



NEVADA

ADSD

Aging & Disability Services Division

Nevada Department of Human Services

Aging and Disability Services Division

Office of Community Living

Notice of Funding Opportunity

Nevada 211 Services

Funding Opportunity Number: ADSD-NV211-2026-C

Applications Due: April 20, 2026

Table of Contents

Funding Opportunity Description.....	3
Eligible Applicants.....	8
Application and Submission Information	11
Application Forms and Submission Information	11
Form Instructions	13
ADSD Subaward Application with Project Narrative – PDF File – Instructions	14
ADSD Subaward Budget Template – Excel File – Instructions.....	16
ADSD Work Plan – Word File – Instructions	19
APPLICATION CHECKLIST	20

State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Nevada 211 Services
Funding Opportunity Number:	ADSD-NV211-2026-C
Project Period:	July 1, 2026 – June 30, 2030
Budget Period:	July 1, 2026 – June 30, 2027
Due Date for Applications:	April 20, 2026

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking proposals from qualified organizations to provide Nevada 211 Information and Referral (I&R) services. Nevada 211 delivers statewide, non-emergency I&R support that connects residents with health and human services through trained Community Resource Specialists and a comprehensive Resource Directory. Services are currently accessible by dialing **211**, texting a ZIP code to **898-211**, using live chat or search tools at www.nevada211.org, and, through two mobile apps.

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.

In 2005, Nevada Revised Statutes (NRS 232.359) were amended to establish and maintain a 211 system to provide non-emergency information and referrals related to health, welfare, and human and social services.

211 is an easy to remember telephone number that connects people with essential community services, including: basic needs; physical and mental health; employment support; programs for children and families; services for seniors and individuals with disabilities; volunteer opportunities; and disaster response and recovery support.

Just like other 211 call centers across the country, Nevada 211 has Community Resource Specialists who provide I&R services based on courtesy, empathy, professionalism, rapport with help-seekers, help and hope, accuracy, follow-up, and evaluation. Nevada 211 is the primary provider of I&R services in Nevada.

Operating Hours

Nevada 211 previously operated 24 hours a day, 365 days a year. As of July 1, 2025, operating hours are Monday through Friday, 9:00 AM to 9:00 PM and closed for major holidays. These hours were chosen based on peak call volume.

Service Volume

In State Fiscal Year 2025 (SFY25), Nevada 211 received:

- 137,976 in-bound calls
 - 118,301 calls answered (99,601 live; 18,700 returned from the call-back queue).
- 5,914 texters
- 5,140 chat users
- 421 emails
- 316,679 independent website sessions
- Average call length: 4 minutes, 55 seconds

Detailed data can be found at: <https://www.nevada211.org/reports/>.

Website, Chats, and Texts

Programs and resources available by calling 211 are also accessible online at www.nevada211.org. The public can search for services independently or use the website's live chat feature to connect with a Community Resource Specialist. Individuals may also text 898-211 on most wireless phones to receive assistance.

The subrecipient is responsible for maintaining the Nevada 211 website, ensuring it remains accurate, functional, and aligned with all Nevada 211 requirements. All costs associated with hosting, maintenance, updates, and technical support for the website are the responsibility of the subrecipient.

Live chat and texting are important tools that expand access, especially for people who may not be able to call or who prefer written communication. However, these features are optional at this time due to budget constraints. Nevada 211 encourages their use when feasible because they improve accessibility and user experience. If additional funding becomes available in the future, chat and texting services may become required components of Nevada 211 service.

Mobile Apps

Nevada 211 currently has two mobile applications: the Nevada 211 app and the Nevada 211 Youth app. These free apps are available in the Apple App Store and Google Play and are connected to the Resource Directory, allowing individuals to search for community resources directly within the apps.

Maintaining and updating the two Nevada 211 apps is optional. If the apps are maintained, they remain connected to the Resource Directory and kept current. All costs associated with maintaining the apps are the responsibility of the subrecipient. However, ADSD would collaborate with the subrecipient on funding any significant modifications if the apps continue to be supported.

Resource Directory

The Resource Directory is a foundational component of Nevada 211 and is essential to the system's ability to provide accurate, timely, and meaningful I&R services. It functions as the centralized, statewide database of health and human service agencies, programs, and services that Community Resource Specialists rely on when assisting help-seekers. Without a robust, current, and well-maintained Resource Directory, Nevada 211 cannot fulfill its mission.

A key element of maintaining this Resource Directory is the use of the 211 Human Services Indexing System (211HSIS), a nationally recognized taxonomy used by 211 systems across the country. 211HSIS provides a standardized, structured way to classify services, ensuring that programs are indexed consistently and can be easily searched by both Community Resource Specialists and the public. Using 211HSIS also supports data sharing, comparison, and collaboration with other 211 systems, emergency response partners, and national organizations.

The Resource Directory requires continuous updates and proactive outreach to community providers to ensure information remains accurate, complete, and reflective of the rapidly changing landscape of social services. As of September 2025, the Resource Directory included:

- 1,255 agencies
- 2,650 sites
- 4,285 programs

Many agencies operate multiple sites and programs, making ongoing verification essential.

The Resource Directory is not simply a database. It is the backbone of Nevada 211's ability to deliver high-quality referrals, support statewide service coordination, and ensure Nevadans can reliably access the help they need.

Required Activities

The subrecipient will ensure continued public access to Nevada 211's I&R services statewide. The subrecipient is responsible for maintaining I&R services using Community Resource Specialists. Community Resource Specialists must be highly trained professionals who assess help-seekers' needs and provide accurate referrals using a web-based Resource Directory. Help-seeker data must be recorded in the platform, and aggregate data made available to ADSD and community partners for planning purposes.

Specific required activities include:

- Provide statewide I&R call services for Nevada 211.
- Maintain an up-to-date, comprehensive Resource Directory using the 211 Human Services Indexing System (211HSIS), integrated with the Nevada 211 website
- Capture and report aggregate help-seeker and service request data on a recurring basis
- Manage, update, and maintain licenses for the Nevada 211 website
- Maintain an up-to-date Disaster Response Plan (DRP).

Objectives

- **Maintain High-Quality Service**
Specialists must be empathetic, patient, and thorough. Referrals must be accurate. Satisfaction among help-seekers and agencies should remain high. Wait times and abandoned call rates should remain low.
- **Increase Awareness**
Expand public and agency understanding of Nevada 211 services, including digital platforms.
- **Secure Additional Collaborations and Funding**
Nevada 211's success depends on strong community partnerships and supplemental funding. The awarded organization will work with ADSD to identify and secure new collaborations and funding opportunities, including those related to disaster response.

Historical System Costs

Nevada 211 has a variety of known system costs that support its mission, reflecting the tools and platforms required to operate and maintain services effectively. These costs represent systems in use today and may fluctuate over time as needs and technologies evolve. The annual estimates provided below exclude telephone systems, as those expenses vary based on each organization's chosen telephony solution. Additionally, this list is not comprehensive and may differ depending on the systems an organization elects to use.

- **Resource Directory**
 - \$26,110 – iCarol database platform
 - \$200 - 211HSIS taxonomy
 - Salary for Database Manager
- **Website:**
 - \$2,900 - WP Engine server hosting
 - \$100 – GoDaddy domain registration
 - Hourly subcontractor fees to Website & App Manager

- **Texting:**
 - \$4,995 – EMS texting platform
- **Mobile Apps:**
 - Hourly subcontract fees to Website & App Manager

All system data, content, and images, including those in the Resource Directory and website, are owned by ADSD. The awarded organization is responsible for maintaining and updating all system content and may not destroy, delete, or export any portion of it without prior written approval from ADSD, except for routine day-to-day maintenance required to keep information accurate and functional. The awarded organization must also transition all data into user-friendly formats to any future awarded organization if directed by ADSD.

Inform USA Membership

Inform USA is the national membership organization that establishes professional standards, best practices, and training for I&R services across the country. Membership ensures Nevada 211 remains aligned with national expectations for service quality, data management, and ethical practices, and provides access to resources that strengthen staff development and program performance.

Nevada 211 is currently accredited by Inform USA. Although accreditation is not required for this funding opportunity, Nevada 211 will continue to follow Inform USA standards to maintain high quality service delivery and consistency with the broader 211 network, as well as remain an Inform USA member. If additional funding becomes available in the future, Inform USA accreditation may become a requirement.

- **Historical Inform USA Platinum Membership Cost**
 - \$585

Capacity Building and Match

ADSD continues to pursue collaborations and funding opportunities that strengthen and expand Nevada 211. Together, ADSD and the Nevada 211 subrecipient cultivate relationships with community agencies, national partners, disaster response entities, and other organizations aligned with the Nevada 211 mission. They also jointly research, apply for, and secure additional funding to support projects that enhance and sustain Nevada 211's services. As part of this collaborative model, the subrecipient is required to contribute a minimum 15% match to support Nevada 211's growth and/or ongoing operations.

Funding Description

Nevada 211 is mainly funded by the Fund for Healthy Nevada, with short-term transitional funding being made available through the Money Follows the Person grant. All funding will be reimbursed on a categorical basis.

- Total funding available for Year 1 of the Project: \$687,141
- Transitional Funding (May 1, 2026 to September 30, 2026): \$125,000
- Applicants will submit a budget for Year 1 of the project plus a 2-month transition period (May 1, 2026 – June 30, 2027).

Funding for subsequent years depends on:

- Availability of funds
- Subrecipient reporting and performance
- Compliance with requirements
- Priorities established by federal funding terms, ADSD, and/or the Department of Human Services (DHS)

Eligible Applicants

Non-profits, public agencies and for-profit businesses may apply if interested in providing services outlined in this funding opportunity and have the experience to do so. 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 findings from the Aging and Disability Services Division (ADSD) or the Department of Human Services (DHS), 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 is available at <https://ofa.nv.gov>.

Applicant Questions and Answers

ADSD will take questions and provide answers related to this NOFO through Monday, April 6, 2026. All questions and answers should be posted to the ADSD website by April 10, 2026. The web address to find questions and answer is:

https://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/.

Submit all questions by email to ADSDGrants@adsd.nv.gov.

Award Information

Subrecipient Responsibilities

This is a competitive funding opportunity with only one expected statewide subaward. 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 prior to the start of the subaward project period. The subaward is an agreement between the applicant and the Aging and Disability Services Division (ADSD).

Specific requirements for Nevada 211 can be found in Nevada 211 Service Specifications, located on ADSD's site <https://adsd.nv.gov/Programs/Grant/ServSpecs/Documents/>.

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 statutes, regulations, and/or rules.
- All subaward recipients must comply with the Nevada 211 Service Specifications at <https://adsd.nv.gov/Programs/Grant/ServSpecs/Documents/>.
- 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, including all required backup documentation, must be submitted by the 15th day of each month for the previous month of service, unless otherwise specified in the Notice of Subaward (NOSA). Deviation from the reimbursement schedule must be pre-approved in writing by the ADSD Grants Management Team.

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 for questions on fiscal matters.
- The assigned PC will contact subaward recipients regarding requested revisions before a Notice of Subaward (NOSA) can be issued.
- The NOSA will be distributed to funded program in May 2026 or as soon as possible pending receipt of requested revisions.
 - The Request for Reimbursement (RFR) Workbook will be sent with the NOSA.
- ADSD may, at its discretion, conduct monitoring of subaward recipients at any time during the subaward period 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, statutes, and/or rules. Programmatic and fiscal monitoring will occur in accordance with federal requirements, funding terms, and Department of Human Services (DHS) policies.

Subrecipient Training

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

Additionally, if services or equipment need to be transferred from one community partner to another, the ADSD team coordinate with all involved partners to develop a transition plan.

Additional Program Resources:

- Nevada ePro – State of Nevada Funding Opportunities:
<https://nevadaepro.com/>
- ADSD List of Funding Opportunities:
https://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/
*Full NOFO Information now listed through Nevada ePro (see link above)
- Nevada 211
<http://www.nevada211.org/>
- 211 Counts
<https://nv.211counts.org>
- 211 National Data Platform
<https://register.211.org/#learnMore>

Application and Submission Information

Division Contacts

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

Application Forms and Submission Information

The Competitive Subaward Application consists of the three (3) forms (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)
3. ADSD Work Plan Template (Word)

Deadline: Applications are due on or before April 20, 2026 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.
- If submitted before the deadline, applicants may correct and resubmit their application. If after the submission deadline, applicants may appeal a rejected application. All appeals must be addressed to the ADSD Administrator and submitted in writing through ADSDGrants@adsd.nv.gov.
- 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 and make initial funding recommendations based on scoring criteria in the following section.

Reporting and compliance history of previous or current subaward recipients will be considered in funding recommendations and funding decisions.

ADSD may negotiate with or seek additional information from applicants before final decisions are made. Prompt response to requests for information or negotiations is strongly encouraged to prevent delays in funding or non-funded applications.

Final funding decisions will be made by the ADSD Administrator based on application scores, funding availability, regional allocations, and the applicant's compliance history (if applicable). As noted above, the ADSD Administrator's funding decision is final. Final funding decisions are not subject to appeal.

Scoring Criteria

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

1. Approach and Experience (up to 15 points)

- The applicant clearly describes their proposed approach to administering Nevada 211, including specific activities and proposed operating hours.
- The applicant demonstrates experience and ability in operating and maintaining successful information and referral systems.
- The applicant shows the organizational competence and infrastructure necessary to deliver high quality Nevada 211 services.
- Key staff, partnerships, and other resources essential to completing project activities are clearly identified and described.
- The proposal includes new or innovative approaches that expand capacity and increase access to Nevada 211, either now or into the future.

2. Technology Capabilities and Resource Directory (Up to 10 points)

- The applicant describes their phone system capabilities, including reliability, call routing, call back functionality, reporting features, and the ability to support Nevada 211's required service levels.
- The applicant explains how the Resource Directory will be kept current using the 211 Human Services Indexing System (211HSIS).
- The proposal outlines the applicant's experience and ability to maintain and enhance digital platforms such as databases, websites, and mobile apps.

3. Cost Effectiveness and Sustainability (up to 10 points)

- The submitted budget is complete, and projected costs are reasonable.
- The applicant identifies additional funding sources that will support the project.
- The level of funding requested is clearly explained and justified.
- The applicant demonstrates cost effectiveness, financial accountability, and sound fiscal management.
- Projected costs align with and support proposed project activities.

4. Program Impact (up to 10 points)

- Program goals, objectives, and intended outcomes are clearly stated.
- The applicant describes methods for documenting and evaluating program effectiveness, service quality, and impact on underserved populations.
- Goals and objectives align with the mission of Nevada 211.
- Goals and objectives support activities that improve access to Nevada 211 services and promote program awareness.
- Goals, objectives, and activities include reasonable timelines.

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

- The applicant follows all instructions, and all required forms, sections, and the Project Narrative are completed accurately and fully.
- Responses are detailed, well organized, and concise.

Anticipated Announcement Award Date

Subaward decisions will be announced via email by June 2026. Requested application revisions must be received and approved by ADSD promptly, by the date requested in the email correspondence.

The Notice of Subaward (NOSA) will be distributed in June 2026, or as soon as possible once ADSD receives requested subrecipient revisions, as applicable.

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),
 - (3) ADSD Workplan Template (Word)
- 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.
- The Project Narrative must be submitted with the ADSD Subaward Application Form as one PDF document.
- The Project Narrative must be concise and no more than 12 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.
- All applicable sections of the Subaward Application must be signed and dated.
- Submitted applications must be assembled according to the instructions on the [Application Checklist](#).

ADSD Subaward Application with Project Narrative – PDF File – Instructions

A. Applicant Organization Information

This section captures information regarding the Applicant Organization. The Applicant Organization is the agency that will be named as the 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 State of Nevada Controller's Office. *Failure to provide correct information in this section (including the exact agency name as listed with the Controller's Office) will prevent ADSD from making payments to the subrecipient if funding is approved.*

The Authorized Organizational Representative (AOR) is the individual authorized to sign and submit an application on behalf of the organization. The AOR 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 Chair or President of the Board of Directors.

- Applications must be signed by the Agency's Authorized Organizational Representative (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 NOSAs, Amendments, or other documents.
- Changes to the approved 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. Authorized Signer letters are valid through the end of the Subaward Period (dates are noted on the Notice of Subaward).
- 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 program specific information including the program details and physical address of the project, and areas to be served. This section should also list the Program Director assigned as the manager/coordinator/lead for Nevada 211. The Program 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

The Project Narrative is required for every application. The Project Narrative is a critical component that serves as the basis for evaluating the proposal for funding. Other application components including the budget should align with the project narrative.

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: 12 pages**

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

- A. Project Overview and Service Approach
- B. Organizational Experience and Capacity
- C. Community Partnerships and Coordination
- D. Resource Directory and Technology Management
- E. Cost Effectiveness and Sustainability
- F. Performance Measurement and Continuous Improvement

A. Project Overview and Service Approach

Provide a clear and comprehensive description of the proposed project, including your overall vision for operating and administering Nevada 211. Outline your understanding of Nevada's statewide information and referral needs, the populations to be served, and the strategies that will be used to ensure timely, accurate, and accessible 211 services. Describe your service delivery model, hours of operation, and any planned innovations or enhancements that will strengthen the system's reach, responsiveness, and user experience.

B. Organizational Experience and Capacity

Describe the organization's relevant experience and capacity to successfully manage and operate Nevada 211. Include information about prior work in information and referral services, call center operations, community resource navigation, data management, and collaboration with social service providers. Explain the organizational structure, leadership qualifications, staffing competencies, and internal controls that will support high-quality performance and compliance.

C. Community Partnerships and Coordination

Describe your approach to building and maintaining strong partnerships with community-based organizations, government agencies, and other stakeholders across Nevada. Explain how you will collaborate with partners to support referrals, outreach, and coordinated responses during emergencies. Outline strategies for engaging underserved communities and promoting awareness of 211 services statewide.

D. Resource Directory and Technology Management

Describe your approach to managing all technology systems required for Nevada 211 operations. Explain how you will maintain an accurate, comprehensive, and up-to-date Resource Directory; ensure the Nevada 211 website remains current, accessible, and user-friendly; and oversee telecommunications systems, including phone systems, call-routing technology, and any optional chat or text communication channels. Describe the processes that will ensure data verification, system reliability, data security, accessibility, and rapid updates during emergencies or periods of high demand.

E. Cost Effectiveness and Sustainability

Explain how the proposed project will use resources efficiently while maintaining high-quality service delivery. Describe the cost-effective strategies that will be employed, including technological solutions and administrative practices that maximize impact relative to cost. Outline the long-term sustainability plan, including anticipated partnerships, additional funding sources, or in-kind contributions that will support ongoing operations. Demonstrate that the project is financially responsible and positioned for long-term viability.

F. Performance Measurement and Continuous Improvement

Describe the plan for monitoring performance, evaluating service quality, and using data to drive continuous improvement. Identify the key performance indicators that will be tracked, the tools and systems used to collect and analyze data, and the processes in place to ensure accuracy and accountability. Explain how performance findings will be used to refine operations, enhance the help-seeker experience, strengthen service delivery, and report outcomes to ADSD and other stakeholders.

ADSD Subaward Budget Template – Excel File – Instructions

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](#) 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 (tabs) in the Excel 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 utilize multiple copies of the Excel file to create your application. The Excel file contains formulas that calculate and carry information from page to page. For best results, complete each tab of the workbook in order. Do not paste in information from past applications, as it might cause problems with the formulas. Complying with these requirements will ensure that invalid error messages are not shown on the Budget Narrative or Budget Summary, and that 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. 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 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 costs \$10,000 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 \$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.

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. The Fund for Healthy Nevada limits indirect costs to 8% of the total project.

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 Requirement

The match required is 15% of the ADSD-requested funding. The required match will calculate automatically. Break out match into 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.

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 File – Instructions

The ADSD Work Plan should be reflective of and consistent with the goals and proposed activities identified in the Project Narrative and Budget.

The ADSD Workplan is revisable. The goals listed on the template may not align with the prioritized goals of the proposed project. For instance, Goal 1 may be kept as "Outreach" or changed to "Target Population" or "Service Delivery".

APPLICATION CHECKLIST

A complete application for funding consists of:

- The ADSD Subaward Application – Competitive (PDF)
- The ADSD Subaward Budget Template (Excel)
- The ADSD Work Plan Template (Word)

The ADSD Subaward Application – Competitive Form must include the Project Narrative and be submitted as one PDF file. The ADSD Subaward Budget template must be submitted as an Excel File. The ADSD Work Plan (if submitted) must be submitted as a Word document.

If any of the required documents 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.

Required Documents:

- ADSD Subaward Application – Competitive (PDF File)
- Project Narrative (same PDF File)
- Budget Narrative (Excel File, tab one)
- Budget Summary (Excel File, tab two)
- ADSD Work Plan (Word File)

Optional Attachments – *If included, these will not 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*)
- 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 and all attachments must be submitted via email to ADSDGrants@adsd.nv.gov.**

Applications are due April 20, 2026 by 11:59pm (PT).