

RISE UP Tri-partite Board

Regular

~ Agenda ~

2300 Meadow Ln.
Gardnerville, NV 89410

<http://www.douglascountynv.gov/>

Jodi Qualls
775-782-9825

Wednesday, January 11, 2023

9:00 AM

Douglas County Social Services

RISE UP

("Revitalizing Independence and Self-Empowerment by Uprooting Poverty")

A G E N D A	
1.	Call Meeting to Order
2.	Introductions
3.	Public Comment (No Action)
4.	For possible action. Approval of the proposed agenda.
5.	For possible action. Approval of the minutes from the September 14, 2022 RISE UP Tripartite Advisory Board meeting.
6.	For Presentation only. Update on the Needs Assessment.
7.	For Possible Action. Review and approval of the FY 22-23 CSBG budget.
8.	For Presentation only. Update on the CARES funding budget and expenditures.
9.	For discussion. Discussion to recognize Tripartite Advisory Board training which occurred since the September 14, 2022 RISE UP meeting and during today's RISE UP meeting.
10.	For possible action. Discussion and possible action to schedule the next RISE UP meeting and plan future agenda items.
11.	Public Comment (No Action)
12.	Adjournment
Note:	We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Douglas County Social Services at least 24-hours in advance by calling 775-782-9825.
Notice of this meeting was posted <u>at least 3 business days prior</u> to this meeting. Posting date on or before: Friday January 6, 2023. Please note that Agenda items may be taken out of order, may be combined for consideration, or may be removed from the Agenda or delayed for discussion at any time.	

RISE UP Tri-partite Board

Regular

~ Minutes ~

2300 Meadow Ln.
Gardnerville, NV 89410

<http://www.douglascountynv.gov/>

Jodi Qualls, Interim
775-782-9825

Wednesday, September 14, 2022

9:00 AM

Douglas County Social Services

I. Call to Order

The meeting was called to order by the Chairman, Sarah Sanchez at 9:02 AM. Introductions were conducted starting with Sarah Sanchez, Community Representative and Director of the Carson Valley Community Food Closet; Steve Walsh, Elected official, Public Administrator for Douglas County; Michelle Sscot, Low Income Representative; Jodi Qualls, Administrative Services Manager/Interim Manager for Social Services; Cody Logan, Case Manager for Social Services; and Sarah Johnson, Case Manager for Social Services.

Absent: none

II. Public Comment

None

III. For possible action. Approval of the proposed agenda.

Steve made a motion to accept the agenda and Michelle seconded the motion. Meeting agenda was approved.

IV. For possible action. Approval of minutes from the June 8, 2022 RISE UP Tripartite Advisory Board.

Steve made a motion to accept the minutes and Michelle seconded the motion. Meeting minutes were approved.

V. For discussion. Presentation and discussion of the 2022 Social Services Needs Assessment.

Jodi began and explained the purpose of the Needs Assessment and that Social Services is overdue for a Needs Assessment. A consultant was hired and created the questions, and the board meeting was the first to have the needs assessment administered.

Steve asked about the meaning behind we, Jodi explained that this is for general Social Services office and is required for our CSBG funding source. CSBG requires a Needs Assessment every 3 years and it has not occurred since 2016. After this, we will be caught up and our strategic plan will be created

based upon the needs assessment. Clarification was given regarding the next steps. A report will be developed based upon the feedback received.

Question 1: Do you believe that the agency has a clear vision of what it wants to achieve and that there is a consensus around the vision? Please explain.

Sarah asked if we have a mission statement, Jodi stated yes there is a mission statement but no vision statement at this time. Michelle added that ideas keep coming up, but it might be important to present the ideas and time frames for the future.

Question 2:

Sarah stated that it does reflect clearly. Cody added that we need honest feedback. Jodi added that we need to build a new plan based upon the feedback. Michelle asked for more clarification on requirements as that is what she receives feedback for. More clarification on the services.

Question 3:

Michelle stated that within the tripartite board it helps to reflect on strengths and weaknesses. Jodi clarified that we need to know what the community sees from the outside in order to improve. Sarah stated Social Services does a good job of collectively being on a good front.

Question 4:

Michelle said FISH in Ranchos would be a competitor and maybe the Churches. Steve stated that this is a different environment than a McDonald's or Burger King situation. If someone steals a client, it won't bother us. It seems like a partnership. Sarah J. added that we are the only one that receives CSBG in the area so we are the only ones to provide that service. Sarah S. If Social Services doesn't get the numbers to maintain the grant, they might lose it. Michelle stated it is not possible to duplicate your services. Sarah S. added that when the previous manager was here duplication of services was addressed and did not happen within the valley.

Question 5:

Sarah stated you have to analyze the demographics and the clients needs to create programs. Michelle stated she doesn't have a clue if this occurs and Cody added that the answer is perfect for us to understand if this is happening or not.

Question 6:

Michelle stated yes, even though verbiage is wrong. You look at the needs of the client and try to develop programs to assist them like resume creation. Sarah asked if we periodically do assessment and surveys or if it is just feedback as it comes in? Jodi stated Social Services assesses the clients when they come in and when they leave. As far as stakeholders, Jodi looks more to the community

and is the community comfortable to ask for help and what are they seeing. Michelle stated that having to call and see if the office is staffed and if they can handle clients. It would be helpful to have that information given out more freely. Sarah added that the office should be present at Partnership meetings and at the Behavioral Health Task Force. Just having a presence is a value to the community. Jodi added that this is something that needs to be worked on for trying to attend the meetings as there was a conflict with meetings in the past.

Question 7:

Well, with Food Closet there is a great relationship, but what is the connection with the Chamber with the Job Fairs? Jodi stated they work with JOIN and CSA out of Reno for well rounded workforce. They do work with the Chamber and are rebuilding in the future. They have lost a lot of collaborative efforts over the last year or two that need to be rebuilt and recreated. Sarah added that it is a difficult place to be in because being a County agency, many of the other agencies expect you to just be there but in a bigger capacity. Rebuilding the connections with other agencies is going to be crucial and should act like a community provider

Question 8:

Sarah stated she wanted to know about after the board training, most of the other providers that have this set up is a non-profit that has a board and they use their board as a RISE-UP board. They go out and market within the community. It appeared that maybe something could happen as simple as talking about topics at a Commissioner meeting would help. It is difficult to know the role that is needed other than checking the boxes. Jodi stated that the board can go in whatever direction the board would like to go in. It hasn't been exactly where we want to go in the past, Jodi would like to see more and it depends on how far the board would like to go. It is frustrating that there isn't a collective voice to say what capacity is needed. Can the board go out and share with the community what is needed and what we would like to see in the future? Jodi stated it is limited because Social Services has to be neutral with politics and would love to have someone be the voice for Social Services. It could be part of this board or moved to the Partnership in the future. Sarah stated that if the commissioners got to have an update regarding the Social Services and maybe take a report to them based upon the Needs Assessment. Steve stated he agrees with that idea and that you have to keep your personal opinion out of it, but only provide the facts. There will always be some that disagree with what happens. Sarah added this could be a good catalyst for that. This would be excellent for the future. Sarah and Michelle asked for a copy of the community survey and assessment. The board discussed that if you don't need the assistance, you don't always know what is available for the community. Michelle added she would be willing to go to Partnership to present the report, but just let her know what to bring. Sarah added she always goes as well. Jodi stated that Social Services will be rearranging schedules to adjust to attend meetings.

Question 9:

Jodi clarified this goes into training, but she is not sure of what the next generation would look like. Unknown is the answer; the board is not sure of how to answer this for the future.

Jodi provided a history of how the recruiting works within the County for this board. Sarah stated it would be good to get the policies laid out and expectations for the board.

Question 10:

Jodi clarified the meaning of sustainability regarding maintaining the status within the community and the funding sources. Sarah stated that getting back into the community and having outreach at health fairs. Being a part of opportunities for outreach and activities while being more approachable.

Question 11:

Currently, the agency is awaiting to hear if the 200% will be agreed upon by legislature for permanent guidelines for CSBG funding. The percentage of poverty would affect the demand and create a burden upon the clients. This goes hand in hand with Strategic Plan. Cody provided additional clarification to the board regarding the guidelines. Client numbers have been dwindling recently due to the cost of living here.

Question 12:

5 for clients who qualify and follow through and 2 for clients who struggle to be good clients.

VI. For presentation only. Update on the CSBG CARES funding spend down.

Jodi advised that the Meals on Wheels vehicle was received and paid for so we have spent our funds that needed to be spent by September 30, 2022 and now have the rest of our funds to spend by 2023.

VII. For discussion. Discussion to recognize Tripartite Advisory Board training which occurred since the February 9, 2022 RISE UP meeting and during today's RISE UP meeting.

Training today is 1 hour for both Sarah, Steve and Michelle.

VIII. For possible action. Discussion and possible action to schedule the next RISE UP meeting and plan future agenda items.

Next meeting date will occur in January on the 11th at 9:00 AM. Report on the findings from the Needs Assessment and a Breakdown of who sent the survey in.

IX. Public Comment

none

X. Adjournment

Steve made a motion to adjourn the meeting at 10:05 am and Michelle seconded the motion.

UNAPPROVED



State of Nevada
 Department of Health and Human Services
Grants Management Unit
 (hereinafter referred to as the Department)

Agency Ref. #: 1314
 BA / CAT: 3195/29
 GL: 8504
 Job Number: 9356923
 SubOrg: 03

NOTICE OF SUBAWARD

Program Name: DHHS, Grants Management Unit (GMU), CSBG – Base Tawny Chapman Tawny.chapman@dhhs.nv.gov	Subrecipient's Name: Douglas County Social Services Jodi Qualls, jqualls@co.douglas.nv.us
Address: 400 W. King St., Suite #300 Carson City, NV 89703	Address: PO Box 218 Minden, NV 89423
Subaward Period: October 1, 2022 through September 30, 2023	Subrecipient's: EIN: 88-600031 Vendor #: T40174400G Dun & Bradstreet: 010984979

Purpose of Award: Delivering community services (food, workforce, utility, rent, etc.) to individuals and families at-risk.

Region(s) to be served: ☐ Statewide ☒ Specific county or counties: Douglas County

Approved Budget Categories:		FEDERAL AWARD COMPUTATION:	
1. Personnel	\$0.00	Total Obligated by this Action:	\$ 114,838
2. Travel	\$0.00	Cumulative Prior Awards this Budget Period:	\$ 0.00
3. Operating	\$0.00	Total Federal Funds Awarded to Date:	\$ 114,838
4. Equipment	\$0.00		0.00
5. Contractual/Consultant	\$0.00	Match Required ☐ Y ☒ N	
6. Training	\$4,000.00	Amount Required this Action:	\$ 0.00
7. Other	\$110,838.00	Amount Required Prior Awards:	\$
TOTAL DIRECT COSTS	\$114,838.00	Total Match Amount Required:	\$
8. Indirect Costs	\$0.00	Research and Development (R&D) ☐ Y ☒ N	0.00
TOTAL APPROVED BUDGET	\$114,838.00	FOR AGENCY USE, ONLY	0.00
			0.00

Source of Funds: CSBG - Base	% Funds: 100	CFDA: 93.569	FAIN: 2301NVCOSR	Federal Grant #: 2301NVCOSR	Federal Grant Award Date by Federal Agency: 10/2022
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Agency Approved Indirect Rate: N/A

Subrecipient Approved Indirect Rate: N/A

Terms and Conditions:

In accepting these grant funds, it is understood that:

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented
4. Subrecipient must comply with all applicable Federal regulations
5. Quarterly progress reports are due by the 30th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
6. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.

Incorporated Documents:

Section A: Grant Conditions and Assurances;
 Section B: Description of Services, Scope of Work and Deliverables;
 Section C: Budget and Financial Reporting Requirements;
 Section D: Request for Reimbursement;

Section E: Audit Information Request;
 Section F: Current/Former State Employee Disclaimer;
 Section G: DHHS Confidentiality Addendum; and

MUrban 11/21/2022

Jodi Qualls Douglas County Social Services	Signature	Date
Erika Pond, Chief DHHS, Grants Management Unit		
Marla McDade Williams, Deputy Director Department of Health and Human Services		

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Grants Management Unit
NOTICE OF SUBAWARD
SECTION A**

GRANT CONDITIONS AND ASSURANCES

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department of Health and Human Services (hereafter referred to as "Department") shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Recipient is an independent entity.
2. The Recipient shall hold harmless, defend and indemnify the Department from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Department or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Department or Recipient from its obligations under this Agreement.
 - The Department may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Department and Recipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Department. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Department, become the property of the Department, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The Department may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Department may declare the Recipient ineligible for any further participation in the Department's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Department may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as amended, and Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); as amended, and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
6. Compliance with Title II and Title III of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36), Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the U.S. Department of Agriculture (7 CFR Part 15 et seq); and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
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NOTICE OF SUBAWARD**

implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).

10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
12. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
13. An organization receiving grant funds through the Nevada Department of Health and Human Services shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or a similar activity.
 - Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative, or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state, or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state, or local legislation;
 - The enactment or modification of any pending federal, state, or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, **by preparing, distributing or using** publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
 - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
14. An organization receiving grant funds through the Nevada Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
 - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature, or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the sub-grantee agrees to provide the Department with copies of all contracts, sub-grants, and or amendments to either such documents, which are funded by funds allotted in this agreement.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Grants Management Unit
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SECTION B**

Description of Services, Scope of Work and Deliverables

All activities, events, meetings etc. will take place in accordance with State and Local compliance requirements related to COVID-19.

Douglas County Social Services, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Douglas County Social Services

Goal 1: Remove barriers to employment						
Objective	Activities	Expected Outcomes	Timeline: Begin-Completion	Target Population	Evaluation Measure (indicator)	Evaluation Tool
1.1 Through September 30, 2023, the Workforce Development Program will decrease the number of unemployed clients	Offer referrals for training through partnerships with several organizations that offer training programs.	Increase the skills levels for clients and allow them to train for a new field of interest.	October 1, 2022-September 30, 2023	Low Income individuals, families and households under the 125% FPL (or 200% if passed) requiring Workforce Development assistance.	# of employed individuals (identified in assessments)	eLogic reports
	Host Job Fairs throughout the year with employers that have open positions.	Allow clients to be exposed to all open positions throughout the County.	October 1, 2022-September 30, 2023	Low Income individuals, families and households under the 125% FPL (or 200% if passed) requiring Workforce Development assistance.	# of employed individuals (identified in assessments)	eLogic reports
	Provide direct assistance through helping obtain necessary support including gas cards and gift cards for clothing and supplies.	Clients are able to start employment with tools needed for success and maintain their employment for	October 1, 2022-September 30, 2023	Low Income individuals, families and households under the 125% FPL (or 200% if passed) requiring Workforce Development assistance.	# of employed individuals (identified in assessments)	eLogic reports

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Goal 2: Prevent Homelessness by maintaining clients' current housing situations						
Objective	Activities	Expected Outcomes	Timeline: Begin- Completion	Target Population	Evaluation Measure (indicator)	Evaluation Tool
2.1 Through September 30, 2023 Homelessness Prevention program will decrease the number of homeless clients within Douglas County.	Provide direct assistance through Rental Assistance.	Clients are able to maintain their residence and not get evicted.	October 1, 2022- September 30, 2023	Low Income individuals, families and households under the 125% FPL (or 200% if passed) requiring Homelessness Prevention services.	# of securely housed individuals (identified in assessments)	eLogic reports
	Provide direct assistance through Utility Assistance.	Clients are able to maintain a habitable residence and not get evicted.	October 1, 2022- September 30, 2023	Low Income individuals, families and households under the 125% FPL (or 200% if passed) requiring Homelessness Prevention services.	# of securely housed individuals (identified in assessments)	eLogic reports

Note: Add lines to the table as applicable to accomplish all the goals of the subaward.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION C

Budget and Financial Reporting Requirements

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number 2301NVCOSR from US Department of Health and Human Services, DHHS, Grants Management Unit.

All activities, events, meetings etc. will take place in accordance with State and Local compliance requirements related to COVID-19.

Subrecipient agrees to adhere to the following budget:

Applicant Name: Douglas County Social Services

**BUDGET NARRATIVE
(form revised February 2021)**

All activities, events, meetings etc. will take place in accordance with State and Local compliance requirements related to COVID-19.

Total Personnel Costs	including fringe	Total:	\$0
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List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number	\$0.00	0.000%	0.000%	0	0.00%	\$0

**Insert details to describe position duties as it relates to the funding (specific program objectives)*

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number	\$0.00	0.000%	0.000%	0	0.00%	\$0

**Insert details to describe position duties as it relates to the funding (specific program objectives)*

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number	\$0.00	0.000%	0.000%	0	0.00%	\$0

**Insert details to describe position duties as it relates to the funding (specific program objectives)*

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Annual</u>	<u>Amount Requested</u>
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number					0.00%	\$0

**Insert details to describe position duties as it relates to the funding (specific program objectives)*

***Insert new row for each position funded or delete this row.**

Total Fringe Cost	\$0	Total Salary Cost:	\$0
Total Budgeted FTE	0.00000		

Travel	Total:	\$0
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Identify staff who will travel, the purpose, frequency and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

Out-of-State Travel

\$0

<u>Title of Trip & Destination such as CDC Conference: San Diego, CA</u>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>	-	
Airfare: cost per trip (origin & designation) x # of trips x # of staff	\$0	0		0	\$0	
Baggage fee: \$ amount per person x # of trips x # of staff	\$0	0		0	\$0	
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff	\$0	0	0	0	\$0	
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$0	0	0	0	\$0	
Ground Transportation: \$ per r/trip x # of trips x # of staff	\$0	0	0	0	\$0	
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff	\$0.000	0		0	\$0	
Parking: \$ per day x # of trips x # of days x # of staff	\$0	0	0	0	\$0	

Justification: Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

In-State Travel

\$0

<u>Origin & Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff	\$0	0		0	\$0	
Baggage fee: \$ amount per person x # of trips x # of staff	\$0	0		0	\$0	
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff	\$0	0	0	0	\$0	
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$0	0	0	0	\$0	
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days	\$0.00	0	0		\$0	
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff	\$0.000	0		0	\$0	
Parking: \$ per day x # of trips x # of days x # of staff	\$0	0	0	0	\$0	

Justification: Who will travel and why

Operating

Total:

\$0

List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.

Office supplies \$ amount x # of FTE staff x # of mo.			\$0.00			
Rent: \$ per/mo. x 12 months x # of FTE			\$0.00			
Communications			\$0.00			

Justification: Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

Equipment

Total:

\$0

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List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment \$0.00

Contractual	\$0
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Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants 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.

Name of Contractor, Subrecipient: Total \$0

Method of Selection: explain, i.e. sole source or competitive bid

Period of Performance: xx/xx/xxxx-xx/xx/xxxx

Scope of Work: Define scope of work - What will be the specific services/tasks that will be completed and specific deliverables? How do deliverables relate to your goals and objectives, how will deliverables achieve your objective(s)?

* Sole Source Justification: Define if sole source method, not needed for competitive bid

Budget

Personnel	\$0.00
Travel	\$0.00
Total Budget	\$0.00

Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

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Training	Total: \$4,000
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Parenting Class Facilitator Training for 2 case managers \$4,000.00

Other	Total: \$110,838
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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. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Homelessness Prevention - Rental Assistance and Utility Assistance to keep residents in their current housing situation and prevent homelessness.	\$78,338
Employment Assistance - Remove barriers to assistance through case management, referrals, host job fairs, and provide direct assistance for work related items and gas assistance	\$25,000
Client Class Supplies and Food	\$2,500
Hazmat cleaning - Hoarding cleanup, deep cleaning	\$5,000

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Justification: Prevent Homelessness and provide resources for our clients in order to maintain their current housing situations. Employment Assistance to provide resources to remove barriers to employment. Client Class Supplies and Food to provide resources for hosting clients within a class environment to improve their skill set. Hazmat cleaning for deep cleaning and hoarding assistance to maintain client's residences.

TOTAL DIRECT CHARGES	\$114,838
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Indirect Charges	Indirect Rate:	0.000%	\$0
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Indirect Methodology: Explain how indirect is calculated (e.g. 11% of all direct expenses per Federally approved indirect agreement). If using a Federally approved indirect rate, be sure to include a copy of the agreement to DHHS staff.

TOTAL BUDGET	Total:	\$114,838
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Applicant Name: Douglas County Social Services

Form 2

PROPOSED BUDGET SUMMARY
(form revised February 2021)

A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

FUNDING SOURCES	GMU	AAHTF	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
SECURED		55,409							
ENTER TOTAL REQUEST	\$114,838	\$55,409							\$170,247

EXPENSE CATEGORY

Personnel	\$0								\$0
Travel	\$0								\$0
Operating	\$0								\$0
Equipment	\$0								\$0
Contractual/Consultant	\$0								\$0
Training	\$4,000								\$4,000
Other Expenses	\$110,838	\$55,409							\$166,247
Indirect	\$0								\$0

TOTAL EXPENSE	\$114,838	\$55,409	\$0	\$0	\$0	\$0	\$0	\$0	\$170,247
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These boxes should equal 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Total Indirect Cost	\$0
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Total Agency Budget	\$170,247
Percent of Subrecipient Budget	67%

B. Explain any items noted as pending:

C. Program Income Calculation:

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- Department of Health and Human Services policy allows no more than 10% flexibility of the total "not to exceed" amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total "not to exceed" amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Equipment purchased with these funds belongs to the program from which this funding was appropriated and shall be returned to the program upon termination of this agreement. All equipment purchased with these funds is subject to the requirements and conditions set forth in 2CFR200.313 (including, but not limited to, equipment use, maintenance, inventory, management, and/or disposal). All equipment and high-risk items (i.e., cameras, laptops, televisions) must be inventoried annually and made available for review upon request.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

The Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.

- Total reimbursement through this subaward will not exceed \$114,838;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Required documents from the Request for Reimbursement (RFR) Workbook; and
- Additional expenditure detail will be provided upon request from the Department.

Additionally, the Subrecipient agrees to provide:

- A complete financial accounting of all expenditures to the Department within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to the Department at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the Department may not be able to provide reimbursement.
- If a credit is owed to the Department after the 45-day closing period, the funds must be returned to the Department within 30 days of identification.

The Department agrees:

- Identify specific items the program or Bureau must provide or accomplish to ensure successful completion of this project, such as:
- Providing technical assistance, upon request from the Subrecipient;
- Providing prior approval of reports or documents to be developed;
- Forwarding a report to another party, i.e. CDC.
- The Department reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Department.

Both parties agree:

- The site visit/monitoring schedule may be clarified here.
- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due on a monthly basis, based on the terms of the subaward agreement, no later than the 15th of the following month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.

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Agency Ref. #: _____

BA / CAT: _____

GL: _____

Draw #: _____

**SECTION D
Request for Reimbursement**

<u>Program Name/Source of Funds</u>	<u>Subrecipient Name:</u>
<u>Address:</u>	<u>Address:</u>
<u>Subaward Period:</u>	<u>Subrecipient's:</u> EIN: _____ Vendor #: _____

FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT

(must be accompanied by expenditure report/back-up)

Month(s)		Calendar year				
Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
2. Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3. Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
8. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

MATCH REPORTING	Approved Match Budget	Total Prior Reported Match	Current Match Reported	Year to Date Total	Match Balance	Percent Completed
INSERT MONTH/QUARTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

I, a duly authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete, and accurate; that the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.

Authorized Signature _____	Title _____	Date _____
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FOR DEPARTMENT USE ONLY

Is program contact required? ____ Yes ____ No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____

Scope of Work review/approval date: _____

ASO or Bureau Chief (as required): _____

Date

SECTION E

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Audit Information Request

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).
2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year? YES ☐ NO ☐
3. When does your organization's fiscal year end? _____
4. What is the official name of your organization? _____
5. How often is your organization audited? _____
6. When was your last audit performed? _____
7. What time-period did your last audit cover? _____
8. Which accounting firm conducted your last audit? _____

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION F

Notification of Utilization of Current or Former State Employee

For the purpose of State compliance with NRS 333.705, subrecipient represents and warrants that if subrecipient, or any employee of subrecipient who will be performing services under this subaward, is a current employee of the State or was employed by the State within the preceding 24 months, subrecipient has disclosed the identity of such persons, and the services that each such person will perform, to the issuing Agency. Subrecipient agrees they will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this subaward without first notifying the Agency and receiving from the Agency approval for the use of such persons. This prohibition applies equally to any subcontractors that may be used to perform the requirements of the subaward. The provisions of this section do not apply to the employment of a former employee of an agency of this State who is not receiving retirement benefits under the Public Employees' Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this subaward?

YES ☐ If "YES", list the names of any current or former employees of the State and the services that each person will perform.

NO ☐ Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name

Services

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subrecipient agrees that any employees listed cannot perform work until approval has been given from the Department.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Grants Management Unit
NOTICE OF SUBAWARD
SECTION G**

**Confidentiality Addendum
BETWEEN**

Nevada Department of Health and Human Services
Hereinafter referred to as "Department"

and

Douglas County Human Services
Hereinafter referred to as "Subrecipient"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Department and Subrecipient.

WHEREAS, Subrecipient may have access, view or be provided information, in conjunction with goods or services provided by Subrecipient to Department that is confidential and must be treated and protected as such.

NOW, THEREFORE, Department and Subrecipient agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Subrecipient** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Department or created by Subrecipient from that confidential information is destroyed or returned, if feasible, to Department pursuant to Clause VI (4).

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Subrecipient hereby agrees it shall not use or disclose the confidential information provided, viewed, or made available by Department for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY SUBRECIPIENT

Subrecipient shall be permitted to use and/or disclose information accessed, viewed, or provided from Department for the purpose(s) required in fulfilling its responsibilities under the primary agreement.

V. USE OR DISCLOSURE OF INFORMATION

Subrecipient may use information as stipulated in the primary agreement if necessary, for the proper management and administration of Subrecipient; to carry out legal responsibilities of Subrecipient; and to provide data aggregation services relating to the health care operations of Department. Subrecipient may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the agreement to which this Addendum is made a part; or
3. The Subrecipient has obtained written approval from the Department.

VI. OBLIGATIONS OF SUBRECIPIENT

1. **Agents and Subcontractors.** Subrecipient shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Subrecipient and are contained in Agreement.
2. **Appropriate Safeguards.** Subrecipient will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Subrecipient will immediately report in writing to Department any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
4. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Subrecipient will return or destroy all confidential information created or received by Subrecipient on behalf of Department. If returning or destroying confidential information at termination of Agreement is not feasible, Subrecipient will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Subrecipient maintains will not be used or disclosed.

IN WITNESS WHEREOF, Subrecipient and the Department have agreed to the terms of the above written Addendum as of the effective date of the agreement to which this Addendum is made a part.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.