

State of Nevada
Aging and Disability Services Division

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Funding Opportunity Number: ADSD-ATIL2024-C

**ASSISTIVE TECHNOLOGY FOR INDEPENDENT
LIVING (AT/IL)**

Fiscal Years 2024 - 2027

Applications Due: April 21, 2023

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Introduction

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide Assistive Technology for Independent Living services to individuals with disabilities in Nevada, through subawards consisting of a combination of state and 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: http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/.

Background

For over 25 years, the AT/IL program has provided statewide services to support individuals with disabilities to live in their communities as an alternative to institutional care, including those who are transitioning back into the community from institutional care. The program was created to address barriers that prevent people from addressing their essential daily living needs where resources do not exist or are extremely limited.

Program services are provided statewide through community partners that possess both the expertise and structure necessary to provide the services. The program includes an existing caseload of consumers in various stages of services. The program is operated by following policies already established. Subrecipients must use the case management system provided by ADSD. Goals and objectives are established annually or as necessary to ensure optimal consumer services.

Historically there have been options for two awards 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. ADSD must ensure that services are provided to cover the entire state.

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.

The focus of the program is an individual's Independent Living Goals related to essential daily living needs. By providing assistance to individuals and finding solutions to remove the barriers that may exist for them. The program is to support the consumer to remain living independently in the community. There are a variety of solutions that may exist for one individual which may or may not include the purchase of home modifications, vehicle modifications, or assistive technology devices (all of these are Assistive Technology). The

program must be able to provide authorizations and payments to vendors for the Assistive Technology services.

Services to be Provided by Subrecipients

Under this Notice of Funding Opportunity (NOFO), the selected subrecipient(s) must provide the following services:

Independent Living (IL) services:

- Provide information and referral, including access to peer support and independent living skills training;
- Engage consumers with daily living barriers and promote the development of IL Goals;
- Assist consumers in developing IL Goals;
- Development of an IL Plan or Waiver of an IL Plan
- Technical assistance; and
- Identification of the options and resources available.

Assistive Technology (AT) services:

- Assistance with identifying AT modifications, devices/equipment, or services that will best accomplish the consumer's goal/goals;
- Identify potential resources and provide guidance to access those resources;
- Encourage and support AT demonstration and the trial of AT whenever possible; and
- Implement best AT practices to provide consumers with the ability to make informed choices.

Assistive Technology and Modifications (as part of an IL goal):

- Authorize funding by purchase order or authorization to vendors for services;
- Make payment to vendors upon confirmed completion of services;
- Home access modifications;
- Assistive devices and equipment;
- Vehicle adaptations to drive and/or transport the person and mobility equipment;
- Care facility transition assistance; and
- Communication technology assistance.

Outreach and Public Awareness:

- Conduct outreach and public awareness in services areas;
- Track all activities;
- Monitor consumer referral sources to determine impact;
- Identify unserved and underserved populations;

Funding Information and Procedures

The AT/IL program is funded through a combination of sources, including the federal Assistive Technology Act, the federal Rehabilitation Act (Independent Living Part-B) and the State general funds.

Note: The terms “Division” and “ADSD” will be used interchangeably in reference to the Aging and Disability Services Division throughout these instructions and the application.

Applicant Orientation

***A mandatory applicant orientation webinar will be held Thursday, April 6, 2023.

All applicants must attend this session.***

DATE	TIME	WEBINAR/TELECONFERENCE INFORMATION
April 6, 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 March 30, 2023.

Subrecipient Responsibilities

Before completing the application, **thoroughly read this instruction packet** and the documents outlined below. These documents outline subrecipient compliance requirements. In addition to the Applicant Certifications included in the ADSD Subaward Application form, the following conditions apply for funded projects.

- **Program Policies** are available with the NOFO documents at http://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/. Additionally, **Provider Requirements** and **Goals and Objectives** are addressed within these instructions and the application. The SFY24 Goals and Objectives are also available at the above link for applicants' reference.
- 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 NOSAs and 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.

Eligibility and Funding Availability

Public and private, nonprofit organizations can apply if interested in providing services outlined in this NOFO.

Available funding is allocated for operational costs and direct services. The average funding SFY2020-2023 was \$ \$1,588,135. ADSD anticipates a comparable budget being available in SFY2024 for the services described. The statewide operational costs currently average 22% of the available budget with the remaining funding budgeted for direct services. Historically, this program has required 5-6 FTEs. Indirect or Administrative costs are not allowable for the Direct Services funding. Only program operational costs can have an Indirect or Administrative Cost as necessary to operate the program.

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 decision.

Cost Sharing or Matching

Cost sharing or Matching is not required for the Assistive Technology for Independent Living program.

Budget Period and Reporting Cycle

This competitive process is for a potential four-year program cycle, beginning July 1, 2023, through June 30, 2027. The first-year subaward budget and reporting period will be for State Fiscal Year 2024 (FY24), which is from July 1, 2023, through June 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. Funding sources may become available throughout a program year and will require budget modifications to add them into the subaward.

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 report consumer caseload information monthly (Reports available within ADSD's WellSky system).
- Bi-monthly report on Direct Service funds is required.
- Request for Funds/Financial Reports are submitted monthly, quarterly, or as otherwise directed by ADSD.
- If funded, your assigned Program Coordinator and Fiscal Auditor 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.

Division Contacts

Program Specific questions should be addressed to the IL Program Coordinator:

John Rosenlund, NATC Director/IL Program Coordinator. jrosenlund@adsd.nv.gov.

Technical assistance on the required forms can be directed to the Interim Grant Manager: LaDonne Knighten, Community Services Chief, lknighten@adsd.nv.gov.

Submittal Information

- Deadline: Friday, April 21, 2023.
 - Applications must be emailed to ADSDGrants@adsd.nv.gov **and** jrosenlund@adsd.nv.gov.
 - Alternatively, existing subrecipients may also upload the file(s) to ADSD's FTP server and send an email to the above email addresses to notify ADSD of the submission.
- **Failure to meet the application submission deadline** may eliminate the application from consideration in this funding opportunity.

Application Forms

There are X files to be used when completing the subaward application. The submitted application must have all elements of these files included:

- ADSD Competitive Subaward Application (Word)
- ADSD Subaward Budget Template (Word)
- AT for IL SFY2024 Goals and Objectives (Word)
- AT for IL Provider Requirements (Word)
- Additionally, applicants must submit attachments as requested in the Application Checklist. Attachments are categorized by "required", "optional" or "if applicable".

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 May 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.
- The Administrator's decision is final. There will be no additional appeal process.

Application Review and Scoring

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

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)

- Proposal describes how the AT/IL Program fits within the applicant organization's purpose or mission, as well as other programs or services it provides. (See the Assistive Technology for Independent Living Services Specification General Requirements.)
- Proposal describes the organization's ability to provide program services to persons with disabilities in the community.
- Proposal describes its understanding of the individual and community needs of persons with disabilities, and how its program will function to meet those needs.
- Proposal describes the organization's experience with assisting in the development of Independent Living Goals for daily living.
- Proposal describes the organization's experience identifying barriers to daily living and Assistive Technology solutions to remove the barriers.
- Proposal describes the organizations' ability to assist and coordinate services from vendors and contractors.
- Proposal describes partnerships or collaborations with other agencies and organizations that may be applicable or beneficial in the provision of program services.
- Proposal describes the organization's capability to coordinate program services with other resources in the community.

Staffing (25 points)

- The proposal describes sufficient experience of the administration and leadership.
- The proposal describes sufficient and reasonable staffing to insure 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 has existing staff that will provide services and the staff are properly described.

Service Delivery (25 points)

- The proposal describes the organization's clear ability to serve individuals with significant disabilities including those with the most significant disabilities.
- The proposal describes how program services would be provided and the description is in line with the program model.
- The organization has visibility in the community.
- The organization describes its capacity to provide sufficient outreach and public awareness. It describes its current methods of public awareness.
- The organization indicates if it is currently providing outreach to rural areas of Nevada and the areas it is reaching.
- The organization describes the ability to provide targeted outreach to unserved and underserved populations.

Program Budget (20 points)

- Personnel costs are reasonable to best ensure quality staff.
- Non-personnel operating costs reasonable and adequately justified.
- The budget fully supports the scope of program services.

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.

AT/IL Goals and Objectives

Please read the AT/IL Program Goals and Objectives document. This document must be signed by the authorized organizational representative.

The Goals and Objectives must be agreed upon before a Notice of Subaward (NOSA) can be provided. If there are questions or concerns about the Goals and Objectives, please ensure that you have addressed them with the Nevada Assistive Technology Collaborative (NATC)

Director/Independent Living (IL) Program Coordinator. 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. Responses can be typed in Word. The completed document should be saved as a PDF with the applicant's Application Form.

Page Limit: 3 pages.

Those agencies involved in the direct management and oversight of IL services, must meet certain minimum qualifications in keeping with 34 CFR 364.23; 34 CFR 364.24; and 34 CFR 364.31. These minimum qualifications include:

- Inclusion of personnel who are knowledgeable and experienced in the following areas:
 - A minimum of 5 years' experience in the development and provision of Independent Living Goals and Services with a focus on daily living barriers and needs.
 - 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 in the areas of Daily Living, Environmental adaptations, Mobility, Communication (speech and hearing), Vehicle modification & transportation, and Vision.
 - Inclusion of personnel who are knowledgeable in community resources as well as resources to obtain Assistive Technology (minimum 5 years).
 - Inclusion of personnel that have experience working with vendors and contractors to obtain quotes for services and monitor service completion (minimum 5 years).

Provide name of staff, number of years, brief description of experience.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Describe agency's ability to comply.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services, and improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. *(Required that IL staff will complete the (4) modules on IL History & Philosophy Orientation for IL Staff provided through ILRU <http://www.ilru.org/il-history-and-philosophy-orientation-for-il-staff>; must be reviewed by staff every year)*

Describe your organizations commitment and methods of how you will ensure IL staff have the best opportunity to improve skills and knowledge.

- Affirmative action to employ, and advance in employment, qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *(Required that all job openings are posted accordingly and comply with the Act, all job candidates are considered regardless of any disabilities with equal opportunities made available to all who apply)*

Answer Yes or No.

[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: Match is not required for this program. Applicants do not have to enter match in that column.

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. NOT APPLICABLE to this 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/agingnv.gov/content/Programs/Grant/FiscalRequirements.pdf>

Application Checklist

Applicants must submit one PDF file consisting of the ADSD Subaward Application – Competitive form, Project Narrative, AT/IL Goals and Objectives, and Provider Requirements. The ADSD Subaward Budget template must be submitted as an Excel File.

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)
- AT/IL Goals and Objectives (PDF document)
- Provider Requirements (PDF document)
- Budget Narrative (Excel File)
- Budget Summary (Excel File)

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.