

State of Nevada
Aging and Disability Services Division

Notice of Funding Opportunity

Funding Opportunity Number: ADSD-CBC2024-C

Community Based Care – Capacity Projects

Applications Due: September 29, 2023

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State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Community Based Care Capacity
Funding Opportunity Number:	ADSD-CBC2024-C
Project Period:	Dec 1, 2023 – Dec 31, 2024
Budget Period:	Dec 1, 2023 – Dec 31, 2024
Due Date for Applications:	September 29, 2023

Funding Opportunity Description

Background

Nevada has a shortage of residential setting options for older adults and people with disabilities. During the COVID-19 pandemic there has been an increase in admission days in Skilled Nursing Facilities and acute hospital settings due to the lack of appropriate community-based setting options. ADSD is proposing to create an incubator grant program to support building providers' capacity to increase the number of residential setting beds available across the state. This program will be structured like previous incubator programs which successfully increased the capacity of Federally Qualified Health Centers in the state. Grants are awarded on a competitive basis with strict criteria and outcome measures that ensure increased quality and quantity of residential options. Increased capacity among residential settings will reduce the length of stay for vulnerable populations in hospital and skilled nursing settings which have higher risks of exposure to COVID-19 and other infections. This is one time funding for the expansion of beds which will require the beds be sustained through current funding streams such as private pay and Medicaid reimbursement.

In addition, there are 139 facilities licensed as Home for Individual Residential Care, which are only licensed for two beds. The total number of beds for this facility type in Nevada is 278 beds. These grants would allow the facilities licensed as Homes for Individual Residential Care the funds to pay for required upgrades to become licensed as Residential Facilities for Groups, thus increasing the number of beds. These upgrades often come with a large price tag and many operators do not have the immediate funds to make these upgrades, which is a deterrent.

These funds will be made available to community partners through a statewide competitive Notice of Funding Opportunity. Funds will be available for construction, equipment, licensure or other modifications needed to increase beds or obtain licensure as a Residential Facility for Groups; or for Home for Individual Residential Care to expand into an Residential Facility for Groups.

Current Challenges

While Nevada's population grows, so does the percentage of older adults in our state and their need for residential services. Nevada has had the highest population growth rate in the nation for the past six decades, and the second highest growth rate for the decade 2010-2020. Census data continues to demonstrate Nevada's extremely high population growth rate. Migration to Nevada by older adults continues to increase, particularly in Southern Nevada. Rural communities are seeing the largest growth in the age 65-74 group. The Nevada population has higher percentage of individuals who are Hispanic or Asian as compared to national figures. *See, 2023 Nevada Elders Count.*

In addition to growth, Nevada continues to recover from the global pandemic as temporary protections, funding, and additional resources come to an end. Housing continues to be a critical issue for older adults across the state. Nevadans continue to face barriers accessing residential services, and the funding for this cycle will encourage applicants to outline how they will prioritize and target services to expand the number of beds in residential facilities for groups.

Finally, the Home and Community Based Services (HCBS) Settings Rule became effective March 17th, 2023, which has required home modifications that have caused a financial impact on providers. Due to the financial impact of the required modifications, some providers are unable to meet HCBS Settings Rule requirements.

Funding Description

Funding for this opportunity comes from American Rescue Plan Act Fiscal Recovery Funds (ARPA-FRF). ADSD anticipates awarding approximately \$4,000,000 through this announcement for the stated project period. Budgetary support for subrecipients will depend upon the overall availability of funds, program performance, program reporting, and service priorities established by the Division.

Individual projects will be evaluated based on reasonableness and feasibility. ADSD may work with the applicant to adjust their final request.

Informational Meeting

ADSD will conduct an optional Applicant Information Meeting for interested applicants. **This meeting will be held on Monday, September 18, 2023, at 10:00am via MS TEAMS.**

CBC Capacity Projects Information Meeting

Meeting ID: 238 038 282 549

Passcode: zp2k5N

[+1 775-321-6111,888163132#](tel:+17753216111888163132) United States, Reno

Phone Conference ID: 888 163 132#

For additional information or to request accommodations, please email adsdgrants@adsd.nv.gov and copy savannah@adsd.nv.gov.

Eligible Applicants

Non-profits, public agencies and for-profit businesses may apply if interested in providing services outlined in this funding opportunity.

If you are an existing licensee, you should be in good standing with the Bureau of Health Care Quality and Compliance (HCQC). If you are a new provider, you will need to demonstrate you will be able to meet the licensing requirements of HCQC.

Resources

The following resources related to Residential Facilities for Groups as well as grant writing resources.

- ADSD Funding Opportunities: https://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/
- Governor's Office of Federal Assistance: <https://ofa.nv.gov/>
- HCQC Licensing Requirements: https://dpbh.nv.gov/Reg/HealthFacilities/HealthFacilities_-_Home/
- Board of Examiners for Long Term Care Administrators (BELTCA): <https://beltca.nv.gov/>

Award Information

Service Types and Priorities

The following type of projects may be funded under this funding opportunity:

- Expansion Projects – construction and modification costs to expand the number of bed availability in an existing facility that is licensed as a Residential Facility for Groups. This could include environmental adaptations, enhancements to meet the HCBS Settings Rule requirements, or other modifications needed.
- Establishment Projects – projects related to establishing a new facility to be licensed as a Residential Facility for Groups. This could include costs of opening a new facility (excluding the cost of buying a home), construction and modification costs to upgrade an existing HIRC to a Residential Facility for Groups.

All construction projects must meet the requirements for Capital Improvement projects established by the Governor's Finance Office. See [Appendix – Requirements for Capital Improvement Projects](#).

Subrecipient Responsibilities

These awards are competitive, and applications will be evaluated, in part, on the applicants' stated plan of action and their demonstrated capacity to begin effectively and expeditiously implementing their subaward activities within sixty days of their subaward project period. The

subaward is an agreement between the applicant and Nevada Aging and Disability Services Division.

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 any requested revisions to ADSD by the date indicated in the notification email. A Notice of Subaward (NOSA) cannot be issued by ADSD without requested revisions.
- The application must be signed by the Authorized Organizational Representative (AOR) or head of the agency unless additional authorized signers are indicated on the ADSD Subaward Application form.
 - The Agency's AOR may list up to two (2) Additional Authorized Signers on the application, indicating authorized representatives who are able to sign other documents such as the NOSA or Requests for Reimbursements.
 - Changes to the 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.
- If a subaward recipient's 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 to avoid any delay in receiving funds.
- All subaward recipients must have a Unique Entity ID (UEI) Number.
- All subaward recipients must have an Employer Identification Number (EIN) or Federal Tax Identification Number.
- All subaward recipients must comply with ADSD's General Service Specifications: <http://adsd.nv.gov/uploadedFiles/adsdnv.gov/content/Programs/Grant/ServSpecs/GeneralServiceSpecifications-AllSubawardsFY21.pdf>.
- All subaward recipients must comply with the *Requirements and Procedures for Grant Programs (RPGPs)* are statements of ADSD policy that ensure fiscal compliance with statutes, regulations, and/or rules: <http://adsd.nv.gov/uploadedFiles/agingnv.gov/content/Programs/Grant/FiscalRequirements.pdf>.
- ARPA-FRF-GFO funding requires monthly data reporting on total consumers served and a monthly concise status update on the project's progress toward established goals. 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.
- The Request for Reimbursement (RFR) form must be submitted in accordance with the Reporting Schedule, including all required backup documentation.

- Reimbursement backup documentation required by the Governor’s Finance Office (GFO) for this funding includes the submittal of all receipts, invoices, and payroll information with the RFR for reimbursable expenses.

ADSD staff agrees to the responsibilities outlined below:

- ADSD team members will provide 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 to address questions regarding 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 November 2023, or as soon as possible pending receipt of requested revisions.
 - The Request for Reimbursement (RFR) file will be distributed with the NOSA.
- Programs will be assessed to evaluate fiscal accountability; progress towards achieving program goals, objectives, and projected outcomes; client satisfaction; and 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.

Cost Sharing or Matching

Matching funds are not required for these subawards.

Application and Submission Information

Division Contacts

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

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

Application Forms and Submission Information

Three (3) files are to be used when completing the subaward application. The submitted application must have all elements of these files included:

1. ADSD Subaward Application – Competitive for ARPA FRF GFO Funding (Word)
 2. ADSD Subaward Budget Template (Excel)
 3. ADSD Work Plan Template (Word)
- Additionally, applicants must submit attachments as requested in the [Application Checklist](#).

Deadline: Friday, September 29, 2023 (by 11:59 pm, PST)

- **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 in October 2023.
- Rejected applicants may appeal this decision, in writing, to the ADSD Administrator. The request for review must be received within five working days from the 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, ADSD staff will review all applications for each service and make initial funding recommendations based on scoring criteria in the following section.

Funding decisions will be made by the ADSD Administrator based on application scores, funding availability and regional allocations. Reporting and compliance history of previous or current subaward recipients will also be considered.

ADSD may negotiate with or seek additional information from applicants before decisions are made.

The ADSD Administrator's funding decision is final.

Scoring Criteria

Competitive applications will be scored according to the following matrix (45-point total):

1. Service area, outreach plans and proposed service delivery to target populations (10 points plus 5 bonus points).
 - Items are not defined/described and are unrelated to the proposed service – Score 0 points
 - Items are all poorly or partially defined/described and/or mostly unrelated to the proposed service – Score between 1 and 4 points
 - Items are mostly defined/described, with some areas lacking, and/or partially unrelated to the proposed service – Score between 5 and 6 points
 - Items are satisfactorily defined/described and mostly related to the proposed service – Score between 7 and 9 points

- Items are thoroughly defined/described and undoubtedly related to the proposed service – Score 10 points
 - Bonus 5 points –Rural/frontier, underserved populations, or unserved service areas
2. Applicant’s capacity to provide the service, its experience and existing or proposed partnerships (10 points plus 5 bonus points).
- No experience and lack of capacity and partnerships – Score 0 points
 - Some experience, but lack of capacity and/or partnerships (or vice versa) – Score between 1 and 5 points
 - Good experience, but lack of capacity and/or partnerships (or vice versa) – Score between 6 and 9 points
 - Exceptional experience, capacity and existing partnerships, with plans to seek new partnerships – Score 10 points
 - Bonus 5 points – for being a Medicaid provider (or proof of enrollment started).
3. Relevance, achievability and impact of the proposed goals and objectives, as well as evaluation of outcomes (10 points).
- Goals, objectives and evaluation of outcomes are not related to the program, unachievable and do not show impact – Score 0 points
 - Goals, objectives and evaluation of outcomes are slightly related to the program, achievable and impactful – Score between 1 and 4 points
 - Goals, objectives and evaluation of outcomes are mostly related to the program, achievable and impactful – Score between 5 and 6 points
 - Goals, objectives and evaluation of outcomes are adequately related to the program, achievable and impactful – Score between 7 and 9 points
 - Goals, objectives and evaluation of outcomes are strongly related to the program, achievable and impactful – Score 10 points
4. Adherence to application instructions and accurate completion of forms (5 points).
- Instructions not followed and forms not complete – Score 0 points
 - Some instructions followed and some forms not complete – Score between 1 and 2
 - Most instructions followed and forms are complete – Score between 3 and 4
 - All instructions followed and forms are complete – Score 5 points

Anticipated Announcement Award Date

Subaward decisions will be announced via email in November 2023. Requested application revisions must be received and approved by ADSD timely, to issue a Notice of Subaward.

Notices of Subawards will be distributed upon receipt of requested subrecipient revisions, as applicable.

Subrecipient Training

ADSD will make training available to all subaward recipients within the first quarter of the project period. This training will include the Request for Reimbursement process and other reporting requirements.

Form Instructions

Application Format

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

- Applications must be computer-generated on the ADSD Application Forms. There are three files required for all competitive applications: (1) ADSD Subaward Application – Competitive with Project Narrative (PDF), (2) ADSD Subaward Budget Template (Excel), and (3) ADSD Work Plan (Word).
- A complete application will consist of: one PDF file that includes the ADSD Subaward Application - Competitive with the Project Narrative; the ADSD Subaward Budget template (must be submitted as an Excel File); the ADSD Work Plan (must be submitted as Word document).
- The application must be concise and no more than 15 pages (excluding attachments). Do not include cover sheets, cover letters, unsolicited attachments or application instruction pages, as they will be included in the page limit. Specific page limits are listed next to page names below.
- Applications are expected to be free of spelling and grammatical errors. All application forms have pre-set formatting including fonts, line spacing, and margins.
- Submitted applications must be on white, 8 ½ x 11 size paper, assembled according to the instructions on the [Application Checklist](#).
- All applicable sections of the Subaward Application must be signed and dated.
- **Applications must be submitted via email to ADSDGrants@adsd.nv.gov.**

ADSD Subaward Application – Word Document – Instructions:

A. Applicant Organization Information

This section captures information regarding the Applicant Organization. The Applicant Organization is the named subrecipient on the Notice of Subaward and is responsible for the funds awarded. All information in this section must match exactly what is on record with the Nevada 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 submit an application on behalf the organization and, who 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 Requests for Reimbursements (RFR) or other documents.
- Changes to the 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.

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 category, proposed 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 the ADSD Program Coordinator.

C. Applicant Certifications

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

D. General Provisions and Assurances

This section lists the general provisions and assurances associated with the ADSD Notice of Funding Opportunity. If approved for funding, these assurances are superseded by the Assurances that are included in the formal Notice of Subaward.

Project Narrative

Provide detailed, but concise responses to each section of the project narrative using 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
- Cost-Effectiveness & Sustainability
- Outcomes and Evaluation

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 funding is designed to address. Include how the project will potentially impact older adults, individuals with disabilities, family members and caregivers, include information about current gaps in services, and shortages of resources available to RFGs.

Proposed Project

Describe clearly and concisely how your organization plans to expand capacity and/or make modifications to comply with the Settings Rule. Include a detailed description of specific activities planned that address the challenges and needs identified above, how your organization will overcome these challenges, and if the proposed project will target and serve historically underserved populations.

Describe the proposed service area and target population(s) to be served through this project to include how the number of beds will be expanded in the facility, what modifications need to be made, construction costs, or plan to open a new facility if applicable. Provide details of new and innovative strategies (services and outreach activities) that will be used, including information regarding your organization's existing efforts, lessons learned, service gaps, and any statistical information to support proposed request.

Identify any anticipated assistance needs. Include specific types of assistance to be provided based on the needs of the proposed service area.

Discuss the anticipated impact of proposed expansion and/or modification strategies.

Organizational Capacity

Describe the organization's capacity to perform the proposed expansion and modifications to comply with Settings Rule improvements. Identify the professional staff and their specific responsibilities under this expansion and modification project, as well as the facilities and other resources in place to support expansion and modification activities. Describe how you will maintain training and ongoing efforts to ensure the ongoing success of the expansion and modification project.

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

Describe existing and planned efforts to collaborate with community, county, regional, or statewide organizations to meet project expansion goals and/or modifications and enhance service delivery.,

Discuss technological or operational capacity to provide expansion and/or modifications and how services will be delivered.

Cost-Effectiveness and Sustainability

Provide a thorough justification for the level of funding requested from ADSD in this application.

Describe plans to maintain cost-effectiveness and to support a model that is sustainable.

Outcomes and Evaluation

List measurable outcomes and describe the methods, techniques, and tools that will be used to measure desired outcomes and the effectiveness of proposed intervention(s). Although

output (such as number of clients served, number of training sessions, number of outreach events) should be discussed in this area, measurable outcomes and outputs are not the same.

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.


There are 2 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; there are formulas that carry from page-to-page. For best results, complete each tab of the workbook in order. Additionally, do not paste information from past applications, as it might cause problems with the formulas. This will ensure that invalid error messages are not shown on the application and linked boxes will have a value.

Budget Narrative

Enter the applicant's name and service type at the top of the page.

Describe program expenses requested from ADSD in the budget categories included in the Budget Narrative using the descriptions below as a guide to describe each category of expense. Be sure to provide a detailed response, explain how each expense is related to the proposed project and identify any one-time costs. Provide calculations where requested and follow the examples.

THIS TAB IS NOT PROTECTED. Do not delete formulas. Ensure text in each row is visible; expand rows as needed (go to numbered rows on the left side of worksheet and drag the bottom line of the row down when you see your cursor change to , or right click on the row number and choose Row Height to enter a height). Each section has additional rows that you may unhide to utilize. Contact ADSD if you need assistance.

PERSONNEL: Line A: List *program* and *administrative* staff (Name, Title, PCN) that will provide **direct** service under the proposed services and the associated costs to be charged to the subaward, using the column headers as guides. Costs associated with administrative staff providing **indirect** services may only be included in this section in fixed-fee proposals; otherwise, the expenses may be included as part of the indirect/administrative expense percentage at the end of the Budget Narrative. Place an asterisk (*) beside all new positions. If your agency does not have a Position Control Number (PCN) system, one must be developed

to identify each position. Line B, for each position listed: List the fringe benefits provided (FICA, Medicare, vacation, state industrial insurance, unemployment insurance, etc.). Briefly describe the position's duties as they relate to the funding and program objective.

TRAVEL/TRAINING: Identify in-state and out-of-state travel to be completed during the budget period. The red writing must be replaced with actual trip information, such as the name of a conference, location, etc. Complete the trip expenses and enter justification. If multiple trips are proposed, copy and paste another in-state or out-of-state section into the narrative as stated on the form. Utilize <https://www.gsa.gov> for mileage, per diem and lodging. If lodging exceeds the GSA rate, provide an explanation in the Justification section.

If requesting general in-state mileage for operational purposes, enter the cost in the mileage section *below* "In-State Travel," provide an explanation of the cost calculation and the reason for travel.

OPERATING: Include SPECIFIC facility and vehicle costs associated with the proposed program (not the agency as a whole), such as rent, maintenance expenses, insurance (split by type), fuel, as well as utilities such as power, water, and communications (phone/internet). Also list tangible and expendable personal property such as office supplies, program supplies, necessary software, postage, etc. Provide a calculation for each line.

EQUIPMENT: List equipment to purchase or lease, which cost \$5,000 or more (per item), and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. Equipment items that cost less than \$5,000 should be listed under Operating. Justify the need for these items. There is no guarantee that ADSD will have funds available for equipment.

CONTRACTUAL/CONSULTANT SERVICES: Explain the need and/or purpose for the contractual and/or consultant service. Identify and justify these costs. Only include costs for which there is a written contract or agreement that can be presented to ADSD, if requested.

OTHER: Identify and justify all other expenditures that cannot be identified within another category. These costs may include any relevant expenditure associated with the project. These costs are to be included only if they are associated exclusively with this program. If they are associated with multiple sources of funding, the costs are to be included in Administrative Expenses. Follow the example on the form.

ADMINISTRATIVE/INDIRECT EXPENSES or FEDERAL INDIRECT COST RATE (FICR): Administrative/indirect expenses and FICR are to be used to help cover expenses that are not easily assignable to a specific program or unit within an organization. These costs are associated with depreciation and use allowances, facility operation and maintenance, general administrative expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. If requested, the expenses are limited to the maximum rate listed, depending on the funding source and existence of an FICR 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 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.

Program Income

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

2. Cost sharing means contributions made to a program based on a sliding-fee scale. The Division's Cost Sharing Policy can be found on pages 73-75 of the RPGPs:

<http://adsd.nv.gov/uploadedFiles/agingnv.gov/content/Programs/Grant/FiscalRequirements.pdf>

ADSD Work Plan - Word Document

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

Fill in the project's overall goals related to Outreach (Goal 1) and Service Delivery (Goal 2). If there are additional goals for this project, add under "Goal 3".

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. Finally, document projected output and expected outcomes based on activities and strategies to be implemented.

Application Checklist

Applicants must submit one PDF file consisting of the ADSD Subaward Application – Competitive form and Project Narrative. The ADSD Subaward Budget template must be submitted as an Excel File. The ADSD Work Plan must be submitted as Word document.

If any of the following items are incomplete or missing, the application will be rejected. If 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, will not count towards page limit.

- HCQC Rating (required for current licensee)
- Proof licensure/copy of HCQC issued certificate (required for current licensee)
- Proof of Nevada Medicaid Enrollment.

If not currently enrolled as Medicaid provider, must provide proof that enrollment has started.

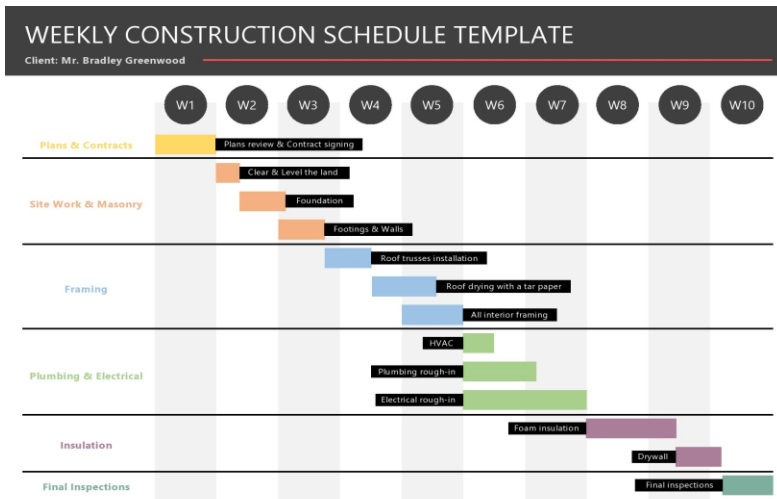
***The ADSD Subaward Application – Competitive and all attachments must be submitted via email to ADSDGrants@adsd.nv.gov.**

Appendix – Requirements for Capital Improvement Projects

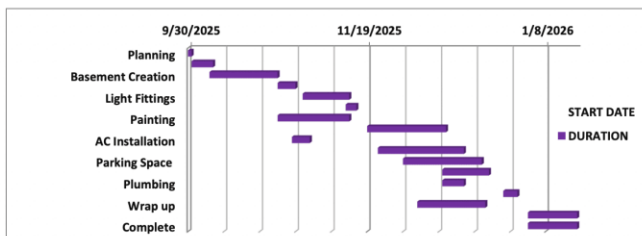
This guidance is for Capital Improvement Projects on non-state lands and not requiring State Public Works for oversight.

- Projects which have been approved for ARPA Grant Funding must identify a Project Manager (Architect, Engineer, Construction Manager, etc.) and a project plan and schedule. The project plan and schedule may be prepared and maintained in a format preferred by the Subrecipient. Refer to <https://nevadarecovers.com/arpa-capital-projects> for examples of project plans and schedules.
- The initial project plan and schedule should be provided to the ARPA Capital Projects Manager upon commencement of project planning and then monthly with any appurtenant updates. It is understood that initial project plans and schedules will change and need to be adjusted and revised periodically.
- Subrecipients will be responsible for procuring needed design, permitting and construction services which will be required to move forward with their approved ARPA funded grant project. Professional services such as engineering and architectural may be selected based upon the selection of qualified individuals and firms which the Subrecipient considers the most qualified and “best fit” for the project. Subrecipients should seek competitive bids for the selection of a building contractor obtaining and least three competitive bids if possible.
- Engineers, architects, construction managers, contractors, etc., retained by the Subrecipient to perform work on ARPA funded projects should be properly licensed to perform such services within the State of Nevada. Licensure includes construction contractors properly licensed for the class and bid amount by the NV State Contractors Board. For professionals such as engineers and architects properly licensed by the NV State Board of Registered Professional Engineers or NV State Board of Architecture as applicable.
- Permits required for construction of the project will be secured from the applicable Agencies of jurisdiction (City/County Building Department, etc.) by the Subrecipient with the assistance of the design and building professionals (engineers, architects, etc.) retained by the Subrecipient for performance of the work. Copies of all permits should also be provided to the ARPA Capital Projects Manager.
- Subrecipients are encouraged to seek out and utilize local professional and construction services located within their City/County jurisdictions where available.
- Upon retaining a contractor for the performance of construction services for the project, the Subrecipient should include a schedule of construction activities and associated timelines as part of their overall project plan and schedule. The construction activities and timelines should be provided by the contractor selected for the project. Refer to

<https://nevadarecovers.com/arpa-capital-project> s for examples of project plans and schedules which include construction activities and timelines also shown below:



Construction Schedule Template						
Project Name:	Start Date:	Total Duration:				
Project Manager:	End Date:					
TASK DESCRIPTION	STATUS	ASSIGNED TO	START DATE	END DATE	DURATION	COMMENTS
Planning	Complete		9/21/2025	9/30/2025	10	
Raw Material Accumulation	Complete		10/1/2025	10/6/2025	6	
Basement Creation	Complete		10/6/2025	10/24/2025	19	
Floors Creation	Complete		10/25/2025	10/29/2025	5	
Light Fittings	Complete		11/1/2025	11/13/2025	13	
Sewage Pipelines	Complete		11/13/2025	11/15/2025	3	
Painting	In Progress		10/25/2025	12/5/2025	20	
Accessories Installation	In Progress		11/19/2025	12/10/2025	22	
AC Installation	In Progress		10/29/2025	12/9/2025	5	
Fire Extinguishers	In Progress		11/22/2025	12/15/2025	24	
Parking Space	Not Started		11/29/2025	12/20/2025	22	
Appliances	On Hold		12/10/2025	12/22/2025	13	
Plumbing	In Progress		12/10/2025	12/15/2025	6	
Final Inspections	Not Started		12/27/2025	12/30/2025	4	
Wrap up	Not Started		12/3/2025	12/21/2025	19	
House Cleaning	Not Started		1/3/2026	1/23/2026	21	
Complete	Not Started		1/3/2026	1/17/2026	15	



- Upon selection of a construction contractor, the Subrecipient should also request a schedule of values prepared by the contractor for each construction phase of the project. For a typical building project, the construction phases may include site grading, installation of underground utilities, foundation, framing, exterior siding and sheathing, windows and doors, plumbing, electrical, roofing, interior drywall, finish work, exterior concrete work, paving, and landscaping if applicable.

- The schedule of values should total the contractor's overall bid price to construct the project. The schedule of values should also be provided to the ARPA Capital Projects Manager upon retaining of a building Contractor by the Subrecipient, and used as the basis for draw requests of approved ARPA Grant funding as phases of the project are completed.
- The Subrecipient should also provide to the ARPA Capital Projects Manager the parcel numbers for the parcels within which Capital Project remodel and new construction projects will be located.
- The contractor may request through the Subrecipient an advance draw from the approved ARPA grant funding for purchasing materials to be used in the construction of the project as a percentage of the initial and subsequently the next phase(s) of work in accordance with the schedule of values.
- If a phase of a project is getting behind schedule, the Subrecipient working with the contractor should prepare a revised work plan identifying how the project work will get back on schedule. The revised work plan should also be provided to the ARPA Capital Projects Manager.
- If the project begins to experience substantive delays due to unforeseen issues such as supply chain, subcontractor scheduling and availability, etc., which cannot be made up through adjustments to the existing work plan and schedule, the Subrecipient should notify the ARPA Capital Projects Manager and revise the work plan and schedule showing the new timelines mandated by the necessary delay to phases of the project work.
- If changes to the construction due to unforeseen circumstances are projected to increase the construction cost, the Subrecipient shall notify the ARPA Capital Projects Manager.
- The ARPA Capital Projects Manager may schedule periodic visits to the project site with the Subrecipient to review the construction work in progress and the completed work.
- All approved ARPA grant funding must be contractually committed by December 31, 2024, and all work completed, and funds expended by December 31, 2026.
- Glen Daily is the ARPA Capital Projects Manager and available to assist Subrecipients with questions and problem issues related to the design and bidding. construction, and submitting requests for draws from the approved ARPA Grant Funding. Glen can be reached at Gdaily@finance.nv.gov .
- The following Capital Improvement/Master Plan Development Benchmarks are provided as guidance to Subrecipients as guidance delineating the typical project activities and benchmarks required during the life of the project:

Capital Improvement/Master Plan Development Benchmarks

A Capital Improvement/Master Plan (CIP) contains all the individual capital projects, equipment purchases, and major studies for a local government and/or public organizations, in conjunction with construction and completion schedules, and in consort with financing plans. The plan provides a working blueprint for sustaining and improving the community's infrastructures. It coordinates strategic planning, financial capacity, and physical development. A CIP stands at the epicenter of a government's and/or public organization planning, local public works, and finance entities. For subrecipients this CIP Master Plan is intended to serve as guidance of the typical benchmarks which have to be met in the CIP design, bidding and construction processes. These benchmarks may vary depending upon the specific project design and building requirements. Where administered by the private sector the same legal requirements may not apply in all cases and/or for all phases. Benchmark items followed by an asterisk (*) are more typically associated with building projects bid and administered by Public Works and may not apply to projects bid and administered by the private sector.

Architect/Engineer (A/E) Selection
<ul style="list-style-type: none"> • Prepare Professional Services Agreement • Confirm Project Authorization Codes * • Formal Advertisement and/or Board Approval of Consultant *
Schematic Design Phase
<ul style="list-style-type: none"> • Manage Using agency relationship throughout the design process (expectations, perceptions, requirements, etc.) • Prepare endorsement, as needed * • Assess Local Zoning Requirements • Consult with City/County Building Department of jurisdiction regarding their specific plan review process and any special analysis and/or studies which may be required for project such as soils report, air quality impacts analysis, etc. • Ensure Integration of all Review Comments into Design Documents
Design Development Phase
<ul style="list-style-type: none"> • Ensure Integration of all Review Comments into Design Documents
50% Construction Documents
<ul style="list-style-type: none"> • Receive 50% Construction Documents
Construction Documents Phase
<ul style="list-style-type: none"> • Update Project Schedule & Budget Sheet • Ensure Integration of all Review Comments into Design Documents • Obtain State Fire Marshall Review Comments * • Contractor Submittal & Permit may be required for the following: <ul style="list-style-type: none"> ○ Fire Sprinkler Systems/Fire Alarm Systems ○ Egress/Exit Lighting Systems ○ Fire Hydrants ○ Kitchen Hoods/Grease Ducts

- Apply for and secure required Building Permit(s) from City/County Building Department of jurisdiction through plan submittal and review process
- Special analysis may be required by the City/County Building Department of jurisdiction through the plan submittal and review process which includes review by other Departments such as Planning and Health

Bidding

Bidding/Advertising Requirements:

- \$0 to \$25,000: obtain a bid from at least one contractor
- \$25,001 to \$100,000: solicit bids from three contractors
- Over \$100,000: Formal advertising is required (with bonds). *
- Prevailing wages apply to contracts of \$250,000 or more. (NRS Sections 338.020 and 338.080) *

Construction Administration

- Prepare change orders, as needed
- Assist in Resolving Labor Claims, as needed

Close-out

- Submit appropriate closeout documents to the Using Agency *
- Receive and file all construction records, drawings, manuals, design, inspections, etc.
- File all necessary certifications
- Complete Contractor Evaluation, file and submit to contractor
- Prepare and submit project closeout documentation packet to appropriate local Public Works Chief of Design *

Areas of Special Attention

- Project Surveys (Part of Architect/Engineer Scope)
- 50% CD Submittal (Projects over \$10M) *
- Soils Report separate from A/E agreement
- Printing of BID Documents (Separate from A/E Agreement)

- Utilize Local Public Works and/or City/County Building Department Standardized Filing System
- Department of Environmental Protection Permit by Contractor (Include in BID Documents) *
- Utilize Standardized Forms: *
 - A/E Agreements
 - Endorsements
 - Owner-Contractor Agreements
 - Change Orders
- Assess Errors & Omissions attributable to A/E