



NEVADA

ADSD

Aging & Disability Services Division

Nevada Department of Human Services
Aging and Disability Services Division
Office of Community Living

Notice of Funding Opportunity
Supportive Services for People with
Physical Disabilities

Funding Opportunity Number: ADSD-DS-2027-C

Applications Due: March 16, 2026

Table of Contents

Funding Opportunity Description	3
Eligible Applicants	5
Applicant Resources.....	6
Award Information	7
Application and Submission Information.....	9
Application Review Information	10
Form Instructions.....	12
ADSD Subaward Application with Project Narrative – PDF File – Instructions	12
ADSD Subaward Budget Template – Excel File – Instructions.....	15
ADSD Work Plan – Word File – Instructions.....	19
Application Checklist	20

State of Nevada

Aging and Disability Services Division

Funding Opportunity Title:	Disability Services
Project Period:	July 1, 2026 – June 30, 2028
Budget Period:	July 1, 2026 – June 30, 2027
Due Date for Applications:	March 16, 2026

Funding Opportunity Description

Background

The Aging and Disability Services Division (ADSD) is seeking partner organizations to provide Services and Supports for people with physical disabilities. The goal of these services is to support the health and independence of people with physical disabilities and facilitate community integration and consumer choice.

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 Nevada Aging and Disability Services Division is responsible for the oversight and administration of a variety of service programs for individuals across the lifespan. This Notice of Funding Opportunity (NOFO) draws from a variety of consumer engagement efforts over the last two state fiscal years. This includes recommendations from the various advocacy bodies that fall under ADSD, the state's no wrong door system mapping efforts, and the five-year ADSD Olmstead Plan. The priorities within this NOFO draw from state plans published by advocacy bodies, surveys, one-on-one interviews, focus groups, and public meetings of the advocacy bodies.

Through combined efforts of community members, individuals with lived experience, organizations, and state agencies, ADSD has developed a division-specific Olmstead Plan which sets forth strategies to ensure older adults and people with disabilities have the opportunity to achieve optimal quality of life in the community setting of their choice. The Olmstead Plan guides the priorities of the competitive subaward process and improves service delivery and outreach efforts. The following goals are established in the ADSD Olmstead Plan:

- Goal 1: Improve knowledge about ADSD services and other resources.
- Goal 2: Expand workforce capacity to serve people in community-based settings.
- Goal 3: Increase accountability within ADSD for the implementation of timely, high quality, community-based services for individuals with disabilities.
- Goal 4: Embed a person-centered culture among all ADSD staff and within Division operations.

- Goal 5: Develop a systems-wide approach to addressing the comprehensive needs of individuals with disabilities from a person-centered framework.

While much of the ADSD Olmstead Plan is focused on infrastructure, the plan has identified several gaps in services for people with disabilities including affordable housing, transportation, supported living arrangements, personal assistance support and employment.

Currently, ADSD provides funding to community partners to address services and supports for Older Adults in areas such as: Transportation, In-Home Services (including Homemaker, Home Modification, and Personal Emergency Response System), Caregiver Support Services, Food Security, Health Promotion Programs, Assisted Living Supportive Services, and Ancillary Services.

This funding opportunity aims to expand services for people with disabilities, including individuals under age 60. This funding will be prioritized to support programs that enhance self-sufficiency and connect people with disabilities to essential services and resources.

Current Challenges

Historically, Nevada's population has grown at much faster rates than the U.S. In fact, according to data from the American Community Survey, the number of people living in Nevada with an independent living difficulty increased by 43% between 2012 and 2022, which is three times the rate of growth nationally for this population group.

This growth is expected to continue through at least 2030. Additionally, the 2020 U.S. Census Bureau data shows 14.3% of Nevada's population are people living with one or more disability.

Nevada Population – Individuals with Disabilities:

<https://data.census.gov/vizwidget?q=040XX00US32&infoSection=Disability>

Through the development of the Olmstead Plan, ADSD has identified several system challenges to be considered throughout the subaward process and in implementing future services.

Limited Resources

Despite a steadily increasing growth rate each year in Nevada's population, funding is not keeping pace. While ADSD has been able to diversify funding streams to support the needs of older adults and people with disabilities in Nevada, financial resources remain limited. In terms of community services for people with disabilities, ADSD issues funding opportunities to support Nevada Care Connection Resource Centers, the Assistive Technology for Independent Living program, Homemaker services, and Communication Access Services for the deaf and hard of hearing. This is the second comprehensive funding opportunity aimed at expanding services and supports for people with disabilities.

In addition to limited financial resources, Nevada is experiencing unprecedented shortages in providers across the state. While these shortages have significant impacts on Nevada's Medicaid Waiver services, they also drastically impact the community services available through

ADSD subaward recipients. Many areas of the state do not have a sufficient provider base to serve diverse populations. Local governments can often be the only available provider, yet most indicate they have been under-resourced or are limited in service options. In many communities, volunteers could be a potential solution to meet the needs of older adults and people with disabilities, but there has been a shortage of willing and qualified volunteers.

Coordination of Services

Community providers are working to partner across services; however, when asked to describe partnerships they are most often solely referral based. In recent years, ADSD has deployed Regional Coordinators in three of five service areas intended to support effective coordination of services, increased awareness of services, and identify gaps in services. Additionally, conversations with providers and people with disabilities alike continue to cite 'information about services' as one of the top needs in accessing services. Increased coordination is needed between community partners for the availability of accurate and consistent service information throughout Nevada's provider network.

Impact of Services

Historically, ADSD and community partners focused on the number of people served and the units of service (outputs). Nationally and within Nevada there has been a gradual shift to identify target populations and put emphasis on the *impact* of service delivery to these populations (outcomes). This shift is critical to fuel advocacy efforts for sustained and increased funding. Cost effective services are necessary. However, high quality services that promote a person-centered approach, individualized options, and support individuals in addressing their long-term goals and needs is essential. Economic stability, community integration, and alignment with the independent living philosophy is critical to supporting individuals with disabilities to achieve their goals.

Funding Description

This funding opportunity is supported by federal funds from the Social Services Block Grant (Title XX of the Social Security Act). There is approximately \$1,000,000 to fund programs under this funding opportunity.

In alignment with Title XX of the Social Security Act, funding will be subawarded to applicants evidencing service priority to people with disabilities who have low-income (300% of FPL or lower); individuals under the age of 60, and particularly in the following categories:

- Individuals at risk for institutional placement;
- Individuals with the greatest economic or social need; and
- Individuals residing in rural areas.

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.

Applicant Resources

- 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>.
- 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)
- [Social Services Block Grant Overview](#)
- [Nevada Statewide Independent Living Council | NVSILC](#)
- [One Nevada Transportation Plan](#), Nevada Department of Transportation
- [NV DHS Food Security Strategic Plan 2023](#)
- [Aging and Disability in America Data](#), Administration for Community Living
- [LTSS Initiatives](#), Advancing States

Informational Meeting

ADSD will host an optional, virtual Applicant Informational Meeting on Thursday, February 19, 2026, at 1:00 pm PT 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: 259 285 346 003

Passcode: PK6VD3zk

Or call in (audio only):

[+1 775-321-6111,,650775659#](tel:+17753216111650775659)

Phone Conference ID: 650 775 659#

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: https://adsd.nv.gov/Programs/Grant/Notices_of_Funding_Opportunities/. Submit questions by email to ADSDGrants@adsd.nv.gov.

Award Information

Service Priorities

The Aging and Disability Services Division has approximately \$1,000,000 to support service programs under this funding opportunity. ADSD has broadly defined five (5) service priorities for this funding opportunity. Service priorities are defined based on the overall benefit to the target population, and proposals should focus on a specific service within the chosen service priority.

Transportation

This category focuses on transportation options for access to community services including but not limited to medical services, adult day care, social services, shopping, socialization, and nutrition. Transportation helps support individual goals in health, food security, socialization, and economic independence. Overcoming transportation barriers needs to be considered on a systemic level both through policy and practice.

Housing

Affordable, accessible housing is an ongoing challenge for many Nevadans across various age groups and disability statuses. While the issues surrounding housing are complex, services to support individuals in maintaining housing or accessing housing are necessary to support community integration. This category may include services to help divert individuals from institutional care.

In-Home Services

In-home services can include a variety of services to support activities of daily living and instrumental activities of daily living. This priority area may include services such as personal care support, social support, independent living skills training, assistive technology, employment services and other supports.

Food Security

These services focus on increasing food security among people with disabilities which can include (but are not limited to) home delivered meals, grocery delivery, nutrition education, or similar services.

Ancillary Services

This category consists of other supportive services that help promote independent living and quality of life in the community. Services in this category do not fall into one of the above categories.

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 funding notification email. A Notice of Subaward (NOSA) cannot be issued without requested revisions.
- Applications must be signed by the Authorized Organizational Representative (AOR), the head of the agency who is legally responsible for the organization.
- 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 receive timely notification of address and Vendor Number changes to avoid delay in dispersing funds.
- All subaward recipients must have a Unique Entity ID (UEI) Number and active registration on SAM.gov.
- All subaward recipients must have an Employer Identification Number (EIN) or Federal Tax Identification Number.
- 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, <https://adsd.nv.gov/Programs/Grant/ServSpecs/Documents/>
- All subaward recipients must comply with the Program-Specific Service Specifications, referenced in the Appendix for each service category, as located on ADSD's site <https://adsd.nv.gov/Programs/Grant/ServSpecs/Documents/>.
- 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 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 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, clients/consumers, or equipment need to be transferred from one community partner to another, the ADSD Grant Management Team coordinate with all involved partners to develop a transition plan.

Application and Submission Information

Applicants must submit a **separate application for each service** they wish to apply for, regardless of the service category. If one application is submitted for multiple services, the application may be rejected or not considered for funding.

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 Monday, March 16, 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. 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 initial funding recommendations based on scoring criteria defined 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).

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. 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 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. All required forms, sections, and the Project Narrative were completed accurately and completely.
- Responses are detailed and concise.

Anticipated Announcement Award Date

Funding decisions will be announced via email in June 2026. Requested application and budget revisions must be received by the date included in the funding notification email, for a Notice of Subaward to be issued.

Notices of Subaward (NOSAs) will be distributed in June 2026, or as soon as possible once ADSD receives requested 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) **If applicable**, the 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.
- 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 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](#).

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 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.

- B. Applications must be signed by the Agency's Authorized Organizational Representative (AOR).
- C. 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.
- D. 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).
- E. The Fiscal Officer is the point of contact for any concerns regarding the budget, requests for reimbursement, and annual audits.

F. 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.

G. Applicant Certifications

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

H. 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

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.

The Project Narrative should present a clear, detailed, and 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: 5 pages.**

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 your organization seeks to address with this funding. Include information about unmet needs, service gaps, and specific concerns individuals with disabilities face in accessing and utilizing services, that will be addressed through the proposed intervention. Identify the specific populations to be served through the proposed project and how the proposed intervention may impact that population. Identify the intended service area. Discuss anticipated challenges or barriers to outreach, access to services, and in implementing proposed interventions.

B. Proposed Intervention

Clearly and concisely describe how your organization plans to carry out the proposed service(s) and rationale for selecting these particular intervention(s). 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 to achieve set goals and how your organization intends 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.

Describe any new or innovative approaches your project will incorporate. How will these approaches improve outcomes for older adults, individuals with disabilities, and caregivers? Highlight strategies for continuous improvement and responsiveness to community needs. Discuss technical assistance or support needed to successfully implement the proposed intervention.

C. Organizational Capacity and Partnerships

Describe the organization's capacity to effectively manage funding, implement the proposed intervention(s), and build sustainable partnerships to benefit older adults, individuals with disabilities, and caregivers. Include information about past experiences and lessons learned.

Identify key project staff and describe specific roles and responsibilities each person will be assigned. Explain how training and ongoing communication will be used to develop and maintain a well-trained, competent workforce consisting of paid staff, volunteers, and/or in-kind

partners. Resumes of key project staff may be included and do not count towards the application page limit.

Identify key partnerships and discuss how they will contribute to achieving the project's objectives and outcomes. 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/Support 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 additional strategies your organization will use to maximize funding and deliver services efficiently, such as leveraging volunteer services. Provide information about any contractual organization(s) that will have a significant role in implementing and achieving outcomes. Describe plans to maintain cost-effectiveness and to support a model that is sustainable and replicable. Discuss the impact upon the proposed service area and/or target population should this project not be funded.

E. Outcomes and Evaluation

List measurable outcomes and describe the methods, techniques, and tools that will be used to measure desired outcomes and to evaluate quality and effectiveness of proposed interventions and project activities. Although output (such as number of clients served, number of training sessions, number of outreach events) can be discussed in this area, measurable outcomes and output are not the same. The focus should be on desired measurable outcomes and the impact to target populations.

Explain how your organization will comply with all data collection and reporting requirements. Describe the process that will be used to analyze data to monitor compliance, assess program effectiveness, 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.

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 (de minimis rate of 15%) 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)

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

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

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

Break out Match into the budget expense categories on the Budget Summary (tab two) to show where it will be applied. See the below "Matching Funds" section for additional information.

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. Expand the row as needed to show all text.

Identify sources of Match in box C (expand row as needed). Indicate whether the Match is pending or secured. Match can be non-federal cash or in-kind.

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

Matching Funds

Matching funds are required at 15% of the ADSD-requested amount. Match may be non-federal cash or in-kind and must be reflected and thoroughly described on the Budget Summary tab of the Excel application file. Program income cannot be used as Match. Examples of non-federal cash Match include other funding sources to support this service. *In-kind Match* is the value of any real property, equipment, goods, or services (including volunteer time) contributed to a funded program that would have been considered eligible expenses within the program's budget for the funded service. Review the Department of Human Services (DHS) Grant Instructions and Requirements (GIRS) for additional information regarding Match: https://www.dhs.nv.gov/siteassets/content/programs/grants/Grant_Instructions_and_Requirements_Revised_1.2025_-_FINAL_R.pdf

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/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 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".

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

APPLICATION CHECKLIST

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 Monday, March 16, 2026 by 11:59pm (PT).