

MINI-GRANT APPLICATION

AGENCY VEHICLE PURCHASE AND MODIFICATION

One Application per Agency Provider, even when there are multiple locations.

Background

The Nebraska Department of Health and Human Services (DHHS) is pleased to announce opportunities for funding Medicaid Home and Community-Based Services (HCBS). This grant is to strengthen Home and Community-Based agency providers and their ability to support the transportation needs of their participants and staff.

These grants are to agencies to purchase an agency vehicle or vehicle modifications and will expand access to the community for participants receiving waiver services. This grant is designed for an agency to expand its current capacity to provide safe and reliable transportation for participants receiving waiver services. The vehicles must be used for agency purposes only. Only one application may be submitted per agency.

The grants are intended for HCBS agency providers of waiver programs (Aged and Disabled Waiver, DD Adult Day Waiver, Comprehensive DD Waiver, and Traumatic Brain Injury Waiver) to support up to \$25,000 for the purchase of a new agency vehicle without modifications OR up to \$50,000 to use for vehicle modifications on a current vehicle(s) or to be used toward the purchase of a new accessible vehicle. All new, unmodified vehicles must be purchased from dealerships located in the State of Nebraska. Preference is also given to modified vehicles purchased in Nebraska and for modification of vehicles completed in Nebraska. All vehicles must be registered in the State of Nebraska upon purchase or modification. Used vehicles may only be purchased if covered by a 12-month/12,000-mile comprehensive warranty and a 100,000-mile powertrain warranty.

The grant application must include a statement of the agency's need to purchase a new vehicle or modify an existing vehicle, which is directly tied to participant access and support. DDD will review applications and inform agencies if they have Conditional Approval for vehicle purchase or modification. Agencies are obligated to inform DDD if the information on their application materially changes before vehicle purchase or modification. Upon purchase or modification of the vehicle, agencies will have 45 days to submit evidence of purchase and Post-Purchase Addendum. DDD will review the Pre-Application (pp. 2-5), Post-Purchase Addendum (pp. 6-8), and evidence of purchase for consistency before payments are made. Upon approval of the Pre-Purchase Application, providers will have six months to complete the purchase of a vehicle. After the vehicle is purchased, providers have 45 calendar days to submit proof of sale, insurance, and registration. DHHS will communicate any provider payment notices, status updates, or follow-up information requests within 30 days of submission.

To qualify for the one-time, short-term grant opportunity, providers must submit a complete Pre-Application (pages 2-5) to DDD via email to dhhs.DDDCommunityBasedServices@nebraska.gov from February 9 through March 8, 2024.

Pre-Application

Agency Information

Agency Name: _____ Date: _____

Agency Contact: _____ Phone: _____

Agency Email: _____

Agency Mailing Address: _____

Proposal

Description of Agency Need including relevance to participants' needs or access to services:

The grant will be applied to the cost of: New, unmodified vehicle purchase (up to \$25,000)

Purchase of a new, modified vehicle (up to \$50,000)

Modification of an existing agency vehicle (up to \$50,000)

New Unmodified Vehicle – Additional Information

Intended Make & Model: _____

Is the vehicle listed on the [Nebraska Department of Administrative Services Material Division website](#) under Automotive Vehicles?

Yes No

Note: Preference will be given to the purchase of vehicles listed on the DAS website.

Estimated Vehicle Price: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Will the vehicle be purchased in the State of Nebraska? Yes No

Will the vehicle be registered in the State of Nebraska? Yes No

What is the anticipated date of vehicle delivery: _____

New Modified Vehicle – Additional Information

Intended Base Make & Model: _____

Is the base vehicle listed on the [Nebraska Department of Administrative Services Material Division website](#) under Automotive Vehicles?

Yes No

Note: Preference will be given to the purchase of vehicles listed on the DAS website.

Estimated Total Vehicle Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Detailed Description of Modification:

Will the vehicle be purchased in the State of Nebraska? Yes No

Will the vehicle be registered in the State of Nebraska? Yes No

What is the anticipated date of vehicle delivery: _____

Existing Vehicle Modification – Additional Information

Note: Agencies should secure estimates from Modification Companies *before* submitting an application.

Modification Company: _____

Company Contact: _____ Phone: _____

Company Email: _____

Company Mailing Address: _____

Vehicle 1-

Make: _____ Model: _____

Year: _____ VIN Number: _____

Detailed Description of Modification:

Vehicle Modification Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Will the vehicle be modified in the State of Nebraska? Yes No

What is the anticipated date of vehicle(s) delivery following modification: _____

Vehicle 2-

Make: _____ Model: _____

Year: _____ VIN Number: _____

Detailed Description of Modification:

Vehicle Modification Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Will the vehicle be modified in the State of Nebraska? Yes No

What is the anticipated date of vehicle(s) delivery following modification: _____

Vehicle 3-

Make: _____ Model: _____

Year: _____ VIN Number: _____

Detailed Description of Modification:

Vehicle Modification Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Will the vehicle be modified in the State of Nebraska? Yes No

What is the anticipated date of vehicle(s) delivery following modification: _____

The total amount available for the mini-grants is limited. Applications will be processed within 30 days. The requested amount may be limited due to available funds. If Conditionally Approved, providers will need to submit a Post Purchase Addendum and evidence of purchase within 45 days of purchase for final review and payment processing.

Signature: _____ Date: _____

Submit the application and receipts electronically to: dhhs.ddproviderrelations@nebraska.gov

Post-Purchase Addendum

Upon approval of the Pre-Purchase Application, providers will have six months to complete the purchase of a vehicle. After the vehicle is purchased, providers have 45 calendar days to submit proof of sale, insurance, and registration. DHHS will communicate any provider payment notices, status updates, or follow-up information requests within 30 days of submission. The Post-Purchase Addendum must be submitted within 45 days of vehicle purchase or modification receipt.

The Post-Purchase Addendum will be reviewed with the originally submitted application and proof of purchase. If substantial differences are found between documents, the grant application may be denied. If material changes to the application need to be made, please communicate those in advance to DDD.

Submit the application and receipts electronically to: dhhs.ddproviderrelations@nebraska.gov

- The grant will be applied to the cost of: New, unmodified vehicle purchase (up to \$25,000)
 Purchase of a new, modified vehicle (up to \$50,000)
 Modification of an existing agency vehicle (up to \$50,000)

New Unmodified Vehicle – Additional Information

Dealership Name: _____

Dealership Contact: _____ Phone: _____

Dealership Email: _____

Dealership Mailing Address: _____

Vehicle Price: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Make: _____ Model: _____

Year: _____ VIN Number: _____

Was the vehicle purchased in the State of Nebraska? Yes No

Is the vehicle registered in the State of Nebraska? Yes No

Is the vehicle new? Yes No

Is the vehicle under warranty as a new vehicle or under a 12-month/12,000-mile comprehensive and 100,000-mile powertrain warranty if the vehicle is used?

Yes No

New Modified Vehicle – Additional Information

Dealership Name: _____

Dealership Contact: _____ Phone: _____

Dealership Email: _____

Dealership Mailing Address: _____

Base Vehicle Price: _____

Vehicle Modification Cost: _____

Total Vehicle Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Make: _____ Model: _____

Year: _____ VIN Number: _____

Was the vehicle purchased in the State of Nebraska? Yes No

Is the vehicle registered in the State of Nebraska? Yes No

Existing Vehicle Modification – Additional Information

Modification Company: _____

Company Contact: _____ Phone: _____

Company Email: _____

Company Mailing Address: _____

Vehicle 1-

Make: _____ Model: _____

Year: _____ VIN Number: _____

Detailed Description of Modification:

Vehicle Modification Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Was the vehicle modified in the State of Nebraska? Yes No

Is the vehicle registered in the State of Nebraska? Yes No

Vehicle 2-

Make: _____ Model: _____

Year: _____ VIN Number: _____

Detailed Description of Modification:

Vehicle Modification Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Was the vehicle modified in the State of Nebraska? Yes No

Is the vehicle registered in the State of Nebraska? Yes No

Vehicle 3-

Make: _____ Model: _____

Year: _____ VIN Number: _____

Detailed Description of Modification:

Vehicle Modification Cost: _____

Note: The price quoted shall be net, including transportation and delivery charges fully prepaid by the contractor.

Was the vehicle modified in the State of Nebraska? Yes No

Is the vehicle registered in the State of Nebraska? Yes No