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

Nevada's Care Connection:
Aging and Disability Resource Center (ADRC)

APPLICATION INSTRUCTIONS

Two-Year Competitive Grant Cycle
Fiscal Years 2016 & 2017

Reporting Cycle – Fiscal Year 2016 (July 1, 2015 – June 30, 2016)

These instructions are for Aging and Disability Resource Center (ADRC) proposals. To apply for funds to provide services **other than** ADRC, agencies must utilize the grant application and instructions at http://adsd.nv.gov/programs/grant/applications/FY16socialservices.

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Introduction

Background

In 2005, Nevada's Aging and Disability Services Division (ADSD) received federal grant funds to develop a network of trusted, visible sites known as Aging and Disability Resource Centers (ADRCs) to help better coordinate aging and disability services across Nevada. This project, known as Nevada's Care Connection helped to establish three (3) pilot sites in Nevada. Since that time, we have expanded throughout the state to seven (7) sites in state fiscal year 2015.

The Aging and Disability Resource Center project was initially launched by the U.S. Administration on Aging in 2003 to help consumers better navigate and access long-term services and supports. Today, the program has six (6) core functions:

- **Information & Referral/Assistance** – ADRC programs must maintain a statewide database of resources for I&R/A. Additionally, ADRC programs must be visible, trusted places of information and support throughout the state.
- **Options Counseling and Assistance** – The core service offered by ADRC sites. Options Counseling is an interactive, decision support process where consumers are supported in the development of a person-centered plan to access long-term services and supports. This service includes a comprehensive assessment of 12 areas of daily living. ADSD has developed an Options Counseling Assessment that covers 12 areas of daily living utilizing about 60 questions.
- **Streamlined Eligibility Processes** – ADRC programs help to streamline eligibility processes. At the local site level, this means being informed in the eligibility guidelines for all publicly funded, long-term services and supports.
- **Person Centered Transition Support** – ADRC sites help support consumers who have had multiple hospital readmissions, as well as those seeking to return to the community from a skilled nursing facility.
- **Partner and Stakeholder Involvement** – The success of the ADRC program comes from documented, well defined partnerships at the community and state levels.
- **Continuous Quality Improvement** – The ADRC program evaluates quality of services and takes steps to improve, as needed.

In 2014 Nevada's Aging and Disability Services Division (ADSD) began a partnership with the Division of Healthcare Financing and Policy (DHCFP - Medicaid) to work towards a comprehensive no wrong door (NWD) system in our state. Nevada's Care Connection includes the following NWD agencies:

- Local ADRC sites
- ADSD regional offices
- DHCFP regional offices

The Aging and Disability Services Division is responsible for administration of Nevada's local ADRC sites. This includes oversight, training and support to local sites, as well as coordination with sister agencies within the Nevada Department of Health and Human Services.

In state fiscal year 2016, Nevada will begin implementation of a single, coordinated no wrong door system that is accessible to all populations across the state. Local ADRC programs are integral to this vision.

Nevada's Care Connection – Overview

Purpose

The purpose of the Nevada Care Connection program is to streamline policies and practices at the state and local levels and increase consumer access to information and services for long-term care and supports in a comprehensive, flexible and cost effective manner. Goals of the project are to promote: visibility, awareness, informed choice, person-centered planning, access to services, efficiency and effectiveness.

ADRC Site Accountability to Nevada's Care Connection

Local ADRC sites are accountable to the state Administration in a number of areas:

Addressing the Goals of Nevada's Care Connection
Each local ADRC site must agree with the national and state ADRC goals and objectives and must work in collaboration to achieve those goals and objectives.

Use of Name, Logo, and Published Materials
Each local ADRC site must use the logo and outreach materials provided by ADSD for marketing and outreach. Templates that include sections for the inclusion of unique, local site information will be provided.

Reporting and Evaluation
Each local ADRC site is responsible for reporting caseload information utilizing the case management system designated by ADSD. Additionally, program and financial reports are required quarterly. Federal reports will be required as determined by the Administration for Community Living, the federal granting agency.

Each local ADRC site must actively participate in program evaluation activities including, but not limited to: dissemination of client satisfaction surveys (provided by ADSD), partner and stakeholder surveys, and by providing consumer follow-up.

Ongoing Participation in State and National Activities
One of the major goals of Nevada's Care Connection is to bring about systems changes that will streamline the eligibility system for publicly funded long-term care and support programs and streamline access to services. Some of these efforts coincide with other state initiatives, such as Money Follows the Person and Balancing Incentives Payments Programs. Local ADRC sites will be asked to participate in pilot tests of these initiatives.

Additionally, ADRC site meetings will be held, at a minimum of six (6) times per year. This will provide an opportunity for local sites and ADSD to exchange information on best practices, challenges, etc. Local sites will participate in ongoing development and refinement to the Nevada Care Connection program as needed. In addition, an annual training will be held that may require at least 1 staff person from each site to travel.

Target Populations and Services

Target Populations

Nevada's Care Connection is a program available to any person planning for current or future long-term services and supports. At a minimum, ADRC sites must target the following populations:

- People age 60 and over
- People with disabilities, including children and those with mental health conditions
- Unpaid caregivers

Specific consideration should be given to individuals who are considering placement in a skilled nursing facility, individuals who are at risk of nursing home placement, individuals who are at risk of Medicaid spend down and individuals who have experienced a change that may affect their ability to remain in the community (i.e., loss of a support, change in diagnosis, etc).

Services

Please refer to the ADRC Service Specifications for specific information on required functions of an ADRC. At a minimum, applicants must demonstrate the ability and commitment to the following:

- **Options Counseling** – comprehensive, interactive decision support process that examines a consumer's needs, preferences, values and strengths, which results in a person-centered service plan.
- **Care Transitions** – a temporary service offered to stabilize consumers in their homes after an acute care hospital stay. This service program is also used to provide nursing home diversion/transition services to consumers at risk of or currently in a skilled nursing facility placement.
- **Caregiver Support** – any service offered directly to support caregivers in their caregiving role. This could include information, assessment and access for respite, health management, caregiver training, or any caregiver support service.
- **Information & Referral/Assistance** – basic information, referral and benefits access for services (public or private).
- **VD-HCBS** – The Veteran's Directed Home and Community Based Services (VD-HCBS) are available to selected veterans through a partnership between ADSD and the Veteran's Administration (VA). This service provides support to veterans in a self-directed option to access home and community based services (pending approval of VA Provider Agreement).
- **Medicaid Services** – Any of the available ADRC Services provided directly to or on behalf of Medicaid eligible consumers (dependent on Medicaid provider eligibility).

ADSD provides guidance including training, operations manuals and other support in meeting these service requirements. All ADRC programs must commit to the person-centered planning service delivery model. For more information about person-centered planning, visit: http://www.learningcommunity.us/.

Eligible Applicants

Nevada's Aging and Disability Services Division is inviting non-profits, public agencies and for-profit businesses to apply for a grant that will help them create and operate a local ADRC site in their service area. Applicants are encouraged to collaborate with organizations in other counties to create a regional ADRC site. This funding opportunity is available to both current grantees as well as new organizations seeking to establish an ADRC site in their community.

Applicants shall be in good standing with the Nevada Secretary of State to do business in Nevada and be in compliance with all federal, state, and local licensing requirements. Applicants currently receiving funds from ADSD shall be in full fiscal and programmatic compliance in order to receive consideration for an award under this RFP.

See FY16 ADRC Service Specifications for full program requirements, http://adsd.nv.gov/programs/grant/servspecs/FY16.

Service Regions

ADSD has established service regions throughout the state to better target services to communities. All applicants will be expected to participate in regional meetings on a quarterly basis and should seek to collaborate with organizations to serve the entire region. The service regions established by ADSD include the following counties:

- Las Vegas – Clark, Lincoln, Nye and Esmeralda counties.
- Reno – Washoe, Churchill, Pershing, and Lyon counties.
- Elko – Elko, Eureka, Humboldt, Lander, and White Pine counties.
- Carson – Carson, Douglas, Mineral and Storey counties.

Funding Information

The ADRC sites may be funded using a combination of state and federal funds. These funds are not meant to fund a grantee entirely, but rather to enhance or expand services being offered. The following outlines the funding source currently used for ADRC services.

Older Americans Act (OAA) Title III-E

Background
Visit www.aoa.acl.gov/AoA_Programs/OAA/Introduction.aspx for information on the Older Americans Act (OAA).

Services
- OAA Title III-E: National Family Caregiver Support Program

Match

Each funded ADRC program will be required to show a match of at least 25%. Match may be any combination of non-federal cash or in-kind services. Client service donations cannot be used as match.

Additional Funding Sources

As additional funding becomes available, ADRC programs may be eligible for additional funding throughout the grant period. These funds will be offered to existing ADRC sites in accordance with a funding schedule determined by the ADRC Project Manager. Additional funds may require added reporting.

Timeline and Submission Instructions

Dates	Action
February 5	Social Service RFP published and applications posted
February 9	ADRC Grantee Orientation #1 (9:00 am)
February 10	ADRC Grantee Orientation #2 (3:00 pm)
February 16	Letters of Intent due by 5:00 p.m. via email (non-binding)
March 19	Grants Applications due by 4:00 p.m.
May 28 (on or about)	Notifications of Grant Award are distributed
July 1	Grant Cycle Starts

Letter of Intent

Applicants are strongly encouraged to submit a letter of intent to the ADRC Project Manager 4:00 p.m. on Monday, February 16, 2015, via email. Please send emails to Cheyenne Pasquale at cpasquale@adsd.nv.gov.

Submittal Instructions

All ADRC grant applications are due by **4:00 pm on Thursday, March 19, 2015**. Applications must be hand-delivered by 4:00 pm or postmarked by the due date.

Mail to the Las Vegas ADSD office **only** or hand-deliver by 4:00 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	445 Apple Street Suite 104 Reno, NV 89502

Failure to meet the application submission deadline, either by postmark or hand-delivery (by 4 p.m.) will eliminate the application from consideration in this cycle.

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

Please submit **one signed original and six (6) copies** of your application.

Application Format

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

- The application must be submitted on Division forms. The application must be the Fiscal Year 2016 version (as shown in the application's footer).

- 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 33 pages (excluding attachments). Do not include cover sheets, cover letters, unsolicited attachments or application instruction pages. Specific page limits are as follows:
  - Executive Summary – 1 page, single-spaced
  - Application Narrative – 10 pages, single-spaced
  - Proposal Goals and Activities – 2 pages, single-spaced
  - ADRC Readiness Assessment – 4 pages, single-spaced
  - Organizational Standards – 2 pages, single-spaced
  - All other pages are limited to 1 page only, with the exception of 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 Word documents. Use the pre-set Excel font settings.

- The application must be on white, 8 ½ x 11 size paper and single-sided. **Staple** the application in top left corner. Do not use binder or paper clips. Do not place the application into a folder or portfolio.

Questions and Contacts

ADRC Applicant Orientations will be held February 9th at 9:00 a.m. and February 10th at 2:00 p.m. via webinar for applicants to ask questions specifically regarding the ADRC grant materials or program. Attendance is voluntary.

To join the webinar:

- Visit http://webmeeting.att.com (Meeting number: 8883634735, Access code: 4522177)

- Dial 1-888-363-4735, Access code: 4522177

All questions related to the ADRC program should be submitted via email to:

<div align="center">

Cheyenne Pasquale
ADRC Project Manager
Email: cpasquale@adsd.nv.gov

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All questions related to the electronic application forms should be submitted via email to:

Kristi Martin
RD Specialist
Email: kmartin@adsd.nv.gov

Questions regarding the application process may also be submitted on the ADSD website at http://adsd.nv.gov/programs/grant/applications/fy16questions by 5:00 p.m. on March 6, 2015.

Applicant Resources

The following information and resources are available to all applicants for ADSD funding.

Service Specifications

General Service Specifications provide program standards for all funded programs, unless noted as exempt in the Notification of Grant Award (NGA). The Service-Specific Service Specifications outline baseline standards for compliance for the specified service.

Service Specifications are evolving documents. Specifications for all services have been revised for Fiscal Year 2016. The revised documents are available at http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16.

Program Instructions – Nevada PINs

PINs are statements of ADSD policy that ensure fiscal compliance with statutes, regulations and/or rules. Funded programs must follow the PINs whenever the particular regulation applies to their program. The ADSD PINs are available at http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/nvpins1-14.pdf.

Application Review and Funding Decisions

Initial Review

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 March 2015.

Rejected applicants may appeal this decision, in writing, to the Program Deputy Administrator in Carson City. The request for review must be received within five working days from the notification of non-acceptance.

The Program Deputy Administrator will review the appeal and recommend appropriate action to the Administrator.

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.

Funding Decisions

After application acceptance, applications will be reviewed by a team of reviewers including the ADRC Project Manager, ADRC Director, Resource Development Specialists and Independent Reviewers, who will make initial funding recommendations.

ADSD and Resource Development Management will review funding recommendations.

The Administrator will consider all reviewers input prior to making final funding decisions.

The Administrator's decision is final.

Awarded Contracts

In the event an application is funded, the following will apply:

Notification of Grant Award (NGA) and Confidentiality Addendum

An NGA with a detailed cover letter will be sent by e-mail to notify applicants of funding. ***It is very important to read all documents carefully, follow all instructions and comply with all special conditions (if applicable), including signing and returning the NGA <u>to your assigned Resource Development (RD) Specialist</u>, as listed in the e-mail.***

A Confidentiality Addendum will be included with the NGA. This document is required for *each* grant that calls for a program to use and enter data into the Division's statewide SAMS data system. The Addendum must be signed by the same individual who signs the acceptance of the NGA. The original, signed Confidentiality Addendum is then returned with the original, signed NGA to your RD Specialist.

Funds will not be released until all special conditions have been satisfied and all required, signed documents have been returned to, and approved by, your ADSD RD Specialist.

Request for Funds

A Request for Funds form must be completed, submitted and approved in order to draw down funds. Funds are requested for a full quarter and distributed on a monthly basis, unless otherwise directed by ADSD. The Request for Funds form will be e-mailed to funded programs with the NGA and Confidentiality Addendum. Programs must use the form that is e-mailed and follow ADSD's policy on submittal, which is available at http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/Reporting/ADSDGrantee PolicyRFFandQFR.pdf.

Vendor Number

All vendors doing business with the State of Nevada must have a vendor number assigned by the State Controller's Office. Current grantees do not have to complete this form, but new grantees are required to complete a Vendor Registration Form before any invoices or grant payments can be made. The Vendor Form must be completed by the grantee and submitted directly to Vendor Services, and a copy must be sent to ADSD's Fiscal Unit in Carson City.

New grantees will be provided with the Vendor Services address. Vendor Forms are available at http://controller.nv.gov/VendorServices/Vendor_Services.html.

Change of Address

To change the program's address, the grantee must submit a Vendor Information Update and/or Additional Remittance Form to the State Controller's Office. This form is submitted directly to Vendor Services with a copy to ADSD's Fiscal Unit in Carson City. **The Division must be notified of address changes to avoid any delay in receiving funds.** Vendor Forms are available at http://controller.nv.gov/VendorServices/Vendor_Services.html.

Program Assessment

Programs will be assessed on, at least, a biennial basis, in order to evaluate fiscal accountability, progress towards achieving program goals, objectives, projected outcomes, client satisfaction, and adherence to the Division's NGA, Confidentiality Addendum, Assurances, Service Specifications and PINs.

Technical Assistance

The ADRC Project Manager and the assigned Resource Development (RD) Specialist are available to provide assistance with aspects of program development. Fiscal Specialists are available to address questions regarding fiscal matters.

Reporting Requirements

- All programs are required to report client demographic and monthly program service data in the Social Assistance Management System (SAMS) unless otherwise directed by ADSD.

- Financial reports are required on a quarterly basis.

- ADRC programs are required to submit quarterly performance reports.

- Additional reporting may be required.

- If funded, your assigned Resource Development (RD) and Fiscal Specialists will provide reporting instructions.

- The reporting schedule is posted at http://adsd.nv.gov/Programs/Grant/Resources/.

- Failure to comply with reporting requirements can place a grantee's funding in jeopardy.

- **The reporting history of existing programs will be considered in funding recommendations and decisions.**

Application 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-ADRC Competitive Grant Application FY16 - Part 1
2. Microsoft Word file: ADSD-ADRC Competitive Grant Application FY16 - 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

The application must have <u>all</u> of the above-listed Excel forms completed and submitted.
- Even if there is no match requirement, you must submit Budget Form A-1. Fill in boxes 9 and 10 on the form.

To access each form in Excel, click on the corresponding tab at the bottom of the page as shown here:
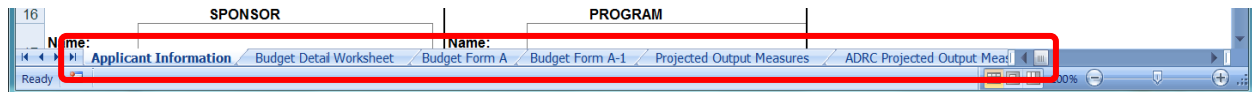
If you do not see tabs at the bottom of the spreadsheet, maximize the screen by clicking the button on the right side of the screen, as shown here:
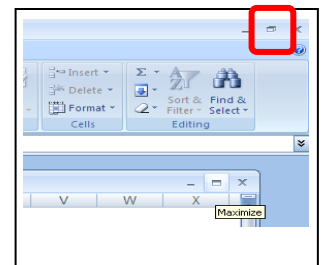
PLEASE NOTE: Do not utilize multiple copies of the Excel file to create your application; there are formulas that carry over from page-to-page. For best results, complete each tab of the workbook in order. Additionally, do not paste information from past applications, as it might cause problems with 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
- Applicant Narrative
- Proposal Goals and Activities
- ADRC Readiness Assessment
- 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	If the agency is not currently funded by ADSD for the proposed service, choose "New Applicant or Type of Service." If ADSD is currently funding the service, choose "Currently-Funded ADSD Grant" and enter the agency's FY15 grant number for that service, which can be located on the FY15 NGA.
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 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 PIN #3. Programs are entities that provide service delivery under the grant.
5	Enter the agency's Employer Identification Number (EIN) or Federal Tax Identification Number.
6	Enter the agency's Data Universal Numbering System (DUNS) Number. Per PIN #3, it is ADSD's policy that all grantees must have a DUNS number in order 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.
7	No action required; Type of Funding has been selected.
8	No action required; ADRC service has been selected. Service definitions and regulations are available at http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16.
9	List the specific service components that will be provided to clients under the proposed service, should funds be awarded.
10	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.
11	List the populations that the agency will target for the proposed service. You may list more than one population-type per line, if needed.
12	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. Choose the type of grant (categorical or fixed-fee) from 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 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. Therefore, do not include excess match on the BDW. Instead, describe additional resources, other than match, in box 9 on Budget Form A-1.

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.

ADMINISTRATIVE EXPENSES: Administrative expenses for **categorical** grants must be adequately described and are **limited to no more than 8%** of the direct project costs requested from ADSD. These expenses are used to help cover costs associated with depreciation and use allowances, facility operation and maintenance, general expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. Administrative expenses do not apply to equipment purchases. **Fixed-fee** grants may incorporate administrative expenses in the regular line item categories and will not use this specific section of the BDW.

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

Identify sources of match listed on the Budget Detail Worksheet and Budget Form A. Give a specific description. Entities should be listed by name, not a generalization (e.g., "county funds" would be an unacceptable description). If donations will be used, specify the source, as client donations are not an eligible source of match. If volunteers will be used, list a sampling of their duties and your method for calculating the value of service, as related to the proposed program. In the "Status of Match" column, use the drop down menus to indicate whether the match is Pending, Funded or With Special Conditions.

Matching Funds Requirements: See Matching Funds on page 6. Federal, OAA Title III-B funding must be matched with non-federal dollars/services.

Match may be any combination of non-federal CASH or IN-KIND services.

Definition of IN-KIND: Any property or services provided without charge by a third party to a second party are IN-KIND contributions. IN-KIND items must be non-depreciated or new assets with an established monetary value.

First Party:	The State of Nevada
Second Party:	The grantee (and sub-grantee of project supported by the grant)
Third Party:	Everyone else

If the grantee (second party) provides the property or services, then it is considered "cash" contributions, because only third parties can provide IN-KIND contributions.

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

<u>Definition of CASH</u>: Property or services provided by the grantee are considered "cash" contributions.

Cash donations (other than client service donations) can also be used as match; however, program income cannot be used to match another program. Program income can only be used to enhance the program that generates the funds.

IMPORTANT: Program Income

1. Client service donations may not be used as match, but can be solicited for all services. **Solicitation must be non-coercive. The donation process must be confidential.**

2. Cost sharing (contributions made to a program based on a sliding-fee scale) is prohibited in certain programs. The Division's Cost Sharing Policy, and a list of the excluded programs, can be found in the PINs, as Appendix 3, at http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/nvpins.pdf.

PROJECTED OUTPUT MEASURES

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

Applicants are required to submit projected output measures to illustrate the proposed number of unduplicated clients and units of service they plan to serve. Demographic information is also required, including: the age of clients, the number of clients who live below the federal poverty level, the number of minority clients, the number of clients with limited English proficiency and the number of clients in rural areas.

To avoid unnecessary confusion, complete the Projected Output Measures page after all other Excel documents have been completed. Cells that are shaded in blue will fill in automatically from data entered in other parts of the file.

Units of Service are defined in the Service-Specific Service Specifications at http://adsd.nv.gov/Programs/Grant/ServSpecs/FY16.

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

A summary of your application that demonstrates the Applicants understanding of the required elements. Identify the area to be served and your goals for this project include any information about changes to be made to implement the ADRC program in your organization. The Executive Summary is limited to 1 page.

Application Narrative

Each applicant must provide complete, concise responses to each of the questions in the application narrative. The application narrative is limited to 10 pages.

Consider the following:

1. **What populations does your organization currently serve?**
   Identify the major consumer groups served by your organization now. Include information on demographics such as age, disability type, race and income levels.

2. **How will your organization ensure services are made available to all ADRC Target Populations?**
   At a minimum, ADRC sites must outreach and document services to seniors, people with disabilities, and caregivers. People with disabilities include those with physical disabilities, children, people with developmental disabilities and those with mental health conditions. If your organization is not currently serving all these populations, how will you target them?

3. **Give a brief summary of the services offered by your organization now. How will the ADRC supplement these services?**
   Provide a brief overview of the organization as it stands today. Why are people referred to your organization? What is your primary referral source? How will the ADRC program enhance these services? How will you integrate the ADRC services (see page 3) into your organization? How will you distinguish between ADRC and existing services?

4. **Describe your proposed service area including demographics.**
What counties will your ADRC site serve? What is the population makeup of your area?
Are there special considerations in your service area (i.e., limited resources, travel, etc).

5. **Provide justification why your proposed service area would benefit from an ADRC.**
What problem/need will an ADRC help to overcome in your proposed service area?
What services offered by the ADRC will the community most benefit from?

6. **Identify and describe community partners, either existing or new.**
Who will you partner with to implement the ADRC in your service area? What will be
their role? Who are your existing partners? How do you document and formalize
partnerships? How often do you review formal partner agreements now? Do you have
any existing partnerships with acute care hospitals, rehabilitation centers, skilled nursing
facilities, or veterans service organizations? Describe how you are working with
partners now. Letters of Commitment from partners should be included in your
application package, they will not count towards your page totals.

7. **Describe the staffing structure, including qualifications of staff to be used for this program.**
What, if any, existing staff will be used to support this project? What is their current
role? How will it change with the ADRC program? What new staff do you anticipate
having to hire? Be sure to review the Staff Categories in the ADRC Service
Specifications before responding to this question.

8. **Describe your organization's experience with both Person Centered Planning and Consumer Directed Care.**
Is your current service delivery model based on the concept of Person Centered
Planning? If so, what practices do you have in place to ensure person centered
planning takes place? What type of tools do you have available to your staff?

For consumer directed care, describe your organization's experience in supporting
consumers in consumer directed programs. What are the tools you have in place for
this?

If your organization does not conduct person centered planning or support consumers in
consumer directed programs, describe what type of training, tools and support would be
needed to implement these practices in your organization.

9. **Provide any other information you feel would be relevant to the Evaluation Team for this program.**
Use this space to add any additional information that is not covered in the areas above.
Enter N/A if no other information is added.

Proposal Goals and Activities

Include the major goal(s) and objectives of your organization as an ADRC. Complete the chart with activities, outcomes, impacts and completion dates. All funded applications will be required to complete a two month strategic planning phase for their ADRC programs. This section is limited to two pages.

ADRC Readiness Assessment

The ADRC Readiness Assessment is based on National ADRC Readiness Review standards. This assessment, used in conjunction with all application components will provide ADSD with insight into the level of technical assistance needed to help your organization implement their ADRC program. For any 'Yes' responses, please provide a brief description. This section is limited to two pages.

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.

Do not exceed two pages, single-spaced in 12-point font.

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.