

Notice of Funding Opportunity | Questions and Answers

Supportive Services for Older Adults and Family and Informal Caregivers (Includes Homemaker Services for Persons with Disabilities)

Updated: March 8, 2024

Q1 On the Word document, the first thing it (the application) asks for is the Funding Opportunity Number. Where is this located?

Answer: The Funding Opportunity Number is on the front page of the NOFO (pg.1).

Q2 Where can I find my Vendor Number?

Answer: Verify your registered Organization Name, address, and Vendor Number by contacting Vendor Services. Please use that exact information on your application(s). Contact information: State of Nevada Vendor Services, 702-486-3895, or by email, vendordesk@sco.nv.gov

Q3 What does it mean that the instructions suggest submitting an application on paper?

Answer: The NOFO indicates to use white, 8 1/2" x 11" size paper. Please do not change the print size or background color of the digital documents. Applications are only accepted digitally by email through ADSDgrants@adsd.nv.gov.

Q4 Is there a link for current or recent ADSD awards in the transportation area and health promotion area?

Answer: Information on currently funded services is available on ADSD's website under "Funded Services."
<https://adsd.nv.gov/Programs/Grant/Resources/>

Q5 Is the one we put in for yearly or is this an added grant?

Answer: This is the "regular" (service) subaward. This Notice of Funding Opportunity (NOFO) is the competitive cycle of your current subawards with ADSD. The competitive cycle is every two (2) years. The year in between is a continuation application. To apply to continue your current services, you need to submit an application and it will be scored competitively based on the information in the NOFO.

Q6 Anticipated employee COLA (Cost of Living Adjustment) will take place on October 1, 2024. How should this increase be reflected in the budget? For example, should we average the increase across 12 months, or have two separate budget entries for each

position (i.e., one for July - September, and then one for October - June)? Two separate salary entries for each person?

Answer: Please include Cost of Living Adjustments (COLAs) and other expected cost changes by using two entries. Please ensure that the individual does not exceed twelve (12) months in total, that the name (if listed), Position Control Number (PCN), and title match between entries. The PCN is specific to the position, not the employee. On lines for expense that are listed this way, it should clearly state in the calculation the number of months included for that specific calculation row.

- Q7 We will be competing with each rural County transportation program where we have a field office and fleet vehicles, is it appropriate for (us) to submit a transportation grant for each location (we) have fleet vehicles located?

Answer: Submit one (1) application but attach a very specific list of each county that you provide services in. Add how many consumers you might serve in each of those counties and an estimated cost in those counties.

- Q8 If we have other funding sources but they cannot or will not be used as cost match, should we still list them?

Answer: Please list other sources of funding that support the program on the Budget Summary, tab two in the Excel workbook.

- Q9 Are funds available for existing licensed care facilities for elderly and disabled?

Answer: Licensed care facilities are funded through a different NOFO. The Assisted Living Supported Services competitive NOFO will be posted in March 2024 for SFY25 (July 2024 to June 2025).

- Q10 For the Transportation allocation, is what is listed the maximum to apply for?

Answer: You can apply for more. The amounts shown in the NOFO's Transportation Appendix are county/regional allocations.

- Q11 For nutrition, can this funding be used to build those services?

Answer: Nutrition Services including Congregate Meal and Home Delivered Meal Services are not included in the NOFO. Food Security is included in this NOFO. Please refer to the Food Security Appendix for more information.

- Q12 Does this funding opportunity apply to our Nutrition Programs?

Answer: This funding is for Supportive Services, not Nutrition Services which is on a Federal Fiscal Year (FFY) funding cycle (October-September).

Q13 While working on the continuations, I was curious how funding works? Is there baseline funding I stick to, or can I request any amount (within reason)?

Answer: The SFY25 Services and Supports NOFO is a competitive funding opportunity, so you can request whichever amount your agency determines is needed for your program. For In-Home Services, there is approximately \$4.0 million available for these services statewide.

Q14 Was the NOFO that was sent to me on 2/15 the normal HSMR (Home Safety, Modification, and Repair) or In-Home Services Grant?

Answer: Yes, that is correct. To continue your Home Repair program for SFY25, this would be the NOFO you will want to apply for.

Q15 In July we will have pay increases for our staff, but we do not know yet the amounts. Would I include a guestimate when I am applying for grants of the new wages or just stick with the old?

Answer: The subaward term will begin on July 1, 2024. Use the new wages and estimate if needed.

Q16 Is the grant that's due March 11th for transportation services?

Answer: Yes, Transportation falls under Supportive Services. This NOFO is for Supportive Services.

Q17 When writing the new budget, may I request \$1500 (or higher) for vouchers, or should I keep it at \$1000?

Answer: Please proceed with the application and budget using the \$1,000 limit that is currently in place.

Q18 It looks like ADSD wants 3 individual documents submitted, rather than all 3 documents scanned into one. Also, for the signatures, are they supposed to be e-signatures, or physical signatures? If physical signatures, then do we scan the application portion only?

Answer: Yes, please submit 3 individual documents. The Subaward Application should be in PDF format, the Budget Template in Excel format, and the Work Plan Template in Word format. For signatures, either is fine. For physical or e-signatures, please sign all sections on the Subaward Application and submit the entire document.

Q19 What are you looking for under the evaluation tool section of the Work Plan?

Answer: The NOFO outlines under the Evaluation Tool to list relevant tools, techniques, systems, and/or methods that will be used to collect, report, and measure outputs and outcomes. Do your best and if your agency is awarded funding, your program

coordinator will reach out if any revisions and/or edits are needed to your Work Plan before it is added in your NOSA.

- Q20 What is the Transportation Program Mileage Report? Is that a specific program or a way to report mileage to and from client homes?

Answer: Per the Transportation Service Specifications, the Transportation program mileage must be logged each day. The total mileage is reported to ADSD via an Internet link each quarter by the 10th of the month following the quarter end.

- Q21 On the service specifications for respite and supportive services, page 1, the definition for in-home respite care is as follows: "Respite - In-Home: Respite services in the home of the caregiver or care receiver and allows the caregiver time away to do other activities, which can include homemaker or personal care services." On page 3, it states, "Respite workers shall not provide health or personal hands-on care," and on page 4, "In addition to the service prohibitions listed in the General Requirements, staff shall not provide hands-on personal care, (i.e., bathing, ambulating, or transfer assistance)." What types of personal care tasks are allowed? Can our Community Care Partners (respite care staff) assist with personal care tasks as long as they are not transferring? In other words, the CCP can assist as long as the person can ambulate/bear weight and assist with their mobility needs?

Answer: Respite care workers can, but are not limited to, engaging clients in suitable activities and providing companionship.

- Q22 For the Project Narrative section of the application, does the 10 page limit include the first 4 pages of the application, i.e. from A. Application Organization Information through to Applicant Agreement and Acknowledgement signature box? My understanding is those 4 pages are separate and the 5 questions of the Project Narrative make up the 10 pages.

Answer: The Project Narrative must be concise and no more than 10 pages. The Subaward Application including the A. Applicant Organization Information, B. Project Information, etc. is a separate form that must be submitted and is not included in the 10 page limit.

- Q23 Will background checks cost qualify for as an eligible expense and reimbursable?

Answer: Costs associated with background checks and fingerprinting are allowable (reimbursable) expenses.

- Q24 Do Construction Contractors need to submit a background check, or will their licenses qualify?

Answer: Professionals are exempt from this requirement if they are licensed and bonded.

- Q25 Will ADSD be asking for a copy of the background check or Self Declarations after the application is submitted or will this be during an audit or requested at some point during the year.

Answer: Background check information/documentation must be kept on file and available should ADSD request it.

- Q26 The organization has an approved Federal Indirect Cost Rate of 17.33%. May the organization pay 15% in Indirect Costs and apply that amount to the match requirement? They will not request grant funds for Indirect Costs.

Answer: Yes, this is allowable. On the Budget Summary tab, under the Match section under the Indirect category you can add the 15% Indirect amount your agency will pay. Please also ensure you provide an explanation under Section C. Other federal awards cannot be used as Match for federal awards.

- Q27 On the application form in the Project Narrative, it lists Challenges and Need as the first section (p. 14). In the Project Narrative instructions (p. 20), it lists A. Proposed Intervention and B. Service Area, Target Population, and Targeting Plan. There are no instructions for what to include in Challenges and Need. Is it the same content as previously required in Service Area, Target Population, and Targeting Plan?

Answer: In the Project Narrative, Challenges and Need can be addressed through A. Proposed Intervention and B. Service Area, Target Population, and Targeting Plan. Challenges can include anticipated challenges, how your organization plans to overcome them (outlined in A. Proposed Intervention), and challenges and gaps unique to the service area (outlined in B. Service Area, Target Population, and Targeting Plan). Need includes the service need, such as unmet needs and service gaps that will be addressed by the project.

- Q28 On the application checklist (p. 18) it says that Proof of Nevada 211 listing is required upon funding approval. Does that mean we don't have to include it with our application?

If you do have proof of Nevada 211 listing, please include this as an attachment. If you do not, you do not need to provide it as an attachment with your application. However, if you are awarded funding, it will be required upon funding approval.

- Q29 I have one blank page on the grant application, so my total pages show as 11 even though the last page is blank. I cannot delete the last page. Is this going to be a problem?

Answer: This sounds like a formatting issue. The application will be accepted with a blank page that you are unable to remove.

- Q30 Notice of Privacy Practices –The delivery of this notice is required to be noted in an ADSD database. Will there be instructions provided?

The ADSD Program Coordinator will be available to answer questions

- Q31 Looking to apply for a Representative Payee Program. On page 8 (and later on page 22) of the NOFO under In-Home Services it says: "Available funding will assist entities in serving people age 60 and older, and specific to Homemaker, also persons under the age of 60 who have a disability." Our plan with our program is to serve people aged 60 and over, but we were hoping to also serve some individuals under age 60 who have a disability. Could our work with this population be funded with this grant even though it says "Homemaker only"?

Answer: Homemaker has specific funding dedicated to serve individuals under age 60 with a disability. The other services included in this NOFO do not have funding to serve individuals under age 60.

- Q32 We had applied for this grant 2-3 times in the past and have been denied each time. It's a very tedious process and I would like to inquire on what the disqualifiers are from being awarded, even a small amount?

Answer: Typical reasons that applications may not be considered for funding include late submission, incomplete or unsigned applications, and/or for projects that are not relevant to the funding. Applications evaluated for funding are scored based on the project proposal (scoring criteria is on pages 11- 12 of the NOFO Instructions document). Funding is weighed based on many factors including the amount of available funding, the need for the service, as well as the proposed service area/population. Some services have set rates based on federal, state, and/or funding regulations.

- Q33 Would a Fall Prevention Program be eligible for the In-Home Service Specific Program?

Answer: Fall Prevention Programs are typically applied for and funded under Evidence Based Health Promotion. Please refer to that Appendix for information.

- Q34 For entering units of service into the database by the 10th of the month, will we have access to a system or be required to submit a report?

Answer: The majority of services enter data into a data system selected by ADSD (WellSky A&D, formerly known as SAMS). Some services have other data requirements. If funded that will be communicated by the ADSD Program Coordinator.

Q35 Will my organization need to create specific procedures for data entry?

Answer: Funded organizations are required to create and maintain agency procedures for data collection and entry.

Q36 Operating Procedures – Will ADSD be requesting a copy of our Operating Procedures after the application is submitted? We have a Home Projects Policy and Procedures and Internal Controls Manual. Would these suffice?

Answer: All policies and procedures discussed in the General Service Specifications and the specific Program Service Specifications will be reviewed during a scheduled programmatic site assessment conducted by the ADSD Program Coordinator.

Q37 Training for Abuse Awareness. Is staff time for trainings or any cost for the trainings reimbursable from the grant?

Answer: Staff salaries included in the approved budget are allowable/reimbursable.

Q38 For Subrecipient performance review, when will the surveys questions be submitted for review? As a condition of the application?

Answer: Pre- and Post performance indicator surveys are reviewed by the ADSD Program Coordinators during the scheduled programmatic assessment.

Q39 For Subcontractor Performance Review, does that include the construction contractors hired for repairs?

Answer: Section 11.2 is referring to sub-contracting responsibilities for providing program services. It does not apply to contractors hired for repairs.