

State of Nevada
Aging and Disability Services Division

Notice of Funding Opportunity

Funding Opportunity Number: ADSD-Legal2024-C

Legal Assistance for Older Adults

Applications Due: April 21, 2023

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State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Legal Assistance for Older Adults
Funding Opportunity Number:	ADSD-Legal2024-C
Project Period:	July 1, 2023 – June 30, 2027
Budget Period:	July 1, 2023 – June 30, 2024
Due Date for Applications:	April 21, 2023

Funding Opportunity Description

Background

The Aging and Disability Services Division (“ADSD”) is seeking partner organizations to provide legal services to older adults in Nevada, through funding from the Older Americans Act (“OAA”). This Notice of Funding Opportunity (“NOFO”) establishes the requirements an applicant must meet to be considered for funding. The Older Americans Act, Reauthorization Act of 2020 establishes the framework for funding allocations to states to support services for older adults, age 60 or older. You may visit <https://www.acl.gov/about-acl/authorizing-statutes/older-americans-act> for more information about the Older Americans Act.

The OAA was amended in the mid-1970s to include legal services for older persons. The OAA approached legal services for older persons with an allotment of funds to states, proportional to their share of the older population, to then distribute, in part, through grants and the guidance of each state’s “legal assistance developer.” *42 USC § 3058j*. The Legal Assistance Developer provides oversight of the Title III legal assistance programs and assures that at-risk older people have access to the civil justice system. The activities of these legal programs and the Legal Assistance Developer assists older adults to prevent and remediate abuse as well as help them to retain autonomy and remain in the community.

Importantly, legal assistance cannot be limited based on income under this grant. *45 CFR § 1321.71*. Legal service providers are to submit proposals outlining how they will provide legal services to vulnerable adults, age 60 and older, without regard to their income or assets. Legal service providers are encouraged to target services in line with the priorities set under the Older Americans Act to reach traditionally underserved populations including BIPOC, LGBTQ+, rural communities and individuals living in facilities or nursing homes. Legal service providers (“LSP”) are also encouraged to prioritize the types of cases and legal assistance provided consistent with the unique needs of the community with an emphasis on critical needs such as abuse and neglect, access to housing, alternatives to institutionalization, and public benefits. *45 CFR § 1321.71*.

Current Challenges

While Nevada's population grows, so does the percentage of older adults in our state and their need for civil legal 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 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. In addition, civil legal resources to combat abuse and exploitation are also a top priority as adult maltreatment cases in the state continue to rise. Items included below are some of the highest priority legal service areas to date;

- Long Term Care/Resident's Rights - admission, discharge, room change, visitor access, refusal of facility to re-admit a resident after a hospitalization or other leave of absence, other residents' rights;
- Landlord/Tenant issues including eviction and habitability;
- Actions to assert rights and remedies of elders against abuse, financial exploitation or neglect including protection orders;
- Preparation of legal documents that preserve self-determination and mitigate the risk of institutionalization or guardianship such as Powers of Attorney, Health Care Directives, or Supported Decision Making Agreements.
- Home and Community Based Services - level of care eligibility disputes, and/or amount, category and/or duration of benefits, reductions and terminations of such benefits;
- Medicaid and/or Medicare – eligibility, termination, and/or reduction of services;

In addition, rural and northern Nevadans continue to face barriers accessing legal assistance and the funding for this cycle will encourage applicants to outline how they will prioritize and target services to reach rural communities. While it is not necessary for the applicant to have a physical office in the community they intend to serve, the LSP should outline in the application strategies for remote service delivery. For resources on remote service delivery please visit: [NCLER - Legal Services Capacity Building \(acl.gov\)](https://ncler.org/legal-services-capacity-building).

The OAA includes requirements for regular community engagement and outreach and ADSD encourages coordination of those efforts when appropriate. Community providers are working to partner across the aging network to fully realize the "no wrong door initiative." Most LSPs employ a referral-based system but other coordinated efforts to serve older adults, especially in long-term care settings, should be considered. Applicants should outline existing community partnerships and programs, plans for additional outreach, engagement, and developing new partnerships in their materials.

Funding Description

Funding for this opportunity comes from Title III-B of the Older Americans Act. ADSD anticipates awarding approximately \$675,000 through this announcement for year one of the four-year project period. Budgetary support for subrecipients in additional years will depend upon the overall availability of funds, program performance, program reporting, and service priorities established by the Division.

In line with the Nevada Department of Health and Human Services, ADSD has defined 4 service regions for this service:

Service Region	Counties	Funding Allocation
South	Clark, Lincoln, Nye, Esmeralda	\$353,046
Northwest	Carson, Washoe, Douglas, Storey, Lyon	\$139,455
Northeast	Elko, Lander, White Pine	\$76,049
Rural	Churchill, Eureka, Humboldt, Mineral, Pershing	\$106,450

Applicants can apply to serve one or more regions but must target clients in all counties defined in the regions they apply to serve.

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, including the State Bar and the Federal Government. If an applicant has not responded to any audit finding from the Aging and Disability Services Division (ADSD) or the Department of Health and Human Services, their application may not be considered for funding.

Resources

The following resources provide more information about the Legal Assistance Program:

- [ADSD – Legal Assistance Service Specifications](#)
- [Legal Services for the Elderly Program | ACL Administration for Community Living](#)
- [National Center on Law and Elder Rights | ACL Administration for Community Living](#)

Award Information

Service Types and Priorities

The Legal Assistance program provides three levels of service, as defined by the Older Americans Act: Advice, Limited Representation, and Representation. For this Funding Opportunity, priority and preference should be given to cases of Representation.

Per the Older Americans Act, legal assistance includes varied areas of legal practice, including but not limited to:

Income
Healthcare
Long Term Care
Nutrition
Housing

Utilities
Abuse/Neglect
Defense of Guardianship
Age Discrimination
Other, as needed

Based on the current challenges and needs of Older Adults in Nevada, ADSD is also prioritizing cases related to abuse and neglect, access to housing, alternatives to institutionalization, and public benefits.

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 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 any requested revisions to ADSD by the date indicated in the notification email. A NOSA cannot be issued 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 address changes, the subaward recipient must submit a Vendor Information Update and/or Additional Remittance Form to the State's 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.

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 late June, or as soon as possible pending receipt of requested revisions.
 - The Request for Reimbursement file will be distributed with the NOSA.
- Programs will be assessed to evaluate fiscal accountability, progress towards achieving program goals, objectives, 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 required for all subawards. The match required is 15% of the ADSD-requested funding. Match can be cash or in-kind. Program income cannot be used as match.

Examples of cash match include other funding sources to support this service. An example of in-kind match would be volunteer time. See 'Matching Funds Requirements' under the Budget Summary section below as well as the *Grant Instructions and Requirements* for additional information regarding match.

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 Competitive Subaward Application (Word)
 2. ADSD Subaward Budget Template (Excel)
 3. ADSD Work Plan Template (Word)
- Additionally, applicants must submit attachments as requested in the [Application Checklist](#). Attachments are categorized by “required,” “optional”, or “if applicable.”

Deadline: Friday, April 21, 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 June 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 and independent reviewers will review all applications for each service and make initial funding recommendations based on scoring criteria in the following section.

For service categories, funding is allocated regionally, based on NRS and community need. See the appendix for each service category for regional allocations.

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 (50-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 – Rural/frontier, underserved populations, or unserved service areas – Score 5 bonus points
2. Applicant’s capacity to provide the service, its experience and existing or proposed partnerships (10 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
3. Other funding, sustainability goals, and reasonableness of cost per client, unit of service and program expenses (10 points).
- No other funding or sustainability goals; unreasonable cost per client, unit of service and program expenses – Score 0 points
 - Limited other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification – Score between 1 and 4 points
 - Satisfactory other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification (or vice versa) – Score between 5 and 6 points
 - Satisfactory other funding and/or sustainability goals; mostly reasonable cost per client, unit of service and program expenses and justification – Score between 7 and 9 points
 - Abundant other funding and/or sustainability goals; all costs are reasonable and justified – Score 10 points
4. 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
5. 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 June 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.

Additionally, if services/clients will need to be transferred from one subrecipient to another, the ADSD team will work with both subaward recipients to develop a transition plan.

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).
- The application must be concise and no more than 30 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](#).

- Applicants must submit one PDF file consisting of 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.
- 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

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 the 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 & Partnerships
- 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 intervention is designed to address. Include how the project will potentially impact older adults, individuals with disabilities, family members and caregivers, and include information about current gaps in services. Identify marginalized and traditionally underserved populations within proposed service area as well as challenges to serving these populations.

Proposed Intervention

Describe clearly and concisely, how your organization plans to carry out this service. 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 intervention will target and serve historically underserved populations.

Describe the proposed service area and target population(s) to be served through this project. 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 intervention(s).

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

Describe organization's targeting plan. Include information on how the organization plans to communicate and collaborate with civic, minority organizations, as well as other service providers and partners, to maximize transportation options for the target population.

Discuss the anticipated impact of proposed intervention strategies.

Describe strategies that will be used to reach the population(s) to be served. Identify any barriers that may prevent service delivery.

Organizational Capacity and Partnerships

Describe the organization's capacity to perform the proposed intervention(s). Include past experiences and/or anticipated increased capacity as a result of this funding. Identify the professional staff and their specific responsibilities under this project, as well as the facilities and other resources in place to support project activities. Describe how training and ongoing communication will be used to develop and maintain a well-trained, competent workforce consisting of paid staff, volunteers, and community partners. Resumes of professional staff can be included.

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. Letters of Commitment can be attached and do not count towards the application page limit.

Describe existing and planned efforts to collaborate with community, county, regional, or statewide organizations to meet project goals, enhance service delivery, increase outreach, and/or implement proposed intervention(s).

Discuss technological capacity to provide obtain and provide training, deliver services, perform outreach, capture and report data, and achieve program objectives.

Cost-Effectiveness and Sustainability

Describe resources outside ADSD funding to be used to support this project. How will these resources be used to enhance service delivery and/or outreach? 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, fully address the reason for the request.

Describe other efforts to deliver this service efficiently, including but not limited to volunteer services. Provide information about contractual organization(s) that will have a significant role in implementing and achieving outcomes.

Discuss the impact upon the proposed service area should this project not be funded. Describe plans to maintain cost-effectiveness and to support a model that is sustainable and replicable.

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). Include at least 2 anticipated outcomes, based on this project's proposed intervention(s) that will directly impact target populations. Outcomes should link to project priorities and activities provided in the proposed intervention section. 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 output is not the same.

Describe the techniques and tools to be used to determine the effectiveness, efficiency, quality, and/or success of project activities. Also, describe plans for evaluating the success of reaching project goals and achieving desired outcomes.

[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.

Matching Funds Requirements: 15% of the ADSD requested amount. The required match will calculate automatically. Break out match into the budget expense categories to show where it will be applied.

In the columns after Match, enter any other funding that will be used to support the proposed service. Enter the name of the funding source where indicated, whether the funding is pending or secured, and the amount to be used towards the program. Then, break out the funding into the budget expense categories.

Ensure all boxes on row 21 are zero as stated in the row header.

Add comments to box B, if needed. Format the row as needed to include all text.

Identify sources of match in box C (format as needed) and indicate whether it is pending or secured. Match can be non-federal cash or in-kind.

In-kind match is the value of any real property, equipment, goods, or services contributed to a funded program that would have been considered eligible expenses within the program's budget for the funded service.

List potential/estimated amounts and sources of program income, such as client donations, in box D (format as needed). If your program has a sliding fee scale or cost-sharing procedure, indicate how the program will manage the process according to the RPGPs.

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/agingnvgov/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.

- 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.**