

AGING AND DISABILITY SERVICES DIVISION (ADSD) GRANTEE REPORTING SCHEDULE

REPORT/DOCUMENT	DUE DATE	SEND TO	# COPIES
Notification of Grant Award (NGA)	Ten (10) days after receipt of grant award.	Carson City ADSD	Signed original
Confidentiality Addendum (CA) – SAMS Users	Ten (10) days after receipt of grant award.	Carson City ADSD	Signed original for each grant award
FISCAL REPORTS			
Request for Funds <i>Forms available online at http://www.nvaging.net/grants/reporting.htm</i>	To receive timely payments, Request for Funds should be received by the 15 th calendar day of the month preceding the quarter requested.	Mail to your assigned fiscal auditor: Charlene Foley Carson City ADSD Robert Williamson Las Vegas ADSD	Submit three copies with Original Signatures (in red or blue ink) on each copy.
Quarterly Financial <i>Forms available online at http://www.nvaging.net/grants/reporting.htm</i>	15 th calendar day of the month following the end of a reporting quarter. October 15 January 15 April 15 July 15 (You must submit a report for each grant you receive from ADSD, even if you did not spend any of the funding during the reporting period.)	Stephanie Petersen Las Vegas ADSD	E-mailed to: spetersen@adsd.nv.gov
PROGRAMMATIC REPORTS			
Social Assistance Management System (SAMS)	Input monthly data by the 15th calendar day of the following month. <i>Example:</i> Input January's data by February 15th.	There is no hard copy report to send in. ADSD will pull information directly from SAMS. Send an email to lawilliams@adsd.nv.gov by the 15th day of the following month to notify Lisa Williams that your data has been entered.	
Monthly Meal Count -Nutrition Programs <i>Form available online at http://www.nvaging.net/grants/reporting.htm</i>	Due by the 15 th calendar day of each month following the month of service.	Vern Dixon Las Vegas ADSD	One (1) copy E-mailed to: vdixon@adsd.nv.gov
Transportation Report <i>Form available online at http://www.nvaging.net/grants/reporting.htm</i>	15 th calendar day of the month following the end of a reporting quarter. October 15 January 15 April 15 July 15	Lisa Williams Las Vegas ADSD and Your RD Specialist	One (1) copy E-mail the spreadsheet to: lawilliams@adsd.nv.gov and your assigned RD Specialist
State Transportation <i>Form available online at http://www.nvaging.net/grants/reporting.htm</i>	15 th calendar day of the month following the end of a reporting quarter. October 15 January 15 April 15 July 15	Shirley Chantrill Elko ADSD	One (1) copy Mailed or E-Mailed to: schantrill@adsd.nv.gov
State Volunteer <i>Form available online at http://www.nvaging.net/grants/reporting.htm</i>	15 th calendar day of the month following the end of a reporting quarter. October 15 January 15 April 15 July 15	Melissa Thrower Las Vegas ADSD	One (1) copy Mailed or E-mailed to: mthrower@adsd.nv.gov

PROGRAMMATIC REPORTS - CONTINUED

<p>MIPPA – Reporting Template</p>	<p>Due by the 15th calendar day of each month following the month of service.</p> <p>Report covers 1st day of the month to the last day of the month.</p>	<p>Jeff Doucet Las Vegas ADSD</p>	<p>One (1) copy E-mailed monthly to: jsdoucet@adsd.nv.gov</p>
<p>Aging and Disability Resource Center (ADRC)</p> <p>Monthly Data Tracking Tool (DTT)</p> <p><i>Form available online at http://www.nevadaadrc.com</i></p>	<p>Due by the 15th calendar day of each month following the month of service.</p>	<p>Teresa Sacks, Sanford Center for Aging Program Evaluator</p>	<p>Online submission http://www.nevadaadrc.com <i>Must register for a login</i></p>
<p>Aging and Disability Resource Center (ADRC)</p> <p>Semi-Annual Reporting Tool (SART) - federal report</p>	<p>Six (6) month report due for review by each ADRC site one week prior to final submission date.</p> <p>Final submission dates by ADSD: April 30 October 31</p>	<p>Wanda Brown ADRC Project Manager, State Lead</p>	<p>Online tool located at http://www.adrc-tae.org <i>Must be authorized by State Lead to submit SART.</i></p> <p><i>SART is available the first week in April and October.</i></p>
<p>State Health Insurance Assistance Program (SHIP)</p>	<p>Volunteer Coordinator's Monthly Activity Report due by the 5th of each calendar month following the month of service.</p> <p>Annual Resource Report for Sub-state Areas due by May 1 for prior grant year (April 1 - March 31).</p> <p>Annual Strategic Plan for new grant year (April 1 - March 31) due by January 15th.</p> <p>Year End Progress Report for grant year (April 1 - March 31) due by January 15th of that grant year.</p> <p>Mid-Term Progress Report due September 15 for period April 1 - August 30.</p>	<p>Wanda Brown SHIP Director and</p> <p>Kathryn Lopan Las Vegas SHIP</p>	<p>E-mailed to:</p> <p>wbrown@adsd.nv.gov kalopan@adsd.nv.gov</p>

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