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DOC # 0765381  
06/17/2010 03:24 PM Deputy: KE

OFFICIAL RECORD

Requested By:  
DC/SOCIAL SERVICES

Assessor's Parcel Number: N/A

Date: JUNE 17, 2010

Recording Requested By:

Douglas County - NV  
Karen Ellison - Recorder  
Page: 1 Of 11 Fee: 0.00  
BK-0610 PG- 3238 RPTT: 0.00



Name: CYNDY REDMILES, SOCIAL SERVICES

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Real Property Transfer Tax: \$ N/A

SUBGRANTEE AWARD #2010.139

(Title of Document)

BOCC FILED

Nevada Department of Business and Industry

HOUSING DIVISION

RECEIVED

JUN 04 2010

NO. 2010-139

NOTICE OF 2010 SUBGRANTEE AWARD

2010 JUN 17 AM 10:31

SECTION A

NHD

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PG- 3239  
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0765381  
06/17/2010

Reason for Award:

EMERGENCY SHELTER GRANT PROGRAM FUNDING FOR HOMELESS ASSISTANCE TO LOCAL GOVERNMENTS AND NON-PROFIT ORGANIZATIONS

Program Name: EMERGENCY SHELTER GRANT (ESG) PROGRAM

Address: 1535 OLD HOT SPRINGS ROAD, STE 50 CARSON CITY NV 89701

CFDA No. 14.231

Subgrantee Name: Douglas County Social Services

Address: P O Box 218 Minden NV 89423

Project Period: July 1, 2010 through June 30, 2012

Approved cost categories, per grant application dated:

1. Renovation/Rehabilitation	\$ .00
2. Essential Services	\$ 8,000.00
3. Shelter	\$ 16,000.00
4. Homelessness Prevention	\$ .00
5. Administration	\$ 500.00
<b>Total Award</b>	<b>\$ 24,500.00</b>

Douglas County Social Services

JUN 09 2010

Disbursement schedule as follows:

PER REQUEST OF SUBGRANTEE, WITH PROPER DOCUMENTATION FOR REIMBURSEMENT

Source of Funds:

- 1. FEDERAL (HUD) 100%

In accepting these grant funds, it is understood and agreed that:

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with appropriate state and/or federal regulation.
3. Funds not expended within 18 months may be recaptured by the State and reallocated to units of local governments, as allowed in Section 576.35 (c)(2) of the Emergency Shelter Grant Program 24 CFR part 576. An additional 6 month allocation period may be granted, provided a written proposal detailing a strategy to expend all allocated funds within the 24 month timeframe imposed by HUD is received and approved by the Division.
4. The Subgrantee shall comply with the Notice of Subgrantee Award, Section B, attached hereto and incorporated by reference. See new requirements Z-GG
5. The Subgrantee shall comply with the ESG Program Monthly Report Contents, Section C, attached hereto and incorporated by reference.
6. The Subgrantee shall comply with the Place of Performance for Certification regarding Drug-free Workplace Requirements, Section D attached hereto and incorporated by reference.

Authorized Subgrantee Official:

By: Michael A. Olson  
Signature

Michael A. Olson 775-782-9821  
Printed Name Telephone Number

Date: May 20, 2010

Administrator, Nevada Housing Division:

By: Charles L. Horsey  
Charles L. Horsey, Administrator

Date: 6-8-10

**NOTICE OF SUBGRANTEE AWARD  
SECTION B**

Additional stipulations accepted and agreed to by Subgrantee for the funds received pursuant to this award:

THE SUBGRANTEE AGREES TO:

- A. Comply with the Emergency Shelter Grant (ESG) Program; Final requirements of 24 CFR 576;
- B. Ensure the provision of the matching funds required by 24 CFR 576.51 and 42 USC 11375, including a description of the sources and amounts of such funds;
- C. Comply with the requirements of 24 CFR 576.21(a)(4) which provide for funding of homeless prevention activities for families who have received eviction notices or notices of termination of utility services if the family meets the following standards: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect the family will be able to resume payments within a reasonable period of time; (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source;
- D. Comply with the requirements of 24 CFR 576.56, concerning assistance to the homeless;
- E. Comply with the requirements of 24 CFR 576.59 (b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
- F. Comply with the requirements of 24 CFR 576.56 and 576.65 in which grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG Program and that the address or location of any family violence shelter project assisted with ESG Program funds will not be made public, except with written authorization of the person or persons responsible for the operation of the shelter;
- G. Maintain files for clients who receive assistance including names (or other identifying number), dates, amount of assistance and type of assistance for four years from date of service;
- H. Recipient shall participate in the local Homeless Management Information System (HMIS) and agrees to collect and enter the required Universal Data Elements for clients served with ESG funds in a timely manner. Furthermore, agency agrees to provide program staff with training when requested by the HMIS Lead Agency. The Division may delay reimbursement of funding if it is determined that an agency is not entering client information into the selected HMIS database;
- I. Comply with Executive Order 13166 concerning Limited English Proficiency (LEP) Persons to improve access of federally funded programs to people who are not native English speakers and do not understand the language;
- J. Submit a Grant Report and Request for Funds (Exhibit A) to the Division monthly (unless

- otherwise approved by the Division) requesting reimbursement of funds expended in the previous month. Expenditure reimbursements will not be authorized unless expenditures are substantiated in writing (i.e. copies of receipts, financial documentation, other approved back-up documentation), and the report is accompanied by the Monthly Report of Category Activity (Exhibit B). The report must contain the items listed in the Emergency Shelter Grants Program Monthly Report contents (Section C);
- K. Submit to the appropriate agency the Annual Report of Grant Beneficiary Information (Exhibit C) at the end of each fiscal year, as required by HUD;
- L. Ensure the expenditure of these funds is in accordance with the audit requirements of the Single Audit Act of 1984 (Public Law 98-502) and Office Management and Budget Circular A-128;
- M. Comply with the requirements of OMB Circulars A-87, A-102 and A-128, concerning nondiscrimination and equal opportunity. A nonprofit recipient must comply with OMB Circulars A-110 and A-0122;
- N. No renovation or major rehabilitation will: a) take place in property listed in the National Register of Historic Places, located in a historic district, or immediately adjacent to a property listed on the Register, or deemed by the State Historic Preservation Officer to be eligible for listing on the Register; b) take place in any 100- year flood plain designated by map by Federal Emergency Management Agency, or; c) be allowed unless there is a successful completion of HUD's environmental assessment review;
- O. Comply with federal requirements listed in Section 1402(d) of the Housing and Community Development Act of 1992 which amends Section 415 of the Stewart B. McKinney Homeless assistance Act which requires that termination of assistance to any individual or family be in accordance with a formal process established by the GRANTEE that recognizes the rights of individuals affected, which may include a hearing;
- P. Meet the requirements of the Americans for Disabilities Act 1990;
- Q. Acknowledge the requirements of Nevada law that in all contracts with state agencies, it is required all contractors must provide proof of workers' compensation coverage, and therefore GRANTEE agrees to provide proof of workers' compensation coverage in accordance with NRS 616.280 prior to the commencement of any work;
- R. Comply with requirements of OMB Circular A-133 concerning single audit requirements. Subgrantees expending \$500,000 or more annually in federal funds must submit one copy of its most recent single audit to the Division within 60 days of completion. This audit must be performed by a Certified Public Accountant. Subgrantees expending less than \$500,000 but \$100,000 or more in federal funds annually are exempt from OMB Circular A-133, but must submit an audited financial statement to the Division within 60 days of end of the agency's fiscal year. Agencies expending less than \$100,000 must submit unaudited financial statements, a profit and loss statement, and a letter stating agency expended less than \$100,000 in federal funds within 60 days following end of the fiscal year;
- S. Comply with requirements of 24 CFR Part 35 concerning the Lead-Based Paint Hazard requirements;

- T. Submit a Certification of Local Government Approval for each project operated within the local government's jurisdiction. In the event a project receives funding from future ESG allocations, the certification must allow the local government the opportunity to withdraw its approval of the project at a future date;
- U. Comply with Title 42 of U.S Code Section 11375(d) that requires each recipient to provide for the participation of not less than one (1) homeless individual or formerly homeless individual on the Board of Directors or other equivalent policy making entity of such recipient, to the extent that such entity considers and makes policies and decisions regarding any facility, services or other assistance of the recipient assisted with ESG funds. Staff members may not be substituted for Board members to meet this requirement;
- V. Units of general local government and non-profit organizations shall neither deny services to, nor otherwise discriminate in the delivery of services against any person, who otherwise meets the eligibility criteria for the program, on the basis of race, color religion, sex, age, national origin, citizenship, ancestry, marital or familial status, physical or mental handicap, sexual orientation because such person is a recipient of federal, state or local public assistance;
- W. Submit in writing all requests to transfer funds between Categories, along with an amended Budget Information for Grantee (Exhibit K), prior to expending funds from a Category other than what has been previously approved; and
- X. Units of general local governments must develop, to the maximum extent practicable and where appropriate, practices and protocols to insure that publicly funded institutions, such as health care facilities, foster care or other youth facilities, and correction/jail programs do not discharge persons to the streets or otherwise result in homelessness. Local governments may use ESG homeless prevention funds to provide short-term assistance to very low-income families who are discharged from publicly funded institutions or facilities such as health care, foster or other youth facilities, or correction programs and institutions.
- Y. Recipient must track that objectives indicated in the annual application are being met, which will be reviewed during site visits conducted by Division staff;
- Z. Recipient shall keep an inventory/equipment log for property purchased using \$5,000.00 or more in ESG funds and shall make it available for review by Division staff when requested;
- AA. Recipient shall comply with all state, local and federal Procurement laws and requirements;
- BB. Recipient shall have written policies regarding: Program Rules and Regulations; confidentiality of records of domestic violence victims, if applicable; termination policy of beneficiaries; nondiscrimination policy; Drug-Free Workforce Policy; Standard of Conduct governing performance of employees engaging in purchasing and/or the award or administration of contracts to avoid conflicts of interest, and a written Code of Conduct;
- CC. Recipient shall have a system in place for maintaining its financial records relative to the ESG grant for four (4) years from its last expenditure report to the Division, or until any litigation, claim, auditor or other action involving the records has been resolved, whichever comes later;

- DD. Recipient shall maintain control of access to accounting records, assets, blank forms, and confidential records to ensure that only authorized persons has access;
- EE. Recipient shall develop written financial policies to include at a minimum: hiring procedures to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job; adequate separation of duties to ensure that no one individual has authority over an entire financial transaction; procedures for the recording of transactions, as well as an accounting manual and a chart of accounts; a policy specifying approval authority for financial transactions and guidelines for controlling expenditures; written position descriptions that describe the responsibilities of all key employees; an organization chart showing titles and lines of authority for all individuals involved in approving or recording financial and other transactions; protocol for creating and maintaining staff time records to support amounts charged to ESG grant if wages are chargeable to more than one funding source, and record that costs charged to ESG grant are eligible under program regulations;
- FF. Recipient shall ensure that shelter building(s) meet or exceed state and local habitability standards, if applicable;
- GG. Recipient will be make available all client files, along with any financial and program records, for periodic review by the Division. Monitoring of recipient may be conducted by the Division, local HUD Office of Community Planning and Development, HUD's Office of Special Needs Assistance Programs, HUD's Office of Inspector General, HUD's Office of Fair Housing and Equal Opportunity, a contractor hired on behalf of the Division for the purposes of auditing programs funded through the State, or other authorized state or federal agency, to determine compliance with the requirements of each program.

**EMERGENCY SHELTER GRANTS PROGRAM  
MONTHLY REPORT CONTENTS  
SECTION C**

The Emergency Shelter Grants (ESG) Program Monthly Report must contain the following items:

**Recipient / Agency Name:** List name of each shelter/facility receiving ESG Program assistance.

**Reporting Month:** Indicate the month being reported.

**Description Served:** List the number of *single men, single women, adult couples, single parent families, two parent families, single female youths and single male youths* assisted **AND** the number of bed nights provided;

**Motel/Food Vouchers:** If motel/food vouchers have been provided under Category III, indicate the number of vouchers and bed nights provided,

**Number of Vets/Chronically Homeless/Elderly/Disabled:** List the number served under the applicable column using ESG funds.

**Rental/Utility Assistance** Indicate the number served and amount provided using Category IV Homeless Prevention funds

**Performance Outcomes:** Indicate the status of projected outcomes and performance measures as reflected in the initial Emergency Shelter Grant application. List actions taken by facility/homeless provider to address the needs of homeless persons and the special needs of persons that are not homeless, but require supportive housing. Include actions taken within the Continuum of Care strategy for the homeless, i.e., efforts taken to prevent homelessness, to provide medical and mental health treatment, counseling, to address emergency shelter and transitional housing (including those living on the streets), to help homeless persons make the transition to permanent housing and achieve independent living and self-sufficiency. (Attach additional narratives as necessary). Indicate if there has been an increase in income to the client upon program exit;

**Performance Impacts:** Indicate long-term impacts from the projected outcomes and performance measures reflected in the initial Emergency Shelter Grant application. Indicate what happens to the homeless individual once the ESG funding ceases. Has the homeless individual move to another location and receives benefits there? If the person(s) is not homeless, but threatened to be homeless, what happened to them once ESG funding was provided? (Attach additional narratives as necessary).

**Participant Characteristics:** Provide the race and ethnicity of those assisted with ESG Program Funds.

**Signature/Date:** Monthly reports must be signed and dated.

**PLACE OF PERFORMANCE  
FOR CERTIFICATION REGARDING DRUG-FREE  
WORKPLACE REQUIREMENTS  
SECTION D**

Name of SUBGRANTEE: Douglas County Social Services  
Grant Program Name: Emergency Shelter Grant (ESG) Program  
Date: July 1, 2010 to June 30, 2012

Please list below the site(s) expected to be used for the performance of work under the grant covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):  
Douglas County Social Services, 1133 Spruce Street, Gardnerville, NV 89410

\_\_\_\_\_  
\_\_\_\_\_

Total estimated number of employees expected to be engaged in the performance of the grant at the site(s) noted above: 3

I agree to comply with federal requirements listed in section 402 of the 1988 McKinney Amendments Act which requires that programs will be administered, in good faith, to endure that the homeless facility is free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.

Karen Hodge  
Signature of Designated Representative

5/24/10  
Date

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State of Nevada  
**DEPARTMENT OF BUSINESS & INDUSTRY**

**Housing Division**

1535 Old Hot Springs Road, Suite 50

Carson City NV 89710

(775) 687-2040 / (800) 227-4960


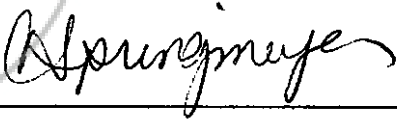
Fax (775) 687-4040

[www.nvhousing.state.nv.us](http://www.nvhousing.state.nv.us)

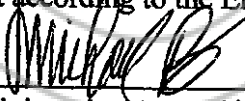
**EMERGENCY SHELTER GRANT PROGRAM**

**Line of Credit Authorization**

Pursuant to the Emergency Shelter Grant Program Guidelines, the following person(s) is/are authorized to execute drawdown functions and deliver all instruments required by or contemplated in connection therewith on behalf of the below named administrative agent:


Administrative Agent: Douglas County Social Services  Address: Mailing Post Office Box 218 Minden, NV 89423 Physical 1133 Spruce Street, Gardnerville, NV 89410  Phone: (775) 782-9825  Tax ID #: 88-6000031	Type of function: (mark one)  1 <input type="checkbox"/> New User(s) 2 <input checked="" type="checkbox"/> Recertify Existing User(s) 3 <input type="checkbox"/> Terminate Authority
Authorized User's Name/Title	Authorized User's Signature
Karen Goode, Social Services Manager LASW	
Claudette Springmeyer, Comptroller	

I authorize the above-identified person(s) to drawdown funds on behalf of the above-referenced administrative agent according to the Emergency Shelter Grant Program Guidelines:

  
 \_\_\_\_\_  
 Administrative Agent Signature

5/27/10  
 \_\_\_\_\_  
 Date

County Manager  
 \_\_\_\_\_  
 Title

  
 BK- 0610  
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FINAL PROJECT BUDGET AGENCY NAME: <b>Douglas County Social Services</b> <small>(Submit with Award Letter if amount of Award is different than the requested amount)</small>	Total Project Amount <small>(including ESG)</small>	ESG Portion Only
<b>RENOVATION/MAJOR REHABILITATION or CONVERSION</b>		
<b>SHELTER OPERATIONS</b>		
Salaries & Fringe related to Operations*		
Office Supplies & Postage		
Rent/Utilities/Insurance of shelter unit(s), office		
Maintenance (salaries, purchase of service, fees, etc.)		
Maintenance Supplies		
Furniture/Fixtures and Equipment		
Out-of-state Travel		
Local Travel		
Staff Development		
Prepared Meals for Homeless Participants		
Motel Vouchers (Rural areas w/o the availability of a homeless shelter)	45,000.00	16,000.00
Other: _____		
<b>TOTAL</b>		
<b>ESSENTIAL SERVICES TO THE HOMELESS*</b>		
Staff & Fringe necessary to provide essential services	61,460.00	8,000.00
Food Baskets or Vouchers		
Employment Support (work cards, job training, clothes, etc.)		
Education Scholarships		
Child Care Expenses		
Transportation Assistance		
Medical/Psychological/Substance Abuse Treatment		
Other:		
<b>HOMELESS PREVENTION ACTIVITIES</b>		
Rent Assistance to prevent eviction		
Utility Assistance to prevent termination of services		
Security Deposits or first month's rent into permanent housing		
Other: Admin Costs		500.00
<b>TOTAL PROJECT COST:</b>	<b>106,460.00</b>	<b>24,500.00</b>

COPY

**CERTIFIED COPY**

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: June 17 2010  
Theresa Clerk of the 4th Judicial District Court  
of the State of Nevada, in and for the County of Douglas.  
By Carol M. Pugh Deputy