

State of Nevada
Aging and Disability Services Division

Notice of Funding Opportunity

Funding Opportunity Number: ADSD-CAS2024-C

Communication Access Service Centers

Applications Due: April 21, 2023

Table of Contents

Funding Opportunity Description	2
Award Information	5
Service Categories	5
Subrecipient Responsibilities.....	6
Cost Sharing or Matching.....	7
Application and Submission Information.....	7
Application Review Information	8
Form Instructions.....	12
ADSD Subaward Application – Word Document.....	12
ADSD Subaward Budget Template – Excel File.....	15
ADSD Work Plan – Word Document.....	18
Application Checklist	19
Appendix 1 – Language Acquisition	20
Appendix 2 – ASL Instruction	21
Appendix 3 – Telecommunications Equipment and Assistive Technology	22

State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Communication Access Service Centers
Funding Opportunity Number:	ADSD-CAS2024-C
Project Period:	July 1, 2023 – June 30, 2027
Budget Period (1st Year):	July 1, 2023 – June 30, 2024
Due Date for Applications:	April 21, 2023

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide services to the deaf, hard of hearing and speech disability community per NRS 427A.797.

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.

Telecommunication Devices for the Deaf (TDD) Surcharge is imposed on every phone line in the state of Nevada to fund the Communication Access Services (CAS) program, administered by ADSD. Per NRS, the surcharge is used to provide the following services to the deaf, hard of hearing and speech disability community:

- State Interpreter/Mentorship Program
- Interpreter/Communication Access Realtime Translation (CART) Registry
- Relay Nevada
- Access to Services
- Language Acquisition
- American Sign Language (ASL) Instruction
- Telecommunications Equipment & Assistive Technology Distribution

ADSD is aware that the deaf, hard of hearing and speech disability community throughout Nevada faces several challenges. Most notably, deaf individuals note a shortage of trained, qualified interpreters available to them. This rings true throughout Nevada, but is particularly challenging in rural areas, in medical and legal settings, and within the school system. ADSD administers the State Interpreter/Mentorship Program through state staff. The Mentorship Program for Interpreters seeks to address this challenge through peer support and mentoring to increase registered interpreters' skill level and advance their credentialing.

In addition to administering the State Interpreter/Mentorship Program, ADSD administers the Interpreter Registry through state staff. The Relay Nevada service is provided through a contract and the three services specifically related to this Notice of Funding Opportunity

(NOFO), Language Acquisition, ASL Instruction and Telecommunications Equipment and Assistive Technology Distribution services, have been provided through community partners.

This funding has previously been awarded as a single subaward incorporating all services, as well as through multiple awards to provide Access to Services, Language Acquisition, ASL Instruction and Telecommunications Equipment and Assistive Technology Distribution individually. ADSD is seeking to award funding for these services to one or more partners who will work to support this community.

Current Challenges

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

Gaps in Services

Due to an insufficient provider network and communication access, especially in terms of qualified sign language interpreters, the deaf, hard of hearing, and speech disability community often has a lack of access to basic services to the same degree enjoyed by the hearing population. For example, an individual who is deaf and whose primary language is American Sign Language may not be able to access social service programs that can help support their goals and needs because the staff within these programs lack knowledge and cultural competency on the needs of individuals who are deaf, hard of hearing, or who have a speech disability. They may also face challenges in accessing basic education services, employment opportunities or even healthcare. This individual may need support to know what services are available to them, how to access them, learn how to self-advocate, and in some instances may need ongoing support until their needs are met.

While these concerns have been noted statewide, the communities in rural and frontier counties report similar concerns that are exacerbated by the geographic and infrastructure challenges in these areas. In a 2019 townhall in Elko, the community members expressed being disconnected from services, not being able to access appropriate healthcare, and severe deficiencies in educational support for children who are deaf or hard of hearing. In many cases, individuals in rural communities have been left without access to any service.

Language Development

For all children, language development is critically linked to cognitive development. For children who are born deaf or hard of hearing, accessible language acquisition is critical for cognitive development as well as for their long-term success. It is critical to provide acquisition to language and communication that is accessible to children who are deaf, hard of hearing, or have a speech disability as well as their families. Information on the variety of options available for language acquisition should be provided to ensure that parents and families are empowered to make informed decisions about their child's language development. Families should be given options for language development, and have ongoing support as their child's language develops.

Language development for children must be multi-modal and include role modeling, social learning, and an introduction into Deaf culture. It must also support families in developing language that helps them to communicate with their child.

For many families, children, and even adults who are late deafened, learning American Sign Language (ASL) is a critical component of language development. While families may choose a bi-lingual approach, or an adult may already have developed English as their language, ASL can provide a secondary mode of accessible communication and expose individuals to peers that can help support their social development and sense of community. ASL curriculum is taught at few colleges in Nevada; however, these classes are not typically geared towards families. For families and individuals who wish to learn sign language, community-based ASL classes provide the opportunity for them to learn ASL, and, also helps develop a network of peer support through the meeting and interaction of families and individuals within their own community.

Limited Resources

The National Institute of Health estimates approximately 15% of the adult population over the age of 18 is deaf or hard of hearing. In Nevada, this translates to approximately 433,000 individuals across the state. Funding is not keeping pace to support the access needs for this population. The only funding directly apportioned to the deaf, hard of hearing, and speech disability community comes from the Telecommunications Devices for the Deaf (TDD) surcharge. This funding stream cannot be relied on to fund services other than telecommunication access. Although similar services are currently available to the general population throughout the state from other agencies and organizations, as previously mentioned, there is a lack of awareness, expertise, and cultural competency to support this community in an effective and meaningful way. These limitations have significantly affected the community services available through competitive subawards.

Coordination of Services

Community providers are working to partner across services. However, when community providers are asked to describe the partnerships, they have created to effectively work with the deaf, hard of hearing, and speech disability community, the model under which they operate is often limited to referrals to other providers. In recent years, ADSD has facilitated townhall meetings and focus groups at which providers were informed of the community's frustrations over the lack of targeted coordination of services. Still, partners continue to focus on a solely referral-based provision of services. This approach does little to resolve the communication barriers in accessing services, a major concern consistently expressed by members of the community in conversations with providers, townhall meetings, and focus groups.

It is essential that Nevada develop a network of support for the deaf, hard of hearing, and speech disability community that includes members of the community.

Funding Description

Funding for this opportunity comes from the Telecommunication Devices for the Deaf (TDD) surcharge collected by the Public Utilities Commission (PUC).

Per NRS 427A.797 services to be funded under this NOFO include:

- Language Acquisition
- American Sign Language (ASL) Instruction
- Telecommunications Equipment & Assistive Technology Distribution

ADSD anticipates approximately \$725,000 dollars to support community providers under this funding opportunity. This amount will be for year one of a four-year project period. Budgetary support for subaward recipients in additional years will depend upon the overall availability of funds, program performance, program reporting, and service priorities established by the Division.

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.

Award Information

Service Categories

The Aging and Disability Services Division has defined three (3) service categories. The service categories are defined based on the NRS and could include more than one service. Applicants must submit **a separate application for each service category** they wish to apply for in this Notice of Funding Opportunity. Each category of service has a specific amount of funding allocated based on priorities set by NRS and community need. Each category has an appendix with specific instructions for applications for services within the category.

NOTE: Click on the name of the category to be routed to that appendix item.

Language Acquisition

This service provides language acquisition to promote effective communication with the outcome to support the deaf/hard of hearing child's language development. The program will be made available statewide to individuals who have a hearing loss or speech disability. Services are person-centered and provide individuals access to language acquisition to reach their goals.

ASL Instruction

This service provides ASL instruction to promote effective communication with the outcome to increase the deaf/hard of hearing individual's communication in everyday society. The program will be made available statewide to individuals who have a hearing loss or speech disability. Family members of individuals who have a hearing loss or speech disability or those who provide professional services for individuals who have a hearing loss or speech disability, can access ASL instruction. Services are person-centered and provide individuals access to ASL instruction to reach their goals.

Telecommunications Equipment and Assistive Technology

This service provides distribution and repair of telecommunication equipment and telecommunication-related assistive technology. This service also provides assessment and training for telecommunications users with communication disabilities who are seeking to upgrade their technology to more functionally equivalent solutions. Services are person-centered and dependent on the individual's needs for effective communication and/or needs for Internet Protocol (IP)-compatible equipment.

Subrecipient Responsibilities

These awards are competitive, and applications will be evaluated, in part, on the applicants' stated plan of action and their demonstrated capacity to begin effectively and expeditiously implementing their subaward activities within sixty days of their subaward project period. The subaward is an agreement between the applicant and the Aging and Disability Services Division (ADSD).

The subaward recipient agrees to the responsibilities outlined below:

In addition to the Applicant Certifications included in the ADSD Subaward Application form, the following conditions apply for funded projects.

- Programs awarded funding must provide any requested revisions to ADSD by the date indicated in the notification email. A NOSA cannot be issued without requested revisions.
- The application must be signed by the Authorized Organizational Representative (AOR) or head of the agency unless additional authorized signers are indicated on the ADSD Subaward Application form.

- The Agency's AOR may list up to two (2) Additional Authorized Signers on the application, indicating authorized representatives who are able to sign other documents such as 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.

Cost Sharing or Matching

Matching funds are required for all subawards. The match required is 15% of the ADSD-requested funding. Match can be cash or in-kind. Program income cannot be used as match.

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

Application and Submission Information

Applicants must submit a separate application for each service category they wish to apply for under this Notice of Funding Opportunity.

Division Contacts

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

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

Application Forms and Submission Information

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

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

Deadline: Friday, April 21, 2023 (by 11:59 pm, PST)

- Applications must be emailed to ADSDGrants@adsd.nv.gov.

Application Review Information

Application Screening

- Each application will undergo an initial review for completeness and adherence to instructions. Applications that do not meet all requirements will not be accepted for funding consideration. Applicants with rejected applications will receive written notification in June 2023.
- Rejected applicants may appeal this decision, in writing, to the ADSD Administrator. The request for review must be received within five working days from the notification of non-acceptance.
- The ADSD Administrator, or designee, will notify the applicant of the Administrator’s decision, in writing, within ten working days of receiving the applicant’s appeal.
- The ADSD Administrator’s decision is final. There is no additional appeal process.

Review and Selection Process

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

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

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

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

The ADSD Administrator's funding decision is final.

Scoring Criteria

Competitive applications will be scored according to the following matrix (50-point total):

1. Service area, outreach plans and proposed service delivery to target populations (10 points plus 5 bonus points).
 - Items are not defined/described and are unrelated to the proposed service – Score 0 points
 - Items are all poorly or partially defined/described and/or mostly unrelated to the proposed service – Score between 1 and 4 points
 - Items are mostly defined/described, with some areas lacking, and/or partially unrelated to the proposed service – Score between 5 and 6 points
 - Items are satisfactorily defined/described and mostly related to the proposed service – Score between 7 and 9 points
 - Items are thoroughly defined/described and undoubtedly related to the proposed service – Score 10 points
 - Bonus – Rural/frontier, underserved populations, or unserved service areas – Score 5 bonus points
2. Applicant's capacity to provide the service, its experience and existing or proposed partnerships (10 points).
 - No experience and lack of capacity and partnerships – Score 0 points
 - Some experience, but lack of capacity and/or partnerships (or vice versa) – Score between 1 and 5 points
 - Good experience, but lack of capacity and/or partnerships (or vice versa) – Score between 6 and 9 points
 - Exceptional experience, capacity and existing partnerships, with plans to seek new partnerships – Score 10 points
3. Other funding, sustainability goals, and reasonableness of cost per client, unit of service and program expenses (10 points).
 - No other funding or sustainability goals; unreasonable cost per client, unit of service and program expenses – Score 0 points

- Limited other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification – Score between 1 and 4 points
 - Satisfactory other funding and/or sustainability goals; slightly unreasonable cost per client, unit of service and program expenses with poor expense justification (or vice versa) – Score between 5 and 6 points
 - Satisfactory other funding and/or sustainability goals; mostly reasonable cost per client, unit of service and program expenses and justification – Score between 7 and 9 points
 - Abundant other funding and/or sustainability goals; all costs are reasonable and justified – Score 10 points
4. Relevance, achievability and impact of the proposed goals and objectives, as well as evaluation of outcomes (10 points).
- Goals, objectives and evaluation of outcomes are not related to the program, unachievable and do not show impact – Score 0 points
 - Goals, objectives and evaluation of outcomes are slightly related to the program, achievable and impactful – Score between 1 and 4 points
 - Goals, objectives and evaluation of outcomes are mostly related to the program, achievable and impactful – Score between 5 and 6 points
 - Goals, objectives and evaluation of outcomes are adequately related to the program, achievable and impactful – Score between 7 and 9 points
 - Goals, objectives and evaluation of outcomes are strongly related to the program, achievable and impactful – Score 10 points
5. Adherence to application instructions and accurate completion of forms (5 points).
- Instructions not followed and forms not complete – Score 0 points
 - Some instructions followed and some forms not complete – Score between 1 and 2
 - Most instructions followed and forms are complete – Score between 3 and 4
 - All instructions followed and forms are complete – Score 5 points

Anticipated Announcement Award Date

Subaward decisions will be announced via email in June 2023. Requested application revisions must be received and approved by ADSD timely, 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 subaward recipients within the first quarter of the project period. This training will include the Request for Reimbursement process and other reporting requirements.

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

Form Instructions

Application Format

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

- Applications must be computer-generated on the ADSD Application Forms. There are three files required for all competitive applications: (1) ADSD Subaward Application – Competitive with Project Narrative (PDF), (2) ADSD Subaward Budget Template (Excel), and (3) ADSD Work Plan (Word).
- The application must be concise and no more than 30 pages (excluding attachments). Do not include cover sheets, cover letters, unsolicited attachments or application instruction pages, as they will be included in the page limit. Specific page limits are listed next to page names below.
- Applications are expected to be free of spelling and grammatical errors. All application forms have pre-set formatting including fonts, line spacing, and margins.
- Submitted applications must be on white, 8 ½ x 11 size paper, assembled according to the instructions on the [Application Checklist](#).
- Applicants must submit one PDF file consisting of the ADSD Subaward Application - Competitive with the Project Narrative. The ADSD Subaward Budget template must be submitted as an Excel File. The ADSD Work Plan must be submitted as Word document.
- All applicable sections of the Subaward Application must be signed and dated.
- **Applications must be submitted via email to ADSDGrants@adsd.nv.gov.**

ADSD Subaward Application – Word Document

A. Applicant Organization Information

This section captures information regarding the Applicant Organization. The Applicant Organization is the named subrecipient on the Notice of Subaward and is responsible for the funds awarded. All information in this section must match exactly what is on record with the Nevada Controller's office. *Failure to provide correct information in this section will prevent ADSD from making payments to the subrecipient if funding is approved.*

The Authorized Organizational Representative (AOR) is the individual authorized to submit an application on behalf the organization and, who is responsible for the organization's compliance with the terms and conditions of subawards, including compliance with state and federal laws/regulations. In non-profit organizations, this person is the President of the Board of Directors.

- Applications must be signed by the Agency's AOR.
- The Agency's AOR may list up to two (2) Additional Authorized Signers on the application, indicating authorized representatives who are able to sign Requests for Reimbursements (RFR) or other documents.

- Changes to the AOR and/or Authorized Signers must be submitted in writing by the Agency's AOR. A signed, dated, letter should be submitted to ADSDGrants@adsd.nv.gov.

The Fiscal Officer is the point of contact for any concerns regarding the budget, requests for reimbursement and annual audits.

B. Project Information

This section is for project specific information including the service category, proposed service, and physical address of the project. This section should also list the Project Director who is assigned as the manager/coordinator/lead for this project. The Project Director is the day-to-day contact for the ADSD Program Coordinator.

C. Applicant Certifications

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

D. General Provisions and Assurances

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

Project Narrative

Provide detailed, but concise responses to each section of the project narrative using guidance below and throughout the Notice of Funding Opportunity. Page Limit: 10 pages.

The project narrative is the main description of the proposed project and includes five sections:

- Challenges and Need
- Proposed Intervention
- Organizational Capacity & Partnerships
- Cost-Effectiveness & Sustainability
- Outcomes and Evaluation

Challenges and Need

Describe, in both quantitative and qualitative terms, the nature and scope of the particular problem(s), challenge(s), need(s), and/or issue(s) the proposed intervention is designed to address. Include how the project will potentially impact older adults, individuals with disabilities, family members and caregivers, and include information about current gaps in services. Identify marginalized and traditionally underserved populations within proposed service area as well as challenges to serving these populations.

Proposed Intervention

Describe clearly and concisely, how your organization plans to carry out this service. Include a detailed description of specific activities planned that address the challenges and needs

identified above, how your organization will overcome these challenges, and if the proposed intervention will target and serve historically underserved populations.

Describe the proposed service area and target population(s) to be served through this project. Provide details of new and innovative strategies (services and outreach activities) that will be used, including information regarding your organization's existing efforts, lessons learned, service gaps, and any statistical information to support proposed intervention(s).

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

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

Discuss the anticipated impact of proposed intervention strategies.

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

Organizational Capacity and Partnerships

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

Identify key partnerships and describe in detail how they will enhance coordination of services under this project. Include partnerships with government entities, as well as other community partners. Letters of Commitment can be attached and do not count towards the application page limit.

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

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

Cost-Effectiveness and Sustainability

Describe resources outside ADSD funding to be used to support this project. How will these resources be used to enhance service delivery and/or outreach? Provide a thorough

justification for the level of funding requested from ADSD in this application. If an increase or decrease was requested for a current subaward, fully address the reason for the request.

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

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

Outcomes and Evaluation

List measurable outcomes and describe the methods, techniques, and tools that will be used to measure desired outcomes and the effectiveness of proposed intervention(s). Include at least 2 anticipated outcomes, based on this project's proposed intervention(s) that will directly impact target populations. Outcomes should link to project priorities and activities provided in the proposed intervention section. Although output (such as number of clients served, number of training sessions, number of outreach events) should be discussed in this area, measurable outcomes and output is not the same.

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

[ADSD Subaward Budget Template – Excel File](#)

This file is required for all ADSD Subawards, regardless of type. For additional guidance on budgets, applicants should refer to the [Grant Instructions and Requirements \(DHHS\)](#) and the [Requirements and Procedures for Grant Programs \(ADSD\)](#) for rules and regulations on allowable expenses.

The Excel file has formatting that is accessible to all users. While adding information to the Excel file, you may format the cells and rows as needed to fit your text.


There are 2 forms in this workbook: Budget Narrative and Budget Summary. Each form is a separate tab at the bottom of the page/workbook. If you do not see the tabs at the bottom of the page, maximize the screen by clicking the button on the top right side of the screen that looks like a little window.

PLEASE NOTE: Do not utilize multiple copies of the Excel file to create your application; there are formulas that carry from page-to-page. For best results, complete each tab of the workbook in order. Additionally, do not paste information from past applications, as it might cause problems with the formulas. This will ensure that invalid error messages are not shown on the application and linked boxes will have a value.

[Budget Narrative](#)

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

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

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

PERSONNEL: Line A: List *program* and *administrative* staff (Name, Title, PCN) that will provide **direct** service under the proposed services and the associated costs to be charged to the subaward, using the column headers as guides. Costs associated with administrative staff providing **indirect** services may only be included in this section in fixed-fee proposals; otherwise, the expenses may be included as part of the indirect/administrative expense percentage at the end of the Budget Narrative. Place an asterisk (*) beside all new positions. If your agency does not have a Position Control Number (PCN) system, one must be developed to identify each position. Line B, for each position listed: List the fringe benefits provided (FICA, Medicare, vacation, state industrial insurance, unemployment insurance, etc.). Briefly describe the position's duties as they relate to the funding and program objective.

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

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

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

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

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

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

ADMINISTRATIVE/INDIRECT EXPENSES or FEDERAL INDIRECT COST RATE (FICR): Administrative/indirect expenses and FICR are to be used to help cover expenses that are not easily assignable to a specific program or unit within an organization. These costs are associated with depreciation and use allowances, facility operation and maintenance, general administrative expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. If requested, the expenses are limited to the maximum rate listed, depending on the funding source and existence of an FICR letter. Once a funding source is assigned to an approved subaward, the allowable rate will apply, and a budget revision may be required if excess expenses are included. Administrative/indirect expenses do not apply to equipment or fixed fee subawards or portions of subawards. Reference the Requirements and Procedures for Grant Programs (RPGPs) GR - 20*. Modified Direct Costs (rate of 10%) must be based upon expenses as outlined within the RPGPs. FICR amount must be based upon allowed expenses per your organization's current FICR letter. Attach a copy of your FICR letter to the application, as applicable.

Budget Summary

The applicant's name and service type will auto-fill from information entered at the top of the Budget Narrative tab.

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

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

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

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

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

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

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

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

Program Income

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

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

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

ADSD Work Plan – Word Document

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

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

For each goal, list relevant objectives, activities and strategies to be implemented to achieve objectives. Identify timeframes involved (including start and end dates) under "Timeline". Under "Evaluation Tool" list relevant tools, techniques, systems, and/or methods that will be used to collect, report, and measure outputs and outcomes. Finally, document projected output and expected outcomes based on activities and strategies to be implemented.

Application Checklist

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

If any of the following items are incomplete or missing, the application will be rejected. If application is not received by the date requested (including revisions), funding may be delayed or may not be awarded.

- ADSD Subaward Application – Competitive (PDF Document)
- Project Narrative (PDF Document)
- Budget Narrative (Excel File)
- Budget Summary (Excel File)
- ADSD Work Plan (Word Document)

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

- 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.**

Appendix 1 – Language Acquisition

Background

Language acquisition focuses on assisting children who are deaf, hard of hearing or have a speech disability to develop language to avoid language deprivation. Each family is given a variety of options for language development. Language development for children must be multi-modal and include role modeling, social learning, and an introduction into Deaf culture. It must also support families in developing language that helps them to communicate with their child.

Applicants must describe how they will provide the service in this category in their proposals.

Services to be Provided by Subaward Recipients

- Visual language acquisition to consumers who are deaf, hard of hearing or have a speech disability to support language development through activities and a language rich environment.

Applicants for this service must follow the [Communication Access Service Centers – Language Acquisition](#) service specifications.

Funding Source

Funding for this service is allocated from the Nevada TDD Surcharge.

Funding Availability

Available funding for this service category is approximately \$100,000 statewide per year. The funding amount and number of awards will be determined based on regional allocations, competitive scoring, and administrator decision. Applicants may propose regional or statewide projects.

Applicants may request funding allocated to the service category, however funding requested above the published funding allocation must be explained in the Project Narrative. Funding above published allocation will be dependent on the approved ADSD budget.

Resources

- [Language Development – LEAD-K Family Services](#)

Appendix 2 – ASL Instruction

Background

American Sign Language instruction focuses on individuals who have a hearing loss or speech disability and their family members or those who provide professional services for individuals who have a hearing loss or speech disability. This service is designed to increase communication in everyday society for deaf and hard of hearing individuals. Applicants must describe how they will provide the service in this category in their proposals.

Funding Source

Funding for these services is allocated from the Nevada TDD Surcharge.

Services to be Provided by Subaward Recipients

- ASL instruction to consumers to promote ASL development in both one on one and/or group settings using curriculum to follow the American Sign Language Teachers Association (ASLTA)/American Council on the Teaching of Foreign Languages (ACTFL) standards for teaching ASL.

Applicants for this service must follow the [Communication Access Service Centers – ASL Instruction](#) service specifications.

Funding Availability

Available funding for this service category is approximately \$125,000 statewide per year. The funding amount and number of awards will be determined based on regional allocations, competitive scoring, and administrator decision. Applicants may propose regional or statewide projects.

Applicants may request more or less funding allocated to the service category, however funding requested above the published funding allocation must be explained in the Project Narrative. Funding above published allocation will be dependent on the approved ADSD budget.

Resources

The following resources provide more information about ASL Instruction:

- [American Sign Language Teachers Association | ASLTA](#)

Appendix 3 – Telecommunications Equipment and Assistive Technology

Background

Telecommunications devices and assistive technology assists people who are deaf, hard of hearing or who have a speech disability to communicate independently using specialized telecommunications equipment. These technologies not only assist individuals in making phone calls, but also alert individuals to incoming calls. In addition to telecommunications equipment, individuals who are deaf, hard of hearing, or speech impaired may benefit from other assistive technology that supports their communication needs. While there is a variety of assistive technology that can assist a person who is deaf or hard of hearing in their activities of daily living, this funding is intended to provide equipment and assistive technology that supports communication for this population.

This service category helps individuals identify various specialized technologies to meet their communication needs, distributes equipment and assistive technology to individuals, and provides training, as necessary, on the use of the distributed equipment and technology.

The services within this category are a priority of the TDD surcharge and are available to all individuals who are deaf, hard of hearing, or speech impaired in Nevada.

Services to be Provided by Subaward Recipients

- Telecommunication Equipment – Distribution and Repair: distribution or repair of telecommunication equipment by qualified and trained personnel to eligible consumers, state agencies and qualifying non-profit organizations.
- Telecommunication Equipment –Assessment and Training: Assessment of telecommunication equipment needs based on the eligible consumer's communication goals, including training on equipment usage. If the consumer desires to upgrade to IP-compatible (broadband) technology, assessment will include presenting and describing the various options and the FCC-certified vendors available for the service (I.e., Video Relay Service and Internet Captioned Telephone Service)
- Telecommunication-Related Assistive Technology Equipment – Distribution and Repair: Distribution or repair of communication-related assistive technology equipment by qualified and trained personnel, to eligible consumers, state agencies, and qualifying non-profit organizations.
- Telecommunication-Related Assistive Technology Equipment – Assessment and Training: Assessment of communication-related assistive technology equipment needs based on the eligible consumer's communication goals, including training on equipment usage.

Applicants must adhere to the [Communication Access Service Centers – TEDP](#) service specifications.

Funding Source

Funding for these services is allocated from the Nevada TDD Surcharge.

Funding Availability

Available funding for this service category is approximately \$500,000 statewide per year. The funding amount and number of awards will be determined based on regional allocations, competitive scoring, and administrator decision. Applicants may propose regional or statewide projects.

Applicants may request more or less funding allocated to the service category, however funding requested above the published funding allocation must be explained in the Project Narrative. Funding above published allocation will be dependent on the approved ADSD budget.

Resources

- [Relay Nevada](#)
- [TEDPA – Telecommunications Equipment Distribution Program](#)
- [NASRA – National Association for State Relay Administration](#)