State of Nevada

Aging and Disability Services Division

Notice of Funding Opportunity

Money Follows the Person – Transition Coordination

Funding Opportunity Number:
ADSD-MFP-2025-C

Applications Due: September 13, 2024

Table of Contents

State of Nevada

Aging and Disability Services Division

Funding Opportunity Title: MFP – Transition Coordination
Project Period: October 1, 2024 – June 30, 2026
Budget Period: October 1, 2024 – June 30, 2026
Due Date for Applications: September 13, 2024

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide transition coordination for persons currently residing in certain facility types through the Money Follows the Person (MFP) Demonstration Grant. The MFP demonstration supports state strategies to rebalance their long-term services and support systems (LTSS) spending under the Medicaid program. This program provides flexible funding opportunities to help states develop and test the necessary processes, tools, and infrastructure to advance LTSS system reform and to support successful transitions from institutional to community-based settings for individuals eligible for LTSS. The goals of MFP are the following:

- Increase the use of home and community-based services (HCBS) and reduce the use of institutionally based services;
- Eliminate barriers in state law, state Medicaid plan, and state budgets that restrict the use of Medicaid funds to enable Medicaid-eligible individuals to receive support for appropriate and necessary long-term services and supports in the settings of their choice;
- Strengthen the ability of Medicaid programs to provide HCBS to people who choose to transition out of institutions;
- Put procedures in place to provide quality assurance and improve HCBS.

Since its inception in 2012, Nevada's MFP program has successfully transitioned over 400 individuals with disabilities. The state's MFP program is undergoing a transformation that began in 2023 with the moving of the program from the state Medicaid agency to the Aging and Disability Services Division. The target population for the MFP Demonstration will be those individuals with physical disabilities, intellectual disabilities and adults 65 and older; however, there will be no age-based restrictions.

The Aging and Disability Services Division (ADSD) in Nevada oversees the Money Follows the Person program. ADSD supports Nevada's elderly, children, and adults with disabilities or special health needs. ADSD's mission is to provide effective services to help individuals and families live independent and dignified lives by focusing on accessibility, accountability, culturally appropriate services, ethics, respect, timeliness, and transparency. ADSD works with the Division for Health Care Financing and Policy (DHCFP), Nevada's Medicaid agency, which partners with federal agencies to provide quality medical care for low-income individuals and

families. Medicaid offers health coverage to low-income families, SSI recipients, certain Medicare beneficiaries, and those in foster care or adoption assistance. DHCFP also runs three Home and Community-Based Services waivers for eligible individuals in the state.

The MFP program will also collaborate with the state's No Wrong Door (NWD) efforts, which provides a roadmap for communities to create a one-stop access point for LTSS and benefits. Key elements include public outreach, person-centered counseling, streamlined eligibility, and state governance.

The focus of this notice of funding opportunity is to provide transitions and transition coordination services to eligible individuals, this includes the provision of housing coordination services. All services will be required to align with quality measure and improvement processes.

This funding opportunity is for services to be offered in Clark county for the duration of the project period. Expansion to additional areas of the state are expected by state fiscal year 2026.

Current Challenges

Participants in the Money Follows the Person program are often faced with challenges when transitioning from an institutional setting to a community-based setting. Below are a sample of the challenges individuals face.

1. Transition Barriers: Moving from an institutional setting to a community-based one can be difficult due to the need for accessible housing, transportation, and community support services.
2. Healthcare Coordination: Ensuring continuity of care and coordinating between various healthcare providers can be complex.
3. Financial Constraints: Limited funding and resources can restrict the availability and quality of services.
4. Awareness and Education: Participants and their families may lack information about available services and how to access them.
5. Personal Adjustment: Adapting to a new living environment and lifestyle can be emotionally and physically challenging for participants.
6. Limited Housing Options: The lack of available, accessible, and affordable housing makes it hard for Medicaid beneficiaries to move back into their communities after being in long-term care. High rental costs mean that rental subsidies are needed and while rural areas might have cheaper housing, they often lack enough service providers to support people at home.

Impact of Services

The MFP program impact can be seen in the following areas:

1. Improved Quality of Life: Individuals who return to the community experience greater control over their lives, better integration into community life, and are treated with respect and dignity by long-term services and supports providers.
2. Reduced Healthcare Costs: By moving people from institutions to more independent living arrangements, MFP enhances quality of life for individuals and their families while reducing healthcare costs.
3. Access to Community-Based Care: MFP ensures that beneficiaries receive the same type and level of support in the community as they did in the institution. This can include personal care, adult day health, case management, homemaker, habilitative, and respite services.

Funding Description

This funding opportunity is supported by federal funds from the Money Follows the Person (MFP) Demonstration Grant. There is approximately $165,000 to fund programs under this funding opportunity. This funding is available to support transition coordination services, including demonstration services for eligible participants.

Transition funds will be funded for eligible MFP participants that fall into the following categories:

- Individuals who live in a nursing facility, hospital, or rehabilitation center for at least 60 consecutive days;
- Medicaid has paid at least one inpatient day prior to transition from an approved facility; and
- Individuals who meet the need for a qualified Medicaid waiver (Physical Disability, Intellectual Disability, or Frail Elderly) or needs Home and Community-Based (HCBS) state plan services.

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 ADSD or the Department of Health and Human Services (DHHS), their application may not be considered for funding.

ADSD anticipates awarding funding to one subaward under this funding opportunity.

Applicant Assistance

The Nevada Governor's Office of Federal Assistance is available to provide pre-award assistance to applicants. More information about available services and contact information is available at https://ofa.nv.gov.

Resources

- [Aging and Disability in America Data](#), Administration for Community Living
- [LTSS Initiatives](#), Advancing States
- [Money Follows the Person | Medicaid](#), Money Follows the Person
- [Home- and Community-Based Services | CMS](#), CMS Home- and Community-Based Services

Applicant Questions and Answers

ADSD will take questions and provide answers related to this NOFO through Friday, August 30, 2024. All Q&A will be posted on the NOFO website by Tuesday, September 3, 2024. Questions can be submitted via email to Kellee Nash, MFP Project Director at k.nash@adsd.nv.gov .

Award Information

Service Priorities

The Aging and Disability Services Division has approximately $165,000 to support transition coordination which includes the following five (5) services. ADSD anticipates this funding will support approximately 45 transitions over the course of the project period. Additional funding may become available at a later date.

Transition Coordination	Focuses on the initial intake process, ranging from intake and eligibility determination of referrals, person-centered planning to determine the participants goals and needs to successfully transition and be integrated into their community.
Community Transition Services	The MFP program also offers community transition services that provides one-time assistance for housing deposits, set-up fees or deposits for essential services, moving assistance expenses, essential household items, financial services/bank fees, and services necessary for health and safety prior to occupancy, as appropriate.
Housing Coordination	Transition coordination must include housing services and supports, specifically the coordination of housing to ensure participants are supported in transitioning to appropriate housing placements.
Outreach and Education	Coordination of outreach and education efforts to support building partnerships to support individuals who are transitioning.
Quality Improvement	The selected partner will participate in approved quality improvement activities for the MFP program.

Subrecipient Responsibilities

This is a competitive funding opportunity. Applications will be evaluated, in part, on the applicant's stated plan of action and demonstrated capacity to begin effectively and expeditiously implementing subaward activities within sixty days of the start of the 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:

In addition to the Applicant Certifications included in the ADSD Subaward Application form, the following conditions apply for funded projects.

- Programs awarded funding must provide requested revisions to ADSD by the date indicated in the notification email. A Notice of Subaward (NOSA) cannot be issued without requested revisions.
- The application must be signed by the Authorized Organizational Representative (AOR) or head of the agency.
- All subaward recipients must have a Unique Entity ID (UEI) Number and active registration for SAM.gov.

- All subaward recipients must have an Employer Identification Number (EIN) or Federal Tax Identification Number.
- If the subaward recipient's registered address changes, the subaward recipient must submit a Vendor Information Update and/or Additional Remittance Form to the Nevada State Controller's Office. ADSD must be notified of address changes and Vendor Number changes to avoid delay in dispersing funds.
- All subaward recipients must comply with the [Grant Instructions and Requirements (DHHS-GIRS)](#) and the [Requirements and Procedures for Grant Programs (ADSD-RPGPs)](#), statements of DHHS and ADSD policy that ensure fiscal compliance with statues, regulations, and/or rules.
- All subaward recipients must comply with ADSD's [General Service Specifications](#).
- All subaward recipients must comply with ADSD's data collection and reporting requirements. Monthly, quarterly, and annual reports should be submitted timely, and per ADSD guidance. Reporting requirements may change at the discretion of ADSD and/or the funder. Failure to comply with reporting requirements can place a subrecipient's funding in jeopardy and will result in fiscal monitoring findings.
- The Request for Reimbursement (RFR) form must be submitted in accordance with the Reporting Schedule, including all required backup documentation.

ADSD staff agrees to the responsibilities outlined below:
- ADSD team members will provide training and reporting instructions to all subaward recipients.
- All subaward recipients will be assigned a Program Coordinator (PC) who is available to aid with aspects of subaward management, program-specific technical assistance, and program development. Fiscal Auditors are available for questions on fiscal matters.
- The assigned PC will contact subaward recipients regarding requested revisions before a Notice of Subaward (NOSA) can be issued.
- NOSAs will be distributed to funded programs in September 2024, or as soon as possible pending receipt of requested revisions.
    - The Request for Reimbursement (RFR) Workbook will be sent with the NOSA.
- ADSD may, at its discretion, conduct monitoring of subaward recipients at any time during or up to three years after the close of a subaward. Programs will be assessed to evaluate fiscal accountability, progress towards achieving project goals and objectives, data collection and reporting, client satisfaction and outcomes, as well as adherence to all regulations, statues, and/or rules. Programmatic and fiscal monitoring will be scheduled in accordance with Department of Health and Human Services (DHHS) policies.

Subrecipient Training
ADSD will make training available to all subaward recipients as needed. Training can include the Request for Reimbursement (RFR) process, reporting, data entry, and other requirements.

Application and Submission Information

Applicants must submit applications that address all services required as described in the 'Service Priorities' section on page 8.

Division Contacts

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

Questions and answers that are helpful for all applicants will be posted online at https://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/.

Application Forms and Submission Information

The Competitive Subaward Application consists of the three (3) forms (listed below). Applications must include all required components (see Application Checklist) to be considered for funding.

1. ADSD Subaward Application - Competitive (PDF)
2. ADSD Subaward Budget Template (Excel)
3. ADSD Work Plan Template (Word)

Deadline: Applications are due on or before Friday, September 13, 2024, by 11:59 pm (PT). Applications must be emailed to ADSDGrants@adsd.nv.gov.

Application Review Information

Application Screening

- Each application will undergo an initial review for completeness and adherence to instructions. Applications that do not meet all requirements will not be accepted for funding consideration. Applicants with rejected applications will receive written notification.
- Rejected applicants may appeal this decision, in writing, to the ADSD Administrator in Carson City. The request for review must be received within five working days from the date of notification of non-acceptance.
- The ADSD 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 ADSD Administrator's decision is final. There is no additional appeal process.

Review and Selection Process

After application screening, all applications will be reviewed by ADSD staff and independent reviewers based on scoring criteria in the following section. These reviews will provide initial funding recommendations.

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. Prompt response to requests for information or negotiations is encouraged to prevent delays in funding or rejected applications.

Funding decisions will be made by the Administrator based on application scores, funding availability, and regional allocations. As noted above, the ADSD Administrator's decision is final.

Scoring Criteria

Competitive applications will be scored according to the following matrix (50-point total) based on all application components:

1. Project Relevance, Current Need, and Priority Populations (up to 10 points)
- The applicant clearly identifies the proposed project, project relevance, as well as the unmet needs and service gaps that will be addressed by the applicant's project.
- The targeting plan is well defined and expands awareness and access to the service.
- The applicant identifies priority populations to be served. Priority is given to underserved and the most vulnerable populations which may include individuals who are homebound, isolated, low-income, a minority, and/or living in rural or frontier areas.
- The applicant describes anticipated barriers and plans to address barriers.

2. Capacity and Approach (up to 15 points)
- The applicant clearly describes the proposed project, including their approach and specific activities to be completed. Activities to reach priority populations are included.
- The applicant demonstrates their experience and ability to complete the proposed project.
- The applicant identifies and defines the role of key staff, partnerships, and other resources that will have a significant role in completing project activities.
- The project describes new or innovative approaches that will help expand their capacity to increase access to the service.

3. Cost Effectiveness and Sustainability (up to 10 points)
- The submitted budget is complete and the applicant's projected costs are reasonable.
- There are other funding sources identified to help support the project.
- The level of funding requested is explained and justified within the proposal.
- The applicant demonstrates cost-effectiveness and financial accountability.
- Projected costs are relevant to project activities.

4. Project Impact (up to 10 points)
- Project goals, objectives, and intended outcomes are clearly stated.
- The applicant describes methods of documenting and evaluating project effectiveness, quality of service delivery, and impact on target populations.
- Goals and objectives are relevant to the intent of funding and address identified gaps and needs.

- Goals and objectives support activities that help improve access to services and promote program awareness.
- The goals, objectives, and activities of the project have an established timeline that is reasonable.

5. Adherence to application instructions and accurate completion of forms (up to 5 points).
- The applicant followed the instructions. Required forms/sections were completed accurately and completely.
- Responses are detailed and concise.

Anticipated Announcement Award Date

Subaward decisions will be announced via email in late September 2024. Requested application revisions must be received by ADSD promptly, by the date requested in the email correspondence.

Notices of Subaward (NOSAs) will be distributed in September, or as soon as possible once ADSD receives requested subrecipient revisions, as applicable.

Form Instructions

Application Format

All applications **MUST** conform to the following requirements to be considered for funding:

- Applications must be computer-generated on ADSD's Application Forms.
- The three files required for all competitive applications must be formatted as stated below and compiled according to the [Application Checklist.](#)
  - ADSD Subaward Application – Competitive with Project Narrative (**PDF**)
  - ADSD Subaward Budget Template (**Excel**)
  - ADSD Work Plan (**Word**)
- All application forms have pre-set formatting including fonts, line spacing, and margins.
- Expand rows on the Budget (Excel file) so that all text entered is visible.
- Project Narratives must be submitted with the ADSD Subaward Application Form as one PDF document.
- Project Narratives must be concise and no more than 10 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.
- Applications are expected to be free of spelling and grammatical errors.
- Budget line item (row) calculations must be included where required and accurate to the penny.
- Submitted applications must be assembled according to the instructions on the [Application Checklist.](#)

- All applicable sections of the Subaward Application must be signed and dated.

ADSD Subaward Application – PDF Document

A. Organization Information

This section captures information regarding the subrecipient organization. The Organization Name is the subrecipient agency that will be named on the Notice of Subaward and is responsible for the funds awarded. Information in this section must match exactly what is on record with the Nevada State Controller's Office. *Failure to provide correct information in this section will prevent ADSD from making payments to the subrecipient if funding is approved.*

The Authorized Organizational Representative (AOR) is the individual authorized to sign and submit an application on behalf of the organization. The AOR is responsible for the organization's compliance with the terms and conditions of subawards, including compliance with state and federal laws/regulations. In non-profit organizations, this person is the President of the Board of Directors.

- Applications must be signed by the Agency's AOR.
- The Agency's AOR may list up to two (2) Additional Authorized Signers on the application, indicating authorized representatives who are able to sign NOSAs, Amendments, or other documents.
- Changes to the approved AOR and/or Authorized Signers must be submitted in writing by the Agency's AOR. A signed, dated letter should be submitted to ADSDGrants@adsd.nv.gov. Authorized Signer letters are valid for one (1) year.
- The Fiscal Officer is the point of contact for any concerns regarding the budget, requests for reimbursement, and annual audits.

B. Project Information

This section is for project specific information including the service priority, specific service, and physical address of the project. This section should also list the Project Director who is assigned as the manager/coordinator/lead for this project. The Project Director is the day-to-day contact for ADSD.

C. Applicant Certifications

These are required certifications for all applicants, acknowledging the information contained within the application is true and correct.

PROJECT NARRATIVE

A project narrative is required for every application.

Provide detailed, (but concise) responses to each section of the project narrative using the guidance below and throughout this Notice of Funding Opportunity. **Page Limit**: 10 pages

The project narrative is the main description of the proposed project and includes five sections:

- Challenges and Need
- Proposed Intervention
- Organizational Capacity and Partnerships
- Cost-Effectiveness and Sustainability
- Outcomes and Evaluation

A. Challenges and Need

Describe, in both quantitative and qualitative terms, the nature and scope of the particular problem(s), challenge(s), need(s), and/or issue(s) the proposed intervention is designed to address. Include information about unmet needs, service gaps, and specific concerns individuals who reside in long-term facilities face in accessing and utilizing services, that will be addressed through the proposed intervention. Identify priority populations to be served through the proposed project as well as any challenges or barriers anticipated in implementing interventions.

B. Proposed Intervention

Describe clearly and concisely how your organization plans to carry out the proposed service. Include a description of specific activities planned, 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.

Include new or innovative approaches to be used during this project period to increase access to the proposed 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 because 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.

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? Provide a thorough justification for the level of funding requested from ADSD in this application. If an increase or decrease was requested for a current subaward, address the reason for the request.

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. Outcomes and Evaluation

Describe the methods, techniques, and tools that will be used to measure outcomes and effectiveness of proposed service. Include at least two (2) anticipated outcomes because of this service for the target populations.

ADSD Subaward Budget Template – Excel File

This file is required for all ADSD Subawards, regardless of type. For additional guidance on budgets, applicants should refer to the [Grant Instructions and Requirements (DHHS)](#) and the [Requirements and Procedures for Grant Programs (ADSD)](#) for rules and regulations on allowable expenses.

The Excel file has formatting that is accessible to all users. While adding information to the Excel file, you may format the cells and rows as needed to fit your text, including expanding rows so all text is visible.

There are two (2) required forms in this workbook: Budget Narrative and Budget Summary. Each form is a separate tab at the bottom of the page/workbook. If you do not see the tabs at the bottom of the page, maximize the screen by clicking the button on the top right side of the screen that looks like a little window.

PLEASE NOTE: Do not utilize multiple copies of the Excel file to create your application. The Excel file contains formulas that calculate and carry information from page to page. For best

results, complete each tab of the workbook in order. Do not paste in information from past applications, as it might cause problems with the formulas. Complying with these requirements will ensure that invalid error messages are not shown on the Budget Narrative or Budget Summary, and that linked boxes will have a value.

Budget Narrative
Enter the applicant's Organizational Name and service type at the top of the page.

Describe program expenses requested from ADSD using the budget categories included in the Budget Narrative. Use the descriptions at the top of each budget section and the information listed below as a guide for each budget category. Be sure to provide detailed responses, justification where indicated, calculations as required, and explain how each expense is related to the proposed project. Identify any one-time costs. Follow the examples throughout the file.

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 budget 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 costs $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. Community Transition Services are limited to $2500 per participant.

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 assigned 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 letter. 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's Organizational Name and service type will auto-fill from information entered at the top of the Budget Narrative tab.

This page offers a summary of the subaward budget, match, and other funding. Information entered the Budget Narrative tab will populate the *ADSD Funds* column. Applicants will input funding information in the orange cells.

Matching Funds Requirements: Matching funds are not required under this NOFO.

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 ADSD's RPGPs: http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf

ADSD Work Plan – Word File

The ADSD Work Plan should be reflective of and consistent with the Project Narrative and Budget.

Fill in the project's overall goals. The template lists Outreach as Goal 1 and Service Delivery as Goal 2. If there are additional goals for this project, add under Goal 3. The last section is to document projected output and expected outcomes based on activities and strategies to be implemented.

For each goal, list relevant objectives, activities, and strategies to be implemented to achieve objectives. Identify timeframes involved (including start and end dates) under "Timeline." Under "Evaluation Tool" list relevant tools, techniques, systems, and/or methods that will be used to collect, report, and measure outputs and outcomes.

APPLICATION CHECKLIST

The ADSD Subaward Application – Competitive must be submitted as a PDF file (includes the Project Narrative). The ADSD Subaward Budget template must be submitted as an Excel File. The ADSD Work Plan must be submitted as a Word document.

If any of the following items are incomplete or missing, the application will be rejected. If the application is not received by the date requested (including revisions), funding may be delayed or may not be awarded.

- ☐ ADSD Subaward Application – Competitive (PDF Document)

- ☐ Project Narrative (PDF Document)

- ☐ Budget Narrative (Excel File)

- ☐ Budget Summary (Excel File)

- ☐ ADSD Work Plan (Word Document)

Attachments – If included, <u>will not</u> count towards the page limit.

- ☐ Proof of Nevada 211 Listing - Agency and Service(s) (*required upon funding approval*)

- ☐ Sliding-Fee Scale/Cost Sharing Policy (*required if applicant uses it for the service*)

- ☐ Client donation policy (*required per the Grant Instructions*)

- ☐ Resumes for Project Director and Key Personnel *(optional, but encouraged)*

- ☐ Letters of Commitment/Support *(optional, but encouraged)*

- ☐ Contracts or Memorandums of Understanding *(if applicable to the program/service)*

The ADSD Subaward Application – Competitive and all attachments must be submitted via email to ADSDGrants@adsd.nv.gov.

Applications are due Friday, September 13, 2024.