

State of Nevada
Aging and Disability Services Division

Notice of Funding Opportunity

American Rescue Plan Act – OAA Services
Infrastructure and Capacity Building Grants

Application Due: 10/26/2021

Table of Contents

Funding Opportunity Description	2
Award Information	5
Division Contacts.....	7
Application Forms and Submission Information	7
Application Review Information	7
Form Instructions.....	9

State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	American Rescue Plan Act – OAA Infrastructure and Capacity Building
Project Period:	December 1, 2021 – June 30, 2023
Budget Period:	Variable (see Funding Description)
Due Date for Applications:	October 26, 2021

Funding Opportunity Description

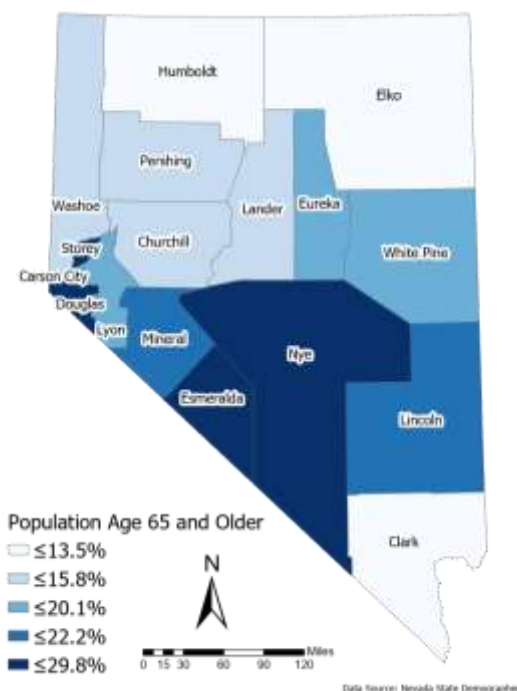
Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to build infrastructure and capacity to serve older adults in Nevada under the Older Americans Act. This funding opportunity is in line with the ADSD mission:

To ensure the provision of effective supports and services to meet the needs of individuals and families, helping them lead independent, meaningful and dignified lives.

According to the 2021 Elders Count Report, Nevada's older adult population continues to grow at rates more than double that of the national rate and this growth is expected to continue through at least 2030. While a larger percent of older adults resides in urban areas, rural/frontier counties tend to have an older population, with a higher per capita of older adults (Fig. 1).

Figure 1: NV % of Senior Population by County, 2018



As a result of the COVID-19 pandemic older adults across the nation and throughout Nevada were impacted in numerous ways. Not only were they at greatest risk of health complications and death from the COVID-19 virus, but they also faced greater risk of social isolation and food insecurity. The pandemic provided a reason for many older adults who had not previously accessed services to begin accessing services and highlighted what the aging service network already knew. There is far more need than capacity.

The American Rescue Plan Act was passed by Congress to help address infrastructure and capacity building throughout the nation. Within the Act, there are several different provisions aimed at addressing infrastructure throughout various sectors in the United States. Included in these provisions are specific funds allocated to states under the Older Americans Act to increase infrastructure and capacity building among the aging service network.

Current Challenges

This Notice of Funding Opportunity seeks to specifically address the following priorities:

Technology

Technology solutions became essential as a result of the pandemic and continue to be critical to responding to the needs of older adults and family caregivers. While the aging services network and many older adults throughout Nevada were able to quickly adapt to technology-based services, there are many opportunities to increase infrastructure to adopt technology-based models for long-term capacity solutions.

From a provider capacity, investment in technology infrastructure can help streamline processes, reduce duplication of efforts, minimize errors, and increase capacity to serve more individuals.

However, it is also recognized that while a great number of older adults adapted to technology-based services, there is still a need to invest in technology training, equipment and broadband access to help address issues such as social isolation, health disparities, and access to other social service supports.

Workforce Development

One issue that was highlighted during the pandemic and continues to be a challenge for the aging services network is the lack of a qualified and willing workforce to serve older adults through social service programs. Increased wage demands, variances among regions in Nevada, and lack of training are some of the most noted challenges facing the network.

Investments in capacity building, non-traditional workforce – such as volunteers or contract work, training and other strategies to address workforce shortages is necessary to ensure Nevada's older adults are supported throughout the network.

Capital Improvements

Many providers within the aging services network have faced challenges in maintaining or expanding existing facilities and equipment to serve older adults. Additionally, providers who may be interested in serving older adults do not have the resources to manage startup costs

for new services. There is a need to expand many critical services throughout Nevada, however, rarely is there an opportunity to help support the capital improvements, equipment, and other costs associated with start-ups.

Outreach and Marketing

The aging services network has identified a need to help increase awareness of services available throughout Nevada. While Nevada has invested in the establishment of Nevada Care Connection Resource Centers and other efforts to increase awareness of services, more targeted efforts for specific services and supports is also recognized as a need throughout the state. Investments in marketing strategies, as well as other strategies to increase awareness and help individuals know what is available in their community are necessary to continually engage older adults and family caregivers so they know where to go and who to call before they end up in a crisis.

Funding Description

Funding for this opportunity comes from the Older Americans Act allocation under the America Rescue Plan Act (ARPA). Funding is available under the following titles:

- Title III-B: Supportive Services
- Title III-C: Senior Nutrition Program
- Title III-D: Evidence Based Health Promotion Programs
- Title III-E: Caregiver Supportive Services

ADSD anticipates awarding approximately \$5,100,000 in SFY2022 and in \$5,400,000 in SFY2023 statewide for these projects. Final funding allocations will be determined based on application scores, number of applications approved, and regional coverage in Nevada.

Projects funded under this announcement may be funded for up to 19 months (through June 30, 2023). See the [Budget Narrative](#) instructions for projects extending beyond June 30, 2022.

Additional funding opportunities may be available for future projects depending on final funding decisions.

Eligible Applicants

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

All applicants must be in good standing with the State of Nevada and the Federal Government. If an applicant has not responded to any audit finding from the Aging and Disability Services Division (ADSD) or the Department of Health and Human Services, their application may not be considered for funding.

Applicant Assistance

The Nevada Grants Office is available to provide pre-award assistance to applicants including but not limited to application project management and application reviews. More information about their services and contact information is available at: <http://grant.nv.gov/>.

Award Information

Service Category

This funding opportunity is to support infrastructure and capacity building projects in the following categories:

Technology	Available funding will assist providers in the investment of technology and technology solutions to increase capacity of services and support older adults/family caregivers' access to services.
Capital Improvements	Available funding will be used to invest in capital improvements including but not limited to startup costs, remodeling, or equipment purchases to increase the capacity to serve older adults and family caregivers in Nevada.
Workforce Development	Available funding will be used to address workforce shortages, increase the quality of the workforce, and diversify workforce strategies to serve older adults and family caregivers in Nevada.
Outreach and Marketing	Funding, if available will be used to increase awareness and access to services by older adults and family caregivers.

Subrecipient Responsibilities

Applications will be evaluated, in part, on the applicants' stated plan of action and how their project will increase capacity to serve older adults and family caregivers after the 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:

- *ADSD General Service Specifications* provide program standards for all funded programs, unless noted as exempt in the Notice of Subaward (NOSA):
<http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/ServSpecs/GeneralServiceSpecifications-AllSubawardsFY21.pdf>
- *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/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf>
- *Reporting Schedule* includes monthly Requests for Reimbursement and Quarterly Programmatic Reports. Other reports may be required depending on the service category:
<http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/Reporting/ReportingSchedule.pdf>
 - All programs are required to report client demographic and monthly program service data as defined by ADSD.

- Programs that utilize volunteers must maintain insurance, including, but not limited to worker's compensation insurance for those individuals. With proper paperwork, ADSD can include volunteers of funded programs in the state's workers compensation coverage at no cost to the subrecipient. Insurance requirements are listed in the General Service Specifications (Appendix B) at <http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/ServSpecs/GeneralServiceSpecifications.pdf>.
- Failure to comply with reporting requirements can place a subrecipient's funding in jeopardy.
- Programs awarded funding must provide any requested revisions to ADSD by the date listed in the funding announcement. A NOSA cannot be issued without requested revisions.
- The application and NOSA must be signed by the head of the agency. ADSD must have a letter on file authorizing the signer if it is not the head of the non-profit board, for-profit agency, or public entity, depending on the type of organization.
- The Request for Reimbursement (RFR) form must be submitted in accordance with the Reporting Schedule, including all required backup documentation.
- All subrecipients must be registered with the State of Nevada and must have a vendor number. Vendor Registration Forms are available at <http://controller.nv.gov>.
- If a subrecipient address changes, the subrecipient 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 subrecipients must have a Dun & Bradstreet Data Universal Numbering System (DUNS) number: <https://www.dnb.com/duns-number.html>
- All subrecipients 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 subrecipients.
- All subrecipients will be assigned a Project Specialist who is available to aid with aspects of subaward management, service-specific technical assistance, and program development. Fiscal Auditors are available to address questions regarding fiscal matters.
- The assigned GPS will contact subrecipients regarding requested revisions before a Notice of Subaward (NOSA) can be issued.
- NOSAs will be distributed to funded programs as soon as possible pending receipt of requested revisions.
 - The Request for Reimbursement file will be distributed with the NOSA. Reimbursement requests can be submitted monthly or quarterly.
- 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 not required for these subawards. However, due to the limited nature of these funds as well as the availability of other capacity building funds under different provisions of the ARP Act, subrecipients should identify other sources of funds that could/will be used to support the project.

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.

Application Forms and Submission Information

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

1. MS Excel File: ADSD Subaward Application – ARPA-OAA FY22 Part 1
 2. MS Word File: ADSD Subaward Application –ARPA-OAA FY22 Part 2
 3. PDF File: DHHS Subrecipient Questionnaire
- Additionally, applicants must submit attachments as request within the [Application Checklist](#). Attachments are categorized by “mandatory,” “optional” or “if applicable.”

Deadline: Tuesday, October 26, 2021 (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.
- 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.
- The Administrator’s decision is final. There will be no additional appeal process.

Review and Selection Process

After application screening, the ADSD staff will review all applications for this service and make initial funding recommendations based on scoring criteria in the following section.

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

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

The Administrator's decision is final.

Scoring Criteria

Application scoring will be based on the following matrix, considering the applicants responses from all required application elements. The total possible score for applications is 55 points.

1. Project Relevance and Current Need (up to 10 points).

- The applicant describes current challenges it is facing in serving the target populations.
- The service area, priority populations and current efforts are well defined.
- The applicant identifies gaps in services and unmet needs that will be addressed by this project.

2. Capacity and Approach (15 points).

- The applicant clearly describes the proposed project, including specific activities and anticipated challenges.
- The project directly ties to existing capacity challenges and demonstrates how the organization will increase capacity to serve the target population.
- The applicant demonstrates their ability to complete the proposed project.
- The applicant identifies key staff and other resources that will have a key role in completing this project.

3. Cost Effectiveness and Sustainability (15 points)

- The project budget is reasonable and accurate.
- There are other funding sources identified to help support the project.
- The project has a clearly stated plan to end within the state project period, if it is anticipated that the project will continue beyond the project period the applicant has identified other funding that will be used to sustain the project.
- The applicant identifies ways this project will increase efficiency and capacity.

4. Project Impact (10 points).

- The project goals and objectives are well-defined and relevant to increase infrastructure and capacity of the aging service network.
- The applicant has clearly defined partnerships and roles of partners in this project. Letters of commitment are included with the application.
- The applicant identifies outcomes and outputs for this project.

5. Adherence to application instructions and accurate completion of forms (5 points).

- Applicant followed the instructions and completed the required forms/sections accurately.
- Responses are detailed and concise.

Anticipated Announcement Award Date

Subaward decisions will be announced via email upon final funding decisions. Requested application revisions must be received and approved by ADSD timely in order 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 subrecipients. This training will include the Request for Reimbursement process and other reporting requirements.

Form Instructions

Application Format

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

- Applications must be computer-generated.
- The application must be concise. 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. **If no page limit is listed, the document is one (1) page.**
- Applications are expected to be free of spelling and grammatical errors.
- Use black, 12-point Arial font in the application's Word file. In the Excel file, use the pre-set font settings.
- The application must be submitted on Division forms. The application must be the ADSD Competitive Subaward Application – ARPA-OAA, FY22 version (as shown in the application's footer).
- Submitted applications must be on white, 8 ½ x 11 size paper, assembled according to the instructions on the [Application Checklist](#) and saved as a PDF document. Applicants who are not able to submit one file may follow the instructions on the [Application Checklist](#) to submit the application in sections.

Form Instructions

The **Excel** file contains the following forms, in order:

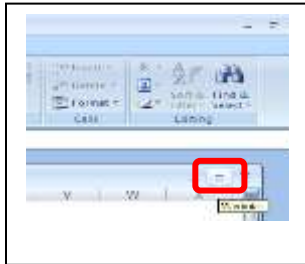
- Applicant Information

- Budget Narrative, 10-page limit
- Budget Summary

To access each form in Excel, click on the corresponding tab at the bottom of the page/workbook as shown here:



If you do not see the tabs at the bottom of the page, maximize the screen by clicking the button on the right side of the screen, as shown here:



PLEASE NOTE: Do not utilize multiple copies of the Excel file to create your application; there are formulas that carry 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.

The **Word** file contains the following forms, in order:

- Project Narrative, up to 10 pages limit
- Organizational Standards and Applicant Questionnaire, 3-page limit
- Goals and Objectives, 3-page limit

The **Subrecipient Questionnaire** (PDF file) is pre-set at 6 pages. Provide an answer to each question.

Excel File Instructions

APPLICANT INFORMATION

Box #	Instructions
1	Check the box next to the type of application. If the application is for a subaward that is currently funded by ADSD, enter the award number, which can be found on the NOSA as the Agency Ref # in the top right corner.
2	No action required. The amount requested will auto-fill once the Budget Narrative is complete.
3	Select the agency’s organization type.

4	<p>Enter Subrecipient and Program information, as requested on the form. Complete both sections. <i>Subrecipients</i> are entities that are responsible for the funds awarded. Additional information on Subrecipients (grantees) is in <u>RPGPs</u>. <i>Programs</i> are entities that provide service delivery under the subaward. The subrecipient contact and program director must not be the same person for accountability purposes. For non-profit organizations, the Subrecipient contact must be the President of the Board of Directors, even if another person has been delegated as an authorized signatory. Enter the agency's State Vendor number, if one exists, and the address associated with the number if it is different than the Subrecipient address.</p> <p>Enter the agency's Employer Identification Number (EIN) or Federal Tax Identification Number.</p> <p>Enter the agency's Data Universal Numbering System (DUNS) Number. All DUNS numbers are 9 digits. To request, look-up or make changes to a DUNS number, go to http://fedgov.dnb.com/webform.</p>
5	No action required. The funding source has been pre-entered.
6	List the program's service area(s) for the proposed service. You may list specific cities and/or towns, or describe a larger area (e.g., 15-mile radius around Winnemucca; Statewide except for Clark County; etc.). If you list a county, and not specific cities and/or towns, the program will be expected to serve the entire county. This also applies to subawards that enter "statewide" in this section without exclusions listed.
7	List the populations that the agency will target for the proposed service. You may list more than one population-type per line, if needed.
8	No action required. The type of subaward has been chosen (categorical).
9	List the components of the proposed service that will be ADSD-funded. You may list more than one component per line, if needed.
10	<p>Read the statement. Enter the name and title of the agency's authorized representative. Once the authorized representative has reviewed the completed application package, he/she will sign and date the Applicant Information form. By signing the forms, the representative is stating that he/she has approval from the Subrecipient to sign the forms and verified accuracy of the information within the entire application. <i>ADSD must have on file an official 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.</i></p>

BUDGET NARRATIVE

The applicant's name, subaward and service type will auto-fill from information entered on the Applicant Information 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. Utilize the RPGPs for rules and regulations on allowable expenses.

Extended Project Instructions. Projects under this funding opportunity can be funded for up to 19 months. ADSD will need the project budget to show expenses in SFY22 (December 1, 2021 to June 30, 2022) and SFY23 (July 1, 2022 to June 30, 2023). Example (personnel category):

Line A: Suzy Jones, Project Coordinator, PCN 000

Line B: SFY2022 (Dec 2021 – June 2022): \$15/hour x 20 hrs/week x 30 weeks = \$9000;
SFY2023 (July 2022 – June 2023): \$15/hour x 20 hrs/ week x 52 weeks = \$15,600. Total project costs: \$24,000.

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 EXPENSES: Administrative expenses 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. 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 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.

BUDGET SUMMARY

The applicant name, subaward and service type will auto-fill from information entered on the Applicant Information page.

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

Matching Funds Requirements: Match is not required for this funding opportunity. *Funds that are awarded for SFY2022 but not expended in SFY2022 may be subject to match.*

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>.

Word File Instructions

PROJECT NARRATIVE

Provide detailed and concise responses to each section of the project narrative using guidance below and throughout this document.

A. Problem Statement

Describe your current challenges in meeting the needs of older adults and/or family caregivers in your service area. Include information regarding the organization's existing efforts in this service area.

Identify gaps in services, unmet needs, or other challenges facing the target population in your area. Describe current efforts and challenges in reaching underserved populations, including individuals in rural areas, minority populations, and other priority populations.

B. Proposed Intervention

Describe clearly and concisely, how your organization plans to meet the requirements of this funding opportunity. Include a description of specific activities planned, any anticipated challenges and how the organization plans to overcome these challenges. Include any anticipated technical assistance needs. Describe how your proposed project will increase your capacity to serve older adults and/or family caregivers.

Describe your organization's capability to complete the proposed project. Include past experiences or anticipated increased capacity because of this funding. Describe the specific responsibilities of key staff under this service, the facilities, and other resources in place to support this service. Resumes or CV vitae may be included as attachments to the application for key staff whose responsibilities are described. These documents do not count towards the application page limit

C. Cost Effectiveness and Sustainability

Describe resources outside ADSD funding to be used to support this service. How will these resources be used to expand capacity? Include a description of other sources of funding and how they will enhance the proposed project. If the project will need to be sustained beyond the project period, describe how the project will be sustained after this funding ends.

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

D. Objectives and Outcomes

Describe the key objectives of this project and the anticipated outcomes. What are the overarching goals of the project and the intended benefits? What increase in infrastructure and/or capacity is expected for the organization through the proposed project. Identify any expected outputs because of this project.

Identify key partnerships and describe in detail how they will help the organization increase capacity. Include partnerships with government entities, as well as other community partners that will help serve the specified population. Letters of Commitment can be attached and do not count towards the application page limit.

Page Limit: 10 pages.

ORGANIZATIONAL STANDARDS and APPLICANT QUESTIONNAIRE

Read the form and respond accordingly.

On question 3, choose the organizational structure of the agency and identify the governing body or ownership as applicable to the selection. Non-profit agencies must verify information for their board of directors.

If the program will use volunteers, please review required insurance information in [Subrecipient Responsibilities](#).

Page Limit: 3 pages.

GOALS AND OBJECTIVES

Describe the top two goals and related major objectives, activities, due dates, staff responsibilities and documentation for this project. Multiple objectives may be included within a row if there are not enough rows to meet your needs. Goal 3 has been added by ADSD for completion by the applicant; additional objectives and activities may be added to Goal 3 if they fit under the Quality Improvement and Effectiveness category. Information from this section may be directly added to the NOSA Scope of Work at ADSD's discretion.

Within each of the yellow lines, there is a field that will allow you to press Enter/Return to add spaces for formatting purposes, i.e., to move a goal onto its own page, if desired.

Page Limit: 3 pages.

Application Checklist

If you are submitting one PDF file (preferred), assemble the application in the order shown below. You may also submit a PDF for each of the three files (Part 1, Part 2, Subrecipient Questionnaire) and the attachments.

Review the Scoring Criteria (page 8) to ensure completeness of your application before submitting.

If any of the following items are incomplete or missing, the application will be rejected:

- Applicant Information (Excel Document)
- Budget Narrative (Excel Document)
- Budget Summary (Excel Document)
- Project Narrative (Word Document)
- Organizational Standards and Applicant Questionnaire (Word Document)
- Goals and Objectives (Word Document)
- Subrecipient Questionnaire (PDF Document)

Attachments – If included, will not count towards page limit.

- Resumes and Letters of Commitment (*optional for all services*)
- Contracts or Memorandums of Understanding (*if applicable to the program/service*)
- Official letter authorizing a person other than the head of the nonprofit board, for-profit agency or public entity (depending on the type of organization) to sign the application and/or subaward documents (*if applicable*).