

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

**Services and Supports for Older Adults,  
People with Disabilities, and Caregivers**

Notice of Funding Opportunity

Applications Due: February 17, 2020

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## State of Nevada

### Aging and Disability Services Division

<b>Funding Opportunity Title:</b>	Services and Supports
<b>Project Period:</b>	July 1, 2020 – June 30, 2022
<b>Budget Period:</b>	July 1, 2020 – June 30, 2021
<b>Due Date for Applications:</b>	02/17/2020
<b>Dates for <a href="#">Informational Meetings</a>:</b>	01/15/2020 and 01/17/2020

## Funding Opportunity Description

### Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide Services and Supports for Older Adults, People with Disabilities, and Caregivers in Nevada. ADSD has multiple funding streams to support services that help older adults, people with disabilities and caregivers live independently and remain active in their community. This funding opportunity is in line with the ADSD mission:

*To ensure the provision of effective supports and services to meet the needs of individuals and families, helping them lead independent, meaningful and dignified lives.*

As the Designated State Unit on Aging, ADSD has developed a four-year State Plan for Aging that outlines goals and objectives for the aging services network. This plan is based on consumer input, federal priorities, and state initiatives. The plan helps guide the priorities for the competitive subaward process.

In SFY20, ADSD awarded over \$10 million dollars for services and supports. This includes funding for core services of Aging and Disability Resource Center, Adult Day Care, Case Management, Homemaker, Personal Emergency Response System (PERS), Senior Companion, Transportation, and Respite services. There are also 14 additional services and supports that were funded to address a variety of the needs of Nevadans.

### Current Challenges

Through the development of the next State Plan for Aging Services (2021-2025), the Aging and Disability Services Division (ADSD) has identified several system challenges to be considered through the subaward process.

### [Gaps in Service](#)

In an analysis of the data from state fiscal year 2018, significant gaps in services were identified in relation to the core services funded by ADSD. Of the core services, the Aging and Disability Resource Center (ADRC) and Transportation services were the only two that individuals in every county accessed. Additionally, the lowest in utilization was Adult Day Care

services, with only 282 individuals served statewide and services available in only 6 of 17 counties. Case management is currently only available in 4 of 17 counties and individuals accessing this service received on average 1.64 units of service in SFY19, despite a growing need expressed by individuals and providers alike. Finally, rural communities saw some of the most significant shortages, 5 of 17 counties had less than 100 individuals access one or more of the core services. These counties include Esmeralda, Eureka, Lander, Pershing, and Storey.

### Growing Population

In Nevada, the population of older adults has grown an average of 4% each year. As the Baby Boomer generation ages, the annual growth will increase, and the system needs to be prepared for this growth. Across Nevada, communities are experiencing increasing numbers of people age 60 and older, many with chronic conditions and limited resources. On average, 50% of the population is living at 300% of the federal poverty level. As the Baby Boomer generation ages, with less resources they are seeking more affordable communities for retirement. This is increasing the service and support needs of many rural communities.

### Limited Resources

Despite an average 4% growth rate each year in the population, funding is not keeping pace. While ADSD has been able to diversify funding streams to support the needs of older adults in Nevada, financial resources remain limited. The national funding formulas for Older Americans Act programs have not kept pace with the growth experienced as a result of the Baby Boomer generation. State funds that support these services have either remained flat or been reduced over the past 15 years.

In addition to limited financial resources, Nevada is experiencing unprecedented shortages in providers across the state. While these shortages have significant impacts on Nevada's Medicaid Waiver services, they also affect the community services available through competitive subawards. Many areas do not have a sufficient provider base to serve individuals. Local governments can often be the only available provider and they are under-resourced or limited in service options. Additionally, in many communities, volunteers could be a potential solution to meet the needs of older adults, but there is a shortage of willing and qualified volunteers.

### Coordination of Services

Community providers are working to partner across services; however, when asked to describe partnerships they are often referral based. In recent years, ADSD has facilitated Regional Planning Groups that allow for more targeted coordination of services, yet partners continue to focus on referral-based partnerships. Additionally, conversations with providers and older adults alike, continue to cite 'information about services' as one of the top needs in accessing services.

### Impact of Services

ADSD and community partners have focused on the number of people served and the units of service (outputs). As we prepare for increased demand for services, we need to shift the

narrative to focus on the impact of the services available to the target populations (outcomes). Cost effective services are necessary, but so are high quality services that promote individual choice and control in reaching long-term care needs. Health in Aging is a state initiative to ensure people have access to the services that impact social determinants of health and are being supported holistically are priorities in Nevada and across the nation.

### Funding Description

Funding for this opportunity includes federal Older Americans Act funding (Titles III-B, III-D, and III-E), Administration for Community Living Discretionary Grants, Fund for Healthy Nevada Independent Living funding, and State General Funds.

In keeping with the Older Americans Act, Reauthorization Act of 2016, special consideration for funding will be given to applicants evidencing service priority to low-income (300% of FPL or lower), frail individuals, age 60 or older, in the following categories:

- Individuals in a minority group;
- Individuals with limited English proficiency;
- Individuals at risk for institutional placement;
- Individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and caregivers of such individuals);
- Individuals with the greatest economic or social need; and
- Individuals residing in rural areas.

ADSD anticipates approximately \$10 million dollars to be available under this funding opportunity.

**NOTE:** The Medicare Assistance Program (Appendix 2) has funding available to support services for all Medicare beneficiaries, regardless of age.

### 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 and the Federal Government. 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.

**NOTE:** For the Medicare Assistance Program (Appendix 2), licensed insurance agents and insurance brokers are not eligible to apply for this funding.

### Informational Meetings

ADSD will hold two informational meetings. Attendance is voluntary but encouraged.

Presentation materials will be identical for each meeting and will be posted with Q&A at [http://adsd.nv.gov/Programs/Grant/Notices\\_of\\_Funding\\_Opportunities/](http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/) by close of business on Tuesday 1/21/20.

## **Meeting Option #1: Webinar/Teleconference Only**

Wednesday, January 15, 2020  
9:00 to 11:00 a.m.

To join the webinar, go to <http://webmeeting.att.com>

- Webinar meeting number: 8883634735
- Access Code: 8894594

For audio,

- Call 1-888-363-4735
- Access Code 8894594

## **Meeting Option #2: Webinar/Teleconference and In-Person w/Video Conference**

Friday, January 17, 2020  
1:00 to 3:00 p.m.

To join the webinar, go to <http://webmeeting.att.com>

- Webinar meeting number: 8883634735
- Access Code: 8894594

For audio,

- Call 1-888-363-4735
- Access Code 8894594

For meeting #2 only - In-person attendance is available at the following ADSD locations:

- Las Vegas: 1820 E. Sahara Ave., Suite 201, Las Vegas, NV 89104
- Carson City: 3416 Goni Road, Carson City, NV 89706
  - Sign-in in Building D, Suite 132.
  - Meeting will be held in building H.
- Reno: 9670 Gateway Drive, 1<sup>st</sup> Floor Conference Room, Reno, NV 89521

If you require specific accommodations, please contact Carole Hanley at [clhanley@adsd.nv.gov](mailto:clhanley@adsd.nv.gov).

### **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/>.

## Award Information

### Service Categories

The Aging and Disability Services Division has defined seven (7) service categories. The service categories are defined based on the overall benefit to the target population and could include more than one service. Applicants must submit a separate application for each service they wish to apply for regardless of the service category. Each category of service has a specific amount of funding allocation based on historical funding levels. Finally, each category has an appendix with specific instructions for applications for services within the category.

**NOTE:** Click on the name of the category to be routed to that appendix item.

### [Access to Services](#)

- [NV Care Connection](#) This service helps individuals navigate the range of long-term services and supports options available to them. It also helps individuals maintain services through the provision of case management. There is approximately \$1.5 million available for this service statewide. Available funding will assist entities in serving people age 60 and older, people with disabilities and their caregivers.
- [Medicare Assistance Program](#) Service delivery includes outreach, education, and counseling in order to assist and empower Medicare beneficiaries to make informed decisions that meet their healthcare needs, optimize their access to care and affordable services, and increase their awareness to prevent, detect, and report healthcare fraud, errors, and abuse. There is approximately \$740,000 available for this service statewide. Available funding will assist entities in serving Medicare eligible individuals, their families and caregivers.

### [Transportation](#)

This service focuses on transportation options to access community services including but not limited to medical services, social services, shopping, socialization, and nutrition. There is approximately \$1.9 million available for this service statewide. Available funding will assist entities in serving people age 60 and older.

### [In-Home Services](#)

In-home services can be a variety of services to support individuals living in their own home such as homemaker, companion services and emergency response systems. There is approximately \$2.4 million available for these services statewide. Available funding will assist entities in serving people age 60 and older.

### [Caregiver Support Services](#)

This can include a cluster of services designed to support family or informal caregivers such as counseling and support groups, respite care, and supplemental services. There is approximately \$2.5 million available for these services statewide. Available funding will assist entities in serving caregivers of people age 60 and older, as well as caregivers of individuals of any age living with Alzheimer's disease or a related dementia and grandparents (age 55+) raising grandchildren.

### [Food Security](#)

These services focus on increasing food security among older adults including, but not limited to food pantry services. There is approximately \$300,000 available for these services statewide. Available funding will assist entities in serving people age 60 and older.

*Continued on next page*

## Evidence Based Services

These services are interventions that educate participants about their health conditions, how to manage them, and/or ways to adopt healthy behaviors to enhance their quality of life. There is approximately \$200,000 available for these services statewide. Available funding will assist entities in serving people age 60 and older and, in some cases, their caregivers.

## Ancillary Services

These services are other supportive services that help promote independent living and quality of life in the community. Services in this category do not fall into one of the above categories. There is approximately \$300,000 available for these services statewide. Available funding will assist entities in serving people age 60 and older and, in some cases, their caregivers.

## 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 effectively and expeditiously begin 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 ADSD Core Services also have service-specific specifications that must be followed.
- *Requirements and Procedures for Grant Programs (RPGPs)* are statements of ADSD policy that ensure fiscal compliance with statutes, regulations, and/or rules.
- *Reporting Schedule* includes monthly Requests for Reimbursement and Quarterly Programmatic Reports. Other reports may be required depending on the service category.
  - All programs are required to report client demographic and monthly program service data in the Social Assistance Management System (SAMS).
  - 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/adsdnv.gov/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, 2020. 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.
  - Some services also have assigned Program Managers 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 may be submitted monthly or quarterly.
- Programs will be assessed to evaluate fiscal accountability, progress towards achieving program goals, objectives, projected outcomes, client satisfaction, and adherence to all regulations, statutes, and/or rules. Programmatic and fiscal monitoring will be scheduled in accordance with Department of Health and Human Services (DHHS) policies.

### Cost Sharing or Matching

Matching funds are required for all subawards. The match required is 15% of the ADSD-requested funding. Match must be non-federal cash or in-kind. Program income cannot be used as match.

Examples of cash match include other funding sources to support this service. An example of in-kind match would be volunteer time. See page 18 and the *Requirement and Procedures for Grant Programs* for additional information regarding match.

## Application and Submission Information

Applicants must submit a separate application for each service they wish to apply for regardless of the service category.

### Division Contacts

General program/service questions and technical assistance on the required forms, beyond instructions provided in this document, can be directed to the Grant Manager:

Kristi Martin  
Social Services Manager, Grants Management  
[kmartin@adsd.nv.gov](mailto:kmartin@adsd.nv.gov)

and/or [ADSDGrants@adsd.nv.gov](mailto: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/](http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/) as received, through February 7, 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 – SS FY21 Part 1
2. MS Word File: ADSD Subaward Application – SS FY21 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.”

**Deadline:** Monday, February 17, 2020 (by 11:59 pm, PST)

- Applications must be emailed to [ADSDGrants@adsd.nv.gov](mailto:ADSDGrants@adsd.nv.gov) AND [kmartin@adsd.nv.gov](mailto:kmartin@adsd.nv.gov).
  - Alternatively, existing subrecipients may also upload the file(s) to ADSD’s FTP server and send an email to the above emails to provide notification of the submission.

## 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 in February 2020.

- 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.

For some service categories, funding is allocated based on a per county funding formula. Funding formulas apply to the following: Nevada Care Connection, Medicare Assistance Program, and Transportation.

Funding decisions will be made by the Administrator based on application scores, funding availability and regional allocations. 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 cost per client, unit of service and program expenses (10 points).
    - No other funding or sustainability goals; unreasonable cost per client, unit of service and program expenses – Score 0 points
    - Limited other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification – Score between 1 and 4 points
    - Satisfactory other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification (or vice versa) – Score between 5 and 6 points
    - Satisfactory other funding and/or sustainability goals; mostly reasonable cost per client, unit of service and program expenses and justification – Score between 7 and 9 points
    - Abundant other funding and/or sustainability goals; all costs are reasonable and justified – Score 10 points
  4. Relevance, achievability and impact of the proposed goals and objectives, as well as evaluation of outcomes (10 points).
    - Goals, objectives and evaluation of outcomes are not related to the program, unachievable and do not show impact – Score 0 points
    - Goals, objectives and evaluation of outcomes are slightly related to the program, achievable and impactful – Score between 1 and 4 points
    - Goals, objectives and evaluation of outcomes are mostly related to the program, achievable and impactful – Score between 5 and 6 points
    - Goals, objectives and evaluation of outcomes are adequately related to the program, achievable and impactful – Score between 7 and 9 points
    - Goals, objectives and evaluation of outcomes are strongly related to the program, achievable and impactful – Score 10 points
  5. Adherence to application instructions and accurate completion of forms (5 points).
    - Instructions not followed and forms not complete – Score 0 points
    - Some instructions followed and some forms not complete – Score between 1 and 2
    - Most instructions followed and forms are complete – Score between 3 and 4
    - All instructions followed and forms are complete – Score 5 points

### 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 in order to be considered for funding:

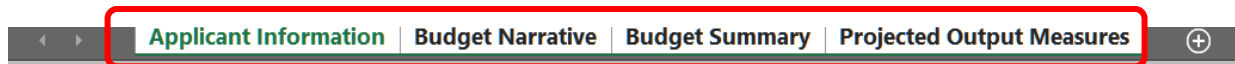
- Applications must be computer-generated.
- The application must be concise and no more than 32 pages (excluding attachments). Do not include cover sheets, cover letters, unsolicited attachments or application instruction pages, as they will be included in the page limit. Specific page limits are listed 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 – Services and Supports, FY21 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

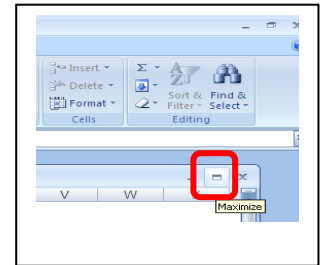
The **Excel** file contains the following forms, in order:

- Applicant Information
- Budget Narrative, 10-page limit
- Budget Summary
- Projected Output Measures

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



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



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

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

- Project Narrative, 10-page limit
- Organizational Standards and Applicant Questionnaire, 3-page limit
- Goals and Objectives, 3-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	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. <b>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.</b>

	<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 <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p>
5	No action required. The funding source will be determined by ADSD.
6	All applicants should choose categorical from the drop-down menu, except Adult Day Care, which is fixed-fee. Homemaker programs continue to have a fixed-fee rate but will submit a categorical budget to include other necessary expenses. The budget must show no more than \$15 for direct homemaker services.
7	Choose a category and service from the drop-down menu. If the category indicates you must specify the service, enter the service in the box below the drop-down menu.
8	List the program's service area(s) for the proposed service. You may list specific cities and/or towns, or describe a larger area (e.g., 15-mile radius around Winnemucca; Statewide except for Clark County; etc.). If you list a county, and not specific cities and/or towns, the program will be expected to serve the entire county. This also applies to subawards that enter "statewide" in this section without exclusions listed.
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.

**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:** 15% of the ADSD requested amount. The required match will calculate automatically. Break out match into the budget expense categories to show where it will be applied.

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

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

Add comments to box B, if needed.

Identify sources of match in box C and indicate whether it is pending or secured. Match can be non-federal cash or in-kind.

- In-kind match is the value of any real property, equipment, goods, or services contributed to a funded program that would have been considered eligible expenses within the program's budget for the funded service.
  - FEMA provides a helpful resource for determining in-kind match at [https://www.fema.gov/media-library-data/20130726-1758-25045-4813/inkind\\_contribution.pdf](https://www.fema.gov/media-library-data/20130726-1758-25045-4813/inkind_contribution.pdf).

List potential/estimated amounts and sources of program income, such as client donations, in box D. If your program has a sliding fee scale or cost-sharing procedure, indicate how the program will manage the process according to the RPGPs.

### **Program Income**

1. Client service donations may not be used as match but may be solicited for all services. Solicitation must be non-coercive. The donation process must be confidential.
2. Cost sharing means contributions made to a program based on a sliding-fee scale. The Division's Cost Sharing Policy can be found on pages 73-75 of the RPGPs: <http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf>.

### PROJECTED OUTPUT MEASURES

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

The Unit of Service Definition will pre-populate for some services. If there is no definition listed, the applicant may propose a definition for ADSD consideration. If there is an existing Service Specification at <http://adsd.nv.gov/Programs/Grant/ServSpecs/Documents/>, the definition

within the specification must be used unless the applicant is proposing a service that is not described within the specification.

Applicants are required to submit projected output measures to illustrate the proposed (estimated) number and type of unduplicated clients and units of service they plan to serve throughout the budget/reporting period. Unduplicated client estimates should account for an attrition rate, when applicable. Adult Day Care and Nevada Care Connection have additional elements to complete in the lower portion of the form.

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

## **Word File Instructions**

### PROJECT NARRATIVE

See Appendices for specific guidance, by category.

### 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

Describe the top two goals and related major objectives, activities, due dates, staff responsibilities and documentation for this project. Multiple objectives may be included within a row if there are not enough rows to meet your needs. Goal 3 has been added by ADSD for completion by the applicant; additional objectives and activities may be added. Information from this section may be directly added to the NOSA Scope of Work at ADSD's discretion.

Page Limit: 3 pages.

## APPLICATION CHECKLIST

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

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

- Applicant Information (Excel Document)
- Budget Narrative (Excel Document)
- Budget Summary (Excel Document)
- Projected Output Measures (Excel Document)
- 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*).

## Appendix 1 – Nevada Care Connection

### Background

Since 2005, the Aging and Disability Services Division (ADSD) has worked with community partners and other Department of Health and Human Services (DHHS) agencies to transform the way individuals access the long-term services and supports (LTSS) system through a no wrong door approach. These efforts include increasing awareness of service options, supporting individuals in navigating the LTSS system, and exploring policy changes to streamline eligibility for public programs. Collectively, these efforts help to shape the Nevada Care Connection network.

Within the community, Nevada Care Connection supports individuals in knowing their options, planning for care, and accessing services to meet their goals. Additionally, for some individuals case management is necessary to monitor and follow up on services specified in the individual's plan, ensuring the services are being provided in accordance with the individual's plan and they are able to access new services as their needs change.

Nevada Care Connection serves older adults, people with disabilities, and caregivers.

### Funding Source

Funding for these services is allocated from state and federal sources including:

- State General Funds
- Older Americans Act, Titles III-B and III-E funds
- Fund for Healthy Nevada, Independent Living Grant funds

### Services to be Provided by Subrecipient

- *Resource and Service Navigation* – a service that offers person-centered counseling that helps individuals to identify needs and goals, explore their options and develop a plan to meet their long-term care needs. This service helps individuals navigate the LTSS system while considering the resources available to them. An average caseload for a Resource Navigator is 80:1.
- *Case Management* – a service that helps individuals maintain services and supports. While Resource and Service Navigation is offered to every individual accessing Nevada Care Connection, case management services are targeted to individuals who have a higher level of need to monitor and follow-up on services specified in the individual's plan, ensuring the services are being provided in accordance with the individual's plan. An average caseload for a Case Manager is 50:1.

### Funding Availability

Available funding for this service is approximately \$1.5 million statewide per year. The funding amount and number of awards will be determined based on regional allocations, competitive scoring, and administrator decision. Funding is allocated to each county based on the total county population, the number of older adults and people with disabilities in the county, and county population density. There may be more than one subaward per county. Applicants may also propose to serve more than one county.

Applicants may request more or less funding allocated to each county in their service area, however funding requested above the published county allocation must be explained in the Project Narrative. Funding above the county allocations will be dependent on final funding amounts available.

### Regional Allocation

County	Allocation	County	Allocation
Carson City	\$55,918	Lincoln	\$40,700
Churchill	\$57,847	Lyon	\$59,353
Clark	\$564,132	Mineral	\$61,159
Douglas	\$57,103	Nye	\$68,759
Elko	\$63,651	Pershing	\$61,685
Esmeralda	\$40,192	Storey	\$49,614
Eureka	\$40,246	Washoe	\$101,395
Humboldt	\$61,671	White Pine	\$64,217
Lander	\$61,766		

### Project Narrative Instructions

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’s 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 with disabilities, not just the older adult population.

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 consisting 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 with disabilities (hearing impaired, vision impaired, reading and writing limitations) and language barriers. 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 with disabilities 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.

#### Resources

The following resources provide more information about Nevada Care Connection and No Wrong Door system efforts.

- [Nevada Care Connection Service Specifications](#), NV Aging and Disability Services Division
- [ADSD Subrecipient Resources](#)
- [Nevada No Wrong Door Implementation Plan \(2015\)](#)
- [Administration for Community Living – No Wrong Door website](#)
- [Nevada Care Connection website](#)

## Appendix 2 – Medicare Assistance Program

### Background

The Medicare Assistance Program is one program consisting of three main components, which are fully described in the Medicare Assistance Program (MAP) Service Specifications. The three components of MAP service are: State Health Insurance Assistance Program (SHIP), Senior Medicare Patrol (SMP) and Medicare Improvements for Patients and Providers Act (MIPPA). The Medicare Assistance Program (MAP) service delivery relies heavily on a volunteer-based network.

Service delivery includes outreach, education, and counseling in order to assist and empower Medicare beneficiaries to make informed decisions that meet their healthcare needs, optimize their access to care and affordable services, and increase their awareness to prevent, detect, and report healthcare fraud, errors, and abuse. Available funding will assist entities in serving Medicare eligible individuals, their families and caregivers.

### Funding Source

Funding for these services is allocated from federal sources including:

- State Health Insurance Assistance Program, ACL Discretionary Grant
- Senior Medicare Patrol program, ACL Discretionary Grant
- Medicare Improvements for Patients and Providers Act, ACL Discretionary Grant
- Older Americans Act, Title III-B

### Services to be Provided by Subrecipients

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

- *Outreach & Education* – includes providing education and information to Medicare beneficiaries and pre-enrollees, family members, and caregivers about Medicare Assistance Program services through intensive group outreach that includes public presentations, booths and exhibits at health/senior fairs or special events, enrollment events, community and educational activities, media campaigns, social media connections, etc.
- *Interaction & Referrals* – includes individual interaction, information gathering, and referrals related to Medicare beneficiaries' eligibility status, Medicare coverage and benefits, Medicare fraud and billing issues, referrals to public assistance programs, access to Long-Term Services and Supports (LTSS), disease prevention and promotion of wellness.
- *Counseling & Enrollment* – includes unbiased guidance and assistance to Medicare beneficiaries and pre-enrollees to help them understand, coordinate and select Medicare health plans and benefit information, pre-determining possible eligibility for public assistance programs, application assistance, detailed information gathering, enrollment into appropriate Medicare plan(s), complex issues, Medicare appeals assistance, and Medicare billing issues.



## Funding Availability

Available funding for this service is approximately \$740,000 statewide per year. The funding amount and number of awards will be determined based on regional allocations, competitive scoring, and administrator decision. Funding is allocated based on the percent of Medicare beneficiaries by county, the total Medicare beneficiaries in the state, and county population density. There may be more than one subaward per county. Applicants may also propose to serve more than one county.

Applicants may request more or less funding allocated to each county in their service area, however funding requested above the published county allocation must be explained in the Project Narrative. Funding above the county allocations will be dependent on final funding amounts available.

## Regional Allocation

County	Allocation	County	Allocation
Carson City	\$24,387	Lincoln	\$16,967
Churchill	\$27,869	Lyon	\$27,611
Clark	\$285,424	Mineral	\$31,377
Douglas	\$28,752	Nye	\$36,693
Elko	\$27,710	Pershing	\$29,609
Esmeralda	\$18,612	Storey	\$25,260
Eureka	\$14,643	Washoe	\$55,224
Humboldt	\$28,212	White Pine	\$31,944
Lander	\$29,707		

## Project Narrative Instructions

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 your proposed service area, including the total population and percentage of Medicare beneficiaries. Include your organization's goal on the total number of beneficiaries and pre-enrollees, their family members, and caregivers to be reached through education and outreach efforts as well as the total number of individual counseling session contacts.

Identify efforts to target underserved populations, including low income communities, minorities, persons with disabilities under the age of 65, persons with Limited English Proficiency, and those persons living in rural and/or tribal areas.

Describe your organization's planned strategies for outreach activities to promote awareness and visibility of the program in your proposed service area. Include innovative ways to provide quality services to an increasing number of Medicare beneficiaries and pre-enrollees, their family members and caregivers, as well as other service providers and partners. Explain how

you will schedule, implement and monitor client recruitment or outreach activities and document outcomes.

## **B. Proposed Intervention**

Describe clearly and concisely, how your organization plans to carry out the requirements of this program. Include a description of specific activities planned, and any anticipated challenges and how the organization plans to overcome these challenges. Also, include anticipated technical assistance needs.

Include a proposed plan to recruit, train, and retain a diverse and effective workforce that includes volunteers, paid staff, and partnerships to help meet performance goals. Describe strategies that will be used to enhance efficient team member management and incorporate effective volunteer management policies and procedures to address and manage risk with volunteers.

## **C. Organizational Capacity and Partnerships**

Describe your organization's capability to perform the proposed service. Include past experiences or anticipated increased capacity as a result of this funding. Describe the specific responsibilities of key staff under this service, and the facilities, and other resources in place to support this service. Resumes or vitae may be included as attachments to the application for key staff whose responsibilities are described. These do not count towards the application page limit.

Identify key partnerships and describe in detail how they will help to coordinate services for Medicare eligible individuals in the proposed service area. Include partnerships with government entities, as well as other community partners that will help serve the specified population and accommodate those with disabilities (hearing impaired, vision impaired, reading and writing limitations) and language barriers. Letters of Commitment can be attached and do not count towards the application page limit.

Describe how training and ongoing communication will be used to develop and maintain a well-trained, competent workforce consisting of paid staff, volunteers, and community partners. Training and communication should include Train-the-Trainer models, use of technology, and other means to ensure all members of the workforce have ongoing continuing education and continuous dissemination of current information and training to increase knowledge, enhance skills, and improve ability to provide high quality services.

## **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 throughout the proposed service area.

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

## **E. Evaluation**

Describe the methods, techniques, and tools that will be used to measure outcomes and effectiveness of proposed service. Include estimates on the number of applications for Low Income Subsidy and Medicare Savings programs to be submitted on behalf of beneficiaries. Include any anticipated outcomes above and beyond those in the Medicare Assistance Program Service Specifications.

### Resources

- 1) [Medicare Assistance Program Service Specifications](#), NV Aging and Disability Services Division
- 2) [NV Volunteer Guide](#), NV Aging and Disability Services Division
- 3) [SHIP National Resource Center](#)
- 4) [SMP National Resource Center](#)

## Appendix 3 – Transportation

### Background

Transportation is a critical support for individuals to live independently in the community. Despite current investments in transportation services, serious gaps in service and coordination still exist across Nevada. Having access to reliable, accessible, and safe transportation options continues to be a number one need across the state. Limited access to transportation can affect disproportionately affect older adults and people with disabilities, especially individuals of low income.

Transportation helps support individual goals in health, food security, socialization and economic independence. Overcoming transportation barriers needs to be considered on a systemic level both through policy and practice. Applications under this service category should focus on innovations and collaborations to increase access to transportation, particularly in areas where there are significant gaps in transportation services.

### Funding Source

Funding for these services is allocated from state and federal sources including:

- State General Funds
- Older Americans Act, Title III-B funds
- Fund for Healthy Nevada, Independent Living Grant funds

### Services to be Provided by Subrecipients

This service focuses on transportation options to access community services including but not limited to medical services, social services, shopping, socialization, and nutrition. Available funding will assist entities in serving people age 60 and older.

Under this Notice of Funding Opportunity (NOFO), priority will be given for applications that address transportation through collaborative and innovative services, taking into consideration system challenges.

This category can include the direct delivery of transportation services, as well as the administration of transportation vouchers.

The direct service of transportation may be provided through partnerships, contracted providers, volunteers or paid staff (or a combination of these).

### Funding Availability

Available funding for this service is approximately \$1.9 million statewide per year. The funding amount and number of awards will be determined based on regional allocations, competitive scoring, and administrator decision. Funding is allocated based on the population age 60 and older, the % of the population who is a minority and/or lower income, and county population density. There may be more than one subaward per county. Applicants may also propose to serve more than one county.

Applicants may request more or less funding allocated to each county in their service area, however funding requested above the published county allocation must be explained in the Project Narrative. Funding above the county allocations will be dependent on final funding amounts available.

### Regional Allocation

County	Allocation	County	Allocation
Carson City	\$96,753	Lincoln	\$42,889
Churchill	\$73,095	Lyon	\$102,809
Clark	\$688,671	Mineral	\$85,168
Douglas	\$67,270	Nye	\$115,714
Elko	\$89,278	Pershing	\$86,231
Esmeralda	\$42,575	Storey	\$60,916
Eureka	\$42,546	Washoe	\$104,211
Humboldt	\$82,465	White Pine	\$88,171
Lander	\$86,458		

### Project Narrative Instructions

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 transportation needs 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’s 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.

Describe organization’s targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize transportation options for the target population.

#### B. Proposed Intervention

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

Describe new or innovative approaches to be used during this project period to increase access to transportation services. How will these efforts impact the target population?

### **C. Organizational Capacity and Partnerships**

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

Identify key partnerships and describe in detail how they will enhance coordination of services under this service. Include partnerships with government entities, as well as other community partners. Letters of Commitment can be attached and do not count towards the application page limit.

Describe existing or planned efforts to collaborate with existing regional or state transportation coordinating efforts including, but not limited to mobility manager projects, regional transportation plans, or other existing efforts.

### **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?

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

### **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.

#### **Resources**

- [Bureau of Transportation Statistics](#), U.S. Department of Transportation, October 2019
- [Administration for Community Living](#), National Efforts for Transportation
- [One Nevada Transportation Plan](#), Nevada Department of Transportation
- [Nevada Transportation Summit Follow Up Report](#), Nevada Governor's Council on Developmental Disabilities

## Appendix 4 – In Home Services

### Background

In-home services can be a variety of services to support individuals living in their own home such as homemaker, companion services and emergency response systems. Available funding will assist entities in serving people age 60 and older. As some individuals age, their ability to perform basic household duties can be limited, additionally as support networks change safety and isolation can be a concern. Supporting individuals in their home helps individuals to not only remain in their home but can also increase health outcomes.

Across Nevada, in-home services such as homemaker services was identified as one of the top needs by older adults across Nevada. ADSD has homemaker identified as a core service, yet many counties have insufficient access to this service. In state fiscal year 2018, five of seventeen counties had less than 10 people served per county.

### Funding Source

Funding for these services is allocated from a state and federal sources including:

- State General Funds
- Older Americans Act, Title III-B funds
- Fund for Healthy Nevada, Independent Living Grant funds

### Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), priority will be given for applications that address in-home services through collaborative and innovative services, taking into consideration system challenges. Priority for funding will be given to ADSD Core Services including homemaker, companion services, and emergency response systems.

Applications will also be accepted for other in-home services, such as home safety, modification, and repair; representative payee; or any other in-home services proposed by the applicant.

### Funding Availability

Available funding for this service is approximately \$2.4 million statewide per year. The funding amount and number of awards will be determined based on competitive scoring, regional allocations, and administrator decision.

### Project Narrative Instructions

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 unique needs of the population in the service area. Include information regarding the organization's existing efforts in this service area or how the organization will expand if it's 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.

Describe organization's targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize services for the target population.

### **B. Proposed Intervention**

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

### **C. Organizational Capacity and Partnerships**

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

Identify key partnerships and describe in detail how they will enhance services under this program. Include partnerships with government entities, as well as other community partners. 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?

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

### **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.

#### **Resources**

- [ADSD Service Specifications](#), Nevada Aging and Disability Services Division
- [Older Americans 2016: Key Indicators of Well Being](#), Administration for Community Living
- [Long Term Services and Supports](#), National Council on Aging



## Appendix 5 – Caregiver Support Services

### Background

According to the 2015 AARP study “Valuing the Invaluable”, there are approximately 500,000 Nevadans performing caregiver duties, which is an increase of 42% from the 2013 study published. The State of the States in Family Caregiver Support, Nevada Profile for 2014 estimates 242 million hours of care were provided by informal caregivers.

Many caregivers work and provide care, experiencing conflicts between these competing responsibilities. Research indicates that caregiving also exacts a significant emotional, physical, and financial toll. With nearly half of all caregivers older than age 50, many are vulnerable to a decline in their own health. Studies have shown that coordinated support services can reduce caregiver depression, anxiety, and stress, and enable them to provide care longer, which avoids or delays the need for costly institutional care<sup>1</sup>.

### Funding Source

Funding for these services is allocated from state and federal sources including:

- State General Funds
- Older Americans Act, III-E funds
- Fund for Healthy Nevada, Independent Living Grant funds

### Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), priority will be given for applications that address caregiver services through collaborative and innovative services, taking into consideration system challenges.

This category can include respite care (vouchers or direct service), including adult day care, as well as other services for caregivers, such as counseling, support groups, training and supplemental services. Supplemental services are provided on a limited basis to complement the care provided by caregivers.

### Funding Availability

Available funding for this service is approximately \$2.5 million statewide per year. The funding amount and number of awards will be determined based on competitive scoring, regional allocations, and administrator decision.

### Project Narrative Instructions

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

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<sup>1</sup> Administration for Community Living, retrieved January 3, 2020

### **A. Target Population, Service Area and Targeting Plan**

Describe the proposed service area, including unique needs of the population in the service area. Include information regarding the organization's existing efforts in this service area or how the organization will expand if it's 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.

Describe organization's targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize services for the target population. How will the organization maximize outreach and participation in the proposed service?

### **B. Proposed Intervention**

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

### **C. Organizational Capacity and Partnerships**

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

Identify key partnerships and describe in detail how they will enhance services under this program. Include partnerships with government entities, as well as other community partners. Describe efforts to collaborate with existing caregiver support efforts in Nevada to maximize impact of the proposed service. 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?

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

## 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.

### Resources

- [National Family Caregiver Support Program](#), Administration for Community Living
- [Innovative and Exemplary Respite](#), ARCH.org
- [Respite Service Specifications](#), NV Aging and Disability Services Division
- [Nevada Lifespan Respite Coalition](#)

## Appendix 6 – Food Security

### Background

Hunger and malnutrition in older adults are alarmingly high. According to the National Foundation to End Senior Hunger, 1 in 6 older adults (age 60 and older) were threatened by hunger in 2015. Nevada ranks 10th in the nation when it comes to senior hunger. In 2014, 18.8% of older Nevadans were deemed food insecure. Barriers to addressing the needs of food insecure older Nevadans include:

- Federal nutrition benefits are under-utilized by eligible older adults in Nevada.
- There are known “food deserts” throughout Nevada that limit access to healthy foods.

Health indicators including chronic conditions such as diabetes, obesity and physical activity, and self-reported health all contribute to food insecurity in older adults. Not surprisingly, as reported in the Nutrition Programs Gap Analysis for Older Nevadans, the largest deficits were reported in younger senior populations, whom are also less likely to take advantage of nutrition programs.

### Funding Source

Funding for these services is allocated from state and federal sources including:

- State General Funds
- Older Americans Act, III-B funds
- Fund for Healthy Nevada, Independent Living Grant funds

### Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), priority will be given for applications that address food security of older adults through collaborative and innovative services, taking into consideration system challenges.

This category can include food pantries, including mobile or home-delivered groceries, or any other food security services proposed by the applicant.

### Funding Availability

Available funding for this service is approximately \$300,000 statewide per year. The funding amount and number of awards will be determined based on competitive scoring, regional allocations, and administrator decision.

### Project Narrative Instructions

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 unique needs of the population in the service area. Include information regarding the organization’s existing efforts in this service area or how the organization will expand if it’s 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.

Describe organization's targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize services for the target population. How will the organization maximize outreach and participation in the proposed service?

### **B. Proposed Intervention**

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

### **C. Organizational Capacity and Partnerships**

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

Identify key partnerships and describe in detail how they will enhance services under this program. Include partnerships with government entities, as well as other community partners. Describe efforts to collaborate with existing efforts related to food security in Nevada to maximize impact of the proposed service. 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?

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

### **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.

## Resources

- [Food Security in Nevada](#), Office of Food Security
- [The State of Senior Hunger in America 2016](#), National Foundation to End Senior Hunger
- [Center for Healthy Aging](#), National Council on Aging

## Appendix 7 – Evidence Based Programs

### Background

Evidence-based disease prevention and health promotion programs reduce the need for more costly medical interventions. Priority is given to serving older adults living in medically underserved areas of the state and those who have the greatest economic need.

While the aging network has been moving towards evidence-based disease prevention and health promotion programs for the last decade, FY2012 Congressional appropriations included an evidence-based requirement for the first time. Today, OAA Title III-D funding may be used only for programs and activities demonstrated to be evidence-based.

### Funding Source

Funding for these services is allocated from state and federal sources including:

- Older Americans Act, III-D funds
- Older Americans Act, III-E funds
- State General Funds

### Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), priority will be given for applications that propose new evidence-based interventions to meet the needs of older adults and/or family caregivers and have demonstrated plans for sustainability.

Existing subrecipients can apply for continuation of services but must demonstrate program effectiveness and outcomes within the application. Applications must also demonstrate additional resources to support the service.

This category can include chronic disease self-management programs, falls prevention programs, or any other evidence-based intervention. Each application can only include one evidence-based intervention.

### Funding Availability

Available funding for this service is approximately \$200,000 statewide per year. The funding amount and number of awards will be determined based on competitive scoring, regional allocations, and administrator decision.

### Project Narrative Instructions

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 unique needs of the population in the service area. Include information regarding the organization's existing efforts in this service area or how the organization will expand if it's 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.

Describe organization's targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize services for the target population. How will the organization maximize outreach and participation in the proposed evidence-based program?

### **B. Proposed Intervention**

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

### **C. Organizational Capacity and Partnerships**

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

Identify key partnerships and describe in detail how they will enhance services under this program. Include partnerships with government entities, as well as other community partners. 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?

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

### **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.

### **Resources**

- [Evidenced Based Programs and Practices](#), Administration for Community Living
- [Older Americans Act, Title III-D](#), Administration for Community Living
- [Center for Healthy Aging](#), National Council on Aging



## Appendix 8 – Ancillary Services

### Background

These services are other services and support that help promote independent living and quality of life in the community. Services in this category do not fall into one of the above categories. Available funding will assist entities in serving people age 60 and older and, in some cases, their caregivers.

### Funding Source

Funding for these services is allocated from state and federal sources including:

- State General Funds
- Older Americans Act, III-B funds
- Fund for Healthy Nevada, Independent Living Grant funds

### Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), priority will be given for applications that address the needs for older adults through collaborative and innovative services, taking into consideration system challenges.

This category can include the services such as geriatric health and wellness, medication therapy management, and medical nutrition therapy services.

### Funding Availability

Available funding for this service is approximately \$300,000 statewide per year. The funding amount and number of awards will be determined based on competitive scoring, regional allocations, and administrator decision.

### Project Narrative Instructions

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 unique needs of the population in the service area. Include information regarding the organization's existing efforts in this service area or how the organization will expand if it's 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.

Describe organization's targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize services for the target population.

## **B. Proposed Intervention**

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

## **C. Organizational Capacity and Partnerships**

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

Identify key partnerships and describe in detail how they will enhance services under this program. Include partnerships with government entities, as well as other community partners. 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?

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes.

## **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.

### Resources

- [Aging and Disability in America Data](#), Administration for Community Living
- [LTSS Initiatives](#), Advancing States
- [National Association for Areas on Aging](#)