



WASHOE COUNTY

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CM/ACM	<u> </u>
Finance	<u>VG</u>
DA	<u> </u>
Grants	<u>GE</u>
Comptroller	<u>CH</u>
Risk	<u>DE</u>

STAFF REPORT

BOARD MEETING DATE: October 11, 2016

DATE: Wednesday, September 28, 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: Recommendation to accept a Court Improvement Program sub-grant from the Department of Health and Human Services, Administration for Children and Family Services (ACF), awarded under the provisions of Section 13712 of Subchapter C., Part I of the Omnibus Budget Reconciliation Act of 1993; Grants for State Courts, in the amount of [\$10,000; \$3,333 County match required] retroactive to September 1, 2016 through August 31, 2017, to fund outcome evaluations of the Washoe County Department of Social Services College and Career Readiness Project; and authorize the Department to execute the sub-grant award and direct the Comptroller's Office to make the appropriate budget amendments. (All Commission Districts)

SUMMARY

The Department recommends the Board accept a Court Improvement Program sub-grant from the Department of Health and Human Services, Administration for Children and Family Services (ACF), awarded under the provisions of Section 13712 of Subchapter C., Part I of the Omnibus Budget Reconciliation Act of 1993; Grants for State Courts, in the amount of [\$10,000; \$3,333 County match required] retroactive to September 1, 2016 through August 31, 2017, to fund outcome evaluations of the Washoe County Department of Social Services College and Career Readiness Project; and authorize the Department to execute the sub-grant award and direct the Comptroller's Office to make the appropriate budget amendments..

The Department is requesting the Board of Commissioners retroactively accept the grant award due to receipt of grant award on September 12, 2016.

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

AGENDA ITEM # 5. I.

PREVIOUS ACTION

None

BACKGROUND

In 2005, the 2nd Judicial District Court, Family Division along with the Walter S. Johnson Foundation created the Education Collaborative to improve educational outcomes for children and youth in foster care in Washoe County, NV. The College and Career Readiness Project was developed to build on lessons learned from the Education Collaborative.

The Board accepted a \$300,000 two year grant from the Walter S. Johnson Foundation on June 9, 2015 for the period of August 1, 2015 through July 31, 2017, to implement the College and Career Readiness Project. This Project facilitates education progress and success, and brighter futures, for foster youth to support graduation from high school and pursuit of postsecondary educational and vocational success. The Project provides educational case management and mentoring support for transition-age foster youth and evaluates the effectiveness and efficiency of this intervention. It uses experienced Educational Champions to provide educational supports for each foster youth to guide and motivate them. Data will drive advocacy-related decision making for the students and will be used to measure intervention outcomes.

Funding will be utilized to perform outcome evaluations, including administration of surveys, review of administrative data, interviews of key stakeholders, and review of case files (as needed). A final report for outcomes of the process and outcome evaluation with recommendations for improvement and suggested next steps will be produced for review by stakeholders, including the Educational Collaborative.

GRANT AWARD SUMMARY

Project/Program Name: College and Career Readiness Project Proposal

Scope of the Project: Fund the outcome evaluations of the College and Career Readiness Project which facilitates educational progress and success for transition-age foster youth.

Benefit to Washoe County Residents: Provides support for educational progress, academic and career success for foster youth who will be transitioning out of foster care and entering the mainstream of society.

On-Going Program Support: None

Award Amount: \$10,000.00

Grant Period: September 1, 2016 through August 31, 2017

Funding Source: Department of Health and Human Services
 Administration for Children and Family Services

Pass Through Entity: Nevada Administrative Office of the Courts, Nevada
 Supreme Court, State of Nevada (AOC)

CFDA Number: 93.586

Grant ID Number: AOC 2017

Match Amount and Type: \$3,333 In-Kind Match

Sub-Awards and Contracts: The grant will be used to support the contract for the outcome evaluations to be conducted by the National Council of Juvenile and Family Court Judges (NCJFCJ) as identified in the grant application which will be procured in accordance with Washoe County Purchasing Policy and §2 CFR 200.22.

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$10,000 in both revenues and expenditures in the following accounts:

Cost Object	G/L Account	Amount
I/O TBD	431100 Federal Grants	\$10,000
I/O TBD	710100 Professional Services	\$10,000

The required match is budgeted for in cost center 280910.

RECOMMENDATION

It is recommended that the Board of County Commissioners accept a Court Improvement Program sub-grant from the Department of Health and Human Services, Administration for Children and Family Services (ACF), awarded under the provisions of Section 13712 of Subchapter C., Part I of the Omnibus Budget Reconciliation Act of 1993; Grants for State Courts, in the amount of [\$10,000; \$3,333 County match required] retroactive to September 1, 2016 through August 31, 2017, to fund outcome evaluations of the Washoe County Department of Social Services College and Career Readiness Project; and 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 Court Improvement Program sub-grant from the Department of Health and Human Services, Administration for Children and Family Services (ACF), awarded under the provisions of Section 13712 of Subchapter C., Part I of the Omnibus Budget Reconciliation Act of 1993; Grants for State Courts, in the amount of [\$10,000; \$3,333 County match required] retroactive to September 1, 2016 through August 31, 2017, to fund outcome evaluations of the Washoe County Department of Social Services College and Career Readiness Project; and authorize the Department to execute the sub-grant award and direct the Comptroller's Office to make the appropriate budget amendments.”*

**SUBGRANT AGREEMENT
BETWEEN**

**THE NEVADA ADMINISTRATIVE OFFICE OF THE COURTS
NEVADA SUPREME COURT
AND
WASHOE COUNTY DEPARTMENT OF SOCIAL SERVICES**

This subgrant agreement, dated _____, is between the ADMINISTRATIVE OFFICE OF THE COURTS, NEVADA SUPREME COURT, STATE OF NEVADA ("AOC") and WASHOE COUNTY DEPARTMENT OF SOCIAL SERVICES ("Subgrantee").

AOC has immediate need to provide funding to support an outcome evaluation of WCDSS's College and Career Readiness Project for the Court Improvement Program (CIP). The services are necessary to further the goals and objectives of CIP as described herein.

The parties therefore agree as follows:

1. *Term:* Subgrantee shall begin work upon signing this agreement. The anticipated completion date is August 31, 2017. This agreement will expire on September 30, 2017.
2. *Funding:* This project is funded within the Judicial Branch Budget Account Number 1484-11, 1484-12, 1484-13 for federal fiscal year 2017.
 - A. This project is funded in whole by the Court Improvement Program Grant from the Department of Health and Human Services, Administration for Children and Family Services (ACF), awarded under the provisions of Section 13712 of Subchapter C., Part I of the Omnibus Budget Reconciliation Act of 1993; Grants for State Courts. The financial obligation and liability of AOC under this agreement is subject to and limited by the availability and award of federal funds. If the source of federal funding is less than anticipated, or Court Improvement Program funding priorities change this Agreement shall be modified accordingly.
 - B. Subgrantee certifies that neither it nor its principals are presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from participant in this transaction by any federal department or agency. The signature on this Agreement attests to the subgrantee's compliance with each of the following federal certifications: Anti-Lobbying Certification and Disclosure, Certification Regarding Drug-Free Work Place, and Certification Regarding Environmental Tobacco Smoke.

3. *Incorporated Documents:* This agreement incorporates the following attachments in descending order of constructive precedence:

- A. Subgrant Proposal and Scope of Work, 3 pages
- B. In-Kind Tracking Form, 1 page
- C. Quarterly Fiscal Report Form, 1 page
- D. Quarterly Program Report Form, 2 pages
- E. Final Program Report Form, 1 page

Any Subgrantee submitted attachments shall not contradict or supersede any State of Nevada or AOC specifications, requirements, terms or conditions without those changes being specified in this agreement. In the event of any conflict between this agreement and any attachment, this agreement shall control.

4. *Notice and Contact Information:* Notice for all matters relating to and arising from this agreement, including service of process unless otherwise stated, shall be in writing and delivered in person, by U.S. mail or by facsimile or other method agreed upon by the parties, and shall be addressed or directed to the Project Manager(s) as follows:

- Katherine R. Malzahn-Bass, Court Improvement Program Coordinator
Administrative Office of the Courts
Nevada Supreme Court
201 S. Carson Street
Carson City, NV 89701
Phone: 775-687-9809
Fax: 775-684-1723
Email: kmalzahn-bass@nvcourts.nv.gov
- Amber Howell, Director
Washoe County Department of Social Services
P.O. Box 11130
Reno, Nevada 89520-0027
EIN# 88-6000138
Phone: (775) 785-8600
Fax: (775)785-5640
Email: ahowell@washoecounty.us

5. *Background Investigation:* AOC may conduct a background investigation of Subgrantee's employees, subcontractors, principals, agents and any other person having access to information related to this project or access to court facilities or personnel. Discovery of any undisclosed criminal conviction may be grounds for immediate termination of this agreement without prior notice by the AOC, as may any conviction of any criminal offense during the term of this agreement.

6. *Total Payment Amount and Expenses:* AOC will pay Subgrantee, as full compensation for the program being satisfactorily implemented under this agreement an amount not

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to exceed \$10,000. The total compensation amount includes all expenses and costs associated with this agreement, and no expenses or costs of any kind relating to this agreement may be separately charged to AOC without prior written approval.

7. *Payment Terms and Procedures:*

- A. Within 30 days of execution of the agreement, AOC shall pay Subgrantee \$5,000. Within 30 days of receipt and approval by CIP of the second quarter reports, AOC shall pay Subgrantee the remaining \$5,000. AOC shall notify Subgrantee of any objection to an invoice in writing within ten business days of receipt of the invoice. Subgrantee shall respond in writing to any AOC objection to an invoice within ten business days of receipt of the objection. Any approved balances which are overdue shall incur a one percent finance charge.
- B. Subgrantee shall provide AOC Project Manager quarterly in-kind, fiscal, program, and final program (**Exhibits B, C, D and E, attached hereto**) reports. All report forms are available on the CIP website at:
<http://nvcourts.gov/AOC/Templates/documents.aspx?folderID=9982>

The due dates for the reports shall be:

- 1st Quarter Reports for September 1 – December 31, due January 31, 2017,
 - 2nd Quarter Reports for January 1 – March 31 due April 30, 2017,
 - 3rd Quarter Reports for April 1 – June 30 due July 31, 2017, and
 - 4th Quarter and Final Annual Reports for July 1 – September 30, due September 30, 2017
- C. Subgrantee agrees to provide a matching contribution of one third (33.33%) of the award amount. The matching contribution in the amount of \$3,333 may be provided in cash or as an “in-kind” contribution. Subgrantee shall provide a description and complete documentation of its matching contribution utilizing CIP In-Kind form (Exhibit B). Failure to submit sufficient documentation of the matching contribution as provided herein shall be a material breach of this Agreement.

8. *Records Retention, Inspection and Audit:* Subgrantee shall maintain all financial records, supporting documentation and all other records (written, electronic or otherwise) relating to performance and billing under this agreement for a period of at least 5 years. The retention period begins to run from the agreement termination date. The retention period shall be extended when an audit or dispute resolution process is scheduled or in progress for a period reasonably necessary to complete the audit or dispute resolution process. Subgrantee shall make all such records and documentation available to AOC for inspection, review and/or audit within 10 days of written notice of a request during the term of the agreement and throughout the retention period. Any such inspection, review and/or audit shall be conducted at a reasonable time during business hours, and in such a manner that does not interfere with Subgrantee's normal business activities.

9. *Solicitation:* Subgrantee warrants that no person employed by the Nevada Supreme Court, the State of Nevada, or any governmental agency within the State of Nevada has been employed, retained, or paid any type of compensation to solicit or secure this agreement for the benefit of the Subgrantee.
10. *Assignment/Delegation:* Subgrantee shall not assign, delegate, or transfer any interest or obligation under this agreement, subcontract any portion of the work to be performed, or assign any claims for money due or to become due under this agreement, without prior written consent of AOC.
11. *Insurance:* Each party shall be responsible for its own actions and those of its personnel, employees and agents and for complying with all legal requirements including, but not necessarily limited: workers' compensation coverage, automobile liability insurance and general liability insurance.
12. *Liability and Indemnification:* To the extent permitted by law, including NRS Chapter 41, AOC and Subgrantee shall only be responsible for those claims, demands, damages, and causes of action related to or arising out of or in any way connected to its own actions and the actions of its own personnel, employees, or agents. Further, each party shall hold harmless, defend, and indemnify the other party and its appointees, officers, and employees with respect to any suit or claim resulting from any and all acts, omissions, or conduct of that first party's own personnel, employees or agents.
13. *Confidentiality:* Subgrantee may gain access to confidential information during its work related to this agreement. All such information, in whatever form, produced, prepared, observed or received by Subgrantee in the course of, and in relation to, this agreement is confidential and shall be used only in performance of Subgrantee's duties and obligations under this agreement. Subgrantee shall not provide to any third person any document or information in any form prepared in connection with services pursuant to this agreement without prior written permission from AOC. Subgrantee shall not publish or submit for publication any document or information in any form prepared in connection with services related to or resulting from this Agreement without prior written permission from AOC. Any items created exclusively for AOC pursuant to this Agreement shall become the property of AOC.
14. *Dispute Resolution:* If the parties are not able to informally resolve any dispute which arises regarding this Agreement, they shall engage the services of a mutually agreed upon mediator prior to filing any claim in a court of law other than a claim for injunctive relief. If the dispute is not resolved after 90 days following the first mediation session, the parties shall proceed with binding arbitration through the American Arbitration Association ("A.A.A.") prior to any claim being filed in a court of law, other than a claim for injunctive relief. Arbitration shall commence and be concluded as soon as practical, taking into consideration the applicable rules of arbitration as applied by A.A.A. The parties agree that A.A.A. shall appoint 1 arbitrator. Any decision or award obtained through arbitration shall be reduced to writing, and be final and binding upon the parties, and shall be enforceable in any court

of competent jurisdiction. Each party will bear their own costs and expenses associated with mediation and/or arbitration unless otherwise agreed to or determined through the mediation and/or arbitration process. Any mediation session or arbitration proceeding shall be conducted in Carson City, Nevada, unless otherwise agreed.

15. *Termination without Cause:* Subgrantee's acceptance of final payment terminates this agreement. Further, this agreement may be terminated by either party by giving written notice of termination. The notice must specify a date upon which the termination will be effective, which may not be less than 7 calendar days from the date of receipt of the notice. Upon termination without cause, AOC is responsible for compensation to Subgrantee for all services completed and furnished through the date of termination and must be paid within 30 calendar days of the effective date of termination or receipt of Subgrantee's final invoice, whichever is later. Upon receipt of the termination notice, Subgrantee shall promptly discontinue all services unless the notice specifies otherwise.
16. *Termination for Non-appropriation:* The continuation of this agreement beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the Nevada State Legislature and/or applicable federal sources. AOC may terminate this agreement, and Subgrantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified in the notice) if for any reason AOC's funding from the State and/or federal sources is not appropriated or is withdrawn, limited or impaired for any reason.
17. *Termination for Cause/Time to Correct:* Upon a material default or breach of this agreement, either party may give notice of intent to terminate the agreement and will be relieved of any further obligations or duties unless the default or breach is satisfactorily resolved. Termination is effective only after service of a formal written notice of the default or breach, and the subsequent failure of the defaulting party to cure the default or breach to the satisfaction of the aggrieved party within 15 calendar days of receipt of the notice of default or breach. If the default or breach has been cured to the satisfaction of the aggrieved party within the 15 calendar day cure period, this agreement will not be terminated. If the breach or default has not been cured within the 15 calendar day cure period, the non-breaching party may, by written notice to the other party, terminate the agreement immediately. If this agreement is terminated by Subgrantee due to a default or breach of AOC, any payment due to Subgrantee for work completed through the date of the notice of intent to terminate shall become due and payable within 30 calendar days of receipt of the notice of termination or final invoice, whichever is later. If this agreement is terminated by AOC due to a default or breach by Subgrantee, AOC may proceed with the work in any manner it deems necessary and proper. The actual costs incurred by AOC to complete the project will be deducted from any payment due to Subgrantee under this agreement, if any, and the balance will be paid to Subgrantee within a reasonable time.

18. *Remedies*: Except as otherwise provided in this agreement, the parties reserve any and all rights and remedies available to them by law or equity, including, without limitation, actual damages, and attorney fees and costs to a prevailing party.
19. *Entire Agreement and Modifications*: This document and its attachments constitute the entire agreement between the parties. No prior or contemporaneous statements or representations, whether oral or written, have been relied upon by the parties except those expressly stated in, or attached to, this agreement. No changes or alterations may be made to this agreement unless reduced to writing and signed by the parties and adopted as a formal amendment to this agreement.
20. *Controlling Law/Jurisdiction*: Any and all matters in dispute between the parties arising from, or relating to in any way, the subject matter of this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Nevada, without giving effect to any principle of conflict of laws that would require the application of the law of any other jurisdiction. Additionally, the parties consent to the exclusive jurisdiction of the First Judicial District Court, Carson City, Nevada.
21. *Severability*: If any term, provision, or clause of this agreement is held to be unenforceable by a court of law or equity, this agreement shall be construed as if that term, provision, or clause did not exist and the rest of this agreement will remain in full force and effect.
22. *Force Majeure*: Neither party shall be in violation of this agreement if it is prevented from performing any of its obligations due to strikes, failure of public infrastructure, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of nature, including without limitation, earthquakes, floods, winds, or storms. In such an event, the intervening cause must not be through the fault of the party asserting the excuse, and the excused party is obligated to promptly comply with the terms of the agreement after the intervening cause ceases.
23. *Waiver*: The failure to enforce any default, breach or right, or to require performance of any of this agreement's terms, covenants, or provisions by the other party at the time designated, is not a waiver of the default, breach or right, nor shall it affect the right of the party to enforce the term, covenant or provision, unless notice of such a waiver is provided to the other party in writing.
24. *Binding Effect*: This agreement is binding upon, and will inure to the benefit of, the permitted successors, executors, heirs, representatives, administrators, and assigns of the parties.
25. *Compliance with Laws and Policies*: Subgrantee shall comply, and shall ensure that its agents, officers, directors, employees, representatives, subcontractors and vendors comply with all applicable federal, state and local laws, rules, regulations and ordinances, as well as all policies and procedures applicable to independent contractors doing business with AOC, in its performance under this agreement. In particular, and

without limitation, Subgrantee will comply with all federal, state, and local laws regarding equal employment opportunity and nondiscrimination.

26. *Survival*: The following paragraphs shall survive any termination or expiration of this agreement: 8, 12, 13, 14, 18, 19, 20, 21, 22, and 24.

This agreement will become effective when all the parties have signed it. The date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement.

**ADMINISTRATIVE OFFICE OF THE COURTS
NEVADA SUPREME COURT**

By: _____
ROBIN SWEET
Director
Dated: _____

WASHOE COUNTY DEPARTMENT OF SOCIAL SERVICES

By: _____
AMBER HOWELL, Director
Grantee
Dated: _____

Washoe County Department of Social Services
College and Career Readiness Project
Proposal

Washoe County Department of Social Services was awarded a \$300,000 two year grant from the Walter S. Johnson Foundation, to implement the College and Career Readiness Project. This Project facilitates education progress and success, and brighter futures, for foster youth to support graduation from high school and pursuit of postsecondary educational and vocational success. The Project will provide educational case management and mentoring support for transition-age foster youth and evaluate the effectiveness and efficiency of this intervention. It will use experienced Educational Champions to provide educational supports for each foster youth to guide and motivate them. Data will drive advocacy-related decision making for the students and will be used to measure intervention outcomes. This Project has the capacity to change policies and practices at the state and county levels.

In 2005, the 2nd Judicial District Court, Family Division along with the Walter S. Johnson Foundation created the Education Collaborative to improve educational outcomes for children and youth in foster care in Washoe County, NV. The College and Career Readiness Project will build on lessons learned from the Education Collaborative.

In addition to the county-level focus, statewide attention to the educational needs of children in foster care is growing. In November 2011, a Summit was held in Washington, DC jointly sponsored by the Department of Health and Human Services, Children's Bureau, and the Department of Education to develop plans around implementing the Fostering Connections Act's provisions regarding educational stability and improving educational outcomes for children in foster care. At the Summit, each state was invited to bring members of the child welfare agency, education agency, and the court to develop a "State Plan". The Nevada team was composed of: Justice Nancy Saitta, Judge Deborah Schumacher, Jolie Courtney, Lisa Ford, Karen Stephens, Tom Murtha, Dorothy Pomin, and Katherine Malzahn-Bass. The Nevada team identified four goals: 1) create a statewide implementation plan to ensure compliance with Fostering Connections; 2) train educators, child welfare staff, judicial officers, and other stakeholders on attaining educational stability for foster children; 3) collect data to guide efforts to improve educational stability; and 4) enhance and expand collaboration.

Resulting from that Summit, and with the support of the Court Improvement Program (CIP) and its chair Justice Nancy Saitta, the Statewide Education Collaborative convened a 2012 Nevada Education Summit of state and local government and agency leaders (executive, legislative, and judicial branches). This Summit ignited a statewide focus on this issue and mobilized stakeholders. The Statewide Collaborative on Education, Child Welfare, and the Courts chaired by Justice Nancy Saitta was created with an overarching Policy and Planning Group composed of the original team that attended the National Summit. The Policy and Planning Group has continued to meet on a regular basis providing support to statewide educational issues including changing state laws to reflect new federal mandates.

Washoe County Department of Social Services is requesting funding of \$10,000 for the outcome evaluation of the Project which will be conducted by the National Council of Juvenile and Family Court Judges (NCJFCJ). The Children's Bureau expects CIPs work with child welfare to impact the well-being of foster children including educational stability and outcomes. The Nevada Supreme Court Statewide Education Collaborative is very supportive of this project and Katherine Malzahn-Bass, CIP Coordinator was instrumental in helping Tom Murtha and NCJFCJ write the grant proposal. CIP's contribution to this project, although small in the scope, will demonstrate to the Walter S. Johnson Foundation that Nevada's courts and CIP support are vested in the success of this Project and the educational stability and success of Nevada's foster youths. If successful, this Pilot Project will be expanded into other school districts throughout the state.

Washoe County Department of Social Services
College and Career Readiness Project

Scope of Work
For Outcome Evaluation

Service/Product	Completion Date
<ul style="list-style-type: none">• Perform outcome evaluation, including administration of surveys, review of administrative data, interviews of key stakeholders, and review of case files (as needed)	January 1, 2017
<ul style="list-style-type: none">• Produce a final report for outcomes of the process and outcome evaluation with recommendations for improvement and suggested next steps• Provide ongoing research expertise and recommendations as needed for development of research and evaluation plans for partnering opportunities	July 31, 2017

IN-KIND TRACKING REPORT

Subgrantee Name: _____
 Contract Number: _____
 Awarded Amount: _____
 In-Kind Required: _____
 Reporting for: January - March (due April 30th)
 April - June (due July 30th)
 July - September (due October 30th)
 October - December (due January 30th)

NAME / DESCRIPTION / CASH MATCH	MEETING / PROJECT / EVENT	# HRS	Hourly Amount	Date	Total
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTAL FOR THIS REPORT PERIOD					0.00

NEVADA COURT IMPROVEMENT PROGRAM
QUARTERLY FISCAL REPORT

Program Name:

Contract #

Date Report Prepared:

- Reporting for:
- January - March (due April 30th)
 - April - June (due July 30th)
 - July - September (due October 30th)
 - October - December (due January 30th)

Category	Total Amount Received from CIP To Date	Total Amount Spent Previous Reporting Periods	Total Amount Spent Current Reporting Period	Total Amount Spent to Date
Consultants (Contract Services)				0.00
Personnel Costs				0.00
Rent / Utilities / Telephone				0.00
Technology / Equipment				0.00
Copy / Printing				0.00
Postage				0.00
Supplies				0.00
Other Expenses (Please specifically list)				0.00
Misc.				0.00
Total	0.00	0.00	0.00	0.00

NEVADA COURT IMPROVEMENT PROGRAM
QUARTERLY PROGRAM REPORT

PROGRAM NAME:

Contract #

- Reporting for:**
- January - March (due April 30th)
 - April - June (due July 30th)
 - July – September (due October 30th)
 - October - December (due January 30th)

As outlined in the proposal logic model, describe the project activities during the quarter. For example: the project plan, design and pilot; impact analysis; study of project impact; project improvement and adjustment.

Describe the progress in terms of achieving measurable objectives of the grant award: What specific objective changes have occurred. Please provide data and process of collecting data.

Describe any problems, delays or adverse conditions you have experienced in achieving the stated objectives. Include a statement of action taken, or contemplated and any assistance needed to resolve the situation.

Describe any activities scheduled for the next reporting period.

Print Name

Title

Signature

Date

NEVADA COURT IMPROVEMENT PROGRAM
FINAL PROGRAM REPORT

PROGRAM NAME:

Contract #

- Reporting for:**
- January - March (due April 30th)
 - April - June (due July 30th)
 - July – September (due October 30th)
 - October - December (due January 30th)

As outlined in the proposal logic model, describe the project activities during the quarter. For example: the project plan, design and pilot; impact analysis; study of project impact; project improvement and adjustment

Describe evaluations conducted and the results, including all relevant statistics concerning planned outcomes and impact, in the logic model.

1) Outcomes:

2) Impact:

Explain your progress in terms of achieving the project's stated measurable objectives, in the logic model.

Print Name Title

Signature Date