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

Nevada Assistive Technology Collaborative:
Assistive Technology Resource Centers - Device Demonstration, Device Lending, & State Leadership Activities (Information/Assistance, Training & Technical Assistance, Public Awareness, and Transition Specific Training and Technical Assistance)

NOTICE OF FUNDING OPPORTUNITY (NOFO) AND INSTRUCTIONS

COMPETITIVE SUBAWARD PROCESS
Fiscal Years 2024-2027
(Additional years will be based on performance and funding dependent)

Reporting Cycle, Year One (Fiscal Year 2024): October 1, 2023 – September 30, 2024

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INTRODUCTION

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide Assistive Technology services to individuals with disabilities as part of the Nevada Assistive Technology Collaborative. The programs will be funded through subawards consisting of federal funding. This Notice of Funding Opportunity (NOFO) establishes the requirements an applicant must meet to be considered for funding.

This NOFO and its corresponding application materials were posted on the Division's website and emailed to current subrecipients and other interested parties. The materials are available for download at: Nevada ADSD: Open Grant Opportunities (nv.gov).

A mandatory applicant orientation webinar will be held Wednesday, July 26, 2023. All interested applicants must attend this session.

DATE	TIME	WEBINAR/TELECONFERENCE INFORMATION
July 26, 2023	10:00 AM	Please email or call John Rosenlund at 775-687-0835 or jrosenlund@adsd.nv.gov to confirm attendance. The meeting is intended in a webinar format. If accommodations are needed, please confirm with John Rosenlund by 5:00pm on July 19, 2023.

Before completing the application, **thoroughly read this instruction packet** and the documents outlined below. These documents outline subrecipient compliance requirements.

- **General Service Specifications** provide program standards for all funded programs, unless noted as exempt in the Notification of Subaward (NOSA). The **Nevada Assistive Technology Collaborative Service Specifications** outline baseline standards for compliance for the specified service. The Division has final authority over content. Service Specifications are evolving documents and are available at: ADSD Grant Service Specifications (nv.gov).

- **Program Policies** as well are **Annual Progress Report Instructions** are available with the NOFO documents at: Nevada ADSD: Open Grant Opportunities (nv.gov). Additionally, a sample of **Goals and Objectives** are provided within these instructions and the application. The FFY24 Goals and Objectives are also available at the above link for applicants' reference

- **Requirements and Procedures for Grant Programs (RPGPs)** are statements of ADSD policy that ensure fiscal compliance with statutes, regulations and/or rules. Subrecipients must follow the RPGPs, and pending subsequent regulations, whenever the particular regulation applies to their funded program. The ADSD Requirements and Procedures for Grant Programs are available at: Grantee Regulations, Information and Resources (nv.gov).

1.   **Funding Source and Service Background**

The NATC program services are funded through the Assistive Technology Act of 1998, As Amended under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128.

Background

The creation of the Assistive Technology Act provided the State of Nevada with grant funds to

establish programs and services within the state. The Nevada Assistive Technology Collaborative (NATC) is Nevada' AT Act program. Nevada chose to provide services through collaborations with organizations that shared in the purpose of the AT.

Purpose:

To improve the provision of Assistive Technology (AT) to individuals with disabilities through a comprehensive statewide continuum of integrated activities, for individuals with disabilities of all ages, that are designed to:

- increase the availability of, funding for, access to, provision of, and training about AT devices and AT services;

- increase the ability of individuals with disabilities of all ages to secure and maintain possession of AT devices as such individuals make the transition between services offered by educational or human service agencies or between settings of daily living (for example, between home and work);

- increase the capacity of public agencies and private entities to provide and pay for AT devices and AT services on a statewide basis for individuals with disabilities of all ages;

- increase the involvement of individuals with disabilities and, if appropriate, their family members, guardians, advocates, and authorized representatives, in decisions related to the provision of AT devices and AT services;

- increase and promote coordination among State agencies, between State and local agencies, among local agencies, and between State and local agencies and private entities;

- increase the awareness and facilitate the change of laws, regulations, policies, practices, procedures, and organizational structures, that facilitate the availability or provision of AT devices and AT services; and

- increase awareness and knowledge of the benefits of AT devices and AT services among individuals with disabilities and their families, older individuals and their families, and the general population.

Program services are provided statewide through community partners that possess both the expertise and structure necessary to provide the services. Program services within an ATRC are structured for specific purposes and expected outcomes. An ATRC is a place where anyone should be able to make contact if their need is related to Assistive Technology or Assistive Technology Services. The ATRC must have staff both knowledgeable and capable of assisting consumers, or connecting the consumer with someone who is better suited. The ATRC staff must be able to highlight and articulate the importance of the consumers next possible, and appropriate steps. This is applicable rather it is a consumer using Assistive Technology, a person supporting a person with a disability, an organization or agency. ATRC's strive to empower the consumer to be informed decision makers. ATRCs strive to improve Assistive Technology Services wherever they exist. Regardless of what an initial request is for, other ATRC services will very likely benefit the consumer and make a positive impact. Our goal is simple, to improve Assistive Technology Services. An ATRC will be the model that other services should follow, where Assistive Technology consumers are supported and challenged to be experts of their own needs and have vast input about the services that will best meet their needs.

The program will include existing consumers in various stages of services. Subrecipients must use the reporting system provided through the NATC. Goals and objectives are established annually or as necessary to ensure optimal consumer services.

Services are provided based on the philosophy that (1) disability is a natural part of the human experience and in no way diminishes the right of individuals to live independently, enjoy self-determination, make choices, contribute to society and experience full integration and inclusion in American society; and (2) services must assure that people with disabilities, and their families, have access to culturally competent services, supports and other assistance and opportunities which promote independence, productivity and inclusion.

Historically there have been options for two subawards providing services split between northern and southern regions. The northern region has included the following counties: Carson, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Nye (northern portion), Pershing, Storey, Washoe, and White Pine. The southern region has included the counties of Esmeralda, Nye (southern portion), Lincoln, and Clark. Currently the program is provided statewide by one community partner. NATC must ensure that services are provided to cover the entire state.

2.   **Services to be Provided by Subrecipients**

Under this Notice of Funding Opportunity (NOFO), the selected subrecipient(s) must provide the following services as and Assistive Technology Resource Center:

Information and assistance (I&A) activities are those in which the AT program responds to requests for information and/or puts individuals in contact with other agencies, organizations, or companies that can provide them with needed information on AT products, devices, services, and/or funding sources, or providing intensive assistance to individuals about AT products, devices, services, and/or funding sources. This information may be provided in person, over the telephone, via email, or by some other means.

Device Demonstration Programs are designed to enable an individual to make an informed choice. AT demonstrations compare the features and benefits of a particular AT device or category of devices for an individual or small group of individuals for the purpose of decision making. A demonstration program must also provide comprehensive information and referrals to individuals, to the extent practicable, about State and local assistive technology venders, providers, and repair services.
Whenever possible, the participant should be shown a variety of devices. Demonstration includes assisting individuals in making informed choices regarding, and providing experiences with, the devices and services using personnel who are familiar with such devices and services and their applications. The program will maintain the NATC device inventory and support the NATC in appropriate device selection.

Device Loan Programs: The purpose of a device loan may be to assist in decision making, to serve as a loaner while the consumer is waiting for device repair or funding, to provide an accommodation on a short-term basis for a time-limited event, or for training self-education or other personnel development activities. Device borrower can be an individual, group of individuals, or entity that receives a short-term device loan for the purpose of making a decision, serving as loaner, providing an accommodation or for training, self-education or other professional development activity. The program will maintain the NATC device inventory and support the NATC in appropriate device selection.

State Leadership Activities:
Training activities are instructional events, usually planned in advance for a specific purpose or audience, designed to increase participants' knowledge, skills, and competencies regarding AT.

Such events can be delivered to large or small groups, in-person, or via telecommunications or other distance education mechanisms. Examples of training include classes, workshops, and presentations that have a goal of increasing skills, knowledge, and competency, as opposed to training intended only to increase general awareness of AT. Training specific to transition must be planned and provided.

Technical Assistance (TA) is defined as direct problem-solving service provided by Statewide AT Program staff to assist programs and agencies in improving their services, management, policies and/or outcomes. TA may be provided in person, by electronic media such as telephone, video, or e-mail and by other means. The following are examples of TA: needs assessment, program planning or development, curriculum, or materials development, administrative or management consultation, program evaluation and site reviews of external organizations, and policy development. TA specific to transition must be planned and provided.

Public Awareness activities are designed to reach large numbers of people, including activities such as public service announcements, radio talk shows and news reports, newspaper stories and columns, newsletters, brochures, public forums, and social media.

3.   **Eligibility and Funding Availability**
Public and private, nonprofit organizations can apply if interested in providing services outlined in this NOFO.

Available statewide funding is allocated for northern Nevada $265,000 to provide Device Demonstrations, Device Loans, and State Leadership activities including Training, Technical Assistance, Information & Assistance, Public Awareness, and transition specific Training & Technical Assistance. Community partners will be required to provide a plan for activities within the first 30 days of acceptance and adjustments to the plans as needed. The AT Act requires funding to be utilized and tracked. At minimum the program must utilize 60% of the funding for Device Demonstration and Device Lending services. The remaining State Leadership activities (Training, Technical Assistance, & Public Awareness) cannot exceed 40% of the planned services and expenses. A program utilizing this funding must plan and allocate a minimum of 6% of the State Leadership funding towards transition specific training and technical assistance. These activities must be planned with the NATC Director.

Participation requires flexibility to accommodate opportunities and needs throughout the state. Community partners would establish and maintain a close working relationship with the NATC to ensure services are meeting expectations. Prospective NATC partners must have the expertise and structure necessary to provide the AT services and proposals should clearly provide evidence of those capabilities for each AT service included in their proposal. Prospective NATC partners must collect performance measures and survey data for all services provided. Program services may not be used to supplant any agency's responsibilities with regard to providing assistive technology to persons with disabilities.

The final funding amount and number of subawards will be determined based on the number of responses received by ADSD, application scoring, regional allocations, and administrator discretion.

Funding is distributed as monthly or quarterly reimbursements. Subrecipients who require advance funding must thoroughly justify the need within the Application Questionnaire. ADSD may or may not accept the justification and could ask for further information before approving or denying the request. Advance payments are only distributed on a monthly basis and must be reconciled at the conclusion of each month before additional funding will be released.

4. **Budget Period and Reporting Cycle**

This competitive process is for a yearly program with the potential of services over a four-year **term, beginning October 1, 2023. The first-year subaward budget and reporting period will be on** a Federal Fiscal Year 2024 (FFY24), which is from October 1, 2023, through September 30, 2024.

Budgetary support for subrecipients beyond the first year will depend upon the overall availability of funds, program performance, program reporting, and service priorities established by the Division. The completion of annual subaward continuation applications is required in order to be considered for funding in FY25-27.

5. **Reporting Requirements**
All funded programs must have the equipment and software required to report data online and scan, email and/or upload reports or other documents, as applicable per direction from ADSD. ADSD uses email as its primary means of communication with applicants and subrecipients.

- All programs are required to review and report core data monthly, possible through the required reporting system.
- Monthly expenses must be tracked and reported to align with the AT service area. This would be provided with the monthly reimbursement.
- Request for Funds/Financial Reports are submitted monthly, quarterly, or as otherwise directed by ADSD.
- If funded, your assigned Program Specialist and Grants and Projects Specialist will provide reporting instructions.
- The reporting schedule is posted at http://adsd.nv.gov/Programs/Grant/Resources. Additional reporting may be required.
- Failure to comply with reporting requirements can place a subrecipient's funding in jeopardy.
- Aside from application scoring, the reporting history of existing programs will be considered in funding recommendations and decisions.

6. **Division Contacts**
Program Specific questions should be addressed to the NATC Director:

John Rosenlund
IL Program Specialist III
jrosenlund@adsd.nv.gov

Technical assistance on the required forms can be directed to the Grant Manager:

Alex Crocket
Social Services Manager I
acrocket@adsd.nv.gov

7. **Submittal Information**
- **Deadline: Wednesday, August 16, 2023.**
  - Applications must be emailed to ADSDGrants@adsd.nv.gov *and* jrosenlund@adsd.nv.gov.
- **Failure to meet the application submission deadline** will eliminate the application from consideration in this funding opportunity.

8. **Application Status Determination for On-Time Applications**
    - 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 August 2023.
    - 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 notification of non-acceptance.
    - The Administrator, or designee, will notify the applicant of the Administrator's decision, in writing, within ten working days of receiving the applicant's appeal.

9. **The Administrator's decision is final. There will be no additional appeal process.**
    Funding Decisions
    - After application acceptance, the NATC Director, Grants and Project Specialists and independent reviewers will review all applications and make initial funding recommendations based on the scoring matrix on page 8.
    - ADSD staff will review funding recommendations and scores with the Administrator. Reporting and compliance history of previous or current subrecipients will also be reviewed.
    - The Administrator will consider all input prior to making final funding decisions.
    - ADSD may negotiate with or seek additional information from applicants before decisions are made.
    - The Administrator's decision is final.
    - Subaward announcements will tentatively be released in late August.
    - Notices of Subaward (NOSAs) will be distributed in September, or as ADSD receives requested subrecipient budget revisions, as applicable.

10. **Scoring**
    Applications will be scored using the categories below, with a total maximum score of **100 points**. Applicants that follow the guidance below may better demonstrate their ability to successfully operate the program.

    Capacity, Experience, and Services *(30 points)*
    - The applicant describes the organization's capability to coordinate the program services required.

    Staffing *(30 points)*
    - The proposal describes sufficient experience of the administration and leadership.
    - The proposal describes sufficient and reasonable staffing to ensure optimal services and is it reflective in the budget.
    - The organization currently has staff that are experienced in the provision of the program services as described. If not, the applicant described a viable plan to find and hire appropriate staff.
    - The organization describes existing staff or that they will hire staff knowledgeable about an extensive range of AT including vision, hearing, speech communication, learning/cognition/developmental, mobility/seating/positioning, daily living, environmental adaptations, vehicle modifications/transportation, computers/related, and recreation/sports/leisure.

    Service Delivery *(20 points)*
    - The proposal describes how program services would be provided and the description is in

line with the program model.
- The organization describes its capacity to provide outreach and public awareness.
- The organization describes the ability to provide services throughout the required services area.

Program Budget *(20 points)*
- Personnel costs are reasonable to best ensure quality staff.
- Non-personnel operating costs reasonable and adequately justified.

In the event an application is funded, the following will apply, in addition to the documents listed on pages 2-3 (please keep this information for future reference):

1. **Notice of Subaward (NOSA)**
    The Notice of Subaward will be placed on ADSD's FTP server if the successful applicant is an existing subrecipient. If the successful applicant does not currently receive ADSD funding, or does not have access to the FTP server, the NOSA will be emailed. In each instance, a detailed email will be sent to the individual listed as the Subrecipient Contact on the Applicant Information page of the application (Excel file) to notify the applicant of awarded funding. **It is very important to read all documents carefully, follow all instructions and comply with all special conditions (if applicable). An authorized representative of the subrecipient must fill-in, sign and return the NOSA to the assigned ADSD Grants and Projects Specialist (GPS), as listed in the email. ADSD must have on file a letter authorizing the signer if that person is not the head of the nonprofit board, for-profit agency or public entity, depending on the type of organization**.

    Please note: If budget revisions are required, ADSD must receive those revisions before a NOSA can be issued. The Program Specialist or assigned GPS will contact you to request revisions.

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

2. **Request for Funds-Financial Reporting (RFR)**
    The Request for Reimbursement (RFR) is utilized when funding is requested by a subrecipient. The RFR must be completed, submitted and approved in order to draw down funds. Funds are distributed as monthly or quarterly reimbursements, unless the subrecipient has been approved for monthly advance payments (see page 3). The RFR will be distributed to funded programs with the NOSA. Programs must use the provided form. RFRs must be accompanied with the required level of back-up documentation. ADSD can supply sample RFR and back-up documentation templates to interested applicants, as requested (contact ADSD).

3. **Vendor Number**
    All vendors doing business with the State of Nevada must have a vendor number assigned by the State Controller's Office. Current subrecipients do not have to complete this form, but new subrecipients are required to complete a Vendor Registration Form before any invoices or subaward payments can be made. The Vendor Form must be completed by the subrecipient and submitted directly to Vendor Services, and a copy must be sent to ADSD's Fiscal Unit in Carson City. Vendor Forms are available at http://controller.nv.gov/. Electronic vendor registration is also available.

4. **Change of Address**
    To change the program's address, the subrecipient must submit a Vendor Information Update and/or Additional Remittance Form to the State Controller's Office. This form is submitted directly to Vendor Services with a copy to ADSD's Fiscal Unit in Carson City. **The Division**

must be notified of address changes to avoid any delay in receiving funds. Vendor Forms are available at http://controller.nv.gov/. Ensure your RFR form has the correct address for vendor payments listed under Subrecipient Address.

5.   **Performance Indicators**
Performance Indicators are not required as a state service. However, Performance Measures are built into the reporting requirements. A program will have established Goals and Objectives and ongoing review of the reported services throughout the partnership with the NATC.

6.   **Program Assessment and Fiscal Monitoring**
Programs will be assessed on, at least, a biennial basis, in order to evaluate fiscal accountability, progress towards achieving program goals, objectives, projected outcomes, client satisfaction and adherence to the ADSD's NOSA, Incorporated Documents, Service Specifications, RPGPs and other regulations, as applicable.

Program assessment visits occur at the location of service delivery and/or the subrecipient's office and may include visits to clients' homes to discuss their satisfaction with the services and view services. Fiscal monitoring is conducted on each subaward after the budget period has ended, or as otherwise deemed necessary. The monitoring may occur at the subrecipient's office, or as a desk audit, depending on the type and size of the subaward.

7.   **Technical Assistance**
The IL Program Specialist will provide service-specific technical assistance and program development, as well as file reviews. All subrecipients are also assigned a Fiscal Analyst for budgetary review and compliance.

APPLICATION FORMAT and FILE 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 were requested and follow the examples.

THIS TAB IS NO 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: Note there are exceptions for Assistive Technology Act Services. Any equipment, regardless of cost, would be listed in this section. All equipment must be inventoried and will be made available to the NATC if the sub-awardee is no longer a program partner. Furthermore Administrative and Indirect Costs are not possible on Equipment Purchases. 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):
Note there are exceptions for Assistive Technology Act Services. The Assistive Technology Act specifies that no more than 10% can be utilized for Indirect Costs. 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: Matching funds are not required for Assistive Technology Act Services.

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

ATRC Goals, Target Outcomes, and Monthly Reporting Please read the Draft 2024 ATRC Goals document. This document must be signed by the authorized organizational representative. Revision will be possible but will need to be established and agreed upon before a Notice of Subaward (NOSA) can be provided. If there are questions or concerns about the Goals, please ensure that you have addressed them with the Nevada Assistive

Technology Collaborative (NATC) Director. There may be additional goal areas identified as needed throughout the life of the subaward.

PROVIDER REQUIREMENTS

Read the following section and respond to each question within the Word file.
Page Limit: 3 pages.

Those agencies involved in the direct management and oversight of Nevada Assistive Technology Collaborative services under the Assistive Technology Act must meet minimum qualifications. These minimum qualifications include:

- Community partners must share the NATC's Purpose and Philosophy as collaborative partners in the provision of the program services.

- Inclusion of personnel who are knowledgeable and experienced in the following areas:

  o Device Demonstration, Device Loan, Training, Technical Assistance, and Information and Assistance services: Lead staff must have a minimum of 5 years of Assistive Technology experience identifying barriers, AT solutions, demonstrating AT (includes coordinating demonstrations by others), and supporting informed consumer decision making.

  o Inclusion of personnel who are knowledgeable in community resources and specifically resources to obtain Assistive Technology (minimum 5 years).

  o Reutilization: Inclusion of personnel who are knowledgeable about Assistive Technology Reuse including sanitization of the AT.

  o Provide an "NATC Community Partner Staff Experience & Qualifications" form for all staff working on NATC services.

- Follow the Nevada Assistive Technology Collaborative Programs Policy for the provision of services.

- Ensure the Goals and Objectives established with ADSD are monitored and responses updated as defined with ADSD.

- Establish and maintain a data collection system for all coordinated services. Including surveying and collection of Performance Measure data as required throughout the reporting.

- Collect and maintain validated reporting data.

- Coordinate and collaborate with other agencies and organizations.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication.

In Word file: Describe agency's ability to comply with Provider Requirements.

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, <u>will not</u> count towards page limit.

- ☐ Provider Requirements
- ☐ Proof of Nevada 211 Listing - Agency and Service(s) (*required upon funding approval*)
- ☐ Sliding-Fee Scale/Cost Sharing Policy (<u>*required if applicant uses it for the service*</u>)
- ☐ Client donation policy (<u>*required per the Grant Instructions*</u>)
- ☐ Resumes for Project Director and Key Personnel
- ☐ Current Federal Indirect Cost Rate (FICR) Letter (if applicable)
- ☐ Letters of Commitment/Support (optional, but encouraged)
- ☐ Contracts or Memorandums of Understanding *(<u>if applicable to the program/service</u>)*