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State Of Nevada
Department of Human Resources

GRANTS MANAGEMENT UNIT

GRANT APPLICATION GUIDE FISCAL YEAR 2006

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EXHIBIT D Healthy NV Document consists of 21 pages.
 Entire document provided.
 Due to size limitations, pages _____ provided.
A copy of the complete document is available through the Research Library
(775/684-6827 or e-mail library@lcb.state.nv.us).
Meeting Date: December 16, 2004

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STATE OF NEVADA
DEPARTMENT OF HUMAN RESOURCES – DIRECTOR'S OFFICE
GRANTS MANAGEMENT UNIT
SFY 2006

GRANT ANNOUNCEMENT and APPLICATION GUIDE

Note: This application is also available at
www.hr.state.nv.us/directors/grantsmanage.htm

BACKGROUND

Source and Purpose of Funds

This announcement is for a limited pilot, for state fiscal year (SFY) 2006 only, to implement a new funding process that combines application review and grant allocation among funding sources administered under the Grants Management Unit (GMU) of the Department of Human Resources (DHR).

Grants under this pilot will utilize the following sources: Fund for a Healthy Nevada (FHN), Disability Services - \$300,000, and Title XX (TXX) non-state funds – approximately \$400,000. There is no upper or lower limit for the amount of individual grant awards; however, in order to facilitate meaningful outcomes, it is the recommendation of the GMU that a minimum funding level be set at \$15,000.

Subcommittees established under this new process have identified the following priorities for the purpose of this limited pilot:

- Adaptive Housing
- Equipment Recycling
- Respite for Families caring for Individuals with Disabilities
- Crisis Intervention Services with Case Management
- Transitional Housing with Case Management

Each of these services is specifically defined in appendix C.

Eligibility

All nonprofit and public agencies (including state and local governmental agencies, universities and community colleges), can apply if interested in providing services to Nevada residents.

Grantees currently receiving funds under TXX, within the above specified priority areas, may choose to continue with their current grant through state fiscal year (SFY) 2006, provided performance measures are substantially met (80% at end of 3rd quarter). Grantees choosing this option will not be considered for new grants under this pilot.

Applicants interested in applying for funding of two or more projects must provide separate and distinct applications.

Awarding and Funding Process

Department staff will review applications in a two-step process. A technical review of applicant information, executive summary, timeline, budget forms, and the fiscal management checklist will be conducted, with a **limited** opportunity for applicants to correct any technical problems,

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prior to submission of the full application. All applicants receiving other funding under the GMU (Community Services Block Grant, Children's Trust Fund, Family to Family, Family Resource Center, Fund for a Healthy Nevada, or Title XX) will also be required to submit a performance report as part of the technical review.

Once the full application is submitted, **no further adjustments will be accepted prior to the negotiation period.** Department staff will read and score the proposals in accordance with a scoring matrix (See Appendix B). Summaries of the applications, with scores and categorical rankings will be forwarded to subcommittee members for review.

Subcommittee members represent the following governing bodies: Block Grant Commission; Committee for the Protection of Children; Task Force for the Fund for a Healthy Nevada; and Statewide Governing Board for Family Resource Centers. The subcommittees will make recommendations to the governing boards responsible for specific funding sources.

Funding decisions will be documented by staff, based on the following four factors: 1) GMU staff summaries and scores; 2) Geographic distribution of the proposed grant awards; 3) Conflicts or redundancy with other federal, state or locally funded programs, or supplanting of existing funding; and 4) The overall service funding mix. It is the recommendation of the Grants Management Unit that specific budget items to be revised be identified by the subcommittees, if an award is made which reduces the overall proposed budget.

Applicants will be notified of their status after decisions have been made. GMU staff will conduct negotiations with the applicants recommended for funding, to address any specific issues identified by the subcommittees. Adjustment of budgets and goals may be required at that time.

Not all applicants who are contacted for final negotiation will necessarily receive an award. All questions and concerns must be resolved before a grant will be awarded. Upon successful conclusion of negotiations, GMU staff will complete and distribute notices of grant award, general conditions, and grant instructions to grantees.

Decisions will be based on subcommittee recommendations, and are final. There will be **no appeal process.**

Contact Information

For additional information on the grants or application process, contact the Department of Human Resources, Grants Management Unit, at (775) 684-3470 or via email to gmu@dhr.state.nv.us.

Application Questions and Answers

Questions may be submitted to the Grants Management Unit email: gmu@dhr.state.nv.us, thru January 24, 2005, and will be posted to the website www.hr.state.nv.us/directors/grantsmanage.htm, with responses, through January 25, 2005.

Submission of Applications

The schedule for submission of applications is outlined in the Time Table below. **Failure to submit applications in accordance with the Time Table below will result in disqualification.**

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TIME TABLE

NOTE: All applicants must attend orientation session to be eligible for funding.

SEE ORIENTATION LOCATIONS BELOW

	Category 1: Adaptive Housing and Equipment Recycling; or Transitional Housing with Case Management	Category 2: Crisis Intervention; Respite; or Case Management for Social Services
12/22/04	Publish Grant Announcement and Release Grant Application	Publish Grant Announcement and Release Grant Application
1/4/05	Application Orientation	Application Orientation
1/13/05	Application Orientation	Application Orientation
1/25/05	Post final Q & A for RFA	Post final Q & A for RFA
1/28/05	Technical elements of application due: Applicant Information, Executive Summary, Timeline, Budget forms, Fiscal Management Checklist, and Performance Report (current grantees only).	Technical elements of application due: Applicant Information, Executive Summary, Timeline, Budget forms, Fiscal Management Checklist, and Performance Report (current grantees only).
2/11/05	Full application due with original signatures and 11 copies	Full application due with original signatures and 11 copies
2/25/05	GMU summaries and scores forwarded to Subcommittees, with Applications	GMU summaries and scores forwarded to Subcommittees, with Applications
3/15/05	Subcommittee Recommendations (Las Vegas)	N/A
3/22/05	N/A	Subcommittee Recommendations (Reno)
4/26/05	Task Force Funding Recommendations	Task Force Funding Recommendations
5/3/05	Funding Recommendations from Block Grant Commission, Statewide Governing Board, and Committee for the Protection of Children	Funding Recommendations from Block Grant Commission, Statewide Governing Board, and Committee for the Protection of Children
5/4/05 – 6/30/05	Grant Negotiations and finalization of Grant Agreements	Grant Negotiations and finalization of Grant Agreements

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Applications may be mailed to: Department of Human Resources,
Grants Management Unit
505 E. King St., Room 600
Carson City, NV 89701

Or, they may be hand-delivered to one of the following addresses **Monday through Friday between 8 a.m. and 5 p.m., except on state holidays:**

Department of Human Resources
Director's Office
505 E. King St., Room 600
Carson City, NV 89701

Department of Human Resources
Grants Management Unit
3100 West Sahara, Suite 208
Las Vegas, NV 89102

Applicants **MUST** attend at least one of the following Orientation Sessions:

January 4, 2005 10 am – 2 pm
Reno, Las Vegas, Elko

January 13, 2005, 10 am – 2 pm
Reno, Las Vegas, Elko

NOTE:

- **ALL APPLICANT SUBMISSIONS MUST BE POSTMARKED, OR DATE STAMPED AS RECEIVED, NO LATER THAN DUE DATES INDICATED IN THE TABLE ABOVE.**
- **NO FAXES OR E-MAILS WILL BE ACCEPTED FOR FULL APPLICATION. DRAFTS OF TECHNICAL ELEMENTS MAY BE SUBMITTED VIA E-MAIL to gmu@dhrr.state.nv.us. Notice of receipt will be returned via email.**
- The Department is not responsible for any costs incurred in the preparation of the application and applications become the property of the Department. The Department, in coordination with governing boards, reserves the right to accept or reject any or all applications. Projects awarded funding are those deemed best for the people of the State of Nevada.

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INSTRUCTIONS

Formatting

- The technical elements of the application must be completed using the forms in Appendix A. Forms may be duplicated or expanded – **but not modified contextually**- as needed.
- The Executive Summary must not exceed 1 page.
- The narrative sections of the application (8 elements) must not exceed 12 pages, total.
- No additional materials will be accepted. This includes support letters, cover pages, cover letters, brochures, newspaper clippings, photographs, media materials, etc. This does **not** include Memorandums of Understanding (MOU) from collaborative partners.
- Applications **MUST** be typed or computer generated. Use a standard font, such as Arial, Courier, or Times New Roman, with a 12-point font size.
- Applications may be spaced 1.5 or double, with at least 1” margins all the way around.
- The application must be on 8 ½ X 11” paper, single-sided, numbered sequentially at the bottom of the page, and not bound. Please staple in the top left corner.

NOTE: FAILURE TO FOLLOW THESE FORMATTING INSTRUCTIONS WILL DISADVANTAGE YOUR APPLICATION AS COMPARED TO THOSE SUBMITTED ACCORDING TO THE GUIDELINES. UP TO 5 ADDITIONAL POINTS MAY BE AWARDED IN ACCORDANCE WITH THE SCORING MATRIX IN APPENDIX B.

Technical Elements

A single copy of the following sections of the application is to be submitted and approved, prior to submission of the full application, in accordance with the Time Table.

Applicant Information

Complete form 1 from Appendix A, providing all requested information and an original signature. Be sure figures on form 1 match figures from other forms or narrative sections.

Non-profit organizations must list any current certifications of accreditation. If your organization is not currently accredited, you must document that the process for accreditation is underway. See www.uwaysn.org for sample process.

Executive Summary

No form is provided for the Executive Summary. Organize a one-page summary covering the following seven topics.

- 1) Brief description of the project and the need(s) to be addressed.
- 2) What services will be offered and by whom.
- 3) Who will receive services, the size of the population to be served, and where they live.
- 4) The funding requested for state fiscal year 2006, and the amount and source of additional support, if applicable.
- 5) How the project accomplishments will be documented and project outcomes measured.
- 6) Describe sustainability of the program.
- 7) Brief description of collaboration efforts with existing programs or forming new partnerships to provide the proposed services.

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Timeline

Using form 2 from Appendix A as a guide, construct a table to identify timelines and measurement for goals, objectives, and major project tasks to accomplish within the grant period. State fiscal year 2006 runs from July 1, 2005 through June 30, 2006.

Budget Forms

Please complete all budget forms in Microsoft Excel or other spreadsheet program. If you downloaded application materials from the Internet or through email, these forms are located in a separate Excel file, on separate tabs. Using the budget definitions below, complete Budget Narrative Form 3. This spreadsheet contains formulas to automatically calculate totals, and links to Budget Summary Form 4 to automatically complete budget totals in column A. **Do not override formulas.**

Be sure to identify administrative costs for each budget category, providing a total amount and percentage for indirect costs at the end of the Budget Narrative. **The column for extensions should only include funds you are requesting in this application. Budget items funded through other sources should be included in the budget narrative description, but not in the extension column.**

Be sure all figures add up correctly and that totals match within and between all forms and sections.

Budget Definitions

NOTE:

1) Not more than 8 percent of the grant may be used for indirect costs.

Indirect costs are those costs that are not readily identifiable with a single project or activity, but rather are necessary for the overall operation of the organization. Examples might include: general administrative support (Personnel); space rental (Operating); or audit costs (Other).

Any budget items that are not specific to this proposed project must be identified as indirect, and the total must not exceed 8% of the overall budget. You may spread these costs throughout different budget categories, or you may simply identify a budget line item as "8% indirect costs" under the "Other" budget category. In the latter case, this would simply be 8% of the overall budget, and you would not be able to claim any specific indirect costs in the preceding budget categories.

If your organization has a predetermined indirect cost rate, you may only charge up to 8% to this project, and any items included in the indirect cost pool may not be charged directly to this project.

Personnel:

Staff who are employees of the applicant organization should be identified here. The following criteria are useful in distinguishing employees from contractors:

CONTRACTOR	EMPLOYEE
Delivers product	Your organization is responsible for product
Furnishes Tools and/or Equipment	Your organization furnishes work space & tools
Determines means and methods	Your organization determines means and methods

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List direct and indirect staff separately (positions and percent of time to be spent on the project) and total cost. Calculate the total personnel cost. Any class of personnel included in an indirect pool may not be charged directly to this project.

Fringe Benefits:

List each position and provide a breakdown of the amounts and percentages comprising the fringe benefits provided such as health insurance, FICA, etc. List fringe benefits for indirect positions separate from direct positions. Any class of fringe benefits included in an indirect pool may not be charged directly to this project.

Contractual/Consultant Services:

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. Typically, there should be no indirect costs in this category. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the GMU. You must provide a copy of written agreements with any and all partners.

Staff Travel/Per Diem:

Travel costs must provide direct benefit to this project. Identify staff who will travel, the purpose, frequency, and projected costs. State rates for per diem, lodging and mileage should be used. Out of state travel, or non-standard fares or rates require special justification. There should be no indirect costs in this category.

Equipment:

List equipment to purchase or lease costing \$500 or more, and justify these expenditures. "Equipment" costing less than \$500 should be listed under "Supplies." Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled and tracked as such.

OPERATING COSTS

Supplies:

List and justify tangible and expendable property, such as office supplies, program supplies, etc. As a general rule, specific supplies do not need to be priced individually, but a list of typical program supplies is helpful. Items that have particularly high costs should be identified specifically. Supplies that are not purchased specifically for the project, but are part of shared costs, must be identified as indirect.

Occupancy:

Identify and justify any facilities costs associated with the project, such as rent, maintenance expenses, insurance, as well as utilities such as power and water. Typically, these costs are indirect because they serve multiple program purposes, and are not specific to any one project. However, costs for installing or maintaining services specifically for this project purpose are direct and can be charged accordingly.

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Communications:

Identify and justify any communications costs associated with the project, such as telephone services, internet services, cell phones, fax lines, etc.

Public Information:

Identify and justify any costs for brochures, project promotion, media buys, etc. There should be no indirect costs in this category.

Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, stipends or scholarships that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a “pass-through” entity, and its capacity to do so.

Administrative or Other Indirect Costs:

At the end of the budget narrative forms, please include the total dollar amount for indirect costs and show it as a percentage of the total funds being requested through the GMU. Examples include; depreciation and use allowances, facility operation and maintenance, and general administrative expenses such as accounting, payroll, legal and data processing expenses. Indirect costs may not exceed 8% of the total funds being requested.

Complete Budget Summary Form 4. If you downloaded electronic forms, Column A of Form 4 should automatically update with the category totals from Budget Narrative Form 3. Column A should reflect only the amount you are requesting under this application. All other funding sources for this specific project must be identified in the remaining columns, with a separate column for each separate source, including in-kind, volunteer, or cash donations. Funding from each source must be identified as “Pending” or “Secured.”

Complete Item B of the form if you anticipate other funding for this project, but it is not yet secured. Note when a funding decision is expected for any amounts of your budget that are pending, other than the amount requested through the GMU.

Complete Item C of the form, if you anticipate any program income through this project. Provide an explanation of how you are calculating that income.

Additional Resources (In-Kind, Volunteer, or Cash Donations)

Additional resources are not required as a condition of these grants but will be a factor in the scoring. Such resources might include in-kind contributions, volunteer services, or cash contributions. In-kind items must be non-depreciated or new assets with an established monetary value.

Definition of In-Kind: Any property or services provided without charge by a third party to a second party are In-Kind contributions.

First Party: Funding Source administered by the GMU
Second Party: The grantee (and sub-grantee of project supported by the grant)
Third Party: Everyone else

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If the grantee (second party) provides the property or services, then it is considered “cash” contributions, since only third parties can provide IN-KIND contributions.

When costing out volunteer time, remember to calculate the cost based on the duties, not the volunteer’s qualifications. For example, an attorney may donate his or her time to drive clients a certain number of hours per month but the donation is to be calculated on the normal and expected pay received by drivers, not attorneys!

Program Income

Program income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. For programs receiving federal funds, program income shall be added to funds committed to the project and used to further eligible project or program objectives.

Your program may charge reasonable fees/subsidies/costs to be paid by recipients of services. Any estimated cash income generated in such a way must be identified and reported on Budget Form 4. Also note whether the project plans to have a sliding fee schedule, and if so, describe that schedule.

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Performance Report – Current Grantees Only

Only complete form 5 if this application is a continuation or expansion of a current-cycle grant under the GMU. Provide data for programmatic and fiscal activity through December 31, 2004, or through the end of the grant term, if your grant has already been completed.

This section will be evaluated separately based on: 1) Program progress in relation to approved goals; 2) Demonstrated compliance with promised leveraging; 3) Documentation of continuing unmet need; and 4) Compliance with Grant Instructions.

Fiscal Management Checklist

Complete Form 6 with current information and documents demonstrating the fiscal management capacity of your organization. This section will be evaluated separately based on your organization's capacity to administer the grant.

Project Narrative

No form is provided for the project narrative. Specific instructions for each category are provided below. Please construct your responses with category headings in the order listed below:

- **Importance of project purpose.** (10 points possible)
- **Meeting the unmet needs of those to be served.** (15 points possible)
- **Size of population to be served.** (5 points possible)
- **Documenting and measuring outcomes.** (15 points possible)
- **Cost effectiveness of the project.** (15 points possible)
- **Potential for ongoing sustainability of the project.** (15 points possible)
- **Collaboration.** (15 points possible)
- **Leveraging of additional resources.** (10 points possible)

IMPORTANT !!!

Provide a response to each category in the order provided. Ensure your response addresses all of the instructions listed for each category. Check for spelling mistakes, stylistic inconsistencies, redundancies, factual omissions, and unsupported assumptions. Before submitting the application, a good strategy is to let someone unfamiliar with the project read and critique the project narrative. When developing the grant application, keep in mind that the only programs or projects that this grant money may be awarded for are:

- **Adaptive Housing;**
- **Equipment Recycling;**
- **Respite for Families caring for Individuals with Disabilities;**
- **Crisis Intervention with Case Management; or**
- **Transitional Housing with Case Management**

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Importance of Project Purpose

Describe the problem or unmet need that you propose to address and how it relates to the eligibility criteria for these grants. **Be sure to document why this is a critical need within the area you propose to serve.** Cite the source and date of any statistics or other supporting data used.

Meeting the Unmet Needs of Those To Be Served

Document the extent to which the problem identified above is not otherwise addressed in the area you intend to serve, including the lack of other funding sources.

Clearly describe the services to be provided by your program or project, and the method(s) for delivery of those services. **Be sure the services you propose are consistent with the guidance on priority areas provided in Appendix C.**

If you are proposing mini-grants, subcontracts, or sub-awards of any kind, you must provide a justification for why your organization should serve as an intermediary between the GMU and the organization providing the service(s). You must also document your ability to administer the sub-awards in accordance with all applicable regulations and requirements. Finally, you must provide copy of a written agreement with any proposed partner or subgrantee.

Indicate whether there is a waiting list for the proposed services, and provide the average length of wait, and the number of prospective clients on the list. **Be sure to cite the source of this information.**

Size of Population To Be Served

Estimate the number and age of persons **to be served** by the project and their geographic location (city, county, rural area, etc.).

Documenting and Measuring Outcomes

Describe the measures that you will use to track both outputs and outcomes of your project. Output measures define either the quantity or quality of **effort** put forth for the project, and answer questions such as: 1) How much service did we deliver?; or 2) How well did we deliver service? Outcome measures should go beyond efforts, to try to determine the **effect** of those efforts. If possible, you should attempt to answer the following questions: 1) How much change for the better did we produce?; and 2) What percentage of people are better off?

Be sure to clearly define your selected measures and the procedures you will implement to track them. If a grant is awarded, you will be required to report your progress, in terms of these measures, on a quarterly or annual basis, depending on the difficulty of measurement.

The Cost Effectiveness of the Project

Describe non-cash resources other than a grant through the GMU that will be used to create, sustain, or expand the service. These can include, but are not limited to, in-kind support, staff and volunteer hours, and collaborative efforts with other agencies.

Document any expected cost savings associated with project services relative to costs of not providing the services. These costs may be those that would otherwise be incurred by the state

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or individuals. For example, costs of in-home care vs. hospitalization or nursing home care. Cite the source and date of any statistics or other supporting data used.

Define your unit of service and provide cost per unit of service delivered; e.g., cost per person served or family served. This is calculated by dividing the estimated number to be served by the total funds budgeted.

Potential for Ongoing Sustainability of the Project

Describe resources or planning that support sustainability, including diverse funding sources, staff commitments, and longevity of the organization.

Collaboration

Identify existing or proposed collaborators for the project and their level of participation. Describe how this program will encourage the collaborative effort of various agencies or organizations by working with existing programs or forming new partnerships to provide the proposed services.

Leveraging of Additional Resources

Describe whether this grant money will be used as a matching contribution to obtain additional money from another source.

Describe other grant resources that have been examined to maximize expenditures through local, federal and private contributions.

Provide information regarding grant funding that your organization receives from any source.

Assurances

Complete the assurances form 7 in Appendix A, provide the name and title of the authorized representative for your organization, and obtain that person's signature and date of signature.

Application Checklist

Complete the checklist form 8 in Appendix A, identifying those items included in the application that you are submitting.

DO NOT SUBMIT THE NARRATIVE SECTIONS, THE ASSURANCES, OR THE APPLICATION CHECKLIST UNTIL THE TECHNICAL ELEMENTS HAVE BEEN APPROVED BY THE DEPARTMENT OF HUMAN RESOURCES, GRANTS MANAGEMENT UNIT.

FOLLOWING APPROVAL OF THE TECHNICAL ELEMENTS, SUBMIT THE FULL APPLICATION WITH ONE ORIGINAL SIGNATURE SET AND ELEVEN (11) COPIES.

***Checking your work before submission saves time.
Early submission reduces anxiety.***

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APPENDIX B

Scoring Matrix and Guidelines

Information Only

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GMU –Scoring Matrix

Following formatting instructions will result in extra points as follows:

	POINTS
• Executive Summary meets 1-page limit	1
• Narrative sections meet 12-page limit	1
• Font size is at least 12-point	1
• Margins for narrative section are at least 1”	1
• Application is on 8 ½” X 11” paper, single-sided, and numbered sequentially	<u>1</u>
	TOTAL 5

Each of the 8 categories in the required grant narrative will be scored as follows:

1. Importance of Project Purpose (10 points possible)

• Problem or unmet need is not clearly defined.	0-1
• Problem or unmet need is clearly described but not documented for area to be served.	2-4
• Problem or unmet need is clearly described and adequately documented.	5-7
• Problem or unmet need is clearly described and well documented.	8-10

2. Meeting the Unmet Needs of Those to be Served (15 points possible)

• Unclear how the problem or need will be addressed.	1-2
• Problem or need addressed, insufficient documentation of services and methods.	3-5
• Limited documentation of services, methods, and degree to which needs are met.	6-9
• Services, methods, and degree to which needs are met are well documented.	10-13
• Well documented with indication of a waiting list for prospective clients.	14-15

3. Size of the Population to be Served (5 points possible)

	<u>Urban Locations</u>	<u>Rural Locations</u>
	Direct	Direct
0 – 99	2	3
100 – 499	3	4
500 – 999	4	5
1000 and over	5	5

4. Documenting and Measuring Outcomes (15 points possible)

• Outcomes, outputs, indicators or other means of measurement are unclear.	1 - 3
• Outcomes, outputs or indicators provided; measurement procedures insufficient	4 - 7
• Clear outputs or indicators and adequate measurement procedures.	8 - 11
• Clear outputs and outcomes with comprehensive measurement procedures.	12 - 15

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5. Cost Effectiveness of Project (15 points possible)

- Minimal additional resources or cost savings indicated. 1 - 5
- Documented additional resources and cost savings. 6 - 10
- Significant additional resources, cost savings, and per unit cost documented. 11 - 15

6. Potential for Ongoing Sustainability of the Project (15 points possible)

- Minimal resources or planning for sustainability. 1 - 5
- Limited resources or planning for sustainability. 6 - 10
- Significant resources or planning for sustainability. 11 - 15

7. Collaboration (15 points possible)

- Collaboration encouraged, no specific partners proposed. 1 - 5
- Specific partners proposed at multiple levels. 6 - 10
- Existing partners integrated at multiple levels. 11 - 15

8. Leverage (10 points)

- Minimal additional funding sources proposed or secured. 1 - 3
- Limited additional funding sources proposed or secured. 4 - 6
- Significant additional funding sources proposed or secured. 7 - 10

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Performance Report Scoring Matrix

1. Progress on goals (25 points possible)

- Minimal progress on goals 1-5
- Insufficient progress on goals 6-10
- Adequate progress on goals 11-15
- Significant progress on goals 16-20
- Met or exceeded goals 21-25

2. Leveraging of funds (25 points possible)

- Minimal leveraging of funds 1-5
- Insufficient leveraging of funds 6-10
- Adequate leveraging of funds 11-15
- Significant leveraging of funds 16-20
- Met or exceeded proposed leveraging 21-25

3. Addressed unmet need (25 points possible)

- Minimal needs met 1-5
- Insufficient needs met 6-10
- Adequate needs met 11-15
- Significant needs met 16-20
- Met or exceeded documented need 21-25

4. Compliance with Grant Instructions (25 points possible – 0 to 5 points each)

- Requests for funds are accurate and timely 0-5
- Progress reports are accurate and timely 0-5
- Required insurance coverage is in place 0-5
- Fiscal and administrative procedures are adequate 0-5
- Approvals requested and obtained prior to revisions 0-5

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APPENDIX C

Guidelines for Priority Areas

Information Only

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ADAPTIVE HOUSING

Please contact the GMU if you are considering applying for a grant to provide adaptive housing services.

Adaptive housing services include appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities. Currently, there is a 20-month waiting list for Independent Living services provided with funding administered by the Office of Disability Services. The new budget request for the SFY06-07 biennium includes an additional \$300,000 for each year, for this program. It is estimated that this funding will bring down the waiting list to within 90 days. This would substantially reduce the level of need for additional funding from GMU administered sources.

If the request is approved in the Governor's Budget, it will very likely be approved by the Legislature. Therefore, once the Governor's Budget is determined, the Department will make further recommendations with regard to either maintaining or withdrawing this priority. If this priority is withdrawn, individuals requiring this service would be referred to client services under the Office of Disability Services.

EQUIPMENT RECYCLING

Establish a sustainable program for loan and recycling of medical equipment, such as walkers and wheelchairs, for people with disabilities in southern Nevada.

Eligibility/Criteria:

- Individuals with disabilities requiring equipment to improve mobility or access;
- Prioritized level of need.

Service Provision:

- Provide recycled equipment to clients;
- Provide warehousing of available equipment;
- Develop system for accepting recycled equipment, including sanitization and repair.

Outcome Documentation:

- Improved mobility/access for people with disabilities;
- Client satisfaction;
- Cost effectiveness;
- Sustainability.

RESPIRE

There is no current data available regarding the level of need, statewide, for respite services, because there are no statewide programs that provide respite services. Respite has been identified by the Legislature as a priority for Healthy Nevada funding to people with disabilities. It has also been identified by the Office of Disability Services as a desperate need.

Eligibility/Criteria:

- Families providing in-home care for one or more members with a disability;
- Individual or family members at risk due to stress of primary care provision.

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Service Provision:

- Center-based respite care; or
- Vouchers for home-based care.

Outcome Documentation:

- Improvement in family stress-levels;
- Client satisfaction;
- Cost effectiveness.

CASE MANAGEMENT for Crisis Intervention and Transitional Housing

Because clients typically face multiple barriers to achieving stability in the community, a range of services are needed, which must be coordinated to ensure appropriateness, eligibility, and accessibility for the client. A case manager must be:

- knowledgeable about the range of services available in the community;
- able to formally assess the needs of individual clients and develop appropriate case plans; and
- able to follow up with the client to ensure that the case plan is implemented.

For the purposes of this pilot, at least one of the priorities identified below must be included in the case plan. The case plan must also include additional services that support the provision of the identified priority. Collaborative agreements with partnering service providers must be documented.

CRISIS INTERVENTION with CASE MANAGEMENT

- 1) In-home crisis intervention services for children and families in Clark County with suspected abuse and neglect.

Eligibility/Criteria:

- Risk of continued serious abuse or neglect is high, and/or
- Placement is imminent for at least one child in the family;
- Safety of the child can be maintained through use of intensive services; and
- Family is willing to participate in services

Service Provision:

- Intensive in-home therapy within 72 hours of referral to Child Protective Services;
- Family assessments;
- Psychiatric, psychological, and cultural diversity consultant services as needed;
- Linkage to ancillary and support services as needed, including:
 - Housing, transportation, education and information, skill-building activities.

Outcome Documentation:

- Ability to avert placement of children at case closure and at follow-up;
- Improved child well-being and family functioning;
- Cost effectiveness.

- 2) Other crisis intervention services will be considered on the following bases:
 - a. Must document a critical need related to imminent crisis, in area to be served;
 - b. Service must be available within 72 hours of crisis;
 - c. Intervention must be a time-limited service;

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- d. Must be able to document that the intervention successfully linked clients to long-term support to prevent destabilization of the family, or one or more family members.

TRANSITIONAL HOUSING with CASE MANAGEMENT

The Office of Disability Services is partnering with Medicaid and Northern Nevada Center for Independent Living to identify transition candidates who can be released from institutional settings to return to community living. Although funding for long-term housing has been identified from other sources, there is currently no source of funds for the transitional period between release from an institution and placement in long-term housing. This funding would bridge that gap, to cover housing costs for a limited time period only.

Eligibility/Criteria:

- Candidates must be identified for release from institutional settings;
- Funding for long-term housing must be identified prior to making arrangements for transitional housing;
- Long-term housing must be available within 90 days of release from institutional settings.

Service Provision:

- Link with other service providers to select appropriate clients;
- Identify appropriate transitional housing for clients;
- Facilitate transition to ensure continuous housing for client, from time of release to placement in long-term housing.
- Provide case management, or link with other service providers for this purpose.

Outcome Documentation:

- Successful placements resulting in long-term housing;
- Client satisfaction;
- Cost effectiveness.