

Doc Number: **0849561**

09/18/2014 09:08 AM

OFFICIAL RECORDS

Requested By
DC/SOCIAL SERVICES

DOUGLAS COUNTY RECORDERS
Karen Ellison - Recorder

Page: 1 of 37 Fee: \$ 0.00

Bk: 0914 Pg: 3141



Deputy pk

Assessor's Parcel Number: N/A

Date: SEPTEMBER 17, 2014

Recording Requested By:

Name: KAREN GOODE, SOCIAL SERVICES

Address: _____

City/State/Zip: _____

Real Property Transfer Tax: \$ N/A

NOTICE OF GRANT AWARD #2014.189

(Title of Document)

Nevada Department of Health and Human Services
Grants Management Unit
4126 Technology Way, Room 100, Carson City, NV 89706
(775) 684-3470
**COMMUNITY SERVICES BLOCK GRANT
NOTICE of GRANT AWARD**

FILED
2014 189
2014 SEP 17 PM 3:51

Grantee: Douglas County Social Services PO Box 218 Minden, NV 89423-0218		Tax ID: 88-6000031 Request ID: 247.09 CFDA #93.569		TED THRAM CLERK BY <i>[Signature]</i> DEPUTY	
Contact: Ms. Karen Goode		Telephone: (775) 782-6403			
Project: Community Action		Email: kgoode@co.douglas.nv.us			
Grant Period: 7/1/2014 to 6/30/2015		Vendor #: T40174400G			
Project Description: Community action programs to reduce community and family poverty.					
Counties to be served: Rural\Rural North\Douglas					
Approved Budget: 2015		\$82,152			
Employment Assistance - Adults				\$82,152	
				TOTAL	
				\$82,152	

This grant has been approved for a one-year period, contingent upon performance and availability of funds.
Disbursement of funds: Total reimbursement will not exceed \$82,152 during the current year. Funds will be disbursed primarily on a reimbursement basis, with allowance for advances, in accordance with DHHS Grant Instruction and Requirements in Attachment B.

- Terms and Conditions:** In accepting these grant funds, the recipient understands and agrees to the following.
1. This award is subject to the availability of appropriate funds.
 2. Expenditures must comply with any statutory guidelines, DHHS Grant Instructions and Requirements, and the State Administrative Manual.
 3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented in Attachment A.
 4. Grantee must comply with the DHHS Grant Conditions and Assurances, Federal Assurances, and DHHS Grant Instructions and Requirements in Attachment B.
 5. Grantee must comply with all applicable Federal regulations including but not limited to:
 - Audit requirements for grantees that expend more than \$750,000 in Federal awards during the grantee's fiscal year;
 - Title 2 of the Code of Federal Regulations (CFR) including , but not limited to, 2 CFR 200 (replacing OMB Circular A-21 for colleges and universities), 2 CFR 225 (replacing OMB Circular A-87 for state and local governments, and 2 CFR 230 (replacing OMB Circular A-122 for non-profit organizations); and
 - 45 CFR 92.35 requiring 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.
 6. Grantee must submit the quarterly outcome report for the Grants Management Advisory Committee.
 7. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.
 8. Grantee must utilize eLogic software or an approved alternative to report services and outcomes.

Signatures	Dates
Authorized Grantee Official: <i>[Signature]</i>	8/21/14
Gary Gobelman GMU Grant Administrator: <i>[Signature]</i>	9/4/14
Romaine Gilliland Director, DHHS: <i>[Signature]</i>	9/15/14

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PG : 3142
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**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GRANTS MANAGEMENT UNIT**

**CSBG APPLICATION SFY 2015
July 1, 2014 – June 30, 2015**

**SECTION A
Applicant Information Form**

1.	Agency Name:	Douglas County Social Services			
	Address:	P O Box 218, Minden, NV 89423			
	Contact Person/Title:	Karen Goode, Manager			
	Phone:	775 782-9825	FAX:	775 782-9874	Email kgoode@co.douglas.nv.us
	Federal Tax I.D. #:88-6000031				
	State Vendor #:				
2.	Type of Agency:				
	<input type="checkbox"/> Private, non-profit <input checked="" type="checkbox"/> Public agency				
3.	CSBG Award Amount for SFY 2015: \$82,152				
4.	Name of applicant's authorized representative (print):	Title:		Date:	
	Karen Goode	Manager		June 11, 2014	
	Signature:				
	<i>Karen Goode</i>				

Agency Name: Douglas County Social Services
Program Category: Employment Assistance - Adult
SFY 2015

CSBG Budget Narrative

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.
Expense Category Description of item and relation to project.

Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
Personnel/Fringe List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this grant. Include fringe benefits in the salary calculations.	Workforce Developer - 1.0 FTE @ \$18.71 wage & benefits x 2080	\$56,746.02	0.50	\$ 28,373
	Workforce Developer - 1.0 FTE @ \$17.21 wage & benefits x 2080	\$56,284.01	0.33	\$ 18,574
	Workforce Developer - 0.725 FTE @ \$17.91 wage & benefits x 2080	\$35,205.00	1.00	\$ 35,205
	(Douglas County will make-up the \$477 shortfall in Personnel/Fringe)	\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
Personnel Total				\$ 82,152
Contracts/Consultants List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
Contracts/Consultants Total				\$ -
Operating List supply costs, facility costs, communication costs, and other related operating costs. 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 program.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
Operating Total				\$ -

Be sure totals match Budget Form 4

Agency Name: Douglas County Social Services

DO NOT OVERRIDE FORMULAS IN LAST COLUMN

Equipment				
<p>5</p> <p>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."</p>		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
Equipment Total		\$		
<p>6</p> <p>Direct Assistance 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.</p>		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
Direct Assistance Total		\$		
<p>7</p> <p>Subsidized Wages 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.</p>		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
Subsidized Wages Total		\$		
<p>8</p> <p>Travel and Training List all staff travel and training expenses.</p>		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
Travel and Training Total		\$		
<p>9</p> <p>Other Expenses 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.</p>		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$
		\$0.00	-	\$

Be sure totals match Budget Form 4

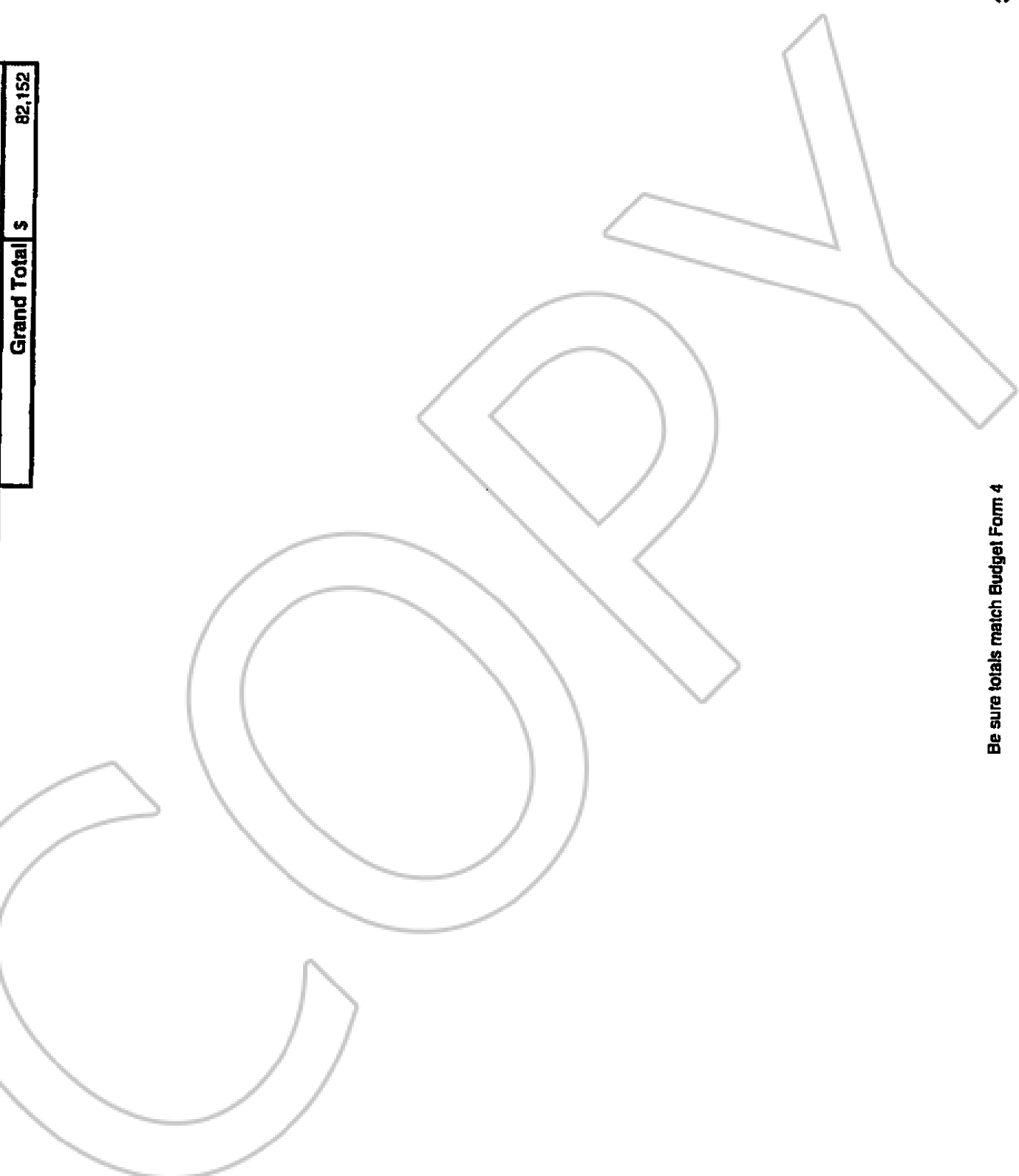
Agency Name: Douglas County Social Services

1

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DO NOT OVERRIDE FORMULAS IN LAST COLUMN

Other Total	\$	-
Grand Total	\$	82,152



PROGRAM OUTCOME GOALS - 2015				
April 2014				
AGENCY: Douglas County Social Services				
A	B	C	D	E
Program Category	Outcome Description	2015 Projected # Served	2015 Projected # Achieving Outcome	Percent Achieving Outcome (Note 1)
Emergency Services	Number of families receiving one or more emergency services			
Employment (Veterans, Re-entry, and all other Adults)	a. Number of individuals obtaining employment	58	47	81%
	b. Number of individuals who have been assisted to remove one or more employment barriers	100	80	80%
Family Development (General and Housing)	Number of individuals who have been assisted to remove one or more barriers to achieving stability	50	40	80%
Tenant Based Rental Assistance	Number of people served	14	14	100%
Notes:				
1. The percent achieving outcome has been pre-entered as 100% for those programs where the delivery of a service is also considered the outcome. In these cases, the numbers entered in Columns C and D should be the same.				



**CSBG APPLICATION SFY 2015
July 1, 2014 – June 30, 2015**

NARRATIVE - SECTION F

1. Provide a description of the service delivery system and how linkages will be developed to fill identified gaps in services.

Narrative description is not necessary. The Agency Data Model provided in Section D and the signed Nevada Service Delivery Policies located in the Appendices addresses this narrative item.

2. Provide a description of how CSBG funds will be coordinated with other public and private resources. Based on the information provided in the Budget Summary (Section B), describe how the identified public and private resources will be utilized to serve individuals and families. The description should be specific to each program referenced in the Budget Summary. Indicate the budget items that the public and private funds will be pay for and how these funds are combined with CSBG funding to leverage improved and/or expanded services in the community.

Douglas County Social Services leverages federal, state and county funds to ensure maximum impact to the Community Action Agency's grassroots efforts. The programs described below are funded not only through CSBG, but also local county, state and federal resources:

Job Readiness Training and Job Search Case Management: Three Workforce Development Case Managers will assist job seekers in revisiting and reviewing the basic skills for employment and making sure they have the necessary tools and skills to apply, interview, secure and maintain employment. Through this program job seekers rebuild confidence, hone their skill sets, and network with others.

Workforce Case Managers work with job seekers and identify barriers through a one-on-one assessment that includes an intake interview and checklist. Through this process, prior employment challenges and successes are discussed 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 result is the formulation of a written goal structure to systematically arrive at solutions aimed at overcoming employment barriers.

In certain cases, Direct Service Assistance funds may be issued by the Workforce Case Manager(s) to reduce employment barriers such as transportation costs to get to/from job search sites and/or a job itself; telephone costs to stay connected with potential employers; clothing or tool costs of getting

back to work; training costs or tuition; or other costs justifiable as necessary to effectively seek or secure employment. Such services will be issued to targeted clients who demonstrate active participation in the job search, and who agree to provide receipts for such items or services.

Workforce Case Managers also inform of available services and make appropriate referrals to other case managers within Douglas County Social Services or other local partners that provide supportive services. These services include but are not limited to: Earned Income Tax Credit; Food Assistance; Food Stamps; WIC; Energy Assistance; Childcare Support Service, and Free or Reduced Cost Health Services (i.e. Community Health Clinics, Nevada Health Link, or Great Basin Primary Care). Case Managers will facilitate weekly peer networking groups where job seekers share their experiences and opportunities they have uncovered in seeking work with similarly situated individuals.

The Workforce Case Managers, along with human resources from local employers, other employment professionals, and temporary staffing agencies, will work in partnership to provide a variety of services to local job seekers. The assistance that will be offered includes an ongoing series of seminars, workshops, and groups that provide job seekers with 1) job readiness training, 2) employment referrals for those ready for employment, 3) knowledge of current available jobs and 4) skills 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.

The Workforce Case Managers will follow-up with job seekers through in-person meetings, telephone calls, emails, or touch-base letter mailed via US Postal Service in order to continue engagement

Workforce Development and Training Outreach: A Workforce Case Manager will continue to serve on local and regional boards, advisory committees, and work groups that address economic recovery and community development efforts, job creation and workforce training. This active presence strengthens local awareness of the Workforce 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 Economic and Community Development Committee, Douglas County Economic and Vitality K-12 Committee and Workforce Development efforts, Nevadaworks Board, Northern Nevada Development Authority's Workforce and Education Committee, Western Nevada College Advisory Committee, Governor's Workforce Investment Board – Manufacturer's Sector Council, and the Western Nevada Development District's Stronger Economies Together Workforce Development Committee.

Family Financial Sustainability Supports/Training: To support the Agency's goal of moving individuals and families from dependency on public assistance to self-sustainability, many supports and training opportunities have been integrated under the job-readiness umbrella. A Workforce Case Manager, in collaboration with Douglas County Social Services' Housing Program, the Douglas County Community Food Closet, Nevada State Bank, and other partner agencies will provide workshops and activities throughout the year to enhance job seekers' knowledge of alternative financial products for the unbanked or under-banked, asset development/financial stability resources, budgeting, resource building, and use of social capital to enhance self-sufficiency. Workshops and activities will include monthly financial literacy classes, as well as semi-monthly financial management workshops provided by Nevada State Bank.

3. Provide a description of how the agency will use funds to support innovative community and neighborhood based initiatives. These may include direct services as well as community partnerships, collaborations and coalitions. Discuss the top 5 projects ranked by impact. (Most CAAs are involved in at least one project that fits this criteria. If your agency is currently not involved in any of these initiatives, indicate the barriers that your agency faces in working on projects such as these.)

Douglas County Social Services (DCSS) has implemented an innovative community-based initiative to address five of the six national performance goals for CAAs receiving CSBG funds. During the previous fiscal year two case managers began inviting clients to the "Getting Ahead in a Just-Gettin' By World" workshop. This innovative 16-week workshop developed by Philip DeVoi and based on the work of "Bridges Out of Poverty" has the potential to help low-income people become more self-sufficient, improve the conditions in which low-income people live, develop partnerships among supporters and providers of services to low-income people, and assist low-income people strengthen family and other supportive environments.

- **Low-income people become more self-sufficient:** The *Getting Ahead* workshop/workbook looks at poverty research in four categories: individual behaviors and circumstances, community conditions, exploitation, and political/economic structures. One tangible aspect of *Getting Ahead* is that it helps low-income people see that the choices and behaviors of the individual have an impact on ones' circumstances. Specifically the workshop empowers low-income people to explore alternate abstract solutions to their everyday concrete problems. One example of an abstract solution to a concrete problem was when one of our unemployed participants decided to go a technical school to earn a welding certificate. After he completed the certification program, he was able to find work that paid well above a living wage and achieved self-sufficiency.

- **The conditions in which low-income people's lives are improved:** One of the projects that *Getting Ahead* participants complete during the 16-week course is a community assessment. In groups, participants assess nine community conditions giving a grade of 1 to 5 for each category. These assessments have been used at DCSS to determine gaps in community services and initiate plans to address these gaps. An example of a gap that was identified through the community assessment is the lack of public transportation.
- **Low-income people own a stake in their community:** Recently, a group of *Getting Ahead* graduates volunteered to plant vegetables on two plots in the community garden. One plot's vegetables will be set aside for the local food closet, and the other plot will be for the *Getting Ahead* graduate's households. Another outcome from our graduates is the desire to get involved in the upcoming midterm elections and become informed voters.
- **Partnerships among supporters and providers of services to low-income people are achieved:** The nature of *Getting Ahead* provides many opportunities for partnerships in the community. Thus far, *Getting Ahead* has partnered with two faith-based communities, the larger county network (outside social services), local business partners, and other private citizens. These partners have provided meals, childcare, and other volunteer hours to allow the workshops to continue and thrive.
- **Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments:** One of the many topics addressed in *Getting Ahead* is generational poverty, or having been in poverty for at least two generations. Sometimes in generational poverty, counterproductive traditions are passed down from prior generations – such as the lack of value in the benefits of education. Other parenting topics, such as the language experience and development by economic class are discussed in *Getting Ahead* to help parents understand the handicap that many low-income children face when entering school. One *Getting Ahead* graduate made the commitment to spend time reading to her children as a result of the workshop.

DCSS will continue to offer this 16-week workshop twice a year for up to twelve participants per session. DCSS will expand its network of community partners to support these low-income participants. DCSS will continue the work with the community garden, and explore other opportunities for low-income people to own a stake in the community.

4. Describe the emergency assistance that will be provided to individuals and clients. Identify the types of assistance and briefly describe what is provided and how it is provided.

Douglas County Social Services may assist residents with living expenses including food, rent, and utility bills. In most cases, during an appointment, referrals to other resources will also be made.

Emergency Food

Many individuals and households may be eligible for vouchers to the Carson Valley Community Food Closet. The Food Closet can also be helpful in obtaining non-food needs such as personal care items, paper products and diapers. These vouchers are often used as a way to extend any food stamp (SNAP) benefit the household receives or reserve cash funds for other expenses.

Rent

A household that meets County income guidelines may be eligible for assistance in paying rent not more than one time per year. All household income is assessed in determining the amount that can be paid toward a resident's rent. It cannot be expected that the whole amount of rent can be paid and the landlord must agree to accept the terms of the County's payment. In each case, the resident must also have a clear plan for continued payment of rent after the County assistance. Other qualifications may apply depending on household characteristics.

Utilities

Households meeting County and/or other program guidelines may be eligible for assistance in paying necessary utility bills. Necessary utilities include power, heat, and water. Whenever possible, the household will be referred to additional support services that exist in the region including Energy Assistance Program, SAFE, Salvation Army, etc. Utility assistance is available no more than once per year per household.

DCSS is an intake site for the Energy Assistance Program (EAP) where eligible households can submit an application with the necessary documentation to be submitted to EAP with a record of its submission date.

5. Describe the key linkages that exist between your agency and other public and non-profit agencies to coordinate services and avoid duplication. You do not have to describe every linkage. Only describe the major ones and indicate your agency's overall strategy for coordinating with other community partners.

Agency staff represents Douglas County on several local and regional boards and initiatives, such as the Partnership of Community Resources, Mental Health Stakeholders, Carson Valley Chamber of Commerce, Douglas County Economic Vitality and others that focus on a collaborative approach to addressing community health and economic issues. It is through many of these collaborative partnerships that creative solutions to the unmet needs of the community are identified.

6. If your agency has an employment assistance program, indicate how it is coordinated with other employment service providers in the community.

Douglas County Workforce Program coordinates with other service providers to avoid duplication of services and to offer a job seeker a range of services. Though a job seeker may be referred to another agency, DCSS Workforce Program will continue to help the job seeker with needs not met by the other resources. All of our partner agencies may refer job seekers to the job-readiness workshops held at DCSS or for pre-employment costs that may hinder a job seeker from accepting work (such as the purchase of a gaming card, TB test, or background check). Twice a year DCSS holds a job fair in Douglas County. DCSS and Carson City Human Services coordinate their respective job fairs so that they are spread throughout the year. Other coordination of services includes the following providers:

Job Opportunities in Nevada (JOIN) - offers job seekers competency assessments, computer skills classes, and a basic adult education program. DCSS Workforce participants are encouraged to register for appropriate classes.

Job Connect of Nevada - DCSS refers job seekers who have a felony record to the Job Connect specialized program for felons. Veterans are also referred to Job Connect offers specialized assistance.

Private Sector - Temporary staffing agencies such as Prologistix and A2Z Staffing support the DCSS Workforce Program in that they offer job seekers training opportunities such as Flagger certification and provide professional development through the DCSS's job seekers networking group. Prologistix has also sent a guest speaker to DCSS's semi-annual job readiness seminars.

**CSBG APPLICATION SFY 2015
July 1, 2014 – June 30, 2015**

ANNUAL GOALS - SECTION G

Use the following template. Copy and paste the Goal and Description of how this goal will be accomplished as needed in order to add on additional goals.

Program/Family Development

- A. **Goal:** By June 30, 2015, DCSS will assist 100 individuals or families to move from poverty to self-sustainability by removing barriers to initial or continuous employment. DCSS will augment its service to low-income families by providing wrap-around services that are intensive, individualized and co-managed by multiple caseworkers. The various wrap-around services include one or more of the following:

Description of how this goal will be accomplished:

- Assist job seekers to obtain tools, uniforms, school supplies, textbooks, tuition, and other items in support of education and training.
- Provide clothing assistance for potential interview opportunities.
- Provide pathways for skills/competencies required for employment.
- Obtain access to a driver's license, vehicle registration, or fuel assistance.
- Provide safe and affordable housing.
- Provide food assistance.
- Provide energy assistance.
- Provide pathways for post-secondary education programs to obtain a certificate or diploma.
- Provide pathways for GED/HSE tutoring to receive a certificate or diploma.
- Provide other assistance that removes barriers to employment or family stability.

- B. **Goal:** By June 30, 2015, DCSS will assist 20 housing clients to achieve self-sufficiency through intensive case management.

Description of how this goal will be accomplished:

- Unemployed/under-employed adults will participate in workforce development programs.
- Adults will enroll in life skills classes. (Budgeting, Getting Ahead, etc.)

- C. **Goal:** By June 30, 2015, 60 households will successfully complete a financial literacy workshop.

Description of how this goal will be accomplished:

- DCSS will partner with local financial institutes to provide financial literacy workshops for participants.
- DCSS Housing Case Manager will work with participants on asset building.

Community Engagement

- A. **Goal:** DCSS will engage 5 new partners (business and faith-based) working to reduce poverty in Douglas County.

Description of how this goal will be accomplished:

- DCSS will promote Getting Ahead program as a way to engage community partners in both understanding and affecting poverty in Douglas County.
- DCSS will provide meaningful opportunities for volunteerism and concrete supports from local organizations and businesses.
- DCSS will track the number of partners, volunteer hours and in-kind donations to assess progress.

Agency Capacity Building

- A. **Goal:** DCSS will strengthen governance by reviewing the existing Charter and making improvement to reflect 2014 CSBG State Guidance by January 31, 2015.

Description of how this goal will be accomplished:

- Social Services Manager will attend trainings on the Nevada CSBG Community Action Agency (NCAA) Board Development Plan.
- Social Services Manager will propose to the Tripartite Advisory revisions to current Bylaws as needed.

- B. **Goal:** DCSS will strengthen the ability to report on program outcomes through utilization of the Service Delivery Model and eLogic Model software.

Description of how this goal will be accomplished:

- DCSS will provide its case managers regular trainings/workshops with the eLogic Model software to ensure understanding of its case management capabilities.
- DCSS will run quarterly reports with the eLogic Model software on program outcomes to track progress of agency performance.

M6 Reporting Deadlines

Required reports are due semi-annually, January 31st and July 31st of each year.

Agency Certification for SFY 2015

The agency agrees to work with the Department of Health and Human Services, Grants Management Unit (GMU) to implement these policies in conjunction with the eLM 3.0 software and work on improving usage of the software based on periodic performance reports. The agency agrees to participate in training and support opportunities arranged by the GMU in order to ensure that the Nevada Service Delivery Model, policies and eLM 3.0 software are successfully implemented.

AGENCY:

Signature: *Karen Good*

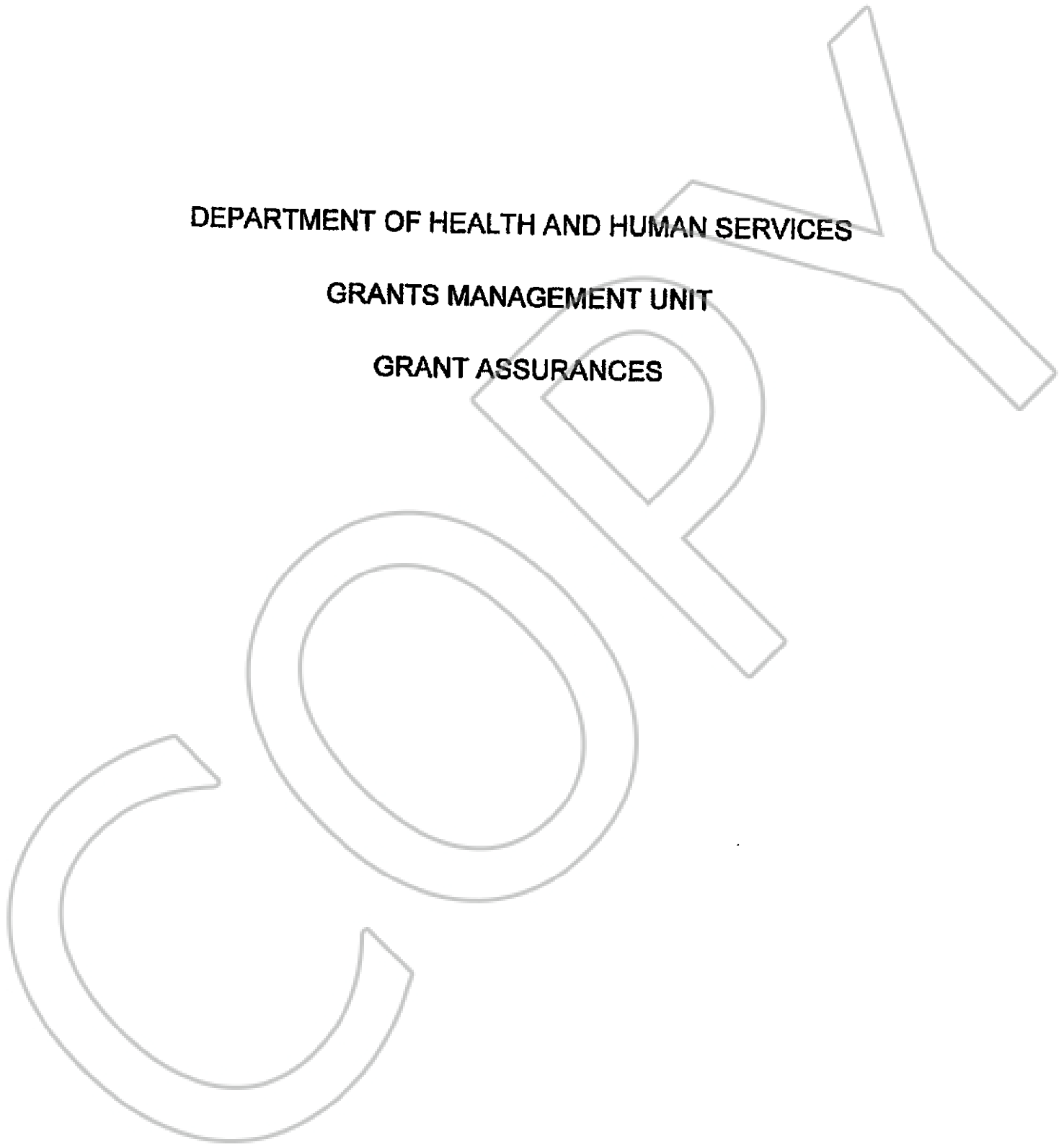
Title: *Manager*

Date: *6/30/14*

DEPARTMENT OF HEALTH AND HUMAN SERVICES

GRANTS MANAGEMENT UNIT

GRANT ASSURANCES



Department of Health and Human Services, Director's Office
Grants Management Unit
(Effective July 1, 2014 through June 30, 2015)

FY15 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 FY15 Grant Instructions and Requirements.

Department of Health and Human Services, Director's Office
Grants Management Unit
(Effective July 1, 2014 through June 30, 2015)

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 Title 2 of the Code of Federal Regulations and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year.
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. (Online: http://dhhs.nv.gov/Programs/Grants/Links_to_GMU_News,_Reports,_and_Grantee_Documents/.)

Douglas County Social Services

Name of Organization

Nancy McDermid

August 21, 2014

Signature of Authorized Representative

Date

Vice Chairwoman, Douglas County Board of Commissioners

Name and Title (typed)

Department of Health and Human Services, Director's Office
Grants Management Unit
(Effective July 1, 2014 through June 30, 2015)

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.

**Department of Health and Human Services, Director's Office
Grants Management Unit
(Effective July 1, 2014 through June 30, 2015)**

- **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:**
 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

COPY

ASSURANCES - NON-CONSTRUCTION PROGRAMSOMB 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. §§4728-4783) 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. §§278a to 278e-7), the Copeland Act (40 U.S.C. §278c 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) 11814; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11890; (d) evaluation of flood hazards in floodplains in accordance with EO 11888; (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 178(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. §§489a-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. 552131 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		TITLE	
<i>Nancy McDeermid</i>		Board of Commission Vice-Chairwoman	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Douglas County		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 *Hencey McDermid*
Title *Board of Commission, Vice Chairwoman*
Organization *Douglas County*

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.

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.

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.

COOPER

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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.

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.

**Department of Health and Human Services
Grants Management Unit
Grant/Contract Route Slip
BA # 3195 or BA #3200**

Date Received: 7/14/2014		Staff Assigned: Gary Gobelman	
Grantee: Douglas County Social Services PO Box 218 Minden, NV 89423-0218		Funding Source: Community Services Block Grant Request ID: 247.09 3195 Budget/Category: 29	
Grant Period: 7/1/2014 to 6/30/2015		Amount Requested: \$82,152	
New Grant <u>x</u> or Amendment # _____		Amount Awarded: \$82,152	
Grant Project Title/Description: Community Action / Community Action Programs			
Category / Subcategory: Family Support/Case Management			
Entered into GIFTS by: GARY G		Date: 7/14/2014	
Staff Review Completed: Gary Gobelman		Date: 9/4/14	
Reviewed by GMU Chief: Laurie Olson		Date: 9/10/14	
Reviewed/Entered by Acctg. Asst. III: Kaitlin Bauer		Date: 9/11/14	
Approved by ASO III: Bonnie Long		Date: 9/15/14	
Grant Manager's Checklist and Notes: <input type="checkbox"/> New Grant <input checked="" type="checkbox"/> Continuing Grant - Budget Similar <input type="checkbox"/> Continuing Grant - Budget Changes			
GMU Chief's Checklist and Notes: Budget was reviewed for: <input checked="" type="checkbox"/> Accuracy <input checked="" type="checkbox"/> Allowability <input checked="" type="checkbox"/> Allocability <input checked="" type="checkbox"/> Reasonableness of Cost <input checked="" type="checkbox"/> Irregularities in Cost Allocation <input checked="" type="checkbox"/> Signatures on NOGA, Assurances <input checked="" type="checkbox"/> Copy of GIRS <i>In Personnel, employee benefits are not detailed but range from about 23% to 36% of stated totals. OK. ljt 9-10-14</i>			
Fiscal Comments:			
Return to GMU AA-II in Carson City: Dana Jones			
<input checked="" type="checkbox"/> Scanned to S Drive		<input checked="" type="checkbox"/> Copy to Grantee	
		<input checked="" type="checkbox"/> Original to Grant Administrator	

CJR 9/14/14

COPY

Douglas County

State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

17th day of Sept, 2014

By [Signature] Deputy