

State of Nevada
Department of Health and Human Services
Aging and Disability Services Division

**Stay Strong Stay Healthy Program
REQUEST FOR APPLICATIONS
AND INSTRUCTIONS**

Funding Period: May 1, 2018 – September 30, 2018

Table of Contents

Introduction.....	2
Background.....	2
Funding Information.....	3
Required Program Activities.....	4
Submittal Instructions.....	5
Application Format.....	5
Questions and Contacts.....	6
Funding Criteria.....	7
Electronic File Instructions.....	7
Form Instructions – Excel File.....	8
Applicant Information.....	8
Budget Detail Worksheet.....	9
Budget Form A.....	11
Budget Form A-1.....	11
Projected Output Measures.....	11
Form Instructions – Word File.....	11
Application Checklist.....	11
Executive Summary.....	12
Organizational Standards.....	12
Assurances.....	12
RFA Timelines.....	12

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
Request for Applications (RFA)**

Submission Deadline – April 9, 2018

Introduction

The Aging and Disability Services Division (ADSD) in the State of Nevada, Department of Health and Human Services, is seeking partner organizations to provide an evidence-based physical strengthening exercise program and nutrition education to older adults in rural and frontier Nevada counties. This Request for Applications (RFA) establishes the requirements a sub-grant recipient must meet in order to be considered for funding.

The Stay Strong Stay Healthy (SSSH) program aims to provide older adults with access to a safe, structured and effective exercise program capable of building muscle and increasing bone density, thus decreasing frailty, osteoporosis and the risk of falls. In addition to the exercise component, the SSSH program also offers educational opportunities for health and nutrition. The support and encouragement offered through the program is expected to facilitate continued strength training after the program ends, either at home or with a community group.

The primary audience for this project are individuals who are 60 years of age and older, who have low income. Family care partners are also encouraged to participate in the program alongside their loved ones.

Background

The Aging and Disability Services Division (ADSD) in the State of Nevada, Department of Health and Human Services, represents Nevada’s elders, children and adults with disabilities or special healthcare needs. The mission of ADSD is 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. The Aging and Disability Services Division has joined efforts with the Division of Welfare and Supportive Services to offer the SSSH program in Nevada.

The Division of Welfare and Supportive Services (DWSS) provides public assistance benefits to help Nevadans achieve safe, stable, and healthy lives. In 2015, 28 percent of all U.S. households included individuals aged 65 and older. Of this group, 8.3 percent (2.9 million) were food insecure, meaning that these households had difficulty affording nutritious, adequate food. Research indicates that food-insecure seniors have less nutritious diets, have worse health outcomes, and are at higher risk for depression than food-secure seniors. Compared to other adult age groups, seniors are particularly vulnerable to the health consequences of food insecurity. The Stay Strong Stay Healthy program provides an opportunity to incorporate healthy eating education alongside strength training. In addition to this education, the Nevada SSSH program will offer healthy snacks, such as fruits and vegetables, after each training session, thus promoting healthy food choices among participants.

The goal of the SSSH eight-week physical activity program is to improve older adults' health and quality of life, through incremental increases in exercise volume and intensity that help participants meet the Centers for Disease Control and Prevention's physical activity recommendations. The CDC's 2014 National Health Interview Survey indicates that only 9.7 percent of Americans 65 and up meet those physical activity guidelines.

SSSH was inspired by the evidenced-based StrongWomen program developed by researchers at the Friedman School of Nutrition Science at Tufts University. While the original Tufts program included only middle-aged women, the University of Missouri Extension adapted the original program to include men and focuses on adults 60-plus in age, as well as sedentary middle-aged women.

The SSSH program is designed to increase aging adults' access to a safe, structured and effective strength training program. Over the 8-week course, participants learn exercises to improve their strength, flexibility and balance. During each class, a prescribed set of 8 upper and lower body strengthening exercises are done along with warm-up and cool-down stretches. Participants are made to feel comfortable regardless of their current fitness level, so they can safely participate and gradually build the strength beneficial to health. In addition, every third class includes nutritional health education, covering topics such as hydration, healthy food choices, and food safety.

A successful pilot program for SSSH in Southern Nevada has been completed, and SSSH will now be expanded into rural and frontier areas of Nevada. Training and technical assistance will be made available from University of Missouri. More information about the SSSH program is available at <http://extension.missouri.edu/hes/nutritionhealth/sssh.htm>.

Funding Information

ADSD will provide funding to one or more partner organizations to set up pilot sites in rural and frontier areas of Nevada. ADSD is projecting funding for approximately 8 sites (based on 2 instructors and 2 courses per site). Grantees will administer the Stay Strong Stay Healthy program, recruit instructors and participants, collect pre- & post participant surveys, track participants' attendance and progress, and submit required fiscal and programmatic reports. All project activities must be completed by 9/30/18. Each site will complete up to two 8-week courses. The SSSH program requires two classes per week, for each 8-week course and it is strongly recommended to have two instructors per class. Each course is expected to have 8-12 participants.

ADSD will provide funding for the following budget categories:

- Exercise Equipment – up to \$1250 per site. Equipment costs necessary for the program includes:
 - 10 one-pound dumbbell weights
 - 10 two-pound dumbbell weights
 - 10 three-pound dumbbell weights
 - 4 four-pound dumbbell weights
 - 4 five-pound dumbbell weights
 - 10 five-pound ankle weights
 - Storage unit for weights
 - Shipping and Handling costs for purchase of equipment
- Training Costs – \$200 budget allowance per instructor (up to 2 instructors per site) for sub-grantee to utilize for:

- Staff/Instructor required training time, to complete:
 - Free 5-hour online preparatory training
 - Free 8-hour in-person training
- Travel costs incurred to attend 8-hour in-person training (scheduled for May 16, 2018, at location TBD)
- NOTE: ADSD will cover costs associated with bringing in the University of Missouri personnel to provide the SSSH required in-person training.
- Class Costs – up to \$3200 per course (\$100 per class per instructor, based on 2 instructors), to cover:
 - Program staffing and support (including instructor’s pay, preparation time, and any associated travel).
 - Program costs, such as any rental costs, copying, postage, and healthy snacks.
 - Indirect or administrative costs.
 - NOTE: Each site can propose up to 2 courses.

Total Estimated Funding per Site: \$4,650 - \$8,050 based on the number of instructors and courses proposed. Note: One organization may apply for more than 1 site.

For this funding opportunity, there is no match requirement.

For Equipment Purchases Only - funding can be requested in advance to cover the cost of equipment. Please indicate the need for advanced funding in the proposal narrative. All other costs will be paid as reimbursement.

Required Program Activities

Proposals must show commitment to accomplishing the following duties:

- Set up one or more sites (ADSD estimates 8 sites will be funded) throughout Nevada, with priority given to the following counties: Mineral, White Pine, Lander, Elko, and Churchill counties. Only Clark County is ineligible for this funding.
- Recruit up to two instructors per site and complete all certification training before conducting eight-week course. Instructors need only be physically active themselves, willing to work with older adults, able to teach with respect and encouragement, and have a current CPR/First Aid certification.
- Upon successful award notification, site instructors will need to complete Stay Strong, Stay certification Part 1 via an online course (approximately 4 to 5 hours) during May 1 through May 14, 2018. Certification Part 2 will be conducted during a face to face training to be held during the week of May 14-18 2018. This training will be held 9:00 a.m. to 4:00 p.m. at a Nevada location TBD.
- Market program to the target audience, and recruit 8-12 participants per each 8-week course. Marketing materials are available through the University of Missouri. Spanish versions are available.
- Purchase all equipment for program, including a storage unit (if needed) to secure equipment. Equipment for each site must be purchased and available before SSSH classes begin. Receipts for all equipment purchased must be provided to ADSD.

- Conduct 1 or 2 full eight-week SSSH courses, at each site, by 9/1/2018. Two classes must be held each week of each course, following fidelity guidelines from the University of Missouri. Having two instructors per class is strongly encouraged for implementation of the program.
- Provide educational opportunities for participants **every third class**, covering topics such as hydration, healthy food choices, and food safety. Nutritional education handouts are available through the University of Missouri.
- Conduct assessments/surveys of all participants, and document proof of two classes per week for each 8-week course thru attendance logs. Assessments and survey tools are available through the University of Missouri. Instructors will be trained in the use of these materials.
- Offer healthy snacks, such as fruits and vegetables, for participants after each training class, thus promoting healthy food choices.

All grantees and sub recipients must register with the State Controller as a vendor to receive payments from any state agency. Please review the most current vendor registration process and submit form, if necessary, at controller.nv.gov.

Submittal Instructions

ADSD will accept proposals from for-profit and non-profit organizations **no later than 5pm on 4/09/2018**. Submit any questions about this funding opportunity well in advance of the submission deadline.

Applicants must use the ADSD Application which includes two parts:

- 1) Microsoft Excel File: ADSD Short Form Grant Application – Part 1
- 2) Microsoft Word File: ADSD Short Form Grant Application – Part 2

Mail to the Las Vegas ADSD office **only** or hand-deliver before 5:00 pm to any of the following ADSD offices:

Carson City	Elko	Las Vegas	Reno
3416 Goni Road Bldg. D, Suite 132 Carson City, NV 89706	1010 Ruby Vista Dr. Suite 104 Elko, NV 89801	1860 E. Sahara Ave. Las Vegas, NV 89104	9670 Gateway Dr. Suite 200 Reno, NV 89521

Please submit **one signed original (blue ink) and one (1) copy** of your application.

Faxed and emailed applications **will not** be accepted.

Application Format

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

- Applications must be computer-generated (no handwritten or typewriter-produced applications). ADSD uses e-mail as its primary means of communication with applicants and grantees.

- The application must be concise and no more than 24 pages if single sided or 12 pages if double-sided (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 as follows:
 - Excel File: limits are set within form structure.
 - Word File:
 - Executive Summary – 5 pages
 - Organizational Standards – 2 pages
 - All other pages are limited to 1 page only, apart from the Budget Detail Worksheet, which is pre-set at 6 pages. If this section does not print on 6 pages, fix the borders in the page break preview in Excel. Some printers will not be able to print with the pre-set borders. Contact Kristi Martin at kmartin@adsd.nv.gov for assistance if needed.
- Use black, 12-point, Arial font in the Applications Word file. In the Excel file, use the pre-set font settings.
- The application must be on white, 8 ½ x 11 size paper. Double-sided applications are encouraged. Staple the application in the top left corner. Do not use binder or paper clips. Do not place the application into a folder or portfolio.
- The application must be submitted on Division forms. The application must be the ADSD Short Form Application. See “Electronic File Instructions” for information on the forms.

Questions and Contacts

For technical assistance with the Microsoft Excel and Word files, please contact:

Kristi Martin

Resource Development Manager
 Nevada Department of Health and Human Services
 Aging and Disability Services Division (ADSD)
 Planning, Advocacy and Community Services Unit (PAC)
 T: (702) 486-3519 | E: kmartin@adsd.nv.gov

For questions regarding the SSSH program, please contact:

Jeff Duncan

Social Services Chief II
 Nevada Department of Health and Human Services
 Aging and Disability Services Division
 Planning, Advocacy and Community Services Unit
 T: (702) 486-3558 | E: jsduncan@adsd.nv.gov

Funding Criteria

Organizations submitting proposals need to address the following criteria to be considered for funding. The criteria to be scored are:

1) **Identified sites are available and ready to begin the exercise program.** Sites are safe and accessible for instructors and participants and have the capacity to safely store and secure exercise equipment for the program. Applicable fire safety requirements and room capacity limits must be met. Space for classes should be a large, open, unobstructed area for walking, and allow room for placement of a chair for each participant. Sturdy chairs, without wheels, need to be available. Capacity to safely keep and prepare foods is also encouraged. Liability insurance is strongly recommended.

2) **Instructors are available and ready to begin training.** Instructors need to be physically active, expeditiously complete required training, and implement and complete all commitments for exercise classes by 9/1/2018. Commitment to the training schedule as outlined in the RFP is necessary. Instructors need to understand and commit to fidelity with all aspects of the MU program.

3) **Classes can be filled quickly.** Organizations will be rated on their ability to recruit low-income 60+ year-old participants for SSSH program expeditiously. Documented partnerships with other entities, such as Senior Centers, Senior Nutrition Sites, Senior Housing, medical clinics for low-income families, Family Resources Centers, or faith-based community partners, will be needed for effective outreach and referral to the program. Include any innovative approaches to address access barriers, such as transportation limitations, cultural and linguistic differences, disabilities, and other factors that may impede individuals from participating in the SSSH program.

4) **Organization is prepared to support SSSH program.** Proposals will be scored on the organization's ability to support operations for SSSH program, with staff or volunteers who can assist instructors, can keep equipment clean, prepare nutritious snacks, open/close facilities at site, field any calls about the program, and assist individuals in securing the necessary paperwork for participation. Organizational capacity is necessary to provide internal controls for protection against fraud or mishandling of funds, and for the timely completion of reports and paperwork. Sub recipients must meet all requirements for documentation that DWSS or ADSD might require. Organizational capacity is needed to maintain fidelity to the evidence-based program, as developed by the University of Missouri.

5) **Plans to sustain SSSH program are included.** Organizations must provide an outline of a plan to sustain Stay Strong Stay Healthy program beyond the 9/30/2018 sub-grant period. Plan could include program income generation, companion program/tie-in support for other adult services, or eligibility to apply for grants directly to Nevada Division of Welfare and Supportive Services (DWSS). Program income means gross income earned by the sub recipient that is directly generated by a supported activity.

The review process will be completed, and award notifications sent by **5/01/2018**.

Electronic File Instructions

The application must be submitted on the available division forms. There are two files to be used when completing the grant application:

1. Microsoft Excel file: ADSD Short Form Grant Application - Part 1

2. Microsoft Word file: ADSD Short Form - Part 2

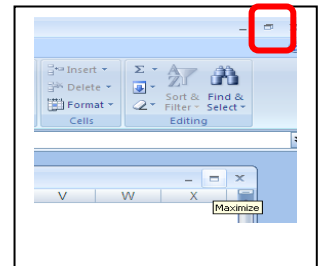
The **Excel** file contains the following forms, in order:

- Applicant Information Page
- Budget Detail Worksheet
- Budget Form A
- Budget Form A-1
- Projected Output Measures (*not required for this grant*)

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



If you do not see tabs at the bottom of the spreadsheet, 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 over 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 after printing and linked boxes will have a value.

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

- Application Checklist
- Executive Summary
- Organizational Standards
- Assurances

Form Instructions – Excel File

Please contact ADSD if you have questions regarding a form not listed here, or if the information below doesn't answer your question.

Applicant Information

Box #	Instructions
1	Ensure “New Applicant or Type of Service” is checked.
2	No action required. The amount requested will auto-fill once the Budget Detail Worksheet is complete.
3	Select the agency’s organization type.
4	Enter the date of submittal.

5	Enter Sponsor and Program information, as requested on the form. Complete both sections. Sponsors are entities that are responsible for the funds awarded. Additional information on Sponsors is in RPGP GR-2 . Programs are entities that provide service delivery under the grant. The sponsor and program director should not be the same person for accountability purposes.
6	Enter the agency's Employer Identification Number (EIN) or Federal Tax Identification Number.
7	Enter the agency's Data Universal Numbering System (DUNS) Number. Per RPGP GR-2 , it is ADSD's policy that all grantees must have a DUNS number to receive funding. To request, look-up or make changes to a DUNS number, go to http://fedgov.dnb.com/webform . All DUNS numbers are 9 digits.
8	No action required. The funding source has been added.
9	No action required. The service has been added.
10	List the specific service components that will be provided to clients under the proposed service, should funds be awarded. Include only activities that would be funded by the grant.
11	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 with the exception of 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 grants that enter "statewide" in this section without exclusions listed.
12	List the populations that the agency will target for the proposed service. You may list more than one population-type per line, if needed.
13	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 original Applicant Information form and Assurances, which are in the Word portion of the application in blue or red ink. By signing the forms, the representative is stating that he/she has approval from the Sponsor to sign the forms and verified accuracy of the information in the application.

Budget Detail Worksheet

The agency name and type of service will auto-fill from information entered on the Applicant Information page. Ensure "Categorical" is chosen as the type of grant in the drop-down menu.

Describe program expenses requested from ADSD in the budget categories included in the Budget Detail Worksheet (BDW), 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.

Information entered on this form will auto-populate Budget Form A. Do not show match, as it is not required for this funding.

PERSONNEL: List *administrative* staff that will provide direct service under the proposed program and the associated costs to be charged to the grant (percentages will be calculated automatically). Costs associated with administrative staff providing indirect services may only be included in this section in fixed-fee proposals. Also list *program* staff (name and position) and total cost to be charged to the grant. Place an asterisk (*) beside all new positions. Include salary calculations for each administrative and program staff person. A Program Salary will be generated in the far-right column. Follow the example on the form.

FRINGE BENEFITS: Fringe benefits will be based on the employee's Program Salary, not his/her Annual Salary. List each position and the type of benefits provided to each (FICA, Medicare, vacation, state industrial insurance, unemployment insurance, etc.). List the ADSD Request and Grantee Match for each position's benefits, as applicable (percentages will be calculated automatically). Follow the example on the form.

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 auditors and RD Specialists, if requested. Follow the example on the form.

STAFF TRAVEL/PER DIEM: Identify staff that will travel and the purpose/justification, mileage, cost per mile and frequency. Follow the example on the form.

SUPPLIES: List tangible and expendable personal property, such as office supplies, program supplies, etc. List any computer equipment, which cost less than \$1,000. Justify these expenditures. Follow the example on the form.

OCCUPANCY: Identify and justify any facility costs associated with the proposed program (not the entire agency), such as rent, maintenance expenses and insurance, as well as utilities such as power, water and telephone. Follow the example on the form.

PUBLIC INFORMATION: Identify and justify any such costs (e.g., printing of brochure). This category can also include costs for appropriate project promotion, such as media buys, etc. Follow the example on the form.

OTHER EXPENSES: Identify and justify all other expenditures that cannot be identified in another category. These costs may include any relevant expenditure associated with the project, such as training, car insurance, volunteer mileage, etc. 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.

EQUIPMENT: List equipment to purchase, which cost \$1,000 or more, and justify these expenditures. List equipment that costs less than \$1,000 under Supplies. Follow the example on the form. There is no guarantee that ADSD will have funds available for equipment.

ADMINISTRATIVE EXPENSES OR FEDERAL INDIRECT COST RATE (FICR):

Administrative expenses and FICR are to be used to help cover costs in categorical grants 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. The expenses must be adequately described and 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. Administrative expenses do not apply to equipment.

Budget Form A

The agency name, type of service and grant type will auto-fill from information entered on the Applicant Information and Budget Detail Worksheet pages.

The amounts on this form self-populate from the amounts entered on the Budget Detail Worksheet. This page offers a summary of the grant budget.

Budget Form A-1

The agency name, type of service and grant type will auto-fill from information entered on the Applicant Information and Budget Detail Worksheet pages.

Matching Funds Requirements: No match required for this funding opportunity.

No match information should be included in this form. In box #9, other funding that will be used for the program may be listed but is not required.

Projected Output Measures

The projected output measures page is **not required** for this funding opportunity. Service projections are to be included in the Executive Summary.

Form Instructions – Word File

Please contact ADSD if you have questions regarding a form not listed here, or if the information below doesn't answer your question.

Application Checklist

Assemble the application package according to the instructions on the Application Checklist. Check off each item to verify that it is included. If required items are missing, the application will be rejected. Only include attachments that are listed, as applicable. These items are to be attached to the end of the application package.

Properly staple the application. Ensure that the staple went through, and secured, all pages.

Executive Summary

Your application narrative should provide a summary of the goals and activities you will do in accordance with the requirements of this RFA. Within your summary, please address the following areas:

1. Describe the site(s) your proposal seeks to pilot the SSSH program. Include information on why the site(s) are targeted and the readiness of the site(s).
2. Describe the instructors for this project. Describe the readiness of the instructor to deliver the SSSH program to fidelity, per the requirements of this application.
3. Describe your activities for conducting the program. Describe activities related to recruitment, timeline for classes, and existing resources that prepare your organization to implement this program.
4. Describe how you plan to sustain program activities after the grant period.

Organizational Standards

Enter the name of the organization/agency. Read the form and respond accordingly.

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. Applicants must also verify financial accountability.

Assurances

At the bottom of the form, enter the agency's name, and name and title of the authorized representative.

The authorized representative reads, signs and dates each form in red or blue ink, signifying that: (1) He/she has the authority to sign; and (2) the applying agency is capable of and will comply with the assurances if funds are awarded.

RFA Timelines

March 20, 2018	Request for Applications announced
April 9, 2018	Grant Applications due
May 1, 2018	Notification of Grant Award(s) issued
May 1 – May 14, 2018	SSSH Online Training to be completed
May 14 – 18, 2018	SSSH In-Person Training to be completed