

**State Of Nevada**  
**Aging and Disability Services Division**

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**DISABILITY SERVICES UNIT**  
**REQUEST for PROPOSALS**  
**STATE FISCAL YEAR 2017**

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**STATE OF NEVADA**  
**Aging and Disability Services Division**

**SFY 2017**  
**REQUEST FOR PROPOSAL and INSTRUCTIONS**  
**Communication Services Programs**

**NOTE: This application is also available at**  
[http://adsd.nv.gov/layouts/Page\\_Style\\_1.aspx?id=62310](http://adsd.nv.gov/layouts/Page_Style_1.aspx?id=62310)

**FUNDING SOURCES AND PRIORITIES**

**Source and Purpose of Funds**

This Request for Proposals (RFP) is a competitive process to provide Communication Services to be funded with “the telecommunication device for the deaf” surcharge through the Public Utilities Commission (PUC) for State Fiscal Year (SFY) 2017. The RFP is published and administered by the Disability Services Unit of Aging and Disability Services Division (ADSD). The purpose of the funds are to provide access to services (previously called advocacy services), equipment and assistive technology, training related to equipment, information and referral regarding resources in the community, for persons who are culturally Deaf, late-deafened, deaf-blind, hard of hearing, and persons with speech disabilities. In addition, with the passage of AB200, emphasis was placed on increasing access to education, employment and health and social services for consumers of the program. These services empower individuals to gain or maintain a level of independence, while influencing individuals to achieve their highest level of self-sufficiency. The Program also provides information to state and local entities about communication disabilities and the Americans with Disabilities Act (ADA).

**Community Input**

*Presentation and Community Discussion Regarding the Request for Proposal (RFP) for Communication Access Programs and Services (held on March 24, 2016).*

Based on the information and feedback received specific the RFP from the individuals in attendance and surveys received for Communication Access to Services include:

- One place (i.e. one stop shop, Deaf Center and satellite offices) for persons who are culturally Deaf, late-deafened, deaf-blind, hard of hearing, and persons with speech disabilities to receive resources, equipment, information and have support group meetings.
- Satellite (regional) offices to provide communication access services throughout Nevada.
- Ability to obtain information and resources on education, employment, equipment, support and other related services and programs.
- Unbiased access to information and resources for parents/families of Deaf and Hard of Hearing children.
- Unbiased Language acquisition skills (developing language and utilizing role models in the process).
- Employment activities (Vocational Rehabilitation).

- Cultural education.

Listed below is additional information received not related to this RFP. The Strategic Planning process may draw out more information on these topics and the importance to the Deaf community.

- Children have a place to meet role models/mentors
- Families who have children with communication disabilities have an unbiased, child friendly place to socialize and learn
- Concern with captioning and interpreter services (Lack of interpreters, skill level, ethics and cultural knowledge, etc.).
- Independent Living skills
- Rights of individuals who are incarcerated
- A place for adult, children, and family activities (to include social and sports activities).
- State government Deaf Center
- Increased skill demands for teachers of the Deaf
- Support groups for LGBT (PRIDE, performances, etc.)
- Additional services to address domestic violence, rape, drug and alcohol addiction
- Senior Living Centers for the Deaf
- Education of the interpreters to include cultural competency and increased level of skill
- Provide College level education for Nevada interpreters.
- Increase Interpreter recruitment
  - increased skill levels
  - professionalism
  - VRI vs. onsite interpreters (hospitals, doctor's offices, jails, prisons)
- Increase number of CDI's in Nevada
- Establish a Commission for the Deaf
- Use other states as an example of programs and services.

**This is a competitive process. Current grantees are not guaranteed funding in SFY17. Applicants who receive awards through this RFP are not guaranteed future funding.**

## **GRANT PERIOD**

Awards made under this RFP are intended to span one State Fiscal Year – SFY2017, with the potential of a one year extension. Successful awards will begin July 1, 2016 and end June 30, 2017. *All awards are subject to appropriate service delivery, statewide distribution and funding allocations to meet requirement of the RFP.* Year Two awards will be contingent upon grantee performance in Year One and the outcome of the Strategic Plan developed by the Subcommittee on Communication Services for Person who are Deaf or Hard of Hearing and Persons with Speech Disabilities (SOCS). Please note, SFY17 awards will require an approved budget and will not be eligible for rollover funding. Should funding be awarded for a second year; an updated application, including projections, business agreements, a revised budget and signed assurances will be required. Advances will be considered for startup costs only and should be justified and expended in the first quarter of the 2017 fiscal year.

## **APPLICATION MUST INCLUDE THE FOLLOWING:**

Applicant Information (Excel Document)

Application Checklist (Word Document)

Completed Proposal Response Must Include the Following: (Word Document)

- Executive Summary
- Service Delivery Model
- Service Area
- Organizational Strengths
- Collaborative Partnerships
- Cost-Effective and Sustainability
- Goals and Objectives/Evaluation

Applicant Questionnaire (Word Document)

Organizational Standards (Word Document)

Budget Detail Worksheet (Excel Document)

Budget Form A (Excel Document)

Budget Form A-1 (Excel Document)

Assurances/Certifications (Word Document)

***Attachments – Will not count towards page limit.***

Organizational Chart of Agency, Include Program Diagram

Contracts or Memorandums of Understanding (*if applicable to the program/service*)

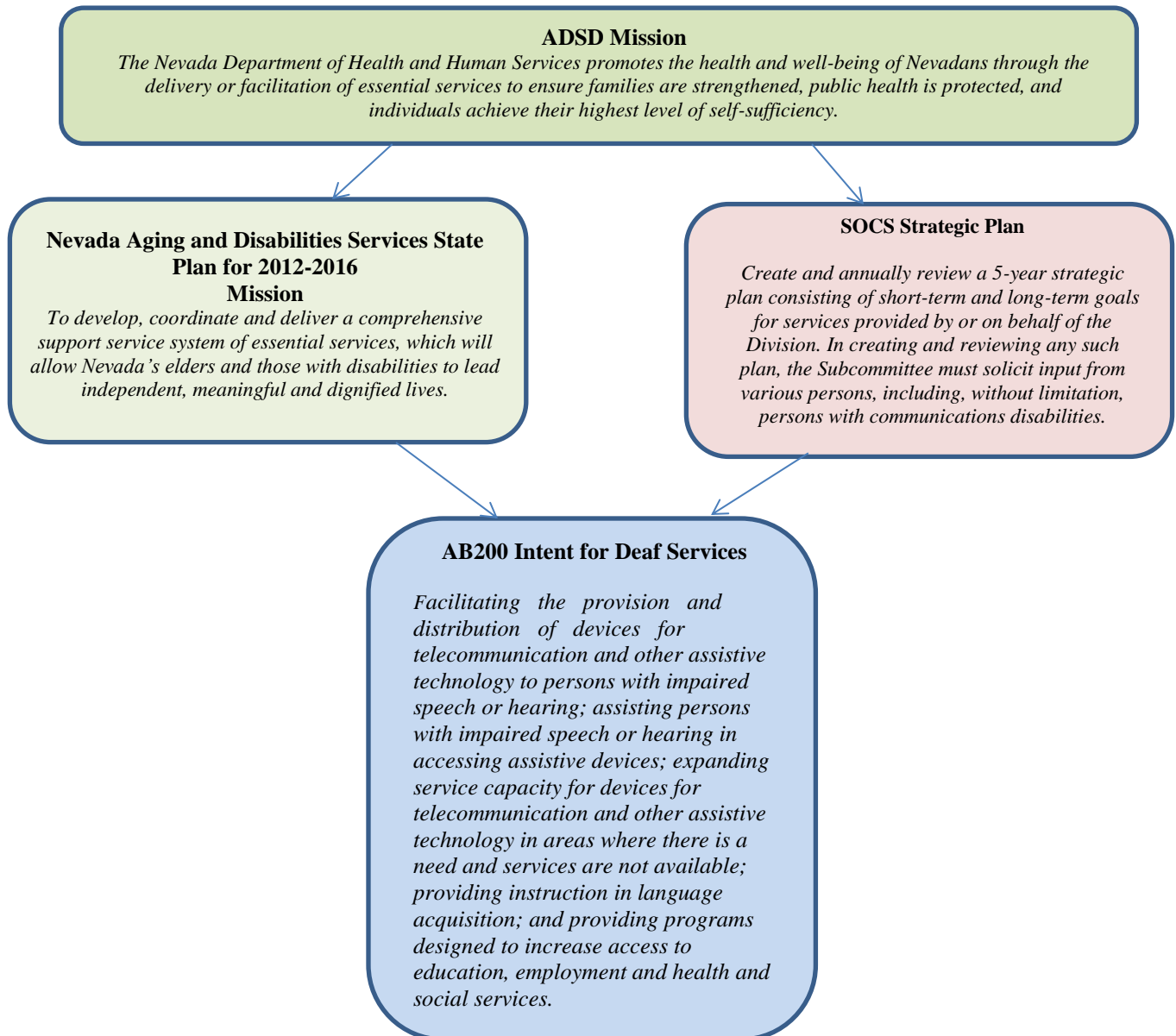
Current Board of Director List, Include Affiliates

Professional Staff, Duties, Length of Time with Organization

## PHILOSOPHY

1. The ADSD grant process is a **mission-driven grantor**. All proposals funded through this RFP must be aligned with the overall mission of ADSD as well as any program-specific missions cited in this document.
2. To further our mission, ADSD is seeking **goal-oriented** partners whose programs are focused on **achieving positive outcomes**.
3. The over-arching objective of all work supported by the available funding is to improve the quality of life for Persons who are Deaf or Hard of Hearing and Persons with Speech Disabilities, while influencing individuals to achieve their highest level of self-sufficiency.

The following diagram identifies the key missions and long-term goals associated with this RFP.



<sup>1</sup> NRS 427A.797 (5)(a) [https://www.leg.state.nv.us/Session/78th2015/Bills/AB/AB200\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/AB/AB200_EN.pdf)

**The Aging and Disability Services Division, Disability Services Unit is seeking proposals for the Communication Services programs.**

**Scope of Work:**

The scope of work includes the following service areas outlined in AB200. It includes information ADSD has received from meetings with Subcommittee on Communication Services for Person who are Deaf or Hard of Hearing and Persons with Speech Disabilities (SOCS) and from the Presentation and Community Discussion Regarding the Request for Proposal (RFP) for Communication Access Programs and Services held on March 24, 2016.

Services must include:

- Distribution of devices for telecommunication and other assistive technology.
- Assisting persons with accessing devices to include without limitation, hearing aids, electro larynxes and other devices for telecommunication and other assistive technology.
- Services to include the repair and exchange devices.
- Provide training in the use of telecommunication devices
- Activities which can expand capacities where there is a need for such devices and technology in areas that do not have the capacity.
- Language Acquisition activities
- Education
- Employment
- Health and Social Services

Applicants must have the expertise and structure necessary to provide the above mentioned services and proposals should clearly provide evidence of those capabilities for each service included in their proposal. Applicants shall demonstrate ways they will work with existing programs to provide wider access to services for persons with hearing loss or speech disabilities. Applicants shall demonstrate competency in the area of the Deaf culture. Applicants should describe service areas by county and the method and means by which they intend to bring services to rural Nevadans.

*Agencies wishing to provide a portion of services will need to demonstrate collaborations with other agencies to indicate the ability to easily provide all required RFP services to individuals within their regions. Describe how the agency will partner to provide required services to Nevadans. This demonstration should be in the form of letters from other agencies or by memorandum of understanding letters (MOU's).*

**Service Description: Device Distribution, Repair and Training**

Applicants must demonstrate the ability to provide and carry out a telecommunication device and assistive technology device program that provides for the repair, recycling, exchange, training or other utilization of said devices. Proposals should describe how the program will operate and the projected number of people served. Proposals should include a broad range of Assistive Technology focused on devices specifically helpful to persons with hearing loss or speech disabilities. The program must track inventory documenting all devices received and all devices provided to individuals. Training must also be tracked. The program must collect performance measure data and consumer survey data.

**Service Description: Language Acquisition**

Applicants must demonstrate ways in which they will provide language acquisition services to individuals and what types of services provided. Description should include how these services will be used to increase language competencies. Applicants should describe the target populations with whom they will be working.

### **Service Description: Access to Services**

Applicants must provide and carry out activities related to increasing access to services for persons with hearing loss, persons who are culturally Deaf, and persons with speech disabilities. Descriptions should include all types of access to a variety of services, however the following areas are emphasized: education, employment and health and social services. In addition, services and training focused on increasing participants' knowledge, skills, and competencies regarding self- advocacy should be described. Such events can be delivered to large or small groups, in-person, or via telecommunications or other distance education mechanisms. In general, participants in training can be individually identified and could complete an evaluation of the training. Examples of training include classes, workshops, and presentations to entities and with the goal of increasing skills, knowledge, and competency.

### **Important Notes:**

Applicants must have community partners that are committed to providing high quality services. Matching resources are not required, but are encouraged to strengthen an application. Funds offered may not be sufficient to sustain a comprehensive program and applicants should outline a plan to secure additional resources. Program income can be generated through services provided; however the income must be used for the operation of the program.

The goal is for individuals to have seamless service delivery of program offerings. Grantees should explain how this will be achieved, with an emphasis on collaborative partnerships with entities to ensure all services within this RFP are addressed.

In addition, applicants need to describe how the community will continue to have access to services if your agency or collaborative partners experience unforeseen challenges.

Applicants will need to describe their staff's level of cultural competency when it comes to the Deaf culture; including staff's proficiency in American Sign Language (ASL), their experience advocating within hearing culture and their skill in written English.

Funds will be granted for a one-year period; SFY2017, with the potential of a one year extension. Successful awards will begin July 1, 2016 and end June 30, 2017. All awards are subject to appropriate service delivery, statewide distribution and funding allocations to meet requirements of the RFP. Year Two awards will be contingent upon grantee performance in Year One and the outcome of the Strategic Plan developed by the Subcommittee on Communication Services for Person who are Deaf or Hard of Hearing and Persons with Speech Disabilities (SOCS).

**ADSD reserves the right not to award grants to some or all applicants. The response of the RFP must fulfill all RFP service requirements and statewide and geographical service areas to be considered for funding.**

### **Executive Summary**

Prepare a summary giving an outline of how you are going to provide the required services to persons who are Deaf, hard of hearing and speech disabilities. Not to exceed 2 pages.

### **Service Delivery Model**

The service delivery model should accurately and concisely reflect the proposal requirements. It should describe the objectives of the project, approaches to be used, proposed number of persons to be reached, and the general outcomes expected. The Service Delivery Model description is the first source of information about the proposed project and is the first part of the application

that the reviewers read in evaluating the application, be sure to be concise in the description.

*Applicants must submit a proposal that covers all service delivery components, including the specific service area and/or region services will be available through this proposal. If the applicant is unable to provide all services in one agency, the applicant must show how they provide the services collaboratively (see Collaborative Partnerships section of the RFP).*

All proposals must include specific outreach strategies to ethnic minorities and those living at or below poverty level. These strategies should be summarized in this section. Not to exceed 5 pages.

### **Service Area:**

Describe service areas by county and the method and means by which they intend to bring services to rural Nevadans.

Agencies wishing to provide a portion of services will need to demonstrate collaborations with other agencies to indicate the ability to easily serve individuals within their regions. Describe how the agency will partner to provide required services to Nevadans. This demonstration should be in the form of letters from other agencies or by memorandum of understanding (MOU's).

Applicants are welcome to apply for statewide service, and/or regional services, i.e., a one-stop shop, Deaf Center and/or satellite offices. Grant awards may be funded in the following manner: one in the Las Vegas area and another in the Reno area; or a regional combination, or statewide grant may be awarded. Award decisions will consider the response to the proposal, service delivery model, and geographical areas during the review and award recommendations. Not to exceed 2 pages

### **Organizational Strengths**

Validate the organization's capability to perform the proposed services. Include past experiences or anticipated capability with regard to the objectives. In the appendixes, provide an organizational chart of the agency, list of current Board of Directors and affiliates. Provide a list of the professional staff, specific duties, length of time with the agency, as well as the time each staff is projected to spend on the project. Describe the facilities where services will be provided. Indicate the extent to which the facilities and other resources used are free of architectural, communications and other barriers and are fully accessible to people with disabilities. Include accommodations that will be made for deaf, deaf-blind, blind or non-English speaking consumers. Provide a brief description for each staff position working on this project. If deaf staff will be hired, describe how their communication with the hearing community will be facilitated (i.e., a staff or contract interpreter). If hearing staff will be hired, describe the requirement for the position's ASL skill level. Not to exceed 3 pages.

### **Collaborative Partnerships**

Participation of other organizations, financially or otherwise, enhances the viability of a proposed service delivery. Specific commitments should be clearly documented and submitted with the application. These would include MOU's and letters of intent from partners. This may



include cooperating public and private agencies, commercial or industrial entities, institutions of higher education, and others. It also may include individuals such as consultants or groups of individuals that advise or help determine policy. Identify specific contributions to the project by the applicant and collaborating organizations including in-kind contributions, cost sharing, donations, etc. Not to exceed 3 pages.

### **Cost-Effectiveness and Sustainability**

Provide budget details. Describe how awarded funds will be utilized to provide services in the most cost effective manner. Identify specific plans to capture non-state revenues. Including how other funds will be leveraged to be utilized in providing required services. Describe methodology for determining cost allocations to each program and the portion of the cost which benefits the program.

Describe additional resources which are secured, pending and requested. Describe yours and your collaborative partners' sustainability plan, i.e., utilization of their current strategic plans. Describe the agency's fiscal accounting system which should include generally accepted accounting principles and conforms, at a minimum, to the requirements contained in the PINS (Program Instructions-Nevada). Not to exceed 2 pages.

### **Goals and Objectives/Evaluation**

Identify the specific need(s), which the proposed project is intended to meet and indicate why the project requires support. State the general goals and specific objectives of the project and show how the proposed project relates to the priorities of this RFP and the needs of the geographic area to be served. Indicate the potential target or client population to be served. Objectives of the project should be clearly defined and measurable. Identify the community and individual impacts that can be expected by the services provided. Show how services will enhance the quality of life and community inclusion of people with communication disabilities.

All applications must include a plan for service evaluation, which is based on an objective and quantifiable methodology to evaluate progress toward, and achievement of, service objectives. Describe how data will be maintained on the number, type and duration of services provided to all entities including, but not limited to individuals with disabilities, minority groups, employers, public agencies, and others. Describe how the agency will document the impacts of the services provided and how changes will be made to service delivery based on the data collected. Describe what data will be collected, how it will be analyzed in light of objectives, including consumer satisfaction data.

For all services, data must be maintained on the number, type and duration of services provided to all entities including, but not limited to individuals with disabilities, minority groups, employers, public agencies, and others, and must document the impacts of the services provided. ADSD will work with awarded grantees in outlining the data and outcome requirements. Monthly/quarterly reports will be developed based on the agreed outcomes of the grant award. Required reports will be submitted to the designated ADSD Social Services Program Specialist. Not to exceed 3 pages.

### **Q & A and Mandatory Orientation/Teleconference**

Questions shall be directed by email to Betty Hammond [bhammond@adsd.nv.gov](mailto:bhammond@adsd.nv.gov) by 4:00 p.m. April 13, 2016. Questions will be addressed to all perspective grantees during a mandatory orientation on April 7, 2016 9:30-11:30 am. Answers to question that have been submitted prior to April 3, 2016 will be given during the mandatory orientation; all Q&A will be posted in a Q&A document to the website [http://adsd.nv.gov/layouts/Page\\_Style\\_1.aspx?id=62310](http://adsd.nv.gov/layouts/Page_Style_1.aspx?id=62310). Any additional questions or clarifications will be posted to Q&A website on April 19, 2016.

We are pleased to make reasonable accommodations for persons with disabilities that wish to participate in the orientation. If special arrangements for the orientation are necessary, please notify Desiree Bennett at (775) 687-0586 or by email [dabennett@adsd.nv.gov](mailto:dabennett@adsd.nv.gov), at least five days in advance of the orientation.

All grant applications must be returned to Aging and Disability Services Division by mail or hand delivered by 4:00 p.m. **May 2, 2016:**

Aging and Disability Services Division (ADSD)  
Attn: Betty Hammond  
34:0016 Goni Rd., Bldg. D #132  
Carson City, NV 89706

**Deadline: 4:00 p.m. May 2, 2016**

## **APPLICATION AND AWARD PROCESS**

### **Eligibility**

All nonprofit and public agencies (including state and local governmental agencies, universities and community colleges) can apply if interested in providing services that address one or more of the funding priorities described in this RFP. Evidence of collaboration among entities should be sited in proposals to indicate a wide range of service areas are covered.

### **Application Process**

To apply for a grant, the following must be submitted:

- ADSD Grant Application Short Form (Budget A1 and Projected Outcome Measures are not required)
- Assurances (Includes: Applicant Questionnaire; Organizational Standards; Assurances; Certifications Regarding debarment, drug free work, and lobbying; Assurances-Non Construction)
- Executive Summary
- Detailed response to the Scope of Work included in the RFP

### **Mandatory Orientation**

In order to obtain the information necessary to access the application, applicants **must** attend the mandatory Orientation, which will be conducted via video-conference, and teleconference. Orientation is only intended for potential applicants.

**Note: Non-profit agencies are required to send at least one program representative and encourage a member of the Board of Directors to attend the orientation.**

Mandatory orientation date and time and location are provided on Page 15. **Participants are encouraged to print and bring their own copy of the RFP, budget template and sample budget since public copies will be limited. Participants utilizing the teleconference option are responsible for printing their own copy of the RFP, Budget templates, no copies will be mailed to orientation participants.**

### **Proposal Questions and Answers**

Substantive questions about the application may be submitted via e-mail to bhammond@adsd.nv.gov through Wednesday, April 13, 2016, and will be posted to the ADSD website [http://adsd.nv.gov/layouts/Page\\_Style\\_1.aspx?id=62310](http://adsd.nv.gov/layouts/Page_Style_1.aspx?id=62310) with responses, by Tuesday April 19, 2016. The Q&A will remain on the website through the end of the application period. Once Q&A are posted on April 19, 2016, no questions about the application will be accepted or answered.

**Applicants are advised not to wait until the deadline to submit questions; ADSD cannot guarantee immediate response and questions submitted after the published deadline will not be answered.**

### **Evaluation and Award Process**

Funds will be awarded for one year to ensure access to service while ADSD awaits further results from a Strategic Plan being developed by SOCS. Award year two will be at the Division's discretion.

Proposals received by the published deadline of **4:00 p.m. Monday, May 2, 2016**, will be processed as follows.

#### **I. ADSD TECHNICAL REVIEW**

ADSD staff will perform a technical review of each proposal to ensure that minimum standards are met. Proposals **will** be disqualified if they:

- Are received after the stated deadline, **or**
- Are missing fundamental elements (e.g., required attachments), **or**
- Do not match the identified funding priority, **or**
- Do not address one or more key requirements of the identified funding priority.

Each proposal that passes the technical review will be evaluated for content and evaluated by ADSD staff.

- During the technical review process, staff will identify strengths and weaknesses and may recommend that if the proposal is funded:
  - Specific revisions which may need to be made to the budget or Scope of Work, or
  - Special conditions which will be placed on the award (e.g., certain fiscal controls, more stringent performance requirements or more frequent reviews)

Once the technical review is complete; applications will be forwarded to the evaluation committee for review and scoring.

## II. EVALUATION COMMITTEE

- Proposals will be distributed to members of the Evaluation Review Committee.
- Members will independently read and score the proposals in accordance with the corresponding scoring matrix.
- Evaluation Review Committee members will be comprised of staff from Aging and Disability Services Division, Department of Education, Vocational Rehabilitation and members of the community. Evaluation review committee members must not have a conflict of interest with the applicants who respond to this RFP and must be willing to sign a Confidentiality Agreement.

Evaluation Committee will vote on award recommendations to be presented to DSU staff and ADSD Administrator.

Consideration of the recommendations from the Evaluation Committee will include;

- Proposal meets the required service delivery model of the RFP including the Scope of Work inclusive of services described in AB200.
- Reasonable distribution of the recommended grant awards among north, south and rural parts of the state;
- Conflicts or redundancy with other federal, state or locally funded programs, or supplanting (substitution) of existing funding; and
- Availability of funding based on geographical service areas and the services described within this RFP.

## IV. FINAL DECISIONS

Final funding decisions will be made by the ADSD Administrator based on the following factors.

- Consideration of the recommendations of the Evaluation Committee;
- Proposal meets the required service delivery model of the RFP including the Scope of Work inclusive of services described in AB200;
- Reasonable distribution of the recommended grant awards among north, south and rural parts of the state;
- Conflicts or redundancy with other federal, state or locally funded programs, or supplanting (substitution) of existing funding; and
- Availability of funding.

**ADSD reserves the right not to award grants to some or all applicants. The response of the RFP must fulfill all RFP service delivery requirements and statewide and geographical service areas. Funding decisions made by the ADSD Administrator are final. Once negotiations and funds are awarded there is no appeals process.**

## VI. NOTIFICATION AND AWARD PROCESS

- A. ADSD staff will notify all applicants of the final outcome after the Administrator's decisions have been made.
- B. ADSD staff will conduct negotiations with the applicants recommended for funding. During these negotiations, any specific issues identified by the Evaluation Committee, and/or the ADSD Staff will be addressed. These issues may include, but are not limited to:
  - Revisions to the project budget;
  - Revisions to the Scope of Work;
  - Revisions to outputs or outcomes, and/or
  - Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirements or more frequent reviews).
- C. Upon successful conclusion of negotiations, ADSD staff will complete and distribute to grantees notices of grant award (NOGA), general conditions, grant assurances and program instructions – Nevada (grant instructions PINS). Awards are for one year with no rollover of funds. Advances will only be considered for startup costs and will be negotiated at the time of the award with proper justification.
- D. Not all applicants who submit a qualifying proposal will necessarily receive an award. **All funding is contingent upon availability of funds and statewide service delivery**, and any issues associated with an award must be resolved prior to NOGA finalization.

### **Reporting and Other Requirements for all Funded Proposals**

- Grantees must submit a monthly Financial Status Report/Request for Funds based on ADSD requirements (e.g., reimbursement for actual expenses paid).
- Grantees must submit quarterly monthly Financial Status Reports
- Grantees must submit monthly service numbers and quarterly goals and objective reports.
- All grantees and sub-recipients that provide direct services to clients will be required to submit organizational and service information to Nevada 2-1-1, ADRC, and/or the Web Resource, (instructions to be outlined after awards are granted). Proof of submission and/or updates will be required as part of the grantee's second quarter progress report.
- The following standardized outcomes are required:
  - Improvement in telecommunication abilities.
  - Expanded service capacities for telecommunication and other devices;
  - Consumers/individuals have increased access to services; including access to health and social services.
  - Consumers/individuals have increased employment outcomes.
  - Increased language acquisition.
- Grantees may also be required to track gaps in services and report on waiting lists.
- Applicants who receive awards will be expected to participate in meetings with ADSD staff to maximize project impact. Grantees will share information and strategize on a number of issues including, but not limited to:

- Alignment with national service delivery standards and outcomes; and
- Providing equitable access to statewide service access through coordinated practices.

**Please note the funding is for one year and there is no carryover to the following year.**

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**NOTE:** ADSD is not responsible for any costs incurred in the preparation of the application and applications become the property of ADSD. ADSD, in coordination with the Evaluation Committee reserves the right to accept or reject any or all applications.

## TIMETABLE

| Date                                     | Activity  |
|--|---|
| Thursday, March 24, 2016                 | Presentation and Community Discussion Regarding the Request for Proposal (RFP) for Communication Access Programs and Services |
| Thursday, March 31, 2016                 | RFP is published.   |
| Thursday, April 7, 2016<br>9:30-11:30 am | Mandatory Orientation. Applicant attendance is mandatory. See RSVP instructions on pages 10.                                  |
| Wednesday, April 13, 2016                | Deadline for applicants to submit questions about the application to ADSD.  |
| Tuesday, April 19, 2016                  | ADSD posts final Questions and Answers to website.  |
| Monday, May 2, 2016                      | Applications are due to ADSD by 4:00 p.m.   |
| Friday, May 6, 2016                      | ADSD staff completes internal processing of applications and forwards review packets to RFP Review Committee members.         |
| Wednesday, May 18, 2016                  | Review Committee members complete reviews and meet to make recommendations to ADSD staff and ADSD Administrator.              |
| Monday, May 30, 2016                     | ADSD Administrator completes review of Evaluation Committee recommendations and finalizes awards.                             |
| Wednesday, June 1, 2016                  | ADSD staff will notify recommended grantees and begin grant negotiations.   |
| Thursday, June 30, 2016                  | ADSD staff finalizes budgets, outcomes and issues Notices of Grant Award.   |

**Applicants must attend the mandatory orientation conducted on April 6, 2016.** Private, non-profit agencies must send at least one program representative and one member of the Board of Directors/Administrators. Applicants must RSVP with their selected location, valid email address and the organization's tax ID number to Desiree Bennett at [dabennett@adsd.nv.gov](mailto:dabennett@adsd.nv.gov), no later than 12:00 p.m. on April 6, 2016. Applicants wishing to utilize the teleconference option will be provided with call-in information when they RSVP.

**Orientation Session Locations**

| <b>Date/Time</b>              | <b>Northern Location</b>  | <b>Southern Location</b>   |
|-------------------------------|---|--|
| April 7, 2016 9:30-11:30 a.m. | NEIS Offices<br>3427 Goni Rd., Ste. #102<br>Carson City, NV 89506<br>(775) 687-0586 | NEIS Offices<br>6171 W. Charleston Blvd., Bldg. 8, Room A<br>Las Vegas, NV 89146<br>(702) 257-8150 |



## APPLICATION INSTRUCTIONS

### I. Application Process

- A. Complete all application elements.
- B. Each application form will request organizational and contact information, a project title, a program summary, outputs and outcomes, and responses to questions regarding the proposed project. Each question will have a page limit. Failure to complete required actions may result in disqualification. If a required question does not apply to a particular organization or proposal, the applicant must at least respond “Not applicable.”
- B. Applicants will also be asked to provide the following documents as attachments to the application.
- Year One Budget
    - Commitment letters from partner agencies (if applicable)
    - Memorandums of Understanding with partner agencies (if applicable)
    - Agreements with sub-awardees (if applicable)
    - Current List of Board of Administrators or Other Governing Board (if applicable) including affiliations and terms of office
    - Auditor’s Letter, Schedule of Findings and Questioned Costs from most recent audit.
    - Most recent Financial Status Report or Financial Statement.
- F. Any unsolicited materials mailed, delivered or e-mailed to ADSD will **not** be accepted. This includes support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc.
- G. Technical questions regarding submission may be directed to Betty Hammond via e-mail at [bhammond@adsd.nv.gov](mailto:bhammond@adsd.nv.gov) NO LATER than April 13, 2016.
- Applicants are strongly advised not to wait until the deadline to submit applications. Applications submitted after the published deadline will be disqualified.**
- H. Once the full application is submitted, no corrections or adjustments may be made prior to the negotiation period.
- I. All RFP reviews and award negotiations are confidential until the award process has been completed.

### BUDGET INSTRUCTIONS

All proposals must include a detailed project budget. Applicants **must** use the budget form in DSU - ADSD Competitive Communication Services Grant Application FY 2017 - Part 1. Use the budget definitions below to complete the narrative budget within the Budget workbook. This spreadsheet contains formulas and links to automatically calculate totals. **Do not override formulas.**

**Ensure that all figures add up correctly and that totals match within and between all forms and sections.**

**Appropriate Cost Allocations:**

When applicants are working with multiple programs, the applicant’s proposal must indicate the following:

A reasonable methodology for determining cost allocations to each program the portion of the cost which benefits the program. For a cost to be allowable as a charge against grant funds, it must first be allocable to that grant. Examples of this may include, but are not limited to:

Personnel Activity Reports- the salary of a single person performing duties for multiple programs will be allocated based on the actual time the person spends on each program.

A Director who works for multiple programs should allocate costs for time spent within those programs.

Occupancy expenses for a building used by a multiple programs should reflect allocations of cost based on percentage and usage of the building for those programs.

**Categorized Budgets**

**Budget Detail Worksheet**

**Personnel and Fringe:**

Employees of the applicant organization should be identified here. The following criterion is useful in distinguishing employees from contract staff.

| CONTRACTOR                       | EMPLOYEE  |
|----------------------------------|---|
| Delivers product                 | The applicant organization is responsible for product   |
| Furnishes tools and/or equipment | The applicant organization furnishes work space & tools |
| Determines means and methods     | The applicant organization determines means and methods |

In the narrative section, list each position and provide a breakdown of the wages or salary and the fringe benefit rate (e.g., health insurance, FICA, worker’s compensation). For example:

Program Administrator –  $(\$28/\text{hour} \times 2,080/\text{year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$   
 Intake Specialist –  $(\$20/\text{hour} \times 4,000 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$4,007,84:000$

Any staff member whose time can be traced directly back to the grant project should be included in this budget category. This includes those who spend only part of their time on grant activities. All others should be considered part of the applicant’s indirect costs (explained later).

**Contractual/Consultant Services:**

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization,

all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the ADSD. A copy of written agreements with any and all partners must be provided.

**Staff Travel/Per Diem:**

Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. U.S. General Services Administration (GSA) rates for per diem and lodging, and the state rate for mileage (currently 54:00 cents) should be used unless the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) should be listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification and ADSD approval.

**Supplies:**

List and justify tangible and expendable property, such as office supplies, program supplies, etc., that are purchased specifically for this project. As a general rule, supplies do not need to be priced individually, but a list of typical program supplies is necessary. If food is to be purchased, detail must be provided that explains how the food will be utilized to meet the project goals. Uses that are not in compliance with the PINS will be denied.

**Occupancy:**

Identify and justify any facility costs specifically associated with the project, such as rent, maintenance expenses, insurance, as well as utilities such as power and water. If an applicant administers multiple projects that occupy the same facility, only the appropriate share of costs associated with this grant project should be requested in this budget.

**Public Information:**

Identify and justify any costs for brochures, project promotion, media buys, etc.

**Other Expenses:**

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends, or scholarships that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so. If there is insufficient room in the narrative section to provide adequate justification, please include an attachment with your budget.

**Equipment:**

List equipment to purchase or lease costing \$1,000 or more and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$1,000 should be listed under Supplies. Telecommunications Equipment is not utilized for the program; it is for distribution to participants; therefore specific telecommunication equipment should be listed under the category "Equipment". Equipment purchased for this project must be labeled and tracked.

**Administrative Expenses:**

Administrative expenses for categorical grants do not have to be assigned to a specific category. Instead, they are to be used to help cover costs 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. The expenses must be adequately described and are limited to no more than 8% of the direct project costs requested from ADSD. Administrative expenses do not apply to equipment.

**Budget Form A**

After completing Budget Detail Worksheet, navigate to Budget Form A. Division (“ADSD”) amounts will populate from Budget Detail Worksheet page. Column C should reflect only the amount requested in this application.

Complete Columns D for all other funding sources that are either secured or pending for this project (not for the organization as a whole).

After completing Budget Form A navigate to Budget Form A-1. Use a separate column for each funding separate source, including in-kind, volunteer, or cash donations. Complete sections 8-10 of the Budget Form A-1.

**Additional Resources (In-Kind, Volunteer, or Cash Donations)**

Additional resources are not required as a condition of these grants but will be a factor in the scoring. Such resources might include in-kind contributions, volunteer services, or cash contributions. In-kind items must be non-depreciated or new assets with an established monetary value.

Definition of In-Kind: Any property or services provided without charge by a third party to a second party are In-Kind contributions.

**First Party:** Funding Source administered by the ADSD  
**Second Party:** The grantee (and sub-grantee of project supported by the grant)  
**Third Party:** Everyone else

If the grantee (second party) provides the property or services, then it is considered “cash” contributions, since only third parties can provide “In-Kind” contributions.

When costing out volunteer time, remember to calculate the cost based on the duties performed, not the volunteer’s qualifications. For example, an attorney may donate his/her time to drive clients a certain number of hours per month but the donation must be calculated on the normal and expected pay received by drivers, not attorneys.

**Program Income**

Program income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. For programs receiving federal funds, program income shall be added to funds committed to the project and used to further eligible project or program objectives.

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**Aging and Disability Services Division  
Request for Applications SFY 2016-17**

**SCORING MATRIX**

**Systems Access for person who are Deaf, Hard of Hearing and Persons with Speech Disabilities**

The following sections in the required grant narrative will be scored as indicated. These elements will be scored by the ADSD based on experience with existing grantees.

**1. SERVICE DELIVERY (Up to 25 Points)**

- Services and/or methods of delivery are unclear 1 – 5
- Services and methods are clear but impact on stated problem is not adequately addressed 6 – 12
- Services and methods are clear and impact on stated problem is adequately addressed 13 – 19
- Services and methods are clear, impact on stated problem is effectively addressed, and applicant has strong understanding of their role in the community and with other providers 20 – 25

**2. SERVICE AREA, NEED AND POPULATION (Up to 15 Points)**

- Service area, need and population are unclear or minimally described 1 – 5
- Service area and population are clear and appropriately described, but need is not clear 6 – 10
- Service area and population are clear, appropriately described and need is clearly documented 10 – 15

**3. ORGANIZATIONAL STRENGTHS (Up to 15 Points)**

- Organization has little or no experience providing the proposed service, did not provide information that would indicate the agency has a strong Board or other oversight body, and has no strategic plan 1 – 5
- Organization has some experience providing the proposed service and has a working Board or other oversight body, but has no strategic plan 6 – 10
- Organization has significant experience providing the proposed service, has an actively engaged Board or other oversight body, and is working under a strategic plan 11 – 15

**4. COLLABORATIVE PARTNERSHIPS (Up to 15 Points)**

- Proposal does not draw in multiple partner agencies 0
- Proposal draws in multiple partner agencies but roles and responsibilities unclear 1 – 5
- Proposal draws in multiple partner agencies; description of roles and responsibilities acceptable 6 – 10
- Proposal draws in multiple partner agencies; description of roles and responsibilities provide a strong framework for managing the project and achieving goals 11 – 15

**5. COST-EFFECTIVENESS AND SUSTAINABILITY (Up to 15 Points)**

- Cost of service is relatively high and little or no additional resources are pursued or leveraged 1 – 5
- Cost of service is reasonable and some additional resources are pursued or leveraged 6 – 10
- Cost of service is relatively low and significant additional resources are pursued or leveraged 11 – 15

**6. GOALS AND OBJECTIVES/EVLAUATION (Up to 15 Points)**

- Goals/Objectives do not adhere to requirements or are not realistic or reasonable 1 – 5
- Goals/Objectives are appropriate in relation to funding request but outcomes reflect minimal impact 6 – 10
- Goals/Objectives are appropriate and outcomes reflect substantial, achievable impact 11 – 15