

State of Nevada
Aging and Disability Services Division

Notice of Funding Opportunity

**Senior Community Service
Employment Program (SCSEP)**

Applications Due: March 29, 2021

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State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Senior Community Service Employment Program
Project Period (4 Years):	July 1, 2021 – June 30, 2025
Budget Period (1 Year):	July 1, 2021 – June 30, 2022
Due Date for Applications:	March 29, 2021
Dates for Informational Meeting:	March 2, 2021

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide services under the Senior Community Service Employment Program (SCSEP) to older adults in Clark County, Nevada. This Notice of Funding Opportunity (NOFO) establishes the requirements an applicant must meet to be considered for funding.

The Older Americans Act (OAA), Reauthorization Act of 2020 establishes the framework for funding allocations to states to support services for older adults. The Senior Community Senior Employment Program (SCSEP) is established under Title V of the OAA. Funds are dispersed to national and state grantees by the U.S. Department of Labor under the Workforce Investment Opportunity Act.

SCSEP provides community service and is a work-based job training program for low-income, older Americans. SCSEP is a participant-centered work program providing community services to non-profit and public agencies, such as senior centers and government agencies. SCSEP facilitates job-ready participants' opportunities to obtain unsubsidized employment in public or private businesses and industries.

To serve participants and their local communities, the SCSEP emphasizes four primary mission goals:

1. To provide the opportunity for older workers to gain economic self-sufficiency and independence;
2. To provide gainful, on-the-job training through subsidized part-time work to low-income older adults;
3. To demonstrate how older workers can facilitate the delivery of community services by placing them in human service positions; and
4. To transition low-income, unemployed older workers into high quality jobs in public, private, and non-profit sectors through training and job-finding assistance.

While the program is considered an employment training program, a critical component of the SCSEP service model is offering supportive services. SCSEP regulations require grantees and subrecipients assess all participants needs for supportive services, make efforts to assist participants in obtaining supportive services, including directly providing supportive services or arranging for supportive services, and identifying resources for payment of supportive services outside of SCSEP funds. Supportive services can be a wide range of social and economic supports to help an individual fully participate in training and community service assignments and reach their goals of long-term employment.

In Nevada, there are two grantees who administer the SCSEP program. The AARP Foundation is a national grantee and is funded to provide services in 13 Nevada counties. The Aging and Disability Services Division is the state grantee and is funded only for services in Clark County. While the AARP Foundation provides services directly under their national grant, ADSD subawards to a community provider for the provision of services. Under the SCSEP State Plan, the AARP Foundation, the ADSD, and the ADSD Subrecipient work closely together to support participants and strengthen employment opportunities for older adults.

Current Challenges

Due to the COVID-19 pandemic, unemployment rates hit all-time highs throughout Nevada. According to the November 2020 Economic Report from the Nevada Department of Employment, Training, and Rehabilitation (DETR), Nevada's unemployment rate reached 10.1 percent, which is above all other states, with the only exception being Hawaii at 10.1. This is a record-high unemployment rate and many of the state's largest sectors will recover much more slowly due to ongoing restrictions and social distancing by Nevada citizens. In comparison, the national unemployment rate for this same time period was 6.7 percent (Bureau of Labor Statistics). The long-term economic impact of the COVID-19 pandemic, especially for older adults seeking employment, is unknown at this time, but is expected to be significant.

Economic Status of Older Adults

The SCSEP program targets low-income adults age 55 and older whose household income is 125% or lower of the federal poverty level. Based on data from the U.S. Census Bureau, 11.8% of individuals in the 45-64 age group currently falls under the poverty threshold. For those who are age 65 and older, 9.6% of the population in Nevada is living in poverty. For those living in rural areas, the percentage jumps to 10.4%. Nearly a quarter of people age 65 and older continue to participate in the labor force. Most indicate they are working purely for financial reasons and to maintain health benefits.

Skill Development and Diversity

Older adults have a need to develop more diverse skills to be competitive in the job market. In the past, the focus has been on administrative assistant types of experience and training, but the economic forecast for the State of Nevada shows greater growth in healthcare, retail, and gaming. Specifically, the need to diversify skill development for food preparation/serving, retail sales, healthcare and information technology to increase the success of long-term

employment. Based on the Nevada Workforce Investment Opportunity Act (WIOA) State Plan, the most recent in-demand industries are Information Technology, Health Care and Medical Services, Advanced Manufacturing and Education Services.

While SCSEP regulations limit the types of organizations that can be community service training sites (known as Host Sites), SCSEP programs have the opportunity to develop partnerships with a wide range of entities, including other WIOA programs, industry specific businesses, and educational institutions to offer training targeted to in-demand industries.

Coordination of Services

Success of SCSEP participants is reliant on coordination of services across many different sectors to meet the three main goals of training, community service, and supportive services.

Specifically, the SCSEP program has limited coordination with other Older American Act programs, which is critical for meeting regulations related to supportive services. While partnerships with other OAA providers have focused on community service opportunities, there is a need to also focus on supportive services. According to a recent report released by the Department of Labor, in the preceding three program years, virtually no supportive services were reported by grantees.

Funding Description

Funding for this opportunity comes from Title V of the Older Americans Act. ADSD anticipates approximately \$375,000 to be available for these services in Clark County for year one of the four-year project period. This funding is for 44 participant slots. Budgetary support for subrecipients in the second through fourth years will depend upon the overall availability of funds, program performance, program reporting, and service priorities established by the Division.

Eligible Applicants

Non-profits, public agencies and for-profit businesses may apply if interested in providing services outlined in this funding opportunity. All applicants must be in good standing with the State of Nevada. If an applicant has not responded to any audit finding from the Aging and Disability Services Division (ADSD) or the Department of Health and Human Services, their application may not be considered for funding.

Informational Meeting

ADSD will hold one informational meeting. Attendance is voluntary but encouraged.

All questions and answers will be posted at

http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/.

March 2, 2021 at 11:00 am, PST

- **Microsoft Teams meeting (online):** [Click here to join the meeting](#)
- **Or call in (audio only):** [+1 702-329-3435](tel:+17023293435), [801103142#](tel:+17023293435) United States, Las Vegas
Phone Conference ID: 801 103 142# [Find a local number](#) | [Reset PIN](#)

Applicant Assistance

The Nevada Grants Office is available to provide pre-award assistance to applicants including but not limited to application project management and application reviews. More information about their services and contact information is available at: <http://grant.nv.gov/>.

Resources

The following resources provide more information about the SCSEP program and the state's Workforce Investment Opportunities Act programs (WIOA):

- [SCSEP State Plan, ADSD](#)
- [ADSD Subrecipient Resources \(including the SCSEP Operations Manual\)](#)
- [U.S. Department of Labor \(dol.gov\), SCSEP Guidance and Resources](#)
- [WorkforceGPS - SCSEP National Technical Assistance](#)
- [Nevada's Workforce System - Nevada Department of Employment, Training and Rehabilitation \(nv.gov\)](#)
- [Older Americans Act – Title V Information](#)

Award Information

Service Types and Priorities

The SCSEP program is required to provide three levels of service to participants:

- Assistance with Supportive Services
- Community Service Opportunities
- Training and Skill Development

For this Notice of Funding Opportunity, ADSD is prioritizing participants, including:

- Rural residents
- People in minority populations, including Native American populations
- Veterans
- People living with disabilities

The Department of Labor has established performance measures for SCSEP programs, in line with WIOA. Subrecipients will work closely with ADSD to develop plans to meet the thresholds for these performance measures. The core measurements include:

1. Community service hours
2. Number of participants in unsubsidized employment
3. Median earnings
4. Effectiveness and service level
5. Service to those most in need

Subrecipient Responsibilities

These awards are competitive, and applications will be evaluated, in part, on the applicants' stated plan of action and their demonstrated capacity to begin effectively and expeditiously implementing their subaward activities within sixty days of their subaward project period. The subaward is an agreement between the applicant and the Aging and Disability Services Division (ADSD).

The subaward recipient agrees to the responsibilities outlined below:

- *ADSD General Service Specifications* provide program standards for all funded programs, unless noted as exempt in the Notice of Subaward (NOSA). The *SCSEP program* also has draft service-specific specifications that must be followed. <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. <http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf>
- *Reporting Schedule* includes monthly Requests for Reimbursement and Quarterly Programmatic Reports. Other reports may be required depending on the service category. <http://adsd.nv.gov/Programs/Grant/Reporting/Instructions/>
 - All programs are required to report client demographic and monthly program service data in the national SCSEP database, SPARQ.
 - All programs are required to submit quarterly programmatic reports.
 - Programs that utilize volunteers must maintain insurance, including, but not limited to worker's compensation insurance for those individuals. With proper paperwork, ADSD can include volunteers of funded programs in the state's workers compensation coverage at no cost to the subrecipient. Insurance requirements are listed in the General Service Specifications (Appendix B) at <http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/ServSpecs/GeneralServiceSpecifications.pdf>.
 - Failure to comply with reporting requirements can place a subrecipient's funding in jeopardy.
- Programs awarded funding must provide any requested revisions to ADSD by June 15, 2021. A NOSA cannot be issued without requested revisions.
- The application and NOSA must be signed by the head of the agency. ADSD must have a letter on file authorizing the signer if it is not the head of the non-profit board, for-profit agency, or public entity, depending on the type of organization.
- The Request for Reimbursement (RFR) form must be submitted in accordance with the Reporting Schedule, including all required backup documentation.
- All subrecipients must be registered with the State of Nevada and must have a vendor number. Vendor Registration Forms are available at <http://controller.nv.gov>.

- If a subrecipient address changes, the subrecipient must submit a Vendor Information Update and/or Additional Remittance Form to the State's Controller's office. ADSD must be notified of address changes to avoid any delay in receiving funds.

ADSD staff agrees to the responsibilities outlined below:

- ADSD team members will provide reporting instructions to all subrecipients.
- All subrecipients will be assigned a Grants and Projects Specialist (GPS) who is available to aid with aspects of subaward management, service-specific technical assistance, and program development. Fiscal Auditors are available to address questions regarding fiscal matters.
 - These services also have an assigned Program Manager to provide program specific technical assistance.
- The assigned GPS will contact subrecipients regarding requested revisions before a Notice of Subaward (NOSA) can be issued.
- NOSAs will be distributed to funded programs in late June, or as soon as possible pending receipt of requested revisions.
 - The Request for Reimbursement file will be distributed with the NOSA. Reimbursement requests must be submitted monthly.
- Programs will be assessed to evaluate fiscal accountability, progress towards achieving program goals, objectives, projected outcomes, client satisfaction, and adherence to all regulations, statues, and/or rules. Programmatic and fiscal monitoring will be scheduled in accordance with Department of Health and Human Services (DHHS) policies.

Application and Submission Information

Deadline: Monday, March 29, 2021 (by 11:59 pm, PST)

- Applications must be emailed to ADSDGrants@adsd.nv.gov AND KLFowler@adsd.nv.gov.

Division Contacts

General program/service questions and technical assistance on the required forms, beyond instructions provided in this document, can be directed to ADSDGrants@adsd.nv.gov.

Questions and answers that are helpful for all applicants will be posted online at http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/ as received, through March 22, 2020.

Application Forms and Submission Information

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. MS Excel File: ADSD Subaward Application – SCSEP PY21 SFY22 Part 1
 2. MS Word File: ADSD Subaward Application – SCSEP PY21 SFY22 Part 2
 3. PDF File: DHHS Subrecipient Questionnaire
- Additionally, applicants must submit attachments as request within the [Application Checklist](#). Attachments are categorized by “mandatory,” “optional” or “if applicable.”

Application Review Information

Application Screening

- 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.
- 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.

Review and Selection Process

After application screening, the Grants and Project Specialists and independent reviewers will review all applications for each service and make initial funding recommendations based on scoring criteria in the following section.

Funding decisions will be made by the Administrator based on application scores and funding availability. Reporting and compliance history of previous or current subrecipients will also be considered.

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

The Administrator’s decision is final.

Scoring Criteria

Competitive applications will be scored according to the following matrix (50-point total):

1. Service area, outreach plans and proposed service delivery to target populations (10 points plus 5 bonus 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
 - Bonus – Rural/frontier, or underserved or unserved service areas – Score 5 bonus 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 expenses (10 points).
 - No other funding or sustainability goals; unreasonable expenses – Score 0 points
 - Limited other funding and/or sustainability goals; slightly unreasonable expenses with poor expense justification – Score between 1 and 4 points
 - Satisfactory other funding and/or sustainability goals; slightly unreasonable expenses with poor expense justification (or vice versa) – Score between 5 and 6 points
 - Satisfactory other funding and/or sustainability goals; mostly reasonable expenses and justification – Score between 7 and 9 points
 - Abundant other funding and/or sustainability goals; all expenses 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

Anticipated Announcement Award Date

Subaward decisions will be announced via email in mid-May. Requested application revisions must be received and approved by ADSD no later than June 15, 2020.

Notices of Subawards will be distributed in late June, or as ADSD receives requested subrecipient revisions, as applicable.

Subrecipient Training

ADSD will make training available to all subrecipients prior to the beginning of the fiscal year. This training will include the Request for Reimbursement process and other reporting requirements.

Additionally, if services/clients will need to be transferred from one subrecipient to another, the ADSD team will work with both subrecipients to develop a transition plan.

Form Instructions

Application Format

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

- Applications must be computer-generated.
- The application must be concise and no more than 35 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 – SCSEP, PY21 / SFY22 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](#) and saved as a PDF document. Applicants who are not able to submit one file may follow the instructions on the [Application Checklist](#) to submit the application in sections.

Form Instructions

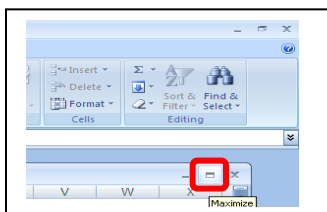
The **Excel** file contains the following forms, in order:

- Applicant Information
- Budget Narrative, 10-page limit
- Budget Summary

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:

- Project Narrative, 10-page limit
- Organizational Standards and Applicant Questionnaire, 3-page limit
- Goals and Objectives, 4-page limit

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

Excel File Instructions


APPLICANT INFORMATION

Box #	Instructions
1	Check the box next to the type of application. If the application is for a subaward that is currently funded by ADSD, enter the award number, which can be found on the NOSA as the Agency Ref # in the top right corner.
2	No action required. The amount requested will auto-fill once the Budget Narrative is complete.
3	Select the agency's organization type.
4	<p>Enter Subrecipient and Program information, as requested on the form. Complete both sections. <i>Subrecipients</i> are entities that are responsible for the funds awarded. Additional information on Subrecipients (grantees) is in <u>RPGPs</u>. <i>Programs</i> 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, even if another person has been delegated as an authorized signatory.</p> <p>Enter the agency's State Vendor number, if one exists, and the address associated with the number if it is different than the Subrecipient address.</p> <p>Enter the agency's Employer Identification Number (EIN) or Federal Tax Identification Number.</p> <p>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.</p>
5	No action required. The funding source has been determined by ADSD.
6	No action required. The type of subaward has been determined by ADSD.
7	No action required. The type of service has been determined by ADSD.
8	No action required. The service area has been determined by ADSD.
9	List the populations that the agency will target for the proposed service. You may list more than one population-type per line, if needed.
10	List the components of the proposed service that will be ADSD-funded. You may list more than one component per line, if needed.
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 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. <i>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.</i>

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 services 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 <https://www.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.

Program - Participant Wages and Fringe Benefits:

- Participants in community service assignments receive wages at a rate not less than federal or state minimum wage, whichever is higher.
- The service provider shall also ensure that each participant receives all fringe benefits required by law, including workers compensation.
- Each active participant shall be provided an opportunity to receive a physical examination within 60 days of placement into a community service assignment and annually thereafter. The physical examination is a benefit and not a requirement. Participants not accepting the opportunity to receive the physical examination will be required to sign a waiver to that effect. The participant is not required to provide a copy of the result of the exam to SCSEP staff.
- No paid vacation or holiday leave may be provided except Federal holidays, but the participant will be allowed to work additional hours to replace lost wages.
- Payment into a retirement plan or pension benefits is not allowed.
- Paid sick leave may be provided but balances are not carried forward into the next year.

Other Participant Costs:

- Other program costs may include, but are not limited to, applicant intake, enrollment certification, recertification, participant orientation, program supplies, participant assessment/evaluation, developing Individual Employment Plans, participant case management/counseling, information and referral, community service assignment development and monitoring, host agency agreements, training activities, assessing need and providing supportive services, job development activities and placement services and follow-up services.

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. Once a funding source is assigned to an approved subaward, the allowable rate will apply, and a budget revision may be required if excess expenses are included. Administrative/indirect expenses do not apply to equipment or fixed-fee subawards or portions of 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 tab will populate the *ADSD Funds* column. Applicants will input funding information in the orange cells.

Matching Funds Requirements: Matching funds are not required for SCSEP, except with a Special Condition: All non-federal costs of the program must be identified in the application and reported to ADSD, such as the calculation of supervisory hours at host agencies.

Ensure all boxes on row 21 are zero as stated in the row header. Add comments to box B, if needed. Skip box C. List potential/estimated amounts and sources of program income, such as client donations, in box D.

Word File Instructions

PROJECT NARRATIVE

Provide detailed but concise responses to each section of the project narrative using guidance below and throughout this document. Page Limit: 10 pages

A. Target Population, Service Area and Targeting Plan

Describe the proposed service area, including opportunities and challenges unique to the service area. Include information regarding the organization’s existing efforts in this service area or how the organization will expand if it is a new 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 service delivery. Identify additional efforts to expand to serve individuals most in need.

Describe how the organization plans to communicate and collaborate with civic and minority organizations, as well as other service providers and partners, to better reach ADSD's target populations and conduct outreach for this proposed service.

Describe what the organization plans to achieve through its targeting plan.

B. Proposed Intervention

Describe clearly and concisely, how your organization plans to carry out the requirements of this service. Include specific types of assistance to be provided including priorities based on the needs of the proposed service area. Include a description of specific activities planned, and any anticipated challenges and how the organization plans to overcome those challenges. Also describe any anticipated technical assistance needs.

C. Organizational Capacity and Partnerships

Describe the organization's capacity to perform the proposed service. Include past experiences or anticipated increased capacity as a result of this funding. Describe the professional staff and specific responsibilities under this service as well as the facilities and other resources in place to support this service. Describe how training and ongoing communication will be used to develop and maintain a well-trained, competent workforce that may consist of paid staff, volunteers, and community partners.

Identify key partnerships and describe in detail how they will help to coordinate services for the target population in the service area. Include partnerships with government entities as well as other community partners that will help serve the target populations and accommodate those most in-need. Letters of Commitment can be attached and do not count towards the application page limit.

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? Include a description of sources of match and efforts to expand services to people most in need through additional resources.

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services and the role of any contractual organization(s).

E. Evaluation

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

Include at least 2 anticipated outcomes as a result of this service for the target populations.

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.

If the program will use volunteers, please review required insurance information in [Subrecipient Responsibilities](#).

Page Limit: 3 pages.

GOALS AND OBJECTIVES

For the purposes of this program, ADSD has a pre-set Goals and Objectives document that are specific to the Federal requirements. Please identify applicant staff who will be responsible for each objective.

Applicants should also add additional objectives or activities relevant to their proposal.

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)
- Project Narrative (Word Document)
- Organizational Standards and Applicant Questionnaire (Word Document)
- Goals and Objectives
- Subrecipient Questionnaire (PDF Document)

Attachments – If included, will not count towards page limit.

- Resumes and Letters of Commitment (*optional for all services*)
- Contracts or Memorandums of Understanding (*if applicable to the program/service*)
- 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 (*if applicable*).