



NEVADA

ADSD

Aging & Disability Services Division

Nevada Department of Human Services

Aging and Disability Services Division

Office of Community Living

Notice of Funding Opportunity

**Money Follows the Person (MFP)– Transition
Coordination**

Funding Opportunity Number: ADSD-MFP-2027-C

Applications Due: March 20, 2026

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State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	MFP – Transition Coordination
Project Period:	July 1, 2026 – June 30, 2027
Budget Period:	July 1, 2026 – June 30, 2027
Due Date for Applications:	March 20, 2026

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to support individuals who wish to move from institutional settings into community living through the Money Follows the Person (MFP) Demonstration Grant. This initiative is designed to help people live in the setting of their choice by providing transition coordination and connecting them to the services and supports they need to thrive. The MFP demonstration is a national effort that helps states strengthen their long-term services and supports (LTSS) systems under Medicaid. The program offers flexible funding to develop and improve processes, tools, and infrastructure that make community living possible for individuals who have been residing in institutions. Nevada's MFP Demonstration Grant focuses on empowering people to make informed choices, reducing barriers to community living, and ensuring access to high-quality supports. The goals of MFP include:

- Helping individuals access home and community-based services (HCBS) so they can live in the setting that best supports their independence, preferences, and well-being.
- Remove barriers in state policies and funding so Medicaid- Eligible individuals can access the long-term services and supports they need in the setting that best fits their goals and preferences. Enhancing the ability of Medicaid programs to provide HCBS for people who choose to transition out of institutions.
- Promoting quality and continuous improvement in HCBS delivery.

Since its inception in 2012, Nevada's MFP Demonstration Grant has supported more than 400 individuals in successfully moving to community settings. In 2023, administrative responsibility for the demonstration shifted from the Medicaid agency to ADSD, marking a significant step toward integrated, person-centered service delivery. The MFP Demonstration Grant serves individuals living in qualified institutions such as nursing facilities, hospitals, and intermediate care facilities who want to transition to community-based settings. Eligible participants include those who meet the level of care and service needs under Nevada's Physical Disabilities, Intellectual Disabilities, and Frail and Elderly waivers, as well as individuals who require comparable state plan services. Participation is available to all individuals who meet MFP eligibility criteria, with no age restrictions.

Participation in the MFP Demonstration Grant is available to individuals who meet the following criteria:

1. Have lived in a nursing facility, hospital, or rehabilitation center for at least 60 consecutive days.
2. Medicaid has paid for at least one inpatient day prior to transition from an approved facility.
3. Meet the level of care for a qualified Medicaid waiver (Physical Disability, Intellectual Disability, or Frail Elderly) or require Home and Community-Based Services (HCBS) under the state plan.

ADSD's mission is to empower individuals and families to live independent and dignified lives through services guided by principles of accessibility, accountability, cultural awareness, ethics, respect, timeliness, and transparency. ADSD works in partnership with Nevada Medicaid under the Nevada Health Authority (NVHA), which was established during the 2025 legislative session to unify health-related agencies, strengthen collaboration with federal partners, and improve access to quality care for individuals and families with low income. Nevada Medicaid provides health coverage for eligible populations, including Supplemental Security Income (SSI) recipients, certain Medicare beneficiaries, and individuals in foster care or adoption assistance. Nevada Medicaid administers three Home and Community-Based Services (HCBS) waivers, while ADSD manages operational functions to ensure person-centered care and support for community living. The MFP Demonstration Grant also partners with Nevada's No Wrong Door (NWD) initiative, which provides a coordinated and streamlined access point for long-term services and supports (LTSS). NWD focuses on improving access through public outreach, person-centered counseling, streamlined eligibility processes, and state-level governance.

Purpose

This Notice of Funding Opportunity focuses on delivering transition and transition coordination services to eligible individuals who are moving from institutional settings into community-based settings. These services include assessing transition eligibility, coordinating housing, and connecting individuals to community-based supportive services to ensure successful transitions. All services delivered under this opportunity must follow a person-centered approach and align with established quality measures and continuous improvement processes.

Funding is available to eligible applicants statewide. Service delivery will be implemented across Nevada based on program priorities, applications received, and the availability of resources during the project period.

Current Challenges

Individuals transitioning from institutional care to community living often encounter barriers that can delay or complicate the process. Common challenges include.

- **Accessible Housing and Services:** Limited availability of affordable, accessible housing and community-based supports, especially in rural areas.
- **Care Coordination:** Ensuring continuity of healthcare and connecting multiple providers can be complex.
- **Financial Limitations:** High rental costs and limited funding often require subsidies and creative resource solutions.
- **Information Gaps:** Participants and families may lack awareness of available services and how to access them.
- **Adjustment Needs:** Moving to a new environment can be emotionally and physically demanding.

Impact of Services

The MFP Demonstration Grant helps remove barriers to community living and creates meaningful outcomes for individuals transitioning from institutional care. Key areas of impact include:

- **Successful Transitions:** Individuals move from institutional settings to community environments that promote independence, autonomy, and self-determination. This aligns with federal expectations for person-centered, least restrictive service delivery.
- **Improved Quality of Life:** People experience greater control over daily decisions, stronger community connections, and services delivered with dignity and respect.
- **Cost Efficiency:** Supporting community living reduces reliance on institutional care, lowering healthcare costs while improving outcomes for individuals and families.
- **Access to Needed Supports:** Participants receive essential services such as personal care, adult day health, case management, homemaker, habilitative, and respite care. These services ensure continuity and stability in the community.

Award Information

Service Priorities

ADSD anticipates this funding will support approximately **50 transitions** during the project period. Additional funding may become available at a later date.

Funded services will focus on the following priorities:

1. **Transition Coordination:** Provide intake and eligibility determination for referrals, develop person-centered transition plans, and identify goals and supports needed for successful community integration.
2. **Community Transition Services:** Offer one-time assistance for housing deposits, utility set-up fees, moving expenses, essential household items, financial services or bank fees, and other services necessary for health and safety prior to occupancy.
3. **Housing Coordination:** Ensure housing services and supports are included in transition planning, with a focus on securing appropriate housing placements for participants.
4. **Outreach and Education:** Coordinate outreach and education efforts to build partnerships and increase awareness of transition opportunities for individuals and families.
5. **Quality Improvement:** Participate in approved quality improvement activities to strengthen service delivery and outcomes under the MFP Demonstration Grant.

Funding Description

This funding opportunity is supported by federal funds through the Money Follows the Person (MFP) Demonstration Grant. Approximately **\$165,000** is available to support transition coordination services, including demonstration services for eligible participants. Funding will be used to assist individuals transitioning from institutional care to community-based settings by providing person-centered planning, housing coordination, and connection to supportive services.

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 the Department of Human Services (DHS), their application may not be considered for funding.

Resources

- 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>.
- 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/
- [Aging and Disability in America Data](#), Administration for Community Living
- [LTSS Initiatives](#), Advancing States
- [Money Follows the Person | Medicaid](#), Money Follows the Person
- [Home- and Community-Based Services | CMS](#), CMS Home- and Community-Based Services

Informational Meeting

ADSD will host an optional, virtual Applicant Informational Meeting on Friday, February 20, 2026, at 1:00 pm 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 the meeting](#)

Meeting ID: 239 483 213 907 47

Passcode: p5cB9535

Or call in (audio only):

[+1 775-321-6111, 416020486#](tel:+17753216111,416020486#)

Phone Conference ID: 416 020 486#

Applicant Questions and Answers

ADSD will take questions and provide answers related to this NOFO through the submission deadline. Q&A will be regularly updated and posted on the ADSD List of Funding Opportunities website; NOFO website

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

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

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.

- Programs awarded funding must provide requested revisions to ADSD by the date indicated in the notification email. A Notice of Subaward (NOSA) cannot be issued without requested revisions.
- The application must be signed by the Authorized Organizational Representative (AOR) or head of the agency who is legally responsible for the organization.
- All subaward recipients must have a Unique Entity ID (UEI) Number and active registration for SAM.gov.
- All subaward recipients must have an Employer Identification Number (EIN) or Federal Tax Identification Number.
- If the subaward recipient's registered 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 and Vendor Number changes to avoid delay in dispersing funds.
- All subaward recipients must comply with the Nevada Department of Human Services' (DHS) Grant Instructions and Requirements (GIRS) and ADSD Requirements and Procedures for Grant Programs (RPGPs). The GIRS and RPGPs are statements of DHS and ADSD policy that ensure fiscal compliance with statutes, regulations, and/or rules:
 - GIRS:
https://www.dhs.nv.gov/siteassets/content/programs/grants/Grant_Instructions_and_Requirements_Revised_1.2025_-_FINAL_R.pdf
 - RPGPs:
<http://adsd.nv.gov/uploadedFiles/agingnv.gov/content/Programs/Grant/FiscalRequirements.pdf>
- All subaward recipients must comply with ADSD's [General Service Specifications](#).
- All subaward recipients must comply with ADSD's data collection, entry, and reporting requirements. Monthly, quarterly, and annual reports should be submitted timely and follow the instructions provided in ADSD's guidance. Reporting requirements may change at the discretion of ADSD and/or the funder.
- Failure to comply with reporting requirements will result in fiscal monitoring findings and can place a subrecipient's funding in jeopardy.
The Request for Reimbursement (RFR) form 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. RFRs must include all required backup documentation. RFR Instructions:
<https://adsd.nv.gov/programs/grant/RFRinstructions/>
 - *In rare circumstances and under certain conditions, advanced payments may be approved (GIRS 25-16).

ADSD staff agrees to the responsibilities outlined below:

- ADSD team members will provide training and 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.
- NOSAs will be distributed to funded programs in June 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 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 be scheduled 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, clients/consumers, or equipment need to be transferred from one subrecipient to another, the ADSD Grant Management Team will work with all partners involved to develop a transition plan.

Application and Submission Information

Applicants must submit applications that address all services required as described in the 'Service Priorities' section on [page 8](#).

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

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

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 Friday, March 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 submission instructions. Applications that are incomplete or fail to meet all submission requirements will be rejected and will not be considered for funding consideration. Applicants whose applications are rejected will receive written notification.
- If submitted before the deadline, applicants may correct and resubmit their application. After the submission deadline has passed, applicants may appeal a rejected application. All appeals must be submitted in writing through ADSDGrants@adsd.nv.gov and must be addressed to the ADSD Administrator.
- 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 funding recommendations based on scoring criteria in the following section.

Reporting and compliance history of previous or current subrecipients will also be considered in funding recommendations and final 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.

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 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. 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 outlines a clear strategy for outreach and engagement, specifically targeting populations in alignment with the funding requirements and service descriptions.
- 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 June 2026. Requested application revisions must be received by ADSD promptly, by the date requested in the email correspondence.

Form Instructions

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 three files are required for all competitive applications. Applications 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**)
 - ADSD Work Plan (**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.
- Project Narratives must be submitted with the ADSD Subaward Application Form as one PDF file.
- Project Narratives must be concise and no more than 10 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 with Project Narrative (PDF File)

Instructions

A. Applicant Organization Information

This section captures information regarding the subrecipient organization. The Organization Name is the subrecipient agency that will 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 State 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 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 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 subaward period (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 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 the ADSD Program Coordinator.

C. Applicant Certifications

These are required certifications for all applicants, acknowledging the information contained within 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 - Instructions

A 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.

The project narrative should present a clear, detailed, (but concise) description of your project, outlining its purpose, objectives, capacity, and anticipated outcomes. The project narrative should include information to address each section below. **Page Limit:** 10 pages

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

- Purpose / Problem Statement
- Proposed Intervention
- Organizational Capacity and Partnerships
- Cost-Effectiveness and Sustainability

- Evaluation and Outcomes

A. Purpose / Problem Statement

Describe, in both quantitative and qualitative terms, the nature and scope of the particular problem, challenge, need, service gap, and/or issue(s) your organization seeks to address with this funding. Include information about unmet needs, service gaps, and specific concerns individuals who reside in long-term facilities face in accessing and utilizing services, that will be addressed through the proposed intervention. Identify specific populations to be served through the proposed project as well as any challenges or barriers anticipated in implementing interventions.

B. Proposed Intervention

Describe clearly and concisely how your organization plans to carry out the proposed service and the rationale for selecting particular interventions. Define the specific goals and measurable objectives of the proposed project. How do these align with the needs of the target population? Include a description of specific activities planned, and how your organization plans to address anticipated challenges. Identify the proposed service area and include information regarding your organization's existing efforts in this service area or how the organization will expand into a new service area.

Also include anticipated technical assistance or support needed to successfully implement the proposed intervention.

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

C. Organizational Capacity and Partnerships

Describe the organization's capacity to effectively manage funding, implement the proposed intervention(s), and build sustainable partnerships that benefit the population to be served. Include past experiences, lessons learned and anticipated increased capacity. Describe the professional staff and specific responsibilities under this service and the facilities and other resources in place to support this service.

Identify key partnerships and describe in detail how they will enhance services under this program. Discuss existing and planned collaborative efforts that will impact access to services, increase program awareness, and help the project meet its goals. Letters of Commitment can be attached and do not count towards the application page limit.

D. Cost-Effectiveness and Sustainability

Describe resources outside ADSD funding to be used to support this service. How will these resources be used to enhance services? Provide a thorough justification for the level of funding requested from ADSD in this application. Include specific data, resources, or other information to justify your funding request.

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

E. Evaluation and Outcomes

Describe the methods, techniques, and tools that will be used to measure outcomes and effectiveness of proposed service. Include at least two (2) anticipated outcomes because of this service for the target populations.

Explain how your organization will comply with all data collection and reporting requirements and describe the process that will be used to analyze data to monitor compliance, assess program effectiveness, and to guide program adjustments for continuous improvement.

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 \(DHS\)](#) 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 two (2) required 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. 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 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 budget 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 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. Community Transition Services are limited to \$2500 per participant.

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 assigned 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 15% de minimis) 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 (Excel File tab two)

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 under this NOFO.

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

ADSD Work Plan (Word File) Instructions

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

Fill in the project's overall goals. The template lists Outreach as Goal 1 and Service Delivery as Goal 2. If there are additional goals for this project, add under Goal 3. The last section is to

document projected output and expected outcomes based on activities and strategies to be implemented.

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.

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. The ADSD Work Plan must be submitted as a Word document.

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 File)
- Project Narrative (include in the same PDF File)
- ADSD Budget Narrative (Excel File, tab one)
- Budget Summary (Excel File, tab two)
- ADSD Work Plan (Word File)

Attachments – If included, 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)
- 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 Friday, March 20, 2026.