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Doc Number: **0825171**

06/11/2013 10:28 AM

OFFICIAL RECORDS

Requested By
DC/SOCIAL SERVICES

DOUGLAS COUNTY RECORDERS
Karen Ellison - Recorder

Page: 1 of 25 Fee: \$ 0.00

Bk: 0613 Pg: 2591



Deputy: pk

Assessor's Parcel Number: N/A

Date: JUNE 11, 2013

Recording Requested By:

Name: CYNDY REDMILES, SOCIAL SERVICES

Address: _____

City/State/Zip: _____

Real Property Transfer Tax: \$ N/A

FY 2011 EMERGENCY SOLUTIONS GRANT #2013.107

(Title of Document)

Nevada Department of Business and Industry Housing Division

**FY 2011 EMERGENCY SOLUTIONS GRANT
NOTICE OF SUB-RECIPIENT AWARD**

CFDA Number 14.231
Grant #E11-DC-32-0001

BK : 0613
PG : 2592
6/11/2013

0625171 Page 2 of 25

Reason for Award: EMERGENCY SOLUTIONS GRANT PROGRAM FUNDING FOR HOMELESS ASSISTANCE, HOMELESS PREVENTION, AND OTHER ELIGIBLE ACTIVITIES

Program Name: EMERGENCY SOLUTIONS GRANT PROGRAM PROVIDED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	Address: 1535 OLD HOT SPRINGS ROAD, SUITE 50 CARSON CITY NV 89706
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Sub-recipient name: Douglas County Social Services	Address: P O Box 218 Minden NV 89423
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Project period: July 1, 2012 through June 30, 2014

Approved cost categories, per grant application dated:

Emergency Shelter-Essential Services	\$ _____
Emergency Shelter-Shelter Operations	\$ _____
Homeless Prevention-Financial Assistance	\$10,000
Homeless Prevention-Housing Relocation/Stabilization Services	\$24,455
Rapid Re-Housing-Financial Assistance	\$ _____
Rapid Re-Housing-Housing Relocation and Stabilization Services	\$ _____
Data Collection/HMIS	\$ 545
Administration	\$ _____
Total Award	\$35,000

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Disbursement schedule as follows:
At a minimum, sub-recipients must submit executed draw reimbursement requests quarterly which are accompanied by an HMIS Expense Summary Report, and staff time sheets if salaries are charged to this grant.

Source of funds:
1. FEDERAL (HUD) 100%

- In accepting these grant funds, it is understood and agreed that:
1. This allocation is subject to the successful award of funding by HUD to the Nevada Housing Division;
 2. Expenditures must comply with all applicable state and/or federal regulations;
 3. The sub-recipient shall comply with the Notice of Sub-recipient Award, Section 2, attached hereto and incorporated by reference;
 4. Funds are subject to recapture and reallocation, as allowed in Part 576 of the Emergency Solutions Grant program, for failure to meet any of the following: 1) expenditure timeliness; 2) submission of reports and draw reimbursement requests by due dates; 3) lack of participation in HMIS and the CoC's centralized/coordinated assessment system (once available); and 4) failure to provide annual financial statements by deadlines reflected in this Notice. Sub-recipients will receive written notification of concerns and if applicable, the Division's intent to recapture funds. Notification will be provided 30 days in advance of recapture. Sub-recipients subject to recapture of grant funds shall also be subject to future funding sanctions;
 5. The sub-recipient shall comply with the ESG Program Reporting Contents, Section 3, attached hereto and incorporated by reference; and
 6. The sub-recipient shall comply with the Place of Performance for Certification regarding Drug-free Workplace Requirements, Section 4 attached hereto and incorporated by reference.

Authorized sub-recipient official:
By: Steve Mokrohisky
Signature of person authorized to accept this Grant on behalf of the sub-recipient
Steve Mokrohisky (775) 782-9821 Date: 8-31-12
Printed Name Telephone Number

Agency DUNs number: 010984979 CCR Registration Number: 3QNK6 CCR Registration Current: Yes No

Administrator, Nevada Housing Division:
By: Charles L. Horsey
Charles L. Horsey, Administrator Date: 9-17-12

SECTION 2

ADDITIONAL STIPULATIONS

Additional stipulations accepted and agreed to by the sub-recipient for the funds received pursuant to this award:

PART I- PROGRAM REQUIREMENTS

- A. Comply with the Emergency Solutions Grant (ESG) Program requirements of 24 CFR Part 576;
- B. Develop and implement ESG Program Policies and Procedures, including elements reflected in 576 Subpart B (576.100-107); Subpart E (576.400 – 408), and Subpart F (all of 576.500). Procedures shall include a summary of program rules and regulations; Written Standards; confidentiality of records of domestic violence victims, or other victims of assault; 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. Sub-recipients shall also develop and disseminate a written grievance procedure that clearly defines the requirements for clients to formally dispute denials of assistance and shall document and make available all grievances and resolutions for review by the Division during site visits;
- C. Agree to provide programs and services as allowed in 24 CFR Part 576 Subpart B and approved by the Division, and assist eligible homeless or at risk of homelessness clients as defined in 24 CFR Part 576.2.
- D. Agree to design programs and services that will ensure successful outcomes for the Division's Performance Standards as reflected under Attachment 3 of this Notice;
- E. Agree to participate in local Workforce Investment Boards and/or local community coalitions; to encourage collaboration efforts with other providers that will assist the sub-recipient to meet ESG and HEARTH Act goals; and will participate in at least 75% of local continuum of care meetings. Sub-recipient shall provide to the Division a summary of meetings attended, partnerships formed, and collaboration efforts annually or when requested by Division staff;
- F. Comply with the requirement of Subpart E of 24 CFR Part 576.400(e) to develop Written Standards for providing ESG assistance. At a minimum the Standards must include all components reflected in 576.400(d)(3)(i)-(ix). ***Homeless Prevention and Rapid Re-Housing Client eligibility criteria, identified in the Written Standards, shall be made available to the public via agency website, Nevada 211, or other site available to the public ;***
- G. Comply with 24 CFR Parts 91.5 and 576.2 regarding definitions of homeless and at-risk of homelessness, and documenting that all program participants meet these definitions;
- H. Comply with the requirements of 24 CFR Part 576.401(a) to conduct an evaluation of program participant eligibility and need for program assistance. Includes an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance needed to regain stability in permanent housing. Per 576.401(e)(2), the sub-recipient is exempt from the requirement under 576.401(e)(1)(i) if the

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Initials

Violence Against Women Act of 1994 or the Family Violence Prevention and Services Act prohibits that sub-recipient from making its shelter or housing conditional on the participant's acceptance of services;

- I. Comply with the requirements of 24 CFR Part 576.401(b) to re-evaluate program participant's eligibility and types and amounts of assistance the program participant needs not less than once every 3 months for participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance. Each re-evaluation must establish that the program participant does not have an annual income that exceeds 30% of area median income for the area and the participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance. Each re-evaluation must be document in the program participant's case file and HMIS.
- J. Shall demonstrate need for ESG Program funds by meeting expenditure timelines as follows: At a minimum, twenty-five percent (25%) of the allocation shall be expended within the first six months of the grant period and fifty percent (50%) expended the first year. Seventy-five percent (75%) of the allocation shall be expended by the eighteenth month and one hundred percent (100%) in two years. Sub-recipients are allowed to spend their allocation at a faster pace.

If requested, the sub-recipient further agrees to submit a detailed description of the strategy to expend all funds to the Division if it is determined that the sub-recipient is not on target to expend funds within timelines reflected above. In all circumstances funds must be completely expended within the 24 month timeframe or funds will be recapture by the U.S. Department of Housing and Urban Development (HUD);

- K. Comply with the requirement to provide matching funds for the amount of the entire allocation, as required by 24 CFR 576.201 and 42 USC 11375. Agrees to maintain documentation of the sources and amounts of funds used for program match for a period of five (5) years after grant closeout, Requests for match waivers must be submitted in writing;
- L. Comply with the requirements of 24 CFR 576.103 which provides for funding of homeless prevention activities for: (1) an individual or family who: (i) has an annual income **below** 30% of median family income for the area, as determined by HUD; (ii) does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of HUD's homeless definition; and (iii) meets one of the following conditions: (a) has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (b) is living in the home of another because of economic hardship; (c) has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (d) lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State or local government programs for low-income individuals; (e) lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 person per room, as defined by the U.S. Census Bureau; or (f) is exiting a publicly funded institution, or system of

BK : 0613
PG : 2594
6/11/2013

0825171 Page : 4 of 25

Read: Sm
Initials

care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); Assistance must not supplant funding for preexisting homeless prevention activities from any other source; (2) A child or youth who does not qualify as "homeless" under section 576.2, but qualifies as homeless under federal programs listed in section 576.2(2); or (3) a child or youth who does not qualify as "homeless" under this section, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with him or her;

- M. Comply with requirements concerning record keeping and reporting requirements of 24 CFR Part 576.500, including documentation of client eligibility, and documentation of homeless and chronically homeless status for individuals and families, as defined by HUD. Providers assisting victims of domestic violence and other assaults shall be exempt from compliance with certain requirements and should refer to 576.500(b)(5) to determine acceptable evidence to document client eligibility;
- N. Comply with the requirement of 24 CFR 576.500(x) in which sub-recipients must develop and implement written procedures to ensure: (i) all records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential; (ii) the address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG program will not be made public, except with written authorization of the person responsible for the operation of the shelter; and (iii) the address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality. Furthermore the sub-recipient shall execute and retain on file the Division's Privacy Policy. **Confidentiality procedures must be in writing and must be maintained in accordance with these requirements.**
- O. Comply with 24 CFR Part 576.102(b) which states the age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant funding or services and provides shelter to families with children under age 18;
- P. Shall identify a staff person who will be responsible for coordinating a child's access to education if the sub-recipient serves households with children. All efforts must be documented in the client file;
- Q. Shall maintain files for clients who receive assistance including names (or other identifying number), dates, amount of assistance, type of assistance, and all supporting documentation for five (5) years from last date of service;
- R. Shall submit a Reimbursement Request Form (Exh. 1) to the Division **at least once per quarter** requesting reimbursement of funds expended for eligible ESG activities. Reimbursements will not be authorized unless expenditures are substantiated in writing and are accompanied by the HMIS ESG Client Detail Report. Failure to submit a reimbursement request at least quarterly may result in program sanctions implemented by the Division, as defined in Part IV. If requested, sub-recipient agrees to provide supporting documentation of expenditures, including copies of receipts, invoices, time sheets, etc. as part of a Desk Audit Review of the ESG program;

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Initials

BK 0619
PG 2555
6/11/2013

Page: 5 of 25

- S. Agrees to upload documentation to be defined by the Division into HMIS for each household served, allowing for Division staff to conduct random desk audits of the ESG program. Sub-recipients that provide services to victims of domestic violence, dating violence, sexual assault, or stalking shall be exempt from this requirement;
- T. Shall submit the Annual Performance Report from HMIS by the deadline implemented by the Division;
- U. Shall ensure that no renovation or major rehabilitation will take place in property listed in the National Register of Historic Places; be located in a historic district or immediately adjacent to a property listed on the Register; be deemed by the State Historic Preservation Officer to be eligible for listing on the Register; take place in any 100- year flood plain designated by map by Federal Emergency Management Agency; or be completed unless there is a successful completion of HUD's environmental assessment review;
- V. Comply with 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 sub-recipient that recognizes the rights of individuals affected, which may include a hearing;
- W. Shall submit a Certification of Local Government Approval for each project operated within the local government's jurisdiction if the ESG sub-recipient is a non-profit agency. 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;
- X. Shall submit in writing on sub-recipient letterhead all requests to amend ESG allocations, along with a revised ESG Program Budget Form (Exhibit 4), prior to expending funds from a Category other than what has been previously approved via the ESG Notice of Sub-Recipient Award. The written request shall include: (1) an explanation of the the amounts to be transferred from the applicable categories; (2) a summary of how funds are proposed to be used; (3) a summary of the cash or in-kind services that will be used to meet the increased match requirement for the category ESG funds will be transferred; and (4) a summary of any changes to the number of program participants anticipated to be assisted under the revised categories;
- Y. Shall 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. Sub-recipient shall develop and submit an action plan with timelines for developing community-wide discharge plans within 12 months of grant award, and shall develop and execute Memorandums of Understanding (MOU's) with at least two (2) partner agencies identified in the sub-recipient's discharge plan no later than December 31, 2013;
- Z. Shall maintain control of access to accounting records, assets, blank forms, and confidential records to ensure that only authorized persons have access;

EX 0613
PG 2596
6/11/2013

0825171
Page: 6 of 25

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Initials

- AA. Shall ensure that shelter building(s) meet or exceed state, local and HUD's habitability standards;
- BB. Make available all client files, along with any financial and program records, for periodic review by the Division. Monitoring of a sub-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. In lieu of a site visit the Division may request copies of supporting documentation be uploaded into the local HMIS in order to conduct a desk audit review of all sub-recipients except victim service providers;
- CC. Shall make available copies of all monitoring letters from other federal, state or local grant funded programs if requested by the Division. Copies of written responses addressing areas of concerns or findings shall be included. These copies shall be provided during monitoring review visits or more frequently if requested by Division staff;
- DD. Comply with the requirement that a member of an Agency's Board of Director's (if a non-profit) or other applicable Board or Commission tour shelters funded through the ESG program to ensure appropriate habitability standards are in place. This tour should be conducted at least once during the grant period and documented for review during site visits.

PART II-FINANCIAL MANAGEMENT REQUIREMENTS

- A. Shall 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;
- B. Comply with requirements of OMB Circulars A-87, A-102 and A-128, concerning nondiscrimination and equal opportunity. A nonprofit sub-recipient must comply with OMB Circulars A-110 and A-122;
- C. Acknowledge the requirements of Nevada law that in all contracts with state agencies it is required that all contractors provide proof of workers' compensation coverage. Sub-recipient agrees to provide proof of workers' compensation coverage in accordance with NRS 616.280 prior to the commencement of any work;
- D. Comply with requirements of the Division for submission of financial reports as follows:

Sub-recipients expending \$500,000 or more annually in federal funds shall submit one copy of its most recent A-133 single audit to the Division within 60 days of completion, and not later than nine months from the agency's fiscal year end. This audit must be performed by a Certified Public Accountant annually.

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Sub-recipients expending less than \$500,000 but more than \$100,000 in federal funds annually are exempt from OMB Circular A-133, but must request that an audited financial statement be conducted annually. The audited financial statement shall be submitted to the Division within 30 days of receipt, and not later than six months from the agency's fiscal year end.

Sub-recipients expending less than \$100,000 must submit unaudited financial statements, a profit and loss statement, and a letter stating the agency expended less than \$100,000 in federal funds within 60 days following the end of each fiscal year. This letter shall be written on agency letterhead and shall include the signature of the Executive Director. Failure to comply with this part may result in Sanctions described in Section IV of this document. Note: Any sub-recipient not required to conduct an A-133 audit or audited financial statements by the Division, but is required to do so under another program, shall provide a copy of the A-133 or audited financial statement in lieu of the unaudited financial statement normally required. The deadline for submission of these copies is the same as above;

- E. Comply with requirements of OMB A-133 that states any recipient that passes through federal funding to a sub-recipient is responsible for communicating the Federal award information to each sub-recipient, including informing each sub-recipient of the Catalog of Federal Domestic Assistance (CFDA) title and number;
- F. Shall keep an inventory/equipment log of property purchased using \$5,000.00 or more in ESG funds and shall make it available for review by Division staff when requested;
- G. Comply with all state, local and federal procurement laws and requirements;
- H. Shall develop written policies and internal controls 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 the ESG grant are eligible under program regulations; and
- I. Shall have a system in place for maintaining its financial records relative to the ESG grant for five (5) years from the last expenditure report to the Division, or until any litigation, claim, auditor or other action involving the records has been resolved, whichever comes later.
- J. Shall maintain current CCR registrations and DUNs number, and shall notify the Division of any changes to either.

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PART III-OTHER FEDERAL REQUIREMENTS

- A. Comply with requirements of 24 CFR 576.104(a)(4) and 576.408 concerning Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
- B. 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;
- C. Agrees to follow Nondiscrimination and Equal Opportunity requirements as defined in 24 CFR 5.105(a). The use of Emergency Solutions Grant funds requires that sub-recipients make facilities and services available to all on a nondiscriminatory basis, and publicize this fact. The procedures a sub-recipient uses to convey the availability of such facilities and services should reach all persons, without regard to handicaps, race, color, religion, sex, age, familial status or national origin within their service area who may qualify for them. If not, the sub-recipient must establish additional procedures that will ensure that these persons are made aware of the facilities and services. Sub-recipients must adopt procedures to disseminate information to anyone who is interested regarding the existence and location of handicap accessible services or facilities. Sub-recipient shall ensure that forms, applications, brochures, and other materials provided to the public are formatted with appropriate language to comply with Equal Opportunity laws and regulations;
- D. Comply with Section 808(e)(5) of the Fair Housing Act. HUD has a statutory duty to affirmatively promote fair housing and requires the same of its funding sub-recipients. Sub-recipients will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1800-669-9777; and (5) recruiting landlords and service providers in areas that expand housing choice to program participants if applicable.
- E. Comply with requirements of 24 CFR Part 35 concerning the Lead-Based Paint Hazard requirements;
- F. Shall meet the requirements of the Americans with Disabilities Act 1990;
- G. Comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21;
- H. Comply with requirements of 24 CFR 576.57(d) regarding Conflict of Interest requirements.
- I. Comply with requirements 24 CFR 576.406 regarding faith-based activities.

BK : 0613
PG : 2559
6/11/2013

Page : 9 of 25
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Initials

PART IV-PROGRAM SANCTIONS

- A. Shall accept Program Sanctions if the following issues or concerns occur:
1. Sub-recipient is not on target to expend ESG allocation within timeframes stated in Section 2, Part I(B) of this Notice; or
 2. Sub-recipient has not provided copies of required documents as requested in Section 2, Part II(D) of this Notice; or
 3. Sub-recipient has been late in providing, at least quarterly, draw reimbursement requests and client data reports as reflected in Section 2, Part I(M) of this Notice; or
 4. Sub-recipient has been late in providing Annual Performance Reports that are due within 20 days of the end of each fiscal year, as reflected in Section 2, Part I(N) of this notice;
 5. Sub-recipient has not met requirements of Section 2, Part V of this Notice pertaining to HMIS requirements;
 6. Sub-recipient has expended funds for ineligible costs; or
 7. The Division has been contacted by another Agency, including a federal, state, or local jurisdiction, foundation, non-profit agency, or other grant funder, with concerns that the sub-recipient is noncompliant in one or more of their programs and the noncompliance is of such concern that the Division feels that Sanctions are in order.
- B. Sanctions for noncompliance with the above may include, but is not limited to:
1. A warning letter regarding further Sanctions for continued noncompliance;
 2. Conditioning of a future grant award;
 3. Directives to stop incurring certain costs;
 4. Retraction of remaining grant funds;
 5. Requirement to repay certain grant amounts spent ineligibly;
 6. Reducing the level of funds a sub-recipient may otherwise be entitled to, including other Grant Programs funded by the Division; or
 7. Electing not to provide future funds until appropriate actions is taken to ensure compliance, including other Programs funded by the Division.

PART V-HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) AND CENTRALIZED/COORDINATED INTAKE SYSTEM

- A. Agrees to participate in the local Homeless Management Information System (HMIS) (or comparable database if a victim services provider) including collecting and entering the required Data Elements for clients served with ESG funds within one (1) week of assistance. Furthermore, sub-recipient agrees to provide program staff access to training when requested by the HMIS Lead Agency or the Division. The Division may delay reimbursement of funding if it is determined that a sub-recipient is not entering client information into the selected HMIS database as required;
- B. If a shelter, agrees to collect and enter required Data Elements for clients served in shelters regardless if funds are expended;
- C. Agrees to appoint a point-of-contact and an HMIS Security Officer (if required by new HMIS regulations) and shall provide contact information to the HMIS Lead Agency;

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D. Shall be responsible for understanding and ensuring the sub-recipient and all Users abide by the following policies:

- HMIS Memorandum of Understanding executed between the sub-recipient and HMIS Lead Agency;
- HMIS Notice of Privacy Practices;
- HMIS Standard Operating Procedures;
- Agency Data Sharing Agreement (see paragraph E below);
- HMIS Agency Partnership Agreement;
- Requirement to track client recidivism, length of stay, documentation of case notes demonstrating client eligibility in HMIS; and
- Any other policies or procedures issued by the HUD, the Division, HMIS Lead Agency, HMIS Grantee, HMIS Steering Committee or local Continuum of Care;

E. Agrees to complete the HMIS Self-Assessment Worksheet (located under the Exhibit's Section of this Notice) annually and submit a copy of the completed and executed document to the Division. A copy shall then be provided to the HMIS Steering Committee or designated HMIS Lead Agency.

As part of this process the Executive Director or designated staff shall review HMIS authorization forms, privacy notices, desk signage, release forms, written complaint policies, and other applicable forms or notices to ensure the most recent, accurate and updated information is provided to households receiving ESG assistance. Sample notices and forms can be downloaded from the HMIS Lead Agency website;

F. Shall execute a Data Sharing Agreement with the HMIS Lead Agency to ensure duplication of services do not occur at a statewide level;

G. Shall utilize HMIS to track goals and document outcomes for ESG programs. The Executive Director or designated staff shall review HMIS data and available internal reports at least monthly for accuracy of user input, and to ensure data quality standards are met. Furthermore, sub-recipient shall review reports provided by the HMIS Lead Agency and shall correct errors or issues as needed. ***Data quality percentage rates shall not be less than 90% for clients entered into HMIS;***

H. Shall cooperate with entities conducting HMIS monitoring visits, including Division staff, the HMIS Lead Agency, the HMIS Grantee, or a member of the HMIS Steering Committee. Sub-recipients shall download and complete the current HMIS Self Assessment Checklist from the HMIS Lead Agency's website and have it available for review during the site visit.

I. Shall comply with the requirement of 576.400(d) that states "Once the Continuum of Care has develop a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the Continuum of Care's area must use that assessment system. The sub-recipient must work with the Continuum of Care to ensure the screening, assessment and referral of program participants are consistent with the written standards developed by the sub-recipient. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system"

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SECTION 3

**REQUIRED CERTIFICATIONS AND ESG BUDGET FORM
WHICH MUST BE COMPLETED AND RETURNED
WITH THE AWARD NOTICE**

&

OTHER ESG PROGRAM DOCUMENTS

COPY

BK 0613
PG. 2602
6/11/2013

0825171 Page: 12 of 25

ATTACHMENT 1
CERTIFICATION REGARDING DRUG-FREE
WORKPLACE REQUIREMENTS

Name of Sub-Recipient: Douglas County Social Services
Grant Program Name: ESG Program
CFDA Number: 14.231
Grant Period: July 1, 2012 to June 30, 2014

Total estimated number of employees expected to be engaged in the performance of the grant at the site(s) noted above: 1

Applicants awarded funds from HUD are required to provide a drug-free workplace. Compliance with this requirement means that the applicant will:

1. Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant's workplace and that such activity is prohibited. The statement must specify the actions that will be taken against employees for violation of this prohibition. The statement must also notify employees that, as a condition of employment under the federal award, they are required to abide by the terms of the statement and that each employee must agree to notify the employer in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace, no later than 5 calendar days after such conviction;
2. Establish an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The applicant's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, or employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Notify the Division in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction the information reflected under (a), (b), (c) and (d) of this section. The notification must be provided in writing to Nevada Housing Division, 1535 Old Hot Springs Road Suite 50, Carson City NV 89706. Once notified the Division will be required to notify HUD's Office of Strategic Planning and Management, Grants Management and Oversight, Department of Housing and Urban Development, 451 7th Street, SW, Room 3156, Washington DC 20410-3000, along with the following information:
 - a. The program title and award number for each HUD award covered;
 - b. The HUD staff contact name, telephone and fax numbers;
 - c. A grantee contact name, telephone and fax numbers;
 - d. The convicted employee's position and title; and

BK : 0613
PG : 2603
6/11/2013

0825171 Page : 19 of 25

**CERTIFICATION REGARDING DRUG-FREE
WORKPLACE REQUIREMENTS (continued)**

4. Require that each employee engaged in the performance of the federally funded award be given a copy of the drug-free workplace statement required in item (1) above and notify the employee that one of the following actions will be taken against the employee within 30 calendar days of receiving notice of any drug abuse conviction:
 - a. Institution of a personnel action against the employee, up to and including termination consistent with requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended; or
 - b. Imposition of a requirement that the employee 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; and

5. Identify to the agency making the award all known workplaces under the award. Your workplace identification must include the actual address of buildings or other sites where work under the award will take place. You must also inform the agency of any workplace changes during the performance of the award. Your identification of the workplaces must occur either:
 - a. At the time of application or upon award; or
 - b. In documents that you keep on file in your offices during performance of the award, in which case you must make the information available for inspection upon request by the agency.

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 (includes street address, city, county, state, zip code for each site):

1133 Spruce Street
Gardnerville, NV 89410

I agree to comply with federal requirements above and certify programs and services will be administered, in good faith, to endure that the workplace and/or facility is free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.


Signature of Sub-recipient Representative

8-31-12
Date

BK: 0619
PG: 2604
6/11/2013

0625171 Page: 14 of 25

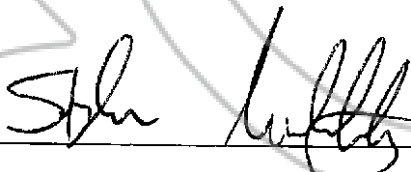
ATTACHMENT 2

CERTIFICATION REGARDING SUB-RECIPIENT LOBBYING REQUIREMENTS

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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.



 Signature of Sub-recipient Representative

9-4-12

 Date

BK: 0613
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6/11/2013

0825171 Page: 15 of 25

ATTACHMENT 3

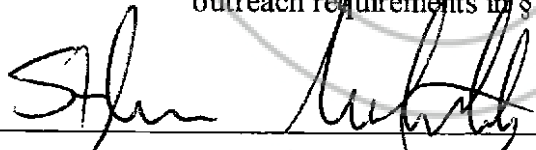
CERTIFICATION REGARDING FAIR HOUSING REQUIREMENTS
OF
EMERGENCY SOLUTIONS GRANT SUB-RECIPIENTS

BK : 0613
PG : 2606
6/11/2013

The undersigned certifies that the sub-recipient shall comply with the nondiscrimination and equal opportunity requirements of 24 CFR part 5.105(a) and 576.407(a) and (b):

1. The sub-recipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures that the sub-recipient intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, *the sub-recipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and service;*
2. The sub-recipient must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, sub-recipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons; and
3. The sub-recipient will document compliance with the above requirements by:
 - Maintaining records demonstrating compliance with the nondiscrimination and equal opportunity requirements under 576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with ESG funds along with the affirmative outreach requirements in § 576.407(b).

0825171 Page: 16 of 25



Signature of Sub-recipient Representative

9-4-12
Date

ATTACHMENT 4

State of Nevada
DEPARTMENT OF BUSINESS & INDUSTRY
Housing Division

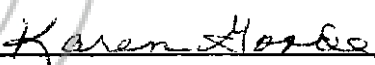

1535 Old Hot Springs Road, Suite 50
Carson City NV 89710
(775) 687-2040 / (800) 227-4960
Fax (775) 687-4040
www.nvhousing.state.nv.us

EMERGENCY SOLUTIONS GRANT PROGRAM


Line of Credit Authorization

Pursuant to the Emergency Solutions 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:

Name of Recipient Agency: Douglas County Address: 1133 Spruce Street, Gardnerville, NV 89410 Mailing Address: P.O. Box 218, Minden, NV 89423 Phone: (775) 782-9825 Tax ID #: 88-6000031 Name of Administrative Agent: Steve Mokrohisky	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 and Title	Authorized User's Signature
Karen Goode, Social Services Manager	
Christine Vuletich, Assistant County Manager/Chief Financial Officer	

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


Administrative Agent Signature

Date 9-4-12

Douglas County Manager
Title

ATTACHMENT 5

**EMERGENCY SOLUTIONS GRANTS PROGRAM
REPORTING REQUIREMENTS**

SHALL BE PROVIDED VIA PROGRAM BULLETIN ONCE RELEASED FROM HUD

COPY

BK : 0613
PG : 2608
6/11/2013

0825171 Page : 18 of 25

ATTACHMENT 6

EMERGENCY SOLUTIONS GRANT BUDGET FORM (EXHIBIT-4)

BK : 0613
PG : 2609
6/11/2013

0825171 Page : 19 of 25

COPY

ATTACHMENT 7

SUB-RECIPIENT OUTCOME REQUIREMENTS

Agency Name:	DOUGLAS COUNTY SOCIAL SERVICES	
ESG Amount Awarded	35,000	
Activity Type	Amount Awarded	Anticipated of clients to be served (provide number of Individuals and Families <i>and</i> number of adults and children
Street Outreach	-0-	Individ Fami Adu Child
Emergency Shelter-Shelter Operations	-0-	Individ Fami Adu Child
Emergency Shelter-Essential Services	-0-	Individ Fami Adu Child
Homeless Prevention-Rental Assistance	\$10,000 (FY 11)	3 Individ 7 Fami 15 Adu 14 Child
Homeless Prevention-Housing Relocation & Stabilization	\$24,455 (FY 11)	3 Individ 7 Fami 15 Adu 14 Child
Rapid Re-Housing-Rental Assistance	-0-	Individ Fami Adu Child
Rapid Re-Housing-Housing Relocation and Stabilization	-0-	Individ Fami Adu Child
Data collection/HMIS	\$545 (FY 11)	N/A
Administration	-0-	N/A

BK : 0613
PG : 2610
6/11/2013

0025171 Page : 20 of 25

**ATTACHMENT 8
EMERGENCY SOLUTIONS GRANT PERFORMANCE STANDARDS**

Rural Nevada Standards as Approved by RNCOC		
Program Level-All Programs		
Goal	Measurement	Standard
Integration with RNCOC	# of RNCOC meetings attended	ESG sub-recipients must attend at least 75% of RNCOC meetings held annually
On-time draw reimbursement requests and reporting with accurate data	# of quarterly draws and reports submitted on-time % of data missing or inaccurate	ESG sub-recipients must submit draw reimbursement requests and quarterly reports no later than due date 98% of the time; and Report must have less than 10% of data missing or inaccurate
Collaboration efforts including coordination with local CDBG, CSBG, VA, faith-based groups, charities and other programs or services to obtain funding to support ESG programs	# of proposals submitted for funding	ESG sub-recipients will collaborate with other funding sources to enhance opportunities to meet ESG/Hearth Act goals. Measurement of this goal will be based on the total number of funds awarded to the agency that are used in conjunction with and/or as match for ESG programs.
Coordination with local Workforce Investment Boards and/ or Community Coalitions	# of meetings attended and partnerships formed	ESG recipients must participate in at least 4 meetings per year. Provide summary annually of meetings attended and any partnerships formed. Sub-recipients shall also provide information to local Continuum of Care
Discharge Planning	Action steps with timeline identified for developing community wide discharge plan MOU formalized with community partners	Within 12 months developed and submitted an action plan with timelines for developing a community wide discharge plan Within 18 months submit executed MOU with at least 2 partner agencies identified in the discharge plan
HMIS and effective data	% of client information	Client data will be entered into

BK : 0613
PG : 2611
6/11/2013

Page : 21 of 25
0825171

	% of program participants with a IDA or other savings account to help with stability upon program exit	At least 10% of program participants have been enrolled in an IDA program or have set-up a savings account with monthly savings goals;
	% of program participants enrolled in a GED or job training program if applicable	At least 50% of program participants have enrolled in a GED or job training program as a result of assistance;
	% of program participants who increased household income (either cash or non-cash benefit)	At least 30% of all program participants have increased household income prior to program exit

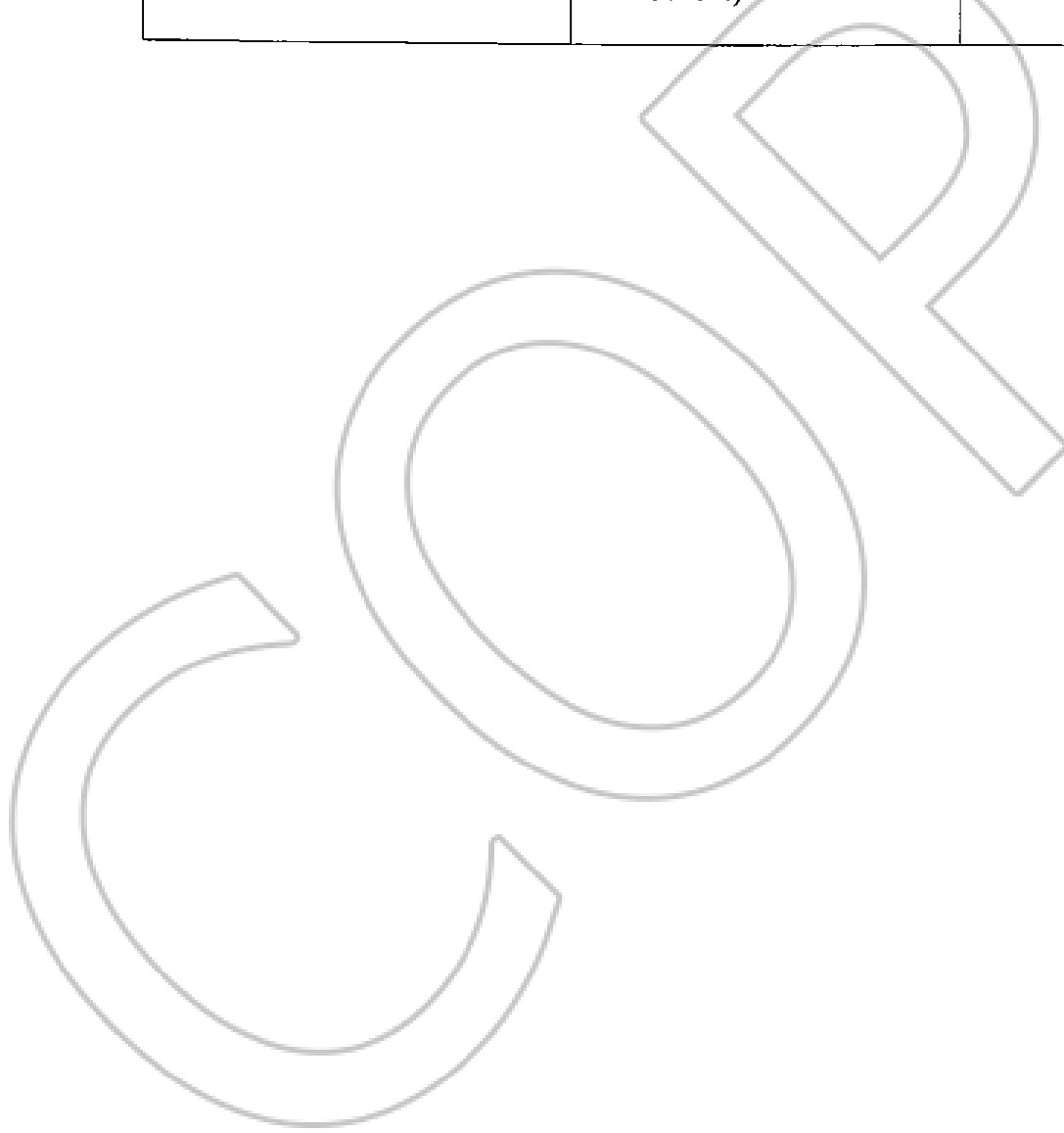
Program Level - Rapid Re-Housing Program

Goal	Measurement	Standard
Achieve independent living in permanent housing	% of homeless clients moved into permanent housing	75% of clients placed in permanent supportive housing will remain in that housing after 7 months
Improve employment rate and income amount of program participants	% of program participants who obtained employment	At least 5% of <i>disabled</i> program participants gained employment income; or At least 25% of <i>non-disabled</i> program participants have maintained or increased employment income prior to program exit;
	% of program participants with higher than minimum wage employment for at least 19-hours per week	At least 20% of program participants obtained a part-time job with an hourly wage higher than minimum wage.

	% of program participants with a IDA or other savings account to help with stability upon program exit	At least 10% of program participants have been enrolled in an IDA program or have set-up a savings account with monthly savings goals;
	% of program participants enrolled in a GED or job training program if applicable	At least 50% of program participants have enrolled in a GED or job training program as a result of assistance;
	% of program participants who increased household income (either cash or non-cash benefit)	At least 30% of all program participants have increased household income prior to program exit

BK : 0613
 PG : 2614
 6/11/2013

0825171 Page : 24 of 25



ATTACHMENT 9

2012 FAIR MARKET RENT AND INCOME LIMITS

UNIT RENTS CANNOT EXCEED FAIR MARKET RENTS *AND*
RENT REASONABLENESS STANDARDS

Final FY2012 FMRs By Unit Bedrooms-DOUGLAS COUNTY					
	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY2012 FMR	\$616	\$758	\$921	\$1,282	\$1,421

CLIENTS MUST BE <u>BELOW</u> 30% AMI UPON ENTRY INTO THE PROGRAM								
FY 2012 Income Limit Area-Churchill	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%) Income Limits	\$16,150	\$18,450	\$20,750	\$23,050	\$24,900	\$26,750	\$28,600	\$30,450

Extremely Low (30%) Income Limits	\$16,150	\$18,450	\$20,750	\$23,050	\$24,900	\$26,750	\$28,600	\$30,450
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BK : 0613
PG : 2615
6/11/2013
0825171 Page : 25 of 25

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 11, 2013
 Clerk of the 9th Judicial District Court
 of the State of Nevada, in and for the County of Douglas.
 By [Signature] Deputy