



# WASHOE COUNTY

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CM/ACM \_\_\_\_\_  
 Finance \_\_\_\_\_  
 DA \_\_\_\_\_  
 Risk Mgt \_\_\_\_\_  
 HR \_\_\_\_\_  
 Other \_\_\_\_\_

**STAFF REPORT**  
**BOARD MEETING DATE: September 27, 2016**

**DATE:** Wednesday, September 14, 2016  
**TO:** Board of County Commissioners  
**FROM:** Amber Howell, Director, Social Services  
 775-785-8600, AHowell@washoecounty.us

**THROUGH:** Kevin Schiller, Assistant County Manager

**SUBJECT:** Accept a Children's Justice Act (CJA) sub-grant award from the State of Nevada -- Division of Child and Family Services (DCFS) in the amount of [\$30,000; no County Match required], retroactive to July 1, 2016 through June 30, 2017 to conduct a safety assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect, authorize the Department to execute the sub-grant award and direct the Comptroller's Office to make the appropriate budget amendments. (All Commission Districts).

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**SUMMARY**

The Department recommends the Board accept a Children's Justice Act (CJA) sub-grant award from the State of Nevada -- Division of Child and Family Services (DCFS) in the amount of [\$30,000; no County Match required], retroactive to July 1, 2016 through June 30, 2017 to conduct a safety assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect, authorize the Department to execute the sub-grant award and direct the Comptroller's Office to make the appropriate budget amendments.

Grant funds will be used to fund the contract to conduct the safety assessment. The Department is requesting the Board of Commissioners retroactively accept the grant award due to receipt of grant award on August 26, 2016.

**Washoe County Priority/Goal supported by this item:** Safe, Secure and Healthy Communities.

**PREVIOUS ACTION**

No previous action.

## **BACKGROUND**

The State of Nevada Division of Child and Family Services awards federal CJA funding to assist qualifying agencies in developing, establishing, and operating programs designed to improve the assessment and investigation of suspected child abuse and neglect cases including child sexual abuse and exploitation; the assessment and investigation of cases of suspected child abuse and neglect-related fatalities; the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and, the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

Based on the activities in Washoe County since the implementation of the SAFE Model, Washoe County will now be conducting a needs assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect.

The assessment will assist in understanding needs or gaps in the frontline practice, management/ organization roles, community partner involvement (including the judicial), and the overall system capacity. The assessment will in turn assist in the development and implementation of programs to improve assessment, investigation, and prosecution of cases around child abuse and neglect including fatalities and cases of child sexual abuse and exploitation.

## **GRANT AWARD SUMMARY**

**Project/Program Name:** Safety Assessment

**Scope of the Project:** Conduct a safety assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect.

**Benefit to Washoe County Residents:** Assessment results will assist in the development and implementation of programs to improve assessment, investigation, and prosecution of cases around child abuse and neglect including fatalities and cases of child sexual abuse and exploitation.

**On-Going Program Support:** Funding was identified for a one time use to conduct a safety assessment. CJA funding continues for other areas within the Department.

**Award Amount:** \$30,000.00

**Grant Period:** July 1, 2016 through June 30, 2017

**Funding Source:** Department of Health & Human Services  
Administration for Children & Families

**Pass Through Entity:** State of Nevada

Division of Child and Family Services

**CFDA Number:** 93.643

**Grant ID Number:** 15-CJA-17-004

**Match Amount and Type:** No Match Required

**Sub-Awards and Contracts:** The CJAS grant will be used to support the Affinity Solutions contract for needs assessment which was procured in accordance with Washoe County Purchasing Policy and §2 CFR 200.22.

**FISCAL IMPACT**

Should the board accept this grant award, the adopted budget will be amended by \$30,000.00 in both revenues and expenditures in the following accounts:

<b>Cost Object</b>	<b>G/L Account</b>	<b>Amount</b>
11323-431100	Federal Grants	\$30,000
11323-710100	Professional Services	\$29,000
11323-710300	Operating Supplies	\$1,000

**RECOMMENDATION**

Recommendation to Accept a Children’s Justice Act (CJA) sub-grant award from the State of Nevada – Division of Child and Family Services (DCFS) in the amount of [\$30,000; no County Match required], retroactive to July 1, 2016 through June 30, 2017 to conduct a safety assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect, authorize the Department to execute the sub-grant award and direct the Comptroller’s Office to make the appropriate budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: “Move to Accept a Children’s Justice Act (CJA) sub-grant award from the State of Nevada – Division of Child and Family Services (DCFS) in the amount of [\$30,000; no County Match required], retroactive to July 1, 2016 through June 30, 2017 to conduct a safety assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect, authorize the Department to execute the sub-grant award and direct the Comptroller’s Office to make the appropriate budget amendments.”

**BRIAN SANDOVAL**  
Governor

**RICHARD WHITLEY, MS**  
Director

**KELLY WOOLDRIDGE**  
Administrator



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES**

**4126 TECHNOLOGY WAY, SUITE 300  
CARSON CITY, NV 89706  
Telephone (775) 684-4400 • Fax (775) 684-4455  
dcfs.nv.gov**

August 31, 2016

Ms. Amber Howell  
Washoe County Department of Social Services  
PO Box 11130  
Reno, NV 89520-0027

Subject: Children's Justice Act (CJA)

Dear Ms. Howell:

I am pleased to inform you that you have been awarded Children's Justice Act (CJA) sub grant funding for State Fiscal Year 2016 (July 1, 2016 through June 30, 2017) as indicated below.

	<u>Total Award</u>
Children's Justice Act	\$ 30,000

If you accept the award, please sign and return the attached Notice of Sub grant Award (NOSA). Please also take the time to read and review the attached Award Notice Instructions and templates to help guide you.

If you have any questions or need further clarification, please contact James Thome at 775-684-4426.

Sincerely,

A handwritten signature in cursive script that reads "James Thome".

James T. Thome  
Grants & Projects Analyst II

cc: # 15-CJA-17-004 file

**State of Nevada - Division of Child and Family Services  
4126 Technology Way, 3rd Floor  
Carson City, NV 89706**

**Notice of Sub-Grant Award**

DCFS Contact:	<b>James Thorne</b>	DCFS Contact Phone Number:	<b>775-684-4426</b>
Program:	<b>Children's Justice Act (CJA)</b>	CFDA Number:	<b>93.643</b>
State Award Number:	<b>15-CJA-17-004</b>	Budget:	<b>3145</b>
Type of Action:	<b>NEW</b>	Account:	<b>11</b>
Legal Name:	<b>Washoe County Dept. of Social Services</b>	DUNS #:	<b>73786998</b>
Project Name:	<b>Needs Assessment</b>	Tax ID:	<b>88-6000138</b>
Contact Person:	<b>Amber Howell</b>	Vendor #:	<b>T40283400A</b>
Email Address:	<b>Ahowell@washoecounty.us</b>	Mailing Address:	<b>PO Box 11130 Reno, NV 89502</b>
Phone Number:	<b>775-337-4488</b>	Project Address:	<b>350 S. Center Street Reno, NV 89502</b>
Fax Number:	<b>775-785-5640</b>		

<b>Award Period:</b>	<b>July 1, 2016 THROUGH June 30, 2017</b>	<b>Federal Award Number</b>
<b>SFY 2017</b>	<b>July 1, 2016 THROUGH June 30, 2017</b>	<b>G-1501NVCJA1</b>
	N/A	
	N/A	
	N/A	

**Approved Categories and Budget by Year:**

Category	SFY 2017				TOTAL
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,000	\$0	\$0	\$0	\$1,000
Training	\$0	\$0	\$0	\$0	\$0
Contractual	\$29,000	\$0	\$0	\$0	\$29,000
Indirect Cost Rate	\$0	\$0	\$0	\$0	\$0
Other (Admin)	\$0	\$0	\$0	\$0	\$0
<b>Total State Share</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>
<b>Match</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Program Cost</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>

In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate State and/or Federal regulations.
- This award is subject to the availability of appropriate funds.
- Grantee agrees to provide an independent financial and compliance audit in accordance with State and Federal requirements.
- Recipients of these funds agree to the stipulations in the attached Additional Requirements document.

Washoe County Dept. of Social Services	Authorized Signature:	Date:
DCFS FPO Grants Management Unit	Authorized Signature:	Date:
DCFS Administration	Authorized Signature:	Date:

**Budget Request and Justification Form**

**Date:** 8/29/2016  
**Agency Name:** Washoe Co. Dept. of Social Services  
**Project Name:** Needs Assessment  
**Grant Award Name:** Children's Justice Act (CJA)

**Budget Request and Justification**

Budget Categories	Year 1	Year 2	Year 3	Total
Personnel	\$0	\$0	\$0	\$0
Operating	\$1,000	\$0	\$0	\$1,000
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Contractual	\$29,000	\$0	\$0	\$29,000
Indirect Cost Rate	\$0	\$0	\$0	\$0
Other (Admin)	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>
Match	\$0	\$0	\$0	\$0
<b>Total + Match</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>

**Justification:**

Funds will be used to develop, implement and analyze a needs assessment which will provide the identification of investigation outcomes, court processes, case management, and safety training around cases of child abuse and neglect, including child sexual abuse. The assessment will ultimately provide improvement to the above areas.

**State Award Number: 15-CJA-17-004**

SCOPE OF WORK FORM CJA

AGENCY/LEGAL NAME: Washoe County Department of Social Services

PROJECT NAME: Needs Assessment

DATE: August 29, 2016

STATE AWARD NUMBER: 15-CJA-17-004

Target Population: Child welfare stakeholders

Goal: Global Problem Statement	Objective and Timeframe:	Documentation: (How will it be measured?)	Projected Services #:	Cost:
<p>Based on the activities in Washoe County since the Implementation of the SAFE Model, Washoe County will now be conducting a needs assessment for the purpose of developing and establishing improved operating systems as it relates to the assessment and investigation of child abuse and neglect.</p> <p>This will assist in understanding needs and or gaps in the frontline practice, management/ organization roles, community partner involvement (including the judicial), and the overall system capacity. This will in turn assist in the development and implementation of programs to improve assessment, investigation, and prosecution of cases around child abuse and neglect including fatalities and cases of child sexual abuse and exploitation.</p>	<p>Estimated Completion Date: March, 2017 with implementation to continue through funding year.</p> <p>Based on the results of the needs assessment, community focus groups will identify improvement strategies, to include short-term and long-term outcomes and an actionable plan for improved safety, permanency and well-being for children at risk of abuse and neglect.</p> <p>This will include, among other things, a focus on improving system collaboration with law enforcement, the courts and improving the skills of staff and supervisors.</p> <p>The Needs Assessment will examine practice, services, and interventions along the entire child welfare continuum. It will include both an analysis of quantitative and qualitative data sources. The quantitative method will</p>	<p>Complete Needs Assessment</p> <p>Self-administered surveys - Respondents will include human services support specialists, social workers, supervisors, foster/adoptive parents, former foster youth, service providers and community partners.</p> <p>Focus Groups - Stakeholder interviews - primarily focusing on child welfare judges and district attorneys and law enforcement</p>	<p>Identification of investigation outcomes and court processes for handling of cases of child abuse and neglect. Identify and recommend additional supports to promote system collaboration.</p> <p>Identify and strengthen safety training for case workers, as well as improving the skills, qualifications, and availability of individuals providing services to children and families,</p> <p>Identify the need to enhance community based programs at the neighborhood level and increase collaboration community-based programs to provide child abuse and neglect prevention and treatment services</p>	<p>Contractual Project Expense. Estimating 9 months for development, and emphasis on quantitative elements; three months for additional qualitative implementation and analysis.</p> <p><b>Contractual: \$29,000</b></p> <p>Additional operating expense for supplies.</p> <p><b>Operating: \$1,000</b></p>

	<p>provide the context for overall trends and patterns across the agency's population present over the past five years. The qualitative method will provide us with more in-depth feedback and context for the statistically observed trends and will include</p>			
<b>Sub Total:</b>				<b>Contractual: \$29,000</b> <b>Operating: \$1,000</b>
<b>Admin. Costs @ %</b>				<b>Sub Total: \$30,000</b> <b>Other (Admin): \$0</b>
<b>TOTAL</b>				
<b>\$30,000</b>				