State of Nevada

Aging and Disability Services Division

Notice of Funding Opportunity

Senior Community Service Employment Program (SCSEP)

Funding Opportunity Number: ADSD-SCSEP2026-C

Applications Due: February 24, 2025

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State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Senior Community Service Employment Program
Funding Opportunity Number:	ADSD-SCSEP2026-C
Project Period:	July 1, 2025 – June 30, 2029
Budget Period:	July 1, 2025 – June 30, 2026
Due Date for Applications:	Monday, February 24, 2025

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide services under the Senior Community Service Employment Program (SCSEP) to older adults in Clark County, Nevada.

This funding opportunity is in line with the ADSD mission:

> *To empower individuals and their support systems by providing resources for disabilities and aging - connecting Nevadans to services and improving their quality of life.*

The Senior Community Service Employment Program (SCSEP) provides community service and work-based job training for older adults, aged 55 and older, who are unemployed and have low-income. The program facilitates opportunities for enrolled participants to obtain training and skills development in preparation of gaining unsubsidized employment in public or private businesses and industries. These opportunities are Community Service Assignments (CSA) in non-profit organizations, government agencies, and public facilities such as schools, hospitals, and job centers.

Enrolled individuals participate in a person-centered process of identifying their interests, current skills, and barriers to employment, and setting goals for skill development with the purpose of obtaining unsubsidized employment. The program offers connections to community support services to eliminate or reduce barriers to employment that are identified, such as access to bus passes, food pantries, and work clothing.

In the assigned CSA, participants train no more than 20 hours per week and are paid at a minimum, Nevada's minimum wage. The current minimum wage as of July 1, 2024, is $12.00 per hour (*State of Nevada Minimum Wage 2023 Annual Bulletin).* The maximum period an individual can participate in the program is 48 months and the months do not have to be consecutive.

ADSD is seeking to subaward funding to one or more partner organizations for the provision of services through this competitive funding opportunity.

Current Challenges

Seeking employment can be challenging. This Notice of Funding Opportunity seeks to address the following:

- Develop strategies to improve participant training options and opportunities to increase successful transition to unsubsidized employment. Increase Community Services Assignment (CSA) opportunities that align with the projected growth of occupations and industries in the state.
- Develop strategies to engage local employers, promoting the benefits of hiring older workers through On-the-Job Employment (OJE) training opportunities.
- Develop and maintain partnerships with other workforce development organizations to leverage resources and enhance workforce development initiatives, such as Workforce Innovation Opportunity Act (WIOA) programs. (Home - Nevada Department of Employment, Training and Rehabilitation)
- Participate in the initiatives identified in the Nevada SCSEP Four-Year Stand-Alone State Plan Program Years 2024 - 2027. (SCSEP State Plan)

Funding Description

Funding for the Senior Community Service Employment Program (SCSEP) comes from Title V of the Older Americans Act (OAA), through the U.S. Department of Labor (DOL) Employment and Training Administration (ETA). ADSD is the state grantee for Nevada and currently funded for 43 participant slots in Clark County only. Nevada has a national grantee, the American Association of Retired Persons(AARP), that manages participant slots outside of Clark County. The DOL requires that 75% of this funding is used to support participate wages and fringe benefits (PWFB). See below for additional details.

The total funding amount is approximately $395,821.00.
This is the anticipated amount for year one of a four-year project period to provide services to approximately 43 participants annually.

Applicants shall submit a budget for one year (July 1, 2025 – June 30, 2026). Funding for subaward recipients in the continuing year will depend upon availability of funds, subaward recipient, reporting, and compliance, as well as service priorities established by ADSD and the Department of Health and Human Services (DHHS).

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 ADSD or DHHS, their application may not be considered for funding.

Applicant Assistance

The Nevada Governor's Office of Federal Assistance is available to provide pre-award assistance to applicants. More information about available services and contact information is available at https://ofa.nv.gov.

Resources

- SCSEP Service-Specific Service Specifications
- U.S. Department of Labor (dol.gov), SCSEP Guidance and Resources
- WorkforceGPS - SCSEP National Technical Assistance
- Older Americans Act – Title V Information

Informational Meeting

ADSD will host an optional, virtual Applicant Informational Meeting on Thursday, January 30, 2025, at 1:00 pm (PT). The meeting will be held via Microsoft Teams. No registration or reservation is needed. For additional information or **to request accommodations**, please email ADSDGrants@adsd.nv.gov.

Click Here to Join Meeting
Meeting ID: 260 940 879 029
Passcode: UA2Y8eh9

Or call in (audio only):
+1 775-321-6111,,227352673#
Phone Conference ID: 227 352 673#

Award Information

Subrecipient Responsibilities

This is a competitive funding opportunity. Applications will be evaluated, in part, on the applicant's stated plan of action and demonstrated capacity to begin effectively and expeditiously implementing subaward activities within sixty days of the start of the 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.

- Applications must be signed by the Authorized Organizational Representative (AOR) or head of the agency.
- Programs awarded funding must provide any requested revisions to ADSD by the date indicated in the notification email. A Notice of Subaward (NOSA) cannot be issued by ADSD without requested revisions.
- 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.
- All subaward recipients 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 subaward recipient's address changes, the subaward recipient must submit a Vendor Information Update and/or Additional Remittance Form to the Nevada State Controller's Office. ADSD must be notified of address changes in advance to avoid payment delays.
- All subaward recipients must comply with the Grant Instructions and Requirements revised January 2025 (DHHS-GIRS) and the Requirements and Procedures for Grant Programs (ADSD-RPGPs), statements of DHHS and ADSD policy that ensure fiscal compliance with statues, regulations, and/or rules.
- All subaward recipients must comply with Program-Specific Service Specifications.
- All subaward recipients must comply with ADSD's data collection and reporting requirements. Monthly, quarterly, and annual reports should be submitted timely, and per ADSD guidance. Reporting requirements may change at the discretion of ADSD and/or the funder. Failure to comply with reporting requirements can place a subrecipient's funding in jeopardy and will result in fiscal monitoring findings.
- The Request for Reimbursement (RFR) form must be submitted in accordance with the ADSD Reporting Schedule, including all required backup documentation.

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. 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 June 2025, or as soon as possible pending receipt of requested revisions.
  - The Request for Reimbursement (RFR) Workbook will be distributed with the NOSA.

ADSD may, at its discretion, conduct monitoring of subaward recipients at any time during or up to three years after the close of a subaward. Programs will be assessed to evaluate fiscal accountability, progress towards achieving project goals and objectives, data collection and reporting, client satisfaction and outcomes, as well as 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.

Subrecipient Training

ADSD will make training available to all subaward recipients as needed. Available training will include the Request for Reimbursement process reporting, data entry, and other requirements.

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.

Additional trainings through the Department of Labor will be available to SCSEP subaward recipients on the federally required data system and data entry, as well as on the program requirements and updates.

Application and Submission Information

Division Contacts

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

Application Forms and Submission Information

Although most ADSD Competitive Subaward Applications require three (3) forms, only two (2) forms are required for the SCSEP funding opportunity. The two required forms are listed below. Applications must include all required components (see Application Checklist) to be considered for funding.

1. ADSD Subaward Application - Competitive (PDF)
2. ADSD Subaward Budget Template (Excel)

Deadline: Applications are due on or before Monday, February 24, 2025, by 11:59 pm (PT). 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.
- 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 date of 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, all applications will be reviewed by ADSD staff and independent reviewers based on scoring criteria in the following section. These reviews will provide initial funding recommendations.

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. Prompt response to requests for information or negotiations is encouraged to prevent delays in funding or rejected applications.

Funding decisions will be made by the Administrator based on application scores, funding availability, and regional allocations. As noted above, the ADSD Administrator's decision is final.

Scoring Criteria

Competitive applications will be scored according to the following matrix (50 points total) based on all application components:

1. Project Relevance, Current Need, and Priority Populations (up to 10 points)
- The applicant clearly identifies the proposed project, project relevance, as well as the unmet needs and service gaps that will be addressed by the applicant's project.
- The targeting plan is well defined and expands awareness and access to the service.
- The applicant identifies priority populations to be served. Priority is given to underserved and the most vulnerable populations which may include individuals who are frail, homebound, isolated, low-income, a minority, and/or living in rural or frontier areas.
- The applicant describes anticipated barriers and plans to address barriers.

2. Capacity and Approach (up to 15 points)
- The applicant clearly describes the proposed project, including their approach and specific activities to be completed. Activities to reach priority populations are included.
- The applicant demonstrates their experience and ability to complete the proposed project.
- The applicant identifies and defines the role of key staff, partnerships, and other resources that will have a significant role in completing project activities.
- The project describes new or innovative approaches that will help expand their capacity to increase access to the service.

3. Cost Effectiveness and Sustainability (up to 10 points)
- The submitted budget is complete, and the applicant's projected costs are reasonable.
- There are other funding sources identified to help support the project.
- The level of funding requested is explained and justified within the proposal.
- The applicant demonstrates cost-effectiveness and financial accountability.
- Projected costs are relevant to project activities.

4. Project Impact (up to 10 points)
- Project goals, objectives, and intended outcomes are clearly stated.
- The applicant describes methods of documenting and evaluating project effectiveness, quality of service delivery, and impact on target populations.
- Goals and objectives are relevant to the intent of funding and address identified gaps and needs.
- Goals and objectives support activities that help improve access to services and promote program awareness.
- The goals, objectives, and activities of the project have an established timeline that is reasonable.

5. Adherence to application instructions and accurate completion of forms (up to 5 points).
- The applicant followed the instructions. Required forms/sections were completed accurately and completely.
- Responses are detailed and concise.

Anticipated Announcement Award Date

Subaward decisions will be announced via email in May 2025. Requested application revisions must be received and approved by ADSD promptly, by the date requested in the email correspondence.

Notices of Subaward (NOSAs) will be distributed in June 2025, or as soon as possible once ADSD receives requested subrecipient revisions, as applicable.

Form Instructions

All Applications MUST conform to all requirements outlined in this NOFO.

Application Format

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

Applications must be computer-generated on ADSD's Application Forms.
- The two files required for this competitive application must be formatted as stated below and compiled according to the [Application Checklist](#).
  - ADSD Subaward Application – Competitive with Project Narrative (**PDF**)
  - ADSD Subaward Budget Template (**Excel**)
- All application forms have pre-set formatting including fonts, line spacing, and margins.
- Expand rows on the Budget (Excel file) so that all text entered is visible.
- Project Narratives must be submitted with the ADSD Subaward Application Form as one PDF document.
- Project Narratives must be concise and no more than 5 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.

- Applications are expected to be free of spelling and grammatical errors.
- Budget line item (row) calculations must be included where required and accurate to the penny.
- Submitted applications must be assembled according to the instructions on the [Application Checklist](#).
- All applicable sections of the Subaward Application must be signed and dated.

ADSD Subaward Application – PDF Document

A. Organization Information

This section captures information regarding subrecipient Organization. The Organization Name is the subrecipient to be named on the Notice of Subaward and is responsible for the funds awarded. 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 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 priority, specific 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 ADSD.

C. Applicant Certifications

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

Project Narrative

A project narrative is required for every application.

Provide detailed, (but concise) responses to each section of the project narrative using the guidance below and throughout this 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 and Partnerships
- Cost-Effectiveness and Sustainability
- Outcomes and Evaluation

Challenges and Needs

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 information about unmet needs, service gaps, and specific challenges that the priority population faces, that will be addressed through the proposed intervention. Describe anticipated challenges and barriers to serving priority populations and in providing this particular service. Include anticipated challenges in implementing the proposed intervention.

Proposed Intervention

Describe clearly and concisely how your organization plans to carry out the proposed service. Include a description of specific activities to be carried out, and how your organization intends to overcome the challenges documented above. Also include anticipated technical assistance needs. Discuss specific types of assistance to be provided, target populations for service delivery, and prioritization based on the needs of individuals within the proposed service delivery area(s).

Include new or innovative approaches to be used during this project period to increase access to and awareness of the proposed services. How will these efforts impact the priority population?

Organizational Capacity and Partnerships

Describe the organization's capacity to perform the proposed intervention. Include past experiences and/or anticipated increased capacity as a result of this funding. Identify key 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.

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.

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 outreach? Provide a thorough justification for the level of funding requested from ADSD in this application.

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.

Outcomes and Evaluation

SCSEP data is required to be collected in a national web-based system, currently referred to as the Grantee Performance Management System (GMPS). Describe the organization's experience with web-based data collection systems, ensuring the confidentiality and accuracy of data entry.

The Department of Labor has established seven (7) core performance measures for the SCSEP program in alignment with the Workforce Investment Opportunity Act (WIOA). (20 CFR Part 641 Subpart G – Performance Accountability). The performance measures for SFY2026 are:

Core Measures	Description	SFY26 Goal
Service level	Number of eligible individuals served	126.0%
Community Service	Total hours of community employment provided by SCSEP participants, excluding paid training hours	50.0%
Most in Need	Number of most-in-need individuals served; must have one or more of 14 identified needs (OAA sec. 518(a)(2)(B)(ii) or (b)(2)).	2.81
Employer Survey	Annual Satisfaction Surveys	N/A
Participant Survey	Annual Satisfaction Surveys	80.0%
Host Agency Survey	Annual Satisfaction Surveys	82.6%
Employment Rate (Q2)	Percentage of participants who are in unsubsidized employment during the second quarter after exit from the project	23.1%
Employment Rate (Q4)	Percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the project	21.0%
Median Earnings	Median earnings of participants who are in unsubsidized employment during the second quarter after exit from the project	$3,388.00

Detail the strategies that will be used to meet the pre-determined performance measures and desired outcomes defined in the table above.

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 revised January 2025 (DHHS-GIRS)](#)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, including expanding rows so all text is visible.

There are 2 forms (tabs) in this workbook: Budget Narrative and Budget Summary. Each form is a separate worksheet (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 window.

PLEASE NOTE: Do not use 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 can 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 Organizational Name and service type at the top of the page.

Describe program expenses requested from ADSD using the budget categories included in the Budget Narrative. Use the descriptions at the top of each budget section and the information listed below as a guide for each budget category. Be sure to provide detailed responses, justification where indicated, calculations as required, and explain how each expense is related to the proposed project. Identify any one-time costs. Follow the examples throughout the file.

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 for additional data entry. 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 a justification. If multiple trips are proposed, use copy and paste to include another in-state or out-of-state section in the budget 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," and provide an explanation of the cost calculation and the reason/justification 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. Also include in this category any computers or related equipment which cost less than $10,000 per unit. Provide a calculation for each line.

EQUIPMENT: List equipment to purchase or lease, which costs $10,000 or more (per item), and justify these expenditures. Equipment items that cost less than $10,000 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.

Program - Participant Wages and Fringe Benefits (20 CFR 641.565):

The DOL requires that 75% of this funding is used to support participate wages and fringe benefits (PWFB).

- Participants must receive wages for time spent in orientation, training, and community service assignments at a rate no less than federal or state minimum wage, whichever is higher.

- Participants must receive all fringe benefits required by law, including workers compensation and unemployment compensation coverage.

- Costs related to the preparation and distribution of participant paychecks may be included as a fringe benefit, including direct deposit expenses.

- Each participant shall be provided an opportunity to receive a physical examination within 60 days of placement into a community service assignment and annually thereafter. The physical examination is a benefit and not a requirement. Participants not accepting the opportunity to receive the physical examination will be required to sign a waiver to that effect. The participant is not required to provide a copy of the result of the exam to SCSEP staff.

- Compensation for scheduled work hours during which a host agency's business is closed for a federal holiday must be provided. Compensation may be paid or in the form of rescheduled work time.

- Participants may not carry over allowable benefits from one program year to the next. Participants cannot be compensated for unused benefits, such as sick leave or holidays.

- Other prohibited wage and benefit costs include contributions into a retirement plan or pension benefits, annual leave, accumulated sick leave, and bonuses.

Other Participant Costs:

- Other participant costs may include the development of training opportunities to increase employability of participants and supportive services to reduce participation barriers.

ADMINISTRATIVE/INDIRECT EXPENSES or FEDERAL INDIRECT COST RATE (FICR):
Administrative/indirect 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, state regulations and existence of a Negotiated Indirect Cost Rate Agreement (NICRA).

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. Modified Direct Costs (de minimis rate of 10%) must be based upon expenses as outlined within 2 CFR 200.1. NICRA indirect amount must be based upon allowed expenses per your organization's current NICRA letter. Attach a copy of your NICRA letter to the application, as applicable. *Indirect for the Nevada System of Higher Education (NSHE) will adhere to requirements set forth by the most current State of Nevada Policy Directive, which outlines NSHE indirect rates approved by the Board of Examiners for state funding.*

Budget Summary

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

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

Matching Funds Requirements: Matching funds are not required for SCSEP Title V funding, but a 10% non-federal share must be identified in the application and reported to ADSD. The non-federal share can be cash or in-kind, such as the calculation of supervisory hours at host agencies. *In-kind* 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.

On the budget Excel file, Budget Summary tab, Match column, enter the expected non-federal share into Match column budget categories to show where the non-federal share will be applied. In the columns after the Match column, 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 dedicated towards the program. Enter the requested 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 non-federal share in box C (format as needed) and indicate whether it is pending or secured.

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 and voluntary.

2. Cost sharing means contributions made to a program based on a sliding-fee scale. The Division's Cost Sharing Policy can be found on pages 73-75 of the RPGPs: http://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf

ADSD Work Plan – Word Document

The Work Plan for SCSEP is based upon federal program requirements and funding terms. It will be provided to subaward recipients upon selection.

APPLICATION CHECKLIST

The ADSD Subaward Application – Competitive must be submitted as a PDF file (includes the Project Narrative). 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 the 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)

The SCSEP Work Plan will be provided by ADSD upon selection.

Attachments – If included, these <u>will not</u> count towards the 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

Applications are due Monday, February 24, 2025.