employees who handle or have access to cash, project checking accounts or other project monies.
3. Provide required information and documentation in a timely manner upon request by the Division.
4. Institute a “smoke, alcohol and other drug-free” environment, where the use of tobacco products, alcohol and illegal drugs will not be allowed.
5. Make all necessary accommodations to meet the needs of persons with disabilities in accordance with the Americans with Disabilities Act (ADA).
6. The applicant understands that funded programs must evidence outreach and ensure service priority to low income older individuals; low-income older minority individuals and members of Native American tribes; older individuals with limited English proficiency; individuals at risk for institutional placement and older individuals with the greatest economic or social need and/or seniors with disabilities.
7. All employees and volunteers associated with the project will adhere to appropriate standards of confidentiality and professional practice, in accordance with the Division’s Confidentiality Addendum signed for each grant received.
8. The applicant understands that the Division will retain interest in the title of any capital equipment costing $5,000 or more that is purchased with these grant funds.
9. The applicant understands that on-site evaluations and verification of client satisfaction, through in-home client visits, telephone surveys, service ride-along trips, or other means, will be conducted by ADSD staff at least once during the two-year grant cycle for the purpose of determining project progress, client satisfaction and compliance with grant conditions.
10. The applicant agrees to comply with the Division’s fiscal management policies. If funded, grantees are required to comply with the most current version of the publication *Requirements and Procedures for Grant Programs (*RPGP or General Fiscal Requirements (GR)), previously known as *Program Instructions – Nevada (PINs).* Applicants and grantees may access an electronic copy of this document on the Division’s website at <http://adsd.nv.gov/Programs/Grant/Resources>.
11. The applicant agrees to comply with the Division’s programmatic policies. If funded, all grantees are required to comply with the General Service Specifications, as well as the Service Specifications that specifically pertain to each program type (e.g., adult day care, nutrition, transportation, etc.). Applicants and grantees may access an electronic copy of these documents on the Division’s website at <http://adsd.nv.gov/Programs/Grant/ServSpecs/Documents>.
12. The applicant also understands that a change in funding availability, or significant and unjustified lack of progress in achieving its goals and/or major noncompliance with grant conditions, may result in action ranging from the withholding of funds to a termination of the grant award prior to the end of the grant period. In addition, a finding of misappropriation or misuse of the funds could result in an action for re-claiming of funds already paid.
13. Financial records, supporting documents, statistical records, and all records pertinent to the grant agreement must be retained for a period of three years from the final submission of the expenditure report, or as otherwise described in RPGP GR-3.
14. The applicant understands that this grant cannot be transferred to another entity without the written approval of the Aging and Disability Services Division.
15. The applicant understands that it must demonstrate outreach to seek additional funding from other resources to ensure that the services funded by this grant can be sustained after the grant cycle concludes.
16. If funded, the grantee must keep current program information on file with Nevada 2-1-1, [www.Nevada211.org](http://www.Nevada211.org).
17. If funded, the grantee must maintain and utilize Internet access (i.e., web browsing, e-mail) for communication purposes with the Aging and Disability Services Division. In addition, the grantee is responsible for ensuring that its e-mail account is configured to receive messages from the Division. The Division has no control over restrictions a particular Internet provider places on the delivery of its messages. The grantee should check with its Internet provider or system administrator to ensure their e-mail account is configured to receive Division communications.
18. Will comply with the mandatory standards and policies relating to energy efficiency, which are contained in the State Energy Reduction Plan issued in compliance with the Energy Policy and Conservation Act and amendments under the Alternative Fuel Act of 1988.

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|  | Applicant Organization |  | Printed Name and Title of Authorized Representative |
|  |  |  |  |
|  | Signature of Authorized Certifying Official |  | Date |

**CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING**

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| Applicants should refer to the regulations cited below to determine which certification(s) apply to their grant, and review the instructions included in the regulations. Signing this form complies with certification requirements under “Government-wide Debarment and Suspension (Non-procurement)” in  2 CFR 376 and 45 CFR Part 76, “Government-wide Requirements for Drug-Free Workplace (Grants)” in 45 CFR Part 76, and “New Restrictions on Lobbying” in 45 CFR Part 93. The certification(s) shall be treated as a material representation of fact upon which reliance will be placed when the Corporation determines to award the covered transaction, grant, or cooperative agreement. | | | | |
| **A. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITIES**  As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76:  1. The applicant certifies that it and its principals:  (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency:  (b) Have not, within a 3-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property:  (c) Are not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the offenses enumerated in paragraph 1 (b) of this certification:  (d) Have not, within a 3-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default.  2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application. | | | | |
| **B. DRUG-FREE WORKPLAN (GRANTEES OTHER THAN INDIVIDUALS)**  As required by the Drug-free Workplace Act of 1988, and implemented at 45 CFR Part 76:  1. The applicant certifies that it will or will continue to provide a drug-free workplace, and will –  (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition:  (b) Establish an on-going drug-free awareness program to inform employees about –  (1) The dangers of drug abuse in the workplace:  (2) The grantee’s policy of maintaining a drug-free workplace:  (3) Any available drug counseling, rehabilitation, and employee assistance programs: and  (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.  (c) Require that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1(a):  (d) Notify the employee in the statement required by subparagraph 1(a) that, as a condition of employment under the grant, employee will –  (1) Abide by the terms of the statement: and  (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute which occurred in the workplace, no later than 5 calendar days after such conviction;  (e) Notify the grantor within 10 calendar days after receiving notice of such conviction under subparagraph (d)(2) from the employee, or otherwise receiving actual notice. The notice shall include the title of the employee’s position and the identification number(s) of the affected grant:  (f) Take one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted –  (1) Take appropriate personnel actions against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended: or  (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;  (g) Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1(a) through 1(f) | | | | |
| **C. LOBBYING**  As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for organizations entering into a grant or cooperative agreement over $100,000, the applicant certifies that:  1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contact, grant, loan, or cooperative agreement.  2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.  3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-receipts shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. | | | | |
| As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification(s). (A copy of the governing body’s authorization for me to sign this certification as official representative is on file in the applicant’s office.) | | | | |
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|  | Applicant Organization |  | Printed Name and Title of Authorized Representative |  |
|  |  |  |  |  |
|  | Signature of Authorized Certifying Official |  | Date |  |

**ASSURANCES – NON-CONSTRUCTION PROGRAMS**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C.§§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F)

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex: (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794), which prohibits discrimination on the basis of handicaps: (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age: (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-225), as amended, relating to nondiscrimination on the basis of drug abuse: (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism: (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records: (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.) as amended, relating to non-discrimination in the sale, rental, or financing of housing: (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made: and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic river system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470) EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendment of 1996 and OMB Circular #133 (audits of states, local government and non-profit organizations.)

18. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104 which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the ward in is effect or (3) Using forced labor in the performance of the award or sub awards under the award.

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

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|  | Applicant Organization |  | Printed Name and Title of Authorized Representative |  |
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|  | Signature of Authorized Certifying Official |  | Date |  |