

Assessor's Parcel Number: N/A

Date: SEPTEMBER 10, 2012

Recording Requested By:

Douglas County - NV  
Karen Ellison - Recorder  
Page: 1 of 47 Fee: 0.00  
BK-0912 PG- 1817 RPTT: 0.00



Name: CYNDY REDMILES, SOCIAL SERVICES

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

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

Real Property Transfer Tax: \$ N/A

GRANT #2012.199  
(Title of Document)

FILED

808820 - 2

Douglas County  
Social Services

AUG 30 2012

NO. 2012.199

Department of Health and Human Services  
Grants Management Unit  
Grant/Contract Route Slip  
BA # 3195

2012 SEP 10 AM 9:47

TED THIRAN

Grant;  Cooperative Agreement;  Independent Contract;  Interlocal Contract  Amendment

Date Received: 5/29/2012

Staff Assigned: Gary Gobelman

Grantee: Douglas County Social Services  
PO Box 218  
Minden, NV 89423-0218

Funding Source: Community Services Block  
Grant  
Request ID: 247.07

Grant Period: 7/1/2012 to 6/30/2013

Amount Requested: \$110,273

New Grant  or Amendment # \_\_\_\_\_

Amount Awarded: \$110,273

Grant Project Title/Description: Community Action / Community Action Programs

Category / Subcategory: Family Support/Case Management

Entered into GIFTS by: GARY G

Date: 5/29/2012

Staff Review Completed: Gary Gobelman

*GG*

Date: 7/31/12

Reviewed by GMU Chief: Laurie Olson

*LO*

Date: 8/15/12

Reviewed/Entered by Acctg. Asst. III: Athena Cox

*SR*

Date: 8-23-12

Approved by ASO III: Bonnie Callahan

*BUC*

Date: 8/23/12

Recommended by Subcommittee: 4. Child Abuse Prevention,  
Respite, Family Support

Date:

Approved by Board or Task Force: Grants Management  
Advisory Committee

Date: 5/29/2012

If Contract, forward to AG's Office for Approval

Date: N/A

If Contract, forward to BOE \_\_\_\_\_ or Clerk \_\_\_\_\_

Date: N/A

Return to GMU AAIM:

*via email 8/27*

Copy to Grantee  Original to Grant Administrator

Notes: Budget is similar to FY12. Exception is emergency/  
direct client assistance. Grantee plans to use carryover  
for this purpose. - *lj*



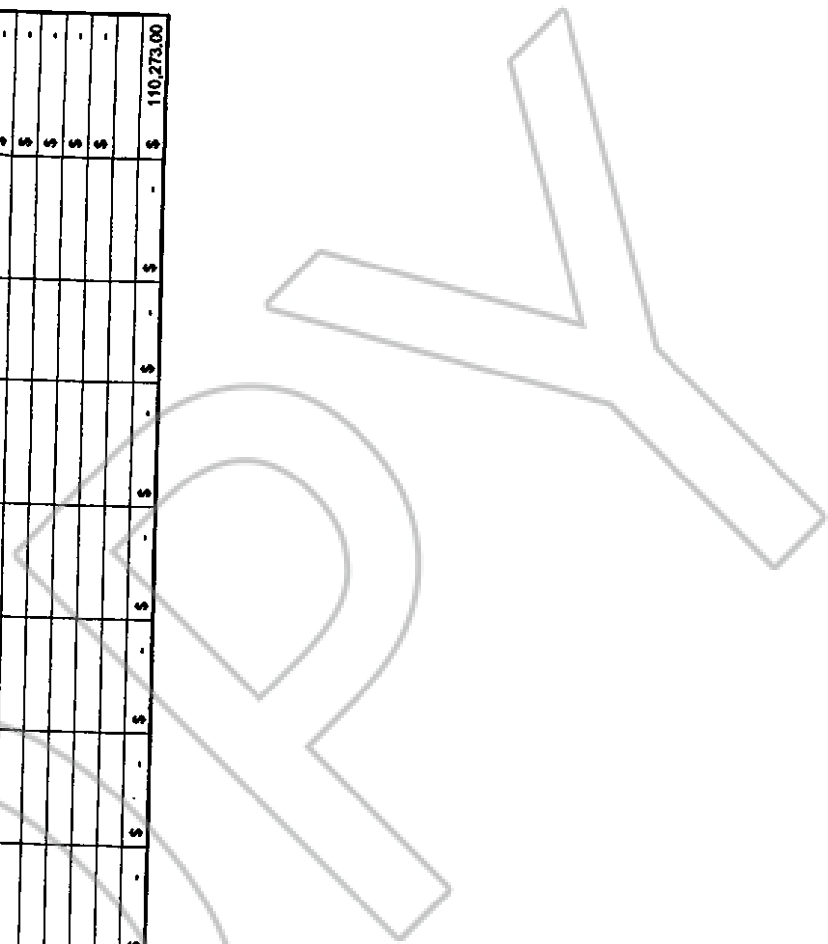
**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
GRANTS MANAGEMENT UNIT**

**CSBG APPLICATION SFY 2013  
July 1, 2012– June 30, 2013**

**SECTION A  
Applicant Information Form**

1.	<b>Agency Name:</b>	Douglas County Social Services			
	<b>Address:</b>	P O Box 218, Minden, NV 89423			
	<b>Contact Person/Title:</b>	Karen Goode, Manager			
	<b>Phone:</b>	782-9825	<b>FAX:</b>	782-9874	<b>Email:</b> Kgoode@co.douglas.nv.us
	<b>Federal Tax I.D. #:</b> 88-6000031				
	<b>State Vendor #:</b>				
2.	<b>Type of Agency:</b>	<input type="checkbox"/> Private, non-profit <input checked="" type="checkbox"/> Public agency			
3.	<b>CSBG Award Amount for SFY 2013:</b> \$110,273				
4.	<b>Name of applicant's authorized representative (print):</b>	Karen Goode		<b>Title:</b> Manager	<b>Date:</b> April 18, 2012
	<b>Signature:</b>	Karen Goode			

CSBG Application SFY 2013												
SECTION B												
Budget Summary Form												
1	Name of Agency	A	B	C	D	E	F	G	H	I	J	K
2	Enter Program and Project Categories along this row	Employment, Training, Job Development										
3	Personnel	\$ 110,273.00										
4	Contract Services											
5	Operating											
6	Equipment											
7	Direct Assistance											
8	Subsidized Wages											
9	Travel/Training											
10	Other Expenses											
11	Indirect											
12	Total	\$ 110,273.00	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 110,273.00





Agency Name: Douglas County Social Services		DO NOT OVERRIDE FORMULAS IN LAST COLUMN	
1 5	<b>Equipment</b> List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."	\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
<b>Equipment Total</b>		\$	\$
2 6	<b>Direct Assistance</b> List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.	\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
<b>Direct Assistance Total</b>		\$	\$
3 7	<b>Subsidized Wages</b> Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.	\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
<b>Subsidized Wages Total</b>		\$	\$
4 8	<b>Travel and Training</b> List all staff travel and training expenses.	\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
<b>Travel and Training Total</b>		\$	\$
5 9	<b>Other Expenses</b> List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.	\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$
		\$0.00	\$

Be sure totals match Budget Form 4



Agency Name: Douglas County Social Services

DO NOT OVERRIDE FORMULAS IN LAST COLUMN  
Other Total \$ -

COPY

Be sure totals match Budget Form 4



Agency Name: Douglas County Social Services

DO NOT OVERRIDE FORMULAS IN LAST COLUMN

10 Indirect

This budget category should only be used if the agency is submitting an Administration program category. Only use this budget category if the agency has a federally approved cost rate. List the federally approved indirect cost rate and multiply it by the amount of CSBG direct costs in the agency's budget.

\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
\$0.00	-	\$
Administration Total		\$
Grand Total		\$ 110,273

11

## **DOUGLAS COUNTY COMMUNITY PROFILE**

### **Douglas County History**

Douglas County is a political subdivision of the State of Nevada, operating under provisions of Title 20 of Nevada Revised Statutes (NRS). On November 25, 1861, Douglas County became one of the first nine counties established by the first Nevada Territorial Legislature, with the county seat located in the town of Genoa. The county was retained when the territory became a state on October 31, 1864. Douglas County is named for Stephen A. Douglas, a former United States Senator from Illinois, who opposed Lincoln in the 1860 election for President.

Douglas County is the site of some of Nevada's earliest development. Many small communities are scattered along the base of the Sierra Nevada Mountain Range, remnants of some of the first towns in the state. A good number of these communities were established in the 1850's as trading posts and centers of ranching and farming. Genoa, originally known as Mormon Station, is the oldest of these and was settled in 1851. In 1910, the Douglas County Courthouse in Genoa was badly damaged by fire. This disaster, along with a population decline within the town of Genoa and subsequent growth in the town of Minden, prompted the Nevada Legislature to change the location of the county seat during the 1915 session. Today, the county seat is located in the town of Minden.

### **County Government**

County residents elect officials to provide community leadership and administration. Currently, the county operates under a commission-manager form of government. Douglas County government includes elected officials, departments, boards, commissions, and committees.

### **Geography**

The county covers an approximate area of 751 square miles, and is located in the western portion of the State. Douglas County borders the State of California to the west, Lyon County to the east, and the state capital of Carson City to the north. Included within the County's boundaries are portions of the Sierra Nevada Mountain Range, Lake Tahoe, Topaz Lake, and the Carson and Walker Rivers. Since statehood, the boundaries of Douglas County have only been realigned two times: between Douglas County and Ormsby County (now Carson City) in 1965, and between Douglas County and Lyon County in 1967.

### **Demographics<sup>1</sup>**

As a community that once appealed largely to individuals of retirement age, approximately 20.2% of Douglas County's 46,997 residents are age 65 and older. According to the Douglas County Senior Center, as much as 38% of our residents are estimated to be age 55 and older. With the steep economic downturn, this population comprises a large portion of the individuals served by the Douglas County Employment and Training Program. The remainder of the County population is evenly distributed,

with 20.2% being age 18 and under, and approximately 40% falling between the ages of 19-49.

The ethnicity breakdown of Douglas County's population has remained steady over the years, with 83.2% of residents being non-Hispanic Caucasian, 10.9% having Hispanic/Latino background, and individuals of American Indian and Asian decent comprising 1.9% and 1.5% of the population, respectively. Residents of African American decent and of Hawaiian/Pacific Islander decent each make up less than one percent of the population.

### **Social Services**

*Our Mission: Providing support, education and personal case planning for low-income families and individuals, to promote and encourage self-sufficiency.*

### **Introduction**

Douglas County, Nevada is a rural community located in northern Nevada with an estimated population of 49,242<sup>2</sup> people. Most of the population is concentrated in the Minden/Gardnerville area situated approximately 20 miles south of the State Capitol, Carson City. Faced with the same challenges as our national economy, Douglas County's rural qualities provide additional challenges as well. The absence of homeless shelters, soup kitchens and people sleeping in public gives the impression of an affluent community that does not suffer from poverty, homelessness, or significant need. With nationally high foreclosure and unemployment rates, a new face of poverty has become familiar. Families are doubling up in single family homes; people are renting space in a family's yard to live in a 5<sup>th</sup> wheel or trailer; families are sending older children to live with friends to help save the household money; households split by divorce are combining living expenses by sharing space. Identifying these residents and getting services to them is the new challenge, but one embraced by the strong collaborative spirit of our rural partners. As community needs grow, so does the scope of Douglas County Social Services and its partnerships.

Douglas County Social Services (DCSS) provides services mandated by state law and funded by tax dollars. General assistance is provided in the form of rent, utilities, food, emergency medical care, convalescent care for those in need. When Douglas County Social Services, under the strict financial guidelines set by the County Commission, is unable to assist a person in need, the agency looks to other supports available in the community. The faith-based community often will collaborate with the agency and each other to provide funds when the agency cannot. This is accomplished with an informal phone call in most cases. The agency utilizes service organizations in the community for some unmet medical needs such as the Lion's Club for eye exams and glasses and the Sertoma for hearing aids. Care Chest is a dependable resource for expensive durable medical equipment and Needy Meds' Pharmacy Assistance Programs are widely used for medications that are too costly to purchase without insurance.

<sup>2</sup> <https://www.nvenergy.com/business/economicdevelopment/county/douglas/demographics.cfm>

The Douglas County 2011 Needs Assessment Survey, the most recent available, was conducted on March 30, 2011 to April 15, 2011. Two hundred twenty three surveys were returned. The surveys were done at the DCSS office, Carson Valley Community Food Closet, Topaz Ranch Estates Outreach office, at the Douglas County Job Seekers Networking and Support Group, and at the "You're Hired" seminar hosted by the Douglas County Employment training/Job Development Program.

DCSS staff has noticed that the dynamics of families served are changing and added questions to the existing survey. For example, many more families have appeared to be moving in with each other and a question added to the survey was directed toward these types of living arrangements. The survey results show 24% living with someone else with an even split between living with a friend(s) and living with a family member; 7% have another family living with them. Twenty-one percent of the persons surveyed identify themselves in a temporary living arrangement. Twenty-three percent (23%) of the persons surveyed are homeowners.

Regarding employment, we found 75% of the persons surveyed are not employed and of the 75% there are 40% that are able bodied and unemployed. Transportation and Education/Training or skills were the top two reasons identified as problems for finding a job. Work history and Criminal Background were each a percentage higher in 2011 than in 2006; another barrier to finding a job.

Dental health and General health were the top needs not being met according to the survey. Costs and lack of insurance remained the top two problems for dental/medical healthcare. In 2006, the top needs not being met were housing and transportation. Housing dropped from 51% to 20% and transportation from 51% to 25%.

Access to Healthcare has begun to address the medical needs of our uninsured clients. Carson Valley Medical Center and the Washoe Tribal Clinic will be primary providers in the plan. Many local dental providers are already utilizing the program.

Due to the rural layout of the county and gas prices hovering around \$4.10/gallon, transportation remains a problem for many residents, especially those living in remote areas such as Topaz Lake and Zephyr Cove. The agency is utilizing other county facilities to do more satellite office outreach. Utilizing facilities from Parks and Recreation, the agency has outreach days available in the Topaz Lake area on a weekly basis, saving the client the need to travel to town. For residents on the Western corner of the county, case workers utilize the Juvenile Probation offices at Lake Tahoe to offer individuals interviews to determine eligibility for services.

The RISE UP Board has continued to follow the progress of the Strategic Plan and its vision. The giving from our community members only continues to grow over time. The Board identified a primary strategy was to develop partnerships with community members to assist the whole community in ensuring every person's needs are met. The focus continues to be on raising community awareness to the realities of poverty. Accomplishments in this arena have included a fully interactive website outlining all

assistance and services available from Social Services including applications to download and a current calendar of events. Douglas County is in the midst of county-wide website enhancements, of which our Social Services division is in front of the pack. Moreover, our partnerships with other agencies continue to grow and flourish: JOIN, the Washoe Tribe, Western Nevada College, Douglas High School, Manpower, Nevada Legal Services and NevadaWorks are just some of the many agencies and organizations with which our collaborative efforts have strengthened and expanded over the past year. With the recent remodel of the DCSS Resource Lab, our programs look forward to offering enhanced training and community outreach activities utilizing our own facilities reducing the burden on clients having to travel to another town to access them.

The County Manager and Commissioners have fully embraced the efforts presented in the Case for Change and the Strategic Plan. The Employment Program has earned significant notoriety as evidenced by its prioritization in the Douglas County Economic Vitality Plan; a county-wide effort to include local government leaders, service agencies, employers and individuals to "champion" twelve specific strategies to strengthen the economic recovery efforts in our region. An Employment Program Caseworker serves as a voice on many of these local and regional task forces, and is instrumental in making sure that employment and training is at the forefront of these efforts. The partnerships and program support that have developed through this outreach are instrumental in developing job leads; a vital role in the 120+ job placements that have developed since program inception in 2009.

The Case for Change and Strategic Plan continue to also focus on building a community that ensure all people have safe, affordable housing. The office continues to use combined grant funds from sources such as Housing and Urban Development, Emergency Food and Shelter/United Way, Emergency Shelter grants from the Housing Division and funds from Western Nevada Home Consortium. In a community where use of the word 'homeless' truly was not received well in the many circles, we now have a new subsidized housing complex that opened next to the high school and has been received very well by the community and even more so by the new tenants. The DCSS Caseworker has utilized this resource extensively to provide transitional housing to eligible Douglas County residents. The Veteran's Administration continues to work closely with local service providers to identify veterans who are homeless and eligible for Section 8 funding. Their dedicated case manager is available whenever needed to expedite those applications to get our veterans in affordable housing promptly.

The Plan addressed the infrastructure needs for a foundation on which to build a strong agency and Board to keep moving forward and celebrating successes. The Agency Manual of Guidelines and Standards has been fully updated to reflect changes in law and legislation as well as practice. These updated Guidelines and Standards, approved by the Board of County Commissioners in March, 2011, have provided the framework for all DCSS program policies and procedures.

Douglas County Nevada is a unique place that is growing even while struggling with the challenges seen throughout the United States in 2011. The growth can be seen in the



partnerships between agencies and with local government, with the community members at large who increasingly offer to do what they can to make a difference in the life of someone who is struggling, in the people living so sparingly on precious unemployment benefits who finally land that perfect job. The challenges of addressing big, national issues in a rural community can be outweighed by the small town celebrations when a family can finally get into their own home or when the single parent gets that dependable job that can support the family without as much strife. Douglas County has shown and continues to embrace the growth of our individuals as a result of the caring as an entire community.



## SECTION E

## Description of CSBG Programs, Community Projects, and Agency Capacity Building

## Programs

<b>PROGRAM NAME: Employment Training/Job Development</b>
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1. Target Group(s): Targeted groups will be Douglas County residents who are 18 years of age or older, unemployed, under employed, and who are under 125% of poverty.
  
2. Description of services to be provided and process for delivery of these services (Make sure that the service delivery process fully describes every step in the process): Three Job Developer/Case Managers will assist job seekers in revisiting and reviewing the basic skills for employment, making sure they have the necessary tools and skills to apply, interview, and secure and retain employment. This is a time for job seekers to rebuild confidence, hone their skill sets, and network with others.

This is accomplished when the Job Developer/Case Managers work with job seekers individually and identify barriers through a one-on-one desk assessment that includes an intake interview and checklist. Through this process, prior employment challenges and successes are identified and documented, current challenges (such as childcare, transportation, medical needs, certifications and training, and tools) are identified, and possible resolutions to those challenges are prioritized. The end result is a written goal plan, outlined with various steps to successfully overcome such barriers.

Additionally, based on the outcome of the assessment tool, the Job Developer/Case Managers inform job seekers of applicable support services and refer clients to the Eligibility Specialists within Douglas County Social Services to provide individual support and case management in applying and receiving such services. These services include but are not limited to: Earned income Tax Credit; Food Assistance: Food Stamps, WIC and community food programs; Free or Reduced Cost Health Services: e.g., Nevada Check-Up, Community Health Clinics, Access Health, Great Basin Primary Care; childcare Assistance: CDBG program, Childcare Support Services; Energy Assistance: EAP.



The Job Developer/Case Managers along with Human Resources from local employers, other employment professionals, and Temporary Placement Agencies, will assist in this part of the training. This will be an ongoing series of seminars, workshops, and groups assisting job seekers in completing job readiness training, assisting job-ready individuals with employment referrals, and assisting job seekers with knowledge of current available jobs and what skills are necessary to apply. Additionally, case management and small group workshops will include components that prepare job-ready individuals to retain employment and build a foundation for family sustainability.

Follow up is completed by either an in-person meeting, telephone call, e-mail, or a touch-base letter that is mailed via US Postal Service.

A Job Developer/Case Manager will continue to serve on local and regional boards, advisory committees, and work groups that address economic recovery efforts, job development, workforce training and community development. This active presence strengthens local awareness of the Employment, Training and Job Development Program, identifies new and existing resources for job seekers, and sets the benchmark for employment and training as a priority within Douglas County's Economic Vitality efforts. Some of the committees and organizations include but are not limited to the Douglas County Chamber of Commerce, the Douglas County Economic Vitality Committee, Northern Nevada Development Authority's Workforce and Education Committee, and Stronger Economies Together.

3. List key partner agencies and describe their roles in assisting the agency to provide services:

Blue Ribbon Personnel – Employment Leads, Job Readiness Training, and Advisory Council Member

Business Council of Douglas County – Business Outreach, Employment Leads, Job Fair

Carson Valley Chamber of Commerce – Business Outreach, Employment Leads, Job Fair

Carson Valley Food Closet – Basic Needs Support

Douglas County UNR Cooperative Extension – Job Skills Training and Adult Educational

Douglas County School District – Adult GED Preparation and Testing

Douglas Mental Health – Basic Needs Support and Stress Management

Douglas County Library – Public information dissemination, reference and technology referral

Family Support Council – Budgeting Education, Domestic Violence support

Hire Dynamics – Employment Leads, Job Readiness Training, and Advisory Council Member

Job Opportunities in Nevada (JOIN) – Displaced Worker Skill Training, Computer Skills Training, Job Readiness Training, Advisory Council Member

Manpower Personnel – Employment Leads, hiring events

Nevada JobConnect – Unemployment Assistance, Skills Training, Job Placement Assistance

Nevada State Health Division – Basic Needs Support  
NevadaWorks – Job Readiness Training and Employment Leads  
NNDA – Northern Nevada Development Authority – Regional Business Outreach Workforce and Education Committee  
Washoe Tribe of Nevada and California – Outreach, Job Readiness and Employment Leads, employment program collaboration  
WNCC (Western Nevada Community College) – Job Skills Training and Adult Education and Advisory Council Member  
Suicide Prevention Network – Stress Management  
Tahoe Youth & Family Services – Drug and Alcohol, Basic Needs Support for Youth and Families  
Valley Employment Services – Employment Leads  
VARN (Volunteer Attorneys of Rural Nevada) – Legal Advisement  
Nevada Legal Services – Legal Advisement  
Stronger Economies Together (SET) – Regional Team Member

4. If this is a continuing program, describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY 2013:

The Douglas County Employment, Training, and Job Development Program looks forward to implementing the following improvements in SFY 2013:

- Enhanced computer lab/resource room use for jobseekers, to include basic computer assistance from qualified and screened volunteers;
- Expanded business outreach to include more outreach in the Douglas County communities within South Lake Tahoe, and more partnerships developed locally via Douglas County job fairs and community events. This outreach is critical to the program's ability to notify jobseekers of local jobs in a timely and accurate manner, as well as to foster the awareness amongst our business community that we have qualified and trainable job candidates ready to work for their companies;
- Enhanced family/financial sustainability component to include twelve-week "Bridges Out of Poverty" workshops for jobseekers, offered twice throughout the fiscal year and expected to serve at least 16 jobseekers.

**SECTION F**

**List of CAA Programs and Projects**

**Example**

<b>Program Name</b>	<b>Funding Sources</b>
Employment Assistance Adults	CSBG, Department of Labor

<b>Program Name</b>	<b>Funding Sources</b>
Transitional Housing	Housing and Urban Devl. (HUD), United Way, Emergency Shelter Grant (ESG), Western Nevada Home Consort. (Home)
Employment Training/Job Development	CSBG
Emergency Assistance	Douglas County
Food Assistance	Carson Valley Community Food Closet, Douglas County, Private donations, WIC
SAFE Electric Assistance	NV Energy, Resident Donations
Share Gas Assistance	Resident Donations
Medical Assistance	Douglas County

<b>Community Projects</b>	<b>Funding Sources</b>
TRE (Topaz Ranch Estates) Outreach	Douglas County
Oral Health Coalition	Multiple public and private sources
Early Childhood Advisory Council	Tri-County Grants

## Nevada CSBG Application SFY 2013

**Section G  
Service Targets**

1. Projected Service levels:

A	B
CSBG FUNDED SERVICES	Projected Number of Unduplicated People Served for SFY 2013
Afterschool Childcare	
Childcare Subsidy	
Dental Services	
Emergency Services	
Employment/Family Development/Prison Re-entry, Adults (see ROMA Goals section below)	125
Employment Assistance – Youth	
Energy Assistance	
Family Development/Case management	
Family Mentoring	
Financial Literacy	
Head Start (enter number of unduplicated children)	
Housing Assistance	
Literacy Education (enter number of unduplicated children participating)	
Mentoring at Risk Youth	
Nutrition Services – Families	
Nutrition Services – Seniors	
Nutrition Services – Disabled Adults	
Senior Center Wellness	
Transportation	
Victim Support Counseling	
Weatherization	
Other (List):	

2. ROMA Goals:

A	B
ROMA INDICATORS	Number of Unduplicated People Projected to Achieve Goal for SFY 2013
<b>Employment</b>	
Number of people who obtain employment	50
Number of people who are assisted to remove one or more employment barriers	112
Number of people who have been successfully linked with one or more benefit assistance programs	112

## Nevada CSBG Application SFY 2013

## Section H

## Annual Goals

\_\_\_ Check this space if the agency has attached its Strategic Plan in lieu of completing this form.

1. Service Delivery – Goals to improve or expand services to low-income families and individuals to help them achieve self-sufficiency

<u>GOAL</u>	<u>COMPLETION DATE</u>
Expand services by increasing Job Readiness Seminars to 3 days to incorporate more hands-on workshop activities during these events.	Projected Seminar Dates: Two, 3-day seminars to be completed by June 30, 2013
Improve services by implementing a "Bridges Out of Poverty" component for at least 16 unemployed or under-employed individuals.	Projected Workshop/Series Dates: Two 16-week workshop series reaching at least 8 individuals per series, to be completed by June 30, 2013

2. Capacity Building – Goals to strengthen agency organizational capacity

<u>GOAL</u>	<u>COMPLETION DATE</u>
Two Case Managers attend at least two regional trainings in case management, asset development, and/or client self-sufficiency.	Case Management Training: Target completion date September 30, 2012.  Asset Development Workshop Dates: Three learning cluster activities to be attended by June 30, 2013
Increase capacity to address local business needs and assess community readiness: Development of ETJDP client management database	By December 31, 2012, meet with Douglas County IT staff to identify potential database programs  By June 30, 2013 develop an outline for ETJDP and agency-wide database requirements

3. Community Engagement – Goals to engage the community through partnerships, coalitions and increased community involvement in resolving issues impacting low-income families

GOAL	COMPLETION DATE
Increase community awareness about the ET/JD Program, and increase program knowledge of available training and job opportunities by continuing partnership development with current list of collaborative partners (see Section E)	Case Manager/Job Developer meets monthly with local and Regional Economic Development Authorities through June 30, 2013.
Increase knowledge of new, local job opportunities, and decrease the applicant response time to those positions, by developing new partnerships with at least five new businesses in Douglas County and extend outreach to South Lake Tahoe Chamber of Commerce to encompass more of the western region of the County.	June 30, 2013

DEPARTMENT OF HEALTH AND HUMAN SERVICES

GRANTS MANAGEMENT UNIT

GRANT ASSURANCES

COPY



Department of Health and Human Services, Director's Office  
Grants Management Unit  
(Effective July 1, 2012 through June 30, 2013)

**FY13 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 Grantee shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Grantee is an independent entity.
2. The Grantee shall hold harmless, defend and indemnify the Department from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Grantee's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Department or Grantee 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 Grantee 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 Grantee.

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 Attachment A 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 Grantee under this Agreement shall, at the option of the Department, become the property of the Department, and the grantee 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 Grantee 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 Grantee 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 Grantee is in noncompliance with any applicable rules or regulations, the Department may withhold funding as outlined in the FY13 Grant Instructions and Requirements.

Department of Health and Human Services, Director's Office  
 Grants Management Unit  
 (Effective July 1, 2012 through June 30, 2013)

**Grant Assurances**

A signature below 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 the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. **Compliance with OMB A-133 including, but not limited to, audit requirements for grantees that expend more than \$500,000 or more in Federal awards during the grantee's fiscal year.**
8. Certification that neither the grantee 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 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).
9. No funding associated with this grant will be used for lobbying.
10. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
11. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
12. Compliance with Grant Instructions and Requirements from the Grants Management Unit. (Available online at <http://dhhs.nv.gov/Grants/>.)
13. Compliance with reporting and web-posting requirements in NRS 252.356.

Douglas County Social Services  
 Name of Organization

  
 Signature of Authorized Representative

July 23, 2012  
 Date

Lee Bonner, Chairman, Board of Commissioners  
 Name and Title (typed)

Department of Health and Human Services, Director's Office  
Grants Management Unit  
(Effective July 1, 2012 through June 30, 2013)

**Lobbying**

- An organization receiving grant funds through the Grants Management Unit of the Nevada Department of Health and Human Services shall not use grant funds for any activity related to the following.
  1. 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.
  2. 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.
  3. Any attempt to influence:
    - (a) The introduction or formulation of Federal, State or local legislation; or
    - (b) 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.
  4. 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.
  5. Any attempt to influence:
    - (a) The introduction or formulation of Federal, State or local legislation;
    - (b) The enactment or modification of any pending Federal, State or local legislation; or
    - (c) 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.
  6. 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.
  7. 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.
- An organization receiving grant funds through the Grants Management Unit of 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:

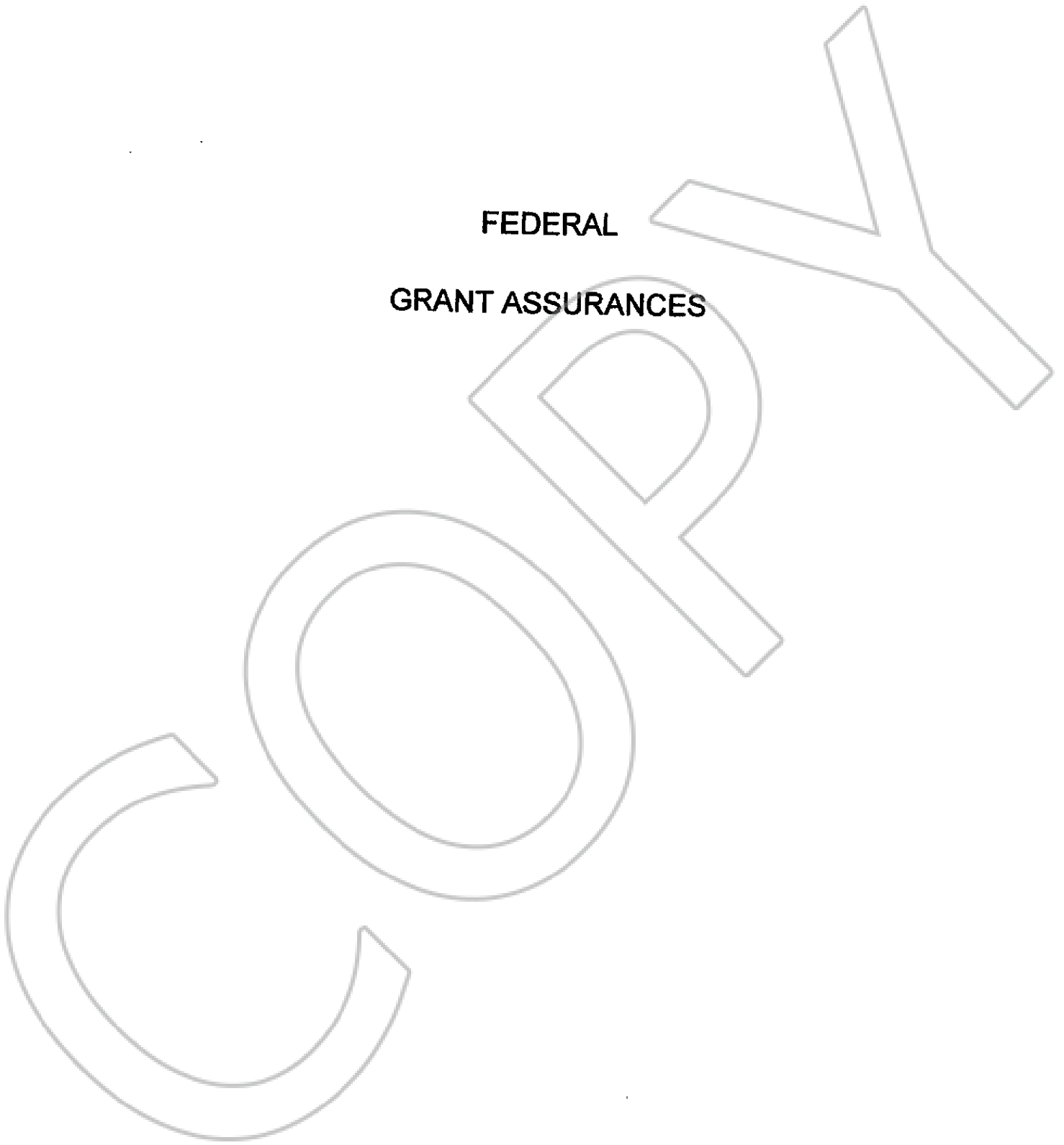
Department of Health and Human Services, Director's Office  
Grants Management Unit  
(Effective July 1, 2012 through June 30, 2013)

1. 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
2. Not specifically directed at:
  - (a) Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
  - (b) Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
  - (c) 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 grantee or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the Department of Health and Human Services Grants Management Advisory Committee.

FEDERAL

GRANT ASSURANCES





## ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Approval No. 4040-0007  
Expiration Date: 06/30/2014

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  LEE BONNER	TITLE Chairman, Board of Commissioners
APPLICANT ORGANIZATION Douglas County Social Services	DATE SUBMITTED May 30, 2012



## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature



LEE BONNER

Title

Chairman

Organization

Douglas County Board of Commissioners

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions**

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant

may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies

- available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
  4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
  5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
  6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
  7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
  8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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**Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible,

or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

DRAFT



## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### **Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees

in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:



- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
- (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
- (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.  
Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

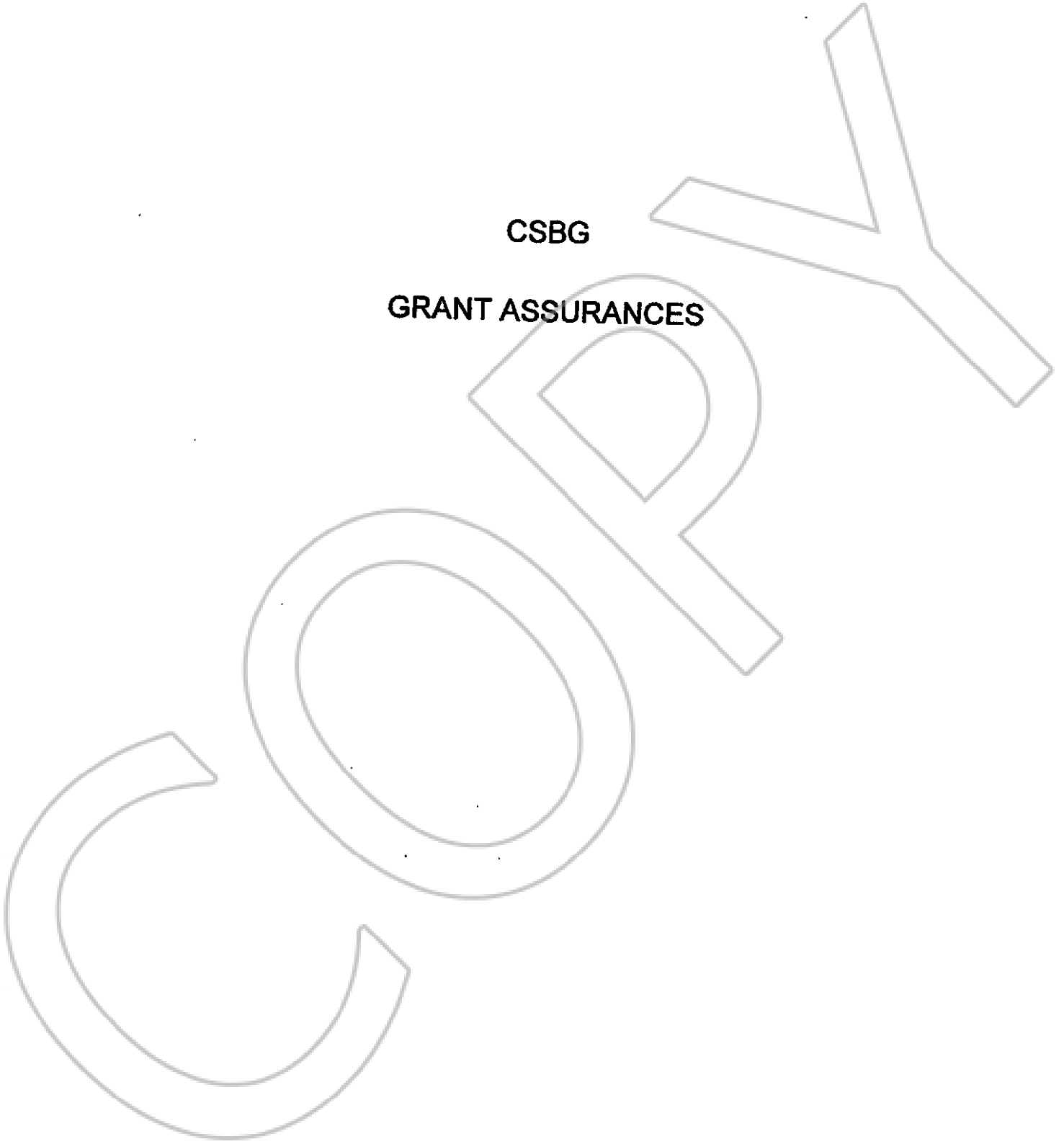
#### **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children's

services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

CSBG

GRANT ASSURANCES



**COMMUNITY SERVICES BLOCK GRANT  
POLICIES  
SFY 2013**

**Department of Health and Human Services  
Grants Management Unit  
State of Nevada**

- P-1 Establishment of CSBG Policies
- P-2 Tripartite Board Standards\*
- P-3 Grant Application Requirements
- P-4 Administrative Costs
- P-5 Income Eligibility for Families and Individuals\*
- P-6 Benefit Assistance Screening
- P-7 Program Monitoring\*
- P-8 Program Reporting\*
- P-9 Subrecipient Guidelines\*
- P-10 Corrective Action and Termination of Funding
- P-11 Funding Formula\*
- P-12 Plan for Spending Discretionary CSBG Funding
- P-13 Designation of Eligible Entities
- P-14 Restrictions on Use of Funds for Construction
- P-15 Customer Privacy
- P-16 Annual CSBG Calendar
- P-17 Child Support Services and Referrals
- P-18 Voter Registration Prohibition

\*The documents related to these policies are located on the DHHS website at [www.dhhs.nv.gov](http://www.dhhs.nv.gov).  
Click on the Grants Management Unit, then click on the Community Services Block Grant tab.

## Community Services Block Grant Policies

### P-1 Establishment of CSBG Policies

These policies are established to organize information important to the management of the CSBG program into one document. CSBG recipients will be able to access these policies on the DHHS website and will also have web access to the supporting documents referenced in these policies.

CSBG recipients will have an opportunity to review and comment on new policies as well as changes to existing policies before they are finalized.

The acronyms used throughout this document are as follows:

CAAs = Community Action Agencies  
 CSBG = Community Services Block Grant  
 DHHS = Department of Health and Human Services  
 GMAC = Grants Management Advisory Committee  
 GMU = Grants Management Unit  
 OCS = Office of Community Services  
 ROMA = Results Oriented Management and Accountability

### P-2 Tripartite Board Standards

Tripartite Board Standards have been adopted to insure that Nevada CAAs achieve compliance with federal CSBG regulations and guidelines. The Standards, along with federal Information Memorandum #82, provide the structure and guidance for CAAs to follow in establishing and operating their board. The Standards are available on the DHHS website at [www.dhhs.nv.gov](http://www.dhhs.nv.gov).

### P-3 Grant Application Requirements

CSBG recipient agencies are required to submit a renewal application every year consisting of a budget, program description, and goals. In addition, an updated community needs assessment is required every three years.

CAAs will have an opportunity to review and comment on the application components whenever changes are made by DHHS.

### P-4 Administrative Costs

Administrative costs will be reviewed and approved on a case by case basis as part of the renewal application and budget modification process. All administrative costs charged to CSBG must be necessary to accomplish the goals of CSBG. Although the CSBG Act does not establish a maximum percent of agency administration that can be charged to CSBG, DHHS has established a goal of limiting administrative expenses to no more than 20% of the total award. DHHS will review the need to exceed this goal on a case by case basis and will work with CAAs that are above the 20% goal on strategies for reducing administrative costs.

### P-5 Income Eligibility for Families and Individuals

Individuals and families receiving CSBG supported services must be below 125% of the federal poverty level. CSBG recipient and subrecipient agencies are required to conduct eligibility screening as part of their client intake process. CAAs must adopt procedures for each program that they administer to ensure that CSBG funds are only used to support individuals and families that meet the income eligibility requirement. CAAs may determine the types of documentation required to document income eligibility. If household income is 125% of poverty or below upon intake into the program, the individual (or family) is eligible to continue receiving services until the agency conducts a formal reassessment. CAAs are expected to establish reassessment policies and timelines to ensure that client income eligibility for CSBG services is handled in a uniform manner.

CSBG eligibility must be based on household income. A household is defined as all individuals living within the same household who are related to one another by birth or marriage. The income of all individuals in the household must be counted in order to assess eligibility for CSBG services.

Client eligibility screening is not practical for some services, for example parent education. In such cases, the agency must target service to individuals and families who are likely to be below the 125% poverty level.

CSBG funds are often combined with other funding sources that may have different income eligibility criteria. In these cases, the GMU will consider the proportionate amount of CSBG funding that used to provide the service in order to assess compliance with CSBG income eligibility standards.

#### **P-6 Benefit Assistance Screening**

CAAs are expected to screen and refer participants to the following income supports: 1) Earned Income Tax Credit; 2) Food Assistance: Food Stamps, WIC and community food programs; 3) Free or reduced cost health services: e.g., Nevada Check-Up, Community Health Clinics, Access Health, Great Basin Primary Care, Medicaid; 4) Childcare Assistance: CCDBG program; and 5) Energy Assistance: EAP; 6) Child Support Assistance.

Follow-up is required for all clients receiving family development, employment assistance and Head Start services to verify the results of the referrals. For these services, both the referral and follow-up must be documented.

#### **P-7 Program Monitoring**

CSBG recipient agencies will receive a program monitoring at least once every three years as required in the federal CSBG Act. New agencies will be monitored within six months after the first year of operation. The GMU may monitor agencies more frequently if they are large, have special issues or problems, or have experienced turnover in the executive director or chief fiscal officer position.

The monitoring process is designed to verify compliance with federal CSBG requirements, state CSBG policies, the application submitted by the agency, and GMU policies. Agencies will be required to submit a corrective action plan to address any identified deficiencies and follow-up will be conducted by the GMU.

#### **P-8 Program Reporting**

A) Semi-annual Reporting: CSBG recipient agencies will be required to submit a semi-annual ROMA report based on the standards adopted by the federal Office of Community Services. The GMU has developed a reporting system that complies with the federal ROMA requirements. Agencies will receive customized reporting forms and instructions at the beginning of each year from the GMU.

The semi-annual report will be due as follows:

Semi-annual Report	January 31
Final Annual Report	July 31

B) Annual Report: CAAs will be required to submit an annual report that includes: a client demographic summary form, fiscal reporting, and narrative elements based on federal reporting requirements.

C) GMAC Report: CAAs will be required to submit a quarterly GMAC report based on the three indicators that have been established for their agency and also provide a report on community projects. The report will be due approximately three weeks prior to the scheduled GMAC



meeting. The established schedule for GMAC meetings is the second Thursday of March, June, September, and December.

D) Additional Reporting: Additional reports may be requested if required by federal OCS, the legislature, the Governor's Office, or DHHS.

#### P-9 Subrecipient Guidelines

Subrecipient Guidelines have been established to ensure that basic CSBG requirements are followed when funds are subawarded by a CAA to another local organization.

CAAs may modify the procedures and sample formats provided in the guidelines to meet the needs of their organization. However, the basic components of the subrecipient process must be utilized to administer all subawards.

#### P-10 Corrective Action and Termination of Funding

Different levels of corrective action have been established based on the level of severity of agency non-compliance with CSBG requirements and/or poor fiscal, board, or management performance.

Corrective action plans: CAAs will be asked to submit corrective action plans to address non-compliance issues identified by the GMU during the administrative oversight of the grant or through program monitoring. The agency will be provided with an opportunity to develop a corrective action plan and timeline to address identified deficiencies.

Grant Conditions: Grant conditions may be established at any time to address more serious non-compliance or performance issues.

High Risk Status and Quality Improvement Plans: CAAs experiencing serious performance issues that potentially jeopardize the ability of the agency to effectively administer CSBG funds and provide services in the community will be requested to submit a Quality Improvement Plan. The GMU will follow the corrective action process outlined in *Section 678C Corrective Action; Termination and Reduction of Funding* of the CSBG Act and the guidelines provided in OCS Information Memorandum #116 to address major deficiencies identified in the performance of CAAs. As required by the federal OCS, the GMU will notify OCS to place the agency of the national list of high risk CAAs. The CAA will be required to submit a Quality Improvement Plan and demonstrate satisfactory progress to avoid termination of funding. DHHS will request OCS to remove the agency from the high risk list once the Quality Improvement Plan has been completed.

#### P-11 Funding Formula

A CSBG funding formula has been established to allocate at least 90% of federal CSBG award to eligible CAAs as required by the federal OCS grant. The formula includes a base allocation for each eligible entity, a distribution of funds based on the percent of the state's poverty population residing in each service area using the most recent U.S. Census estimates, and a distribution of funds based on the unemployment rate in each county service area.

The poverty population factor in the formula will be updated as new federal census poverty data or estimates become available. The unemployment rate for each county service area will be updated each year immediately prior to the release of the formula.

A public hearing, as required in the CSBG Act, will be held prior to enacting any changes to the formula beyond the annual updates referenced above.

#### P-12 Plan for Spending Discretionary CSBG Funds

The GMU will prepare a discretionary CSBG spending plan prior to the beginning of each grant year and provide an opportunity for CAAs to review and comment on the plan.

**P-13 Designation of Eligible Entities**

If a designated Community Action Agency (CAA) voluntarily relinquishes its designation as a CAA or is terminated, DHHS will determine which organizations operating in the service area have the capacity to serve as a CAA. The DHHS Director may designate a CAA from among the viable organizations, may opt to issue a Request for Applications, or may designate a CAA from outside the service area to serve as the temporary or permanent CAA. If a CAA is designated as a temporary CAA in an unserved area, the terms will be specified in the grant award.

Priority will be given to non-profit agencies throughout the selection process. If a viable non-profit is not available, a local governmental entity will be considered. This policy will follow the requirements described in Section 676A of the CSBG Act, *Designation and Redesignation of Eligible Entities in Unserved Areas*.

**P-14 Restrictions on Use of Funds for Construction**

Agencies are prohibited from using CSBG funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or other facility. This prohibition is described in *Section 678C Limitations on Use of Funds* in the CSBG Act.

The CSBG Act includes a provision for DHHS to request a waiver from OCS. A waiver will only be sought when no other viable options exist and services to low-income families and individuals may be jeopardized.

**P-15 Customer Privacy**

CAAs must establish internal policies to protect the privacy of customers. Paper records must be secured and access to records limited to appropriate staff. Electronic records must also be protected with access limited to appropriate staff.

CAAs providing health care services must maintain client privacy and records in compliance with the Health Insurance Portability Accountability Act (HIPAA), Public Law 104-191.

**P-16 Annual CSBG Calendar**

The following outlines the annual deadlines for reports and grant amendments. The deadlines may be modified as needed in order to meet administrative requirements or to address the needs of the CSBG recipient agencies or the Grants Management Unit.

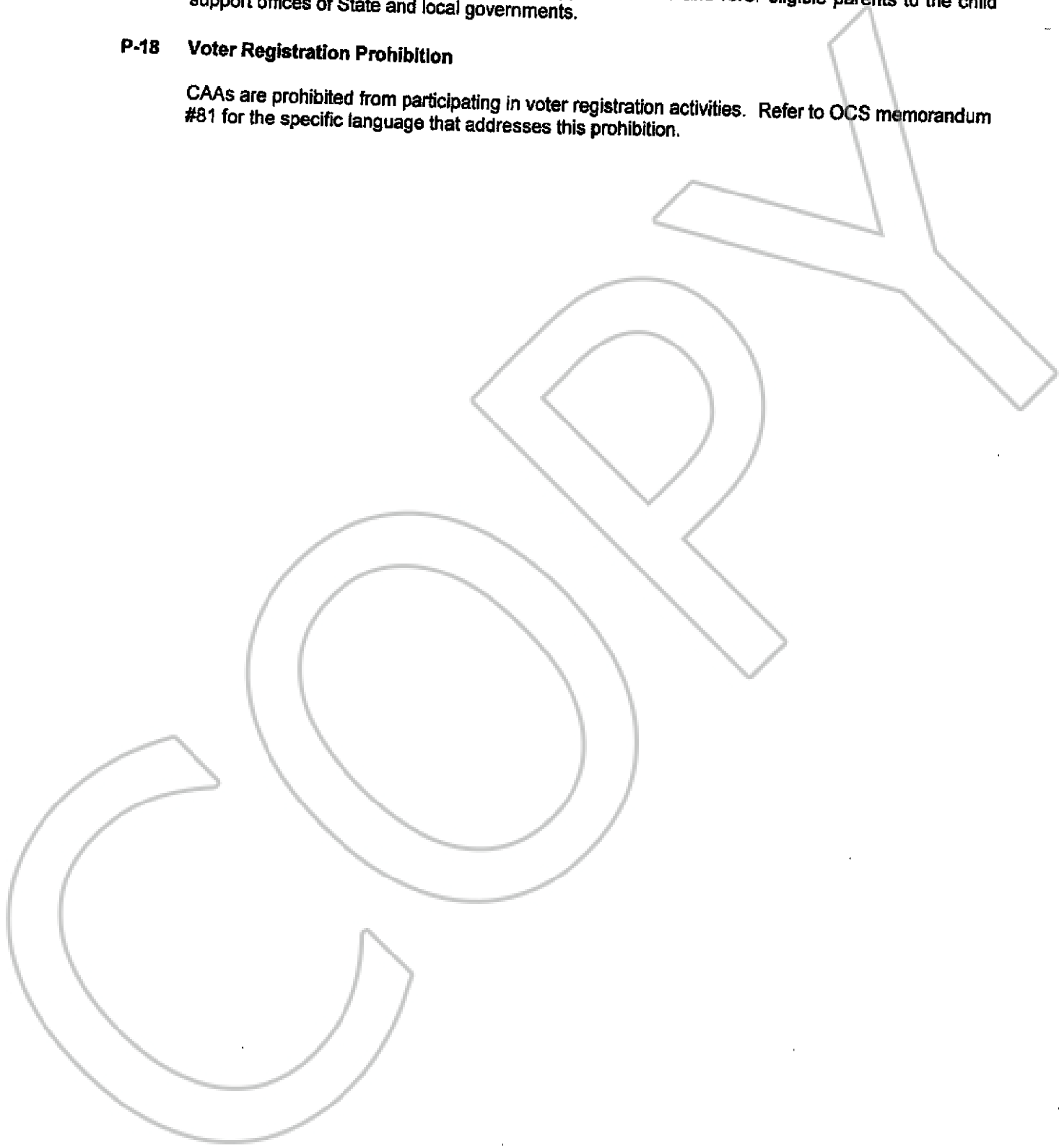
Activity	How Often?	Due Date
Request for Funds	Monthly or Bi-monthly	Prior to the end of the following month. Example: requests for the month of July are due August 31
ROMA Reporting	Semi-annual	Semi-annual report due by January 31 Final report due by July 31
GMAC Reporting	Quarterly	Agency will be notified of due date
Annual CSBG Report	Annually	September or October, agencies will be notified of due date
Budget Amendment based on actual Carryover	Annually	August or September, agencies will be notified of due date
Application/Renewal Application	Annually	April or May, agencies will be notified of due date

**P-17 Child Support Services and Referrals**

Per section 678G(b) of the CSBG Act, CAAs are required to inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services and refer eligible parents to the child support offices of State and local governments.

**P-18 Voter Registration Prohibition**

CAAs are prohibited from participating in voter registration activities. Refer to OCS memorandum #81 for the specific language that addresses this prohibition.



DHHS/GMU/CSBG  
Budget 3195  
Cat 29 - GL 8504  
Job # - 9356912  
Activity: 3571 Function: 0003  
Vendor #: T40174400 G Staff Assigned: Gary Gobelman  
Grant Period: 7/9/12-6/30/13  
FY13

Douglas County Social Services  
Project: Community Action  
Gifts # 247.07

Award Amount: \$ 110,273.00

\$ 110,273.00 \$ 110,273.00  
Total \$ 110,273.00 \$ 110,273.00

Draw Date	Draw Period	Draw Number	Draw Amount by Voucher	Employment, Training, Job Development	Total Expenditure	Balance
	From:					\$ 110,273.00
	To:					\$ 110,273.00
07/01/12	07/31/12					\$ 110,273.00
07/01/12	07/31/12					\$ 110,273.00
07/01/12	07/31/12					\$ 110,273.00
07/01/12	07/31/12					\$ 110,273.00
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07/01/12	07/31/12					\$ 110,273.00
07/01/12	07/31/12					\$ 110,273.00
<b>Totals</b>			\$ -	\$ 110,273.00	\$ 110,273.00	\$ 110,273.00

**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: Sept 10, 2012  
THRAW Clerk of the 60 Judicial District Court  
of the State of Nevada, in and for the County of Douglas.  
By Chris J. Kuldrey Deputy