NOTICE OF PUBLIC HEARING	
Name of Organization:	Department of Health and Human Services (DHHS) Office of Community Partnerships and Grants Community Services Block Grant Program
Purpose:	Proposed Termination of Community Action Agency (CAA) Designation and Community Services Block Grant (CSBG) Funding for the Las Vegas Urban League
Date and Time of Meeting:	Thursday, May 10, 2018 9:30 AM
Place of Meeting:	Las Vegas: Grant Sawyer Building 555 E. Washington Ave, Room 4412 (4th Floor)

Community Services Block Grant Public Hearing

The State of Nevada, Department of Health and Human Services is holding a Public Hearing for the termination of the Las Vegas Urban League's designation as a Community Action Agency. This process follows the Office of Community Services IM#116. The Hearing Officer will review the documents and comments made during this hearing and will make a determination within 5 working days of May 10th, 2018. Las Vegas Urban League and the Office of Community Services will be notified of the decision within 5 days by the Hearing Officer.

In accordance with 45 CFR 96.92, an eligible entity has 30 days following the notification by the Department of Health and Human Services of its final decision to request a review by the Office of Community Services.

Written comments will be accepted through May 1st to:

Cindy Smith
Department of Health and Human Services
4126 Technology Way, Suite 100
Carson City, NV 89706

GMU@dhhs.nv.gov
Fax: 775-684-4010

I.	Hearing	Deborah Harris, DHHS Deputy Director of Administrative Services, Hearing Officer
II.	Overview of Proposed Action by DHHS to Terminate LVUL's CAA designation and CSBG Funding – Vanessa Alpers, DHHS Deputy Director, Cindy Smith, OCPG Chief and Crystal Johnson, OCPG CSBG Program Administrator	
III.	Opportunity for Response from LVUL	Board of Directors, LVUL Staff
IV.	Public Testimony and Comment	
V.	Closure of Public Hearing	

Note: We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Office of Community Partnerships and Grants in writing at the Department of Health and Human Services, 4126 Technology Way, Carson City, NV 89706, or call Cathy Council at (775) 684-3470 as soon as possible and no later than 24 hours prior to the time of the meeting.

Notice of this meeting has been posted in the following locations: Clark County Social Services, 1600 Pinto Lane, Las Vegas, Fax 702-455-5950; Dept of Health and Human Services, Director's Office, 4126 Technology Way Room 100, Carson City, Fax 775-684-4010; Dept of Health and Human Services, Office of Community Partnerships and Grants, 1820 E. Sahara Avenue Suite 208, Las Vegas, Fax 702-486-3533; Nevada State Library and Archives, 100 N Stewart Street, Carson City, Fax 775-684-3330; State Welfare Ely District Office, 725 Avenue K, Ely, Fax 775-289-1645;State Welfare Reno District Office, 4055 S Virginia Street, Reno, Fax 775-448-5094 or 775-448-5095; Downtown Reno Library, 301 S Center Street, Reno, Fax 775-327-8390; Washoe County Human Services Agency, 350 S Center Street, Reno, Fax 775-785-8648; Division of Public and Behavioral Health, 4150 Technology Way 3rd floor, Carson City, Fax 775-687-7570; ADSD Early Intervention Services, 1020 Ruby Vista Drive Suite 102, Elko, Fax: 775-753-1374.

This meeting notice and agenda has been posted to the State Public Notice Website (www.notice.nv.gov) and the DHHS Office of Community Partnerships and Grants (OCPG) website (http://dhhs.nv.gov/grants/). Meeting minutes and additional documents may also be found at http://dhhs.nv.gov/grants/. Meeting materials will be available to the public at each meeting location (listed on page one of this agenda) on the day of the meeting. Or contact Cathy Council via phone at 775-684-3470 or by email: mailto: ccouncil@dhhs.nv.gov

NOTICE OF PUBLIC HEARING

State of Nevada
Department of Health and Human Services

Proposed Termination of Community Action Agency (CAA) Designation and Community Services Block Grant (CSBG) Funding for the Las Vegas Urban League

Public Hearing Date: Thursday, May 10, 2018 9:30AM

Location: Grant Sawyer Building
555 E Washington Ave, Room 4412 (4th Floor)

Agenda: The agenda for the public hearing is attached.

Summary

The Department of Health and Human Services (DHHS) has scheduled a public hearing regarding the proposed termination of the Las Vegas Urban League's CAA designation and CSBG funding. A public hearing is a required step in the process for terminating CAAs as described in Section 678C the CSBG Act and Information Memorandum #116 issued by the federal Office of Community Services. Following the public hearing, DHHS will make a final determination regarding the termination.

If DHHS proceeds with the termination following the public hearing, the effective date for the termination will be no later than June 30, 2018, the end date for the current CSBG grant award. DHHS may begin transferring some or all funding and services prior to June 30, 2018.

Basis for Termination

The basis for termination:

1. Non-Compliance with CSBG Tripartite Board Structure: LVUL has been non-compliant with Section 676B of the CSBG Act since August 2017 when over half of the CAA board resigned. As a result, DHHS began to require LVUL to form a single governing board that would meet the tripartite composition requirements of the CSBG program. In November 2017, LVUL was notified by the National Urban League (NUL) that it could not remain a NUL affiliate and adopt the required CSBG tripartite board structure for its governing board. The tripartite board requirement is one of the core requirements of the federal CSBG Statute. By Statute, LVUL cannot operate as a designated CAA and receive CSBG funding because it does not meet this requirement.

2. Non-Compliance with SFY18 Grant Conditions: Grant conditions were issued on July 1, 2018 as a requirement for continued funding to LVUL, SFY18. Goals of the Grant Conditions were to address immediate concerns and establish the foundation needed for LVUL to perform as a Community Action Agency. Grant Conditions were developed based on previous findings of on-site monitoring and program compliance reports (12/7/15, 7/14/16). Las Vegas Urban League failed to fully address both the required actions and recommendation in a timely manner. Las Vegas Urban League stated in a letter dated November 15, 2017, that furtherance of DHHS Grant Conditions were being discontinued.

3. Voluntary Relinquishment of CAA Designation: LVUL submitted a letter to DHHS on October 11, 2017 voluntarily relinquishing its CAA designation. DHHS responded in a letter dated November 29, 2017 accepting the voluntary relinquishment. DHHS has had on-going discussion with LVUL from November 2017 through February 2018 in effort to provide for a smooth transition of services to a new CAA and bring this matter to a satisfactory conclusion. The status of the relinquishment is unclear at this time.

Supporting Documentation

The attached table summarizes the documents that DHHS is submitting to support the termination. The documents referenced in the table can be viewed on the DHHS website at: www.dhhs.nv.gov.

State of Nevada
Department of Health and Human Services

Public Hearing Documents

Las Vegas Urban League
Termination of the CAA Designation and CSBG Funding

May 7, 2018

Non-compliance with CSBG Board Structure – List of Documents

A	**August 2014 to October 2017 – Timeline of Board Development and Technical Assistance provided by DHHS to LVUL**
	DHHS had attempted to assist LVUL accommodate NUL Board requirements from August 2014 to May 2017 by allowing it to form a CAA board to administer the CSBG program. This alternative did not work after many months of effort and lack of effective follow through by LVUL. In June 2017, DHHS began seeking a return to the standard used throughout the CSBG network, which is for a single governing board that meets the tripartite composition requirements for CSBG.

B	**June 21, 2017 - DHHS Grant Conditions for SFY 2018**
	Twelve major grant conditions were issued by DHHS for SFY 2018 pertaining to fundamental CSBG non-compliance issues and organizational deficiencies. The conditions relate back to unaddressed items from previous program and fiscal monitoring. Items #2 and #8 pertains to board non-compliance with CSBG standards.

C	**July 31, 2017 - LVUL Response to Grant Conditions for SFY 2018**
	The letter does not fully acknowledge LVUL's responsibility for addressing the conditions or fully commit to all of the required actions. The conditions are part of the signed grant award and are not negotiable.

D	**August 3, 2017 - DHHS Response to LVUL Grant Condition Letter**
	DHHS schedules work session to assist LVUL develop a work plan for addressing the Grant Conditions. The two day workshop was held on August 18 and 19, 2017 in Las Vegas. At the work session, DHHS discusses the need for the formation of a single compliant CSBG governing board and provides recommendations on how this can be done along with a CSBG board consultant (John Edwards) hire by LVUL.

E	**September 15, 2017 - Letter from the National Urban League (NUL) Regarding NUL Board Requirements**
	DHHS held three phone calls with NUL representative in August 2017 to discuss grant conditions and CSBG Board requirements. DHHS offers suggestions to NUL and LVUL on how the two sets of board requirements might be able to be blended together to meet the respective requirements of both networks. NUL sends letter to LVUL stating that they will be out of compliance with NUL requirements if they adopt the CSBG tripartite board structure for their governing board.

Voluntary Relinquishment of CAA Designation – List of Documents

F	**October 11, 2017 - LVUL Voluntary Relinquishment Letter**
	LVUL submits voluntary relinquishment letter to DHHS.

G	**November 15, 2017 – LVUL Request for Meeting to Discuss Transition**
	LVUL reaffirms voluntary relinquishment and indicates it is seeking a meeting to discuss a mutually agreeable settlement. The meeting is held December 19, 2017 in Las Vegas.

H	**November 29, 2017 - DHHS Acceptance of Voluntary Relinquishment**
	DHHS accepts voluntary relinquishment and notes that the terms for ending the CAA designation are not contingent upon approval by LVUL.

I	**January 2, 2018 – LVUL Request for Transition Costs for Relinquishing the CAA Designation**
	LVUL requests $471,000 in transition costs for ending CAA designation. DHHS sends email requesting more detail.

J	**January 19, 2018 – LVUL Detailed Request for Transition Costs**
	LVUL submits detailed request for expenses through June 30, 2018 even though planned end date is January 31, 2018. The request includes $120,000 in rebranding costs and, $30,000 for attorney fees and $15,000 in CAA consultant fees. The request also includes $49,000 for early termination of a grant program provided by another DHHS Division.

K	**January 23, - DHHS Letter to Continue CSBG Funding to February 28, 2018**
	DHHS extends CSBG funding from January 31, 2018 to February 28, 2018 to provide additional time to work on a transition plan with LVUL.

L	**February 27, 2018 - LVUL Budget Modification Request**
	LVUL submits budget modification request. It includes $40,000 for legal fees and $40,000 for board training for LVUL non-compliant board.

M	**February 28, 2018 – DHHS Letter to Continue CSBG Funding to June 30, 2018**
	DHHS extends CSBG funding to June 30, 2018. DHHS is unable to negotiate an agreeable transition plan. DHHS prepares for public hearing to initiate termination proceedings with an effective date of June 30, 2018.

N	**April 3, 2018 – DHHS Letter to discuss CAA Designation**
	DHHS requests for a meeting on April 12, 2018, with LVUL to discuss their Community Action Agency designation.

O	**May 4, 2018 – LVUL Letter of Intent regarding CAA Designation**
	LVUL sends notification to Director Richard Whitley of the intention to maintain the Community Action Agency designation and requests DHHS to vacate the May 10, 2018 public hearing of proposed termination.

P	**May 7, 2018 – DHHS Response regarding LVUL CAA Designation and Public Hearing**
	DHHS responds to LVUL letter dated May 4, 2018. DHHS notifies LVUL of its intent to proceed with public hearing process.

Attachment A

Department of Health and Human Services (DHHS)

Office of Community Partnerships and Grants
Community Services Block Grant (CSBG)

History of board development technical Assistance and oversight provided by DHHS to the Las Vegas Urban League (LVUL) from August 9, 2014 to the present to assist LVUL achieve compliance with CSBG board requirements.

1	8/9/14	LVUL Director notifies CSBG Program Manager that the National Urban League (NUL) has issued a letter finding LVUL in default of NUL Board composition requirements. *Note: NUL Board requirements prohibit local elected officials from serving on the Board and emphasize membership from the business community. CSBG Board standards require membership from three sectors: local elected officials, consumers, and others, defined as non-profit sector, faith-based, labor, etc..*
2	8/9/14	Email from LVUL Director: LVUL Attorneys are drafting recommendations to re-structure the Board. The goal of CSBG Program Manager is to help LVUL accommodate both the NUL and CSBG requirements. *Note: The CAA Board continues to operate throughout the planning period for restructuring the Board in compliance with CSBG requirements. The Board, however, is performing at a substandard level.*
3	9/9/14	On-site visit and meeting with LVUL Director re: Board status.
4	12/4/14	Phone call with LVUL Director re: Board status.
5	12/18/14	Email from LVUL Director: Attorneys still working on Board re-structuring.
6	12/29/14	Email from LVUL Director: Attorneys still working on documents for re-structuring the Board.
7	1/1/15	LVUL begins recruitment of new Governing Board in compliance with NUL requirements.
8	1/16/15	Email from CSBG Program Manager inquiring about status of Board re-structuring.
9	1/26/15	Phone call with LVUL Director re: Board status.
10	4/23/15	Phone call with LVUL Director re: Board status.
11	6/2/15	New bylaws approved for LVUL's CAA Board. Note: *It has taken 10 months to draft new bylaws for both boards.*
12	6/10/15	Phone call with LVUL Director re: Board status.
13	7/9/15	Final version of bylaws submitted by LVUL to the CSBG Program Manager.
14	9/20/15	Final Board member(s) recruited for Governing Board required by NUL.
15	10/5/15-10/9/15	On-site program monitoring conducted by CSBG Program Manager (includes a review of LVUL's compliance with CSBG board requirements.
16	10/14/15	CSBG Program Manager sends recommended draft Board Framework template to outline the roles of the CAA and NUL Boards and how they should interact with one another to avoid duplication and confusion and meet CSBG standards.
17	10/27/15	Governing Board bylaws approved by LVUL Governing Board.
18	11/9/15	CSBG Program Manager provides comments on LVUL bylaws based on Nevada's CSBG bylaw standards.
19	12/7/15	Written report from October 2015 on-site monitoring sent to LVUL includes reference to several Board non-compliance issues.
20	1/8/16	LVUL acceptance or the Monitoring Report and response to monitoring report. LVUL requests alternative due dates to extend the period to achieve compliance.
21	1/15/16	CSBG Program Manager responds to LVUL letter of 1/8/16 re: program monitoring report. Additional information is requested.
22	2/5/16	Additional requested information for program monitoring report submitted by LVUL. Includes a Board compliance timeline for achieving compliance.
23	2/19/16	Timeline submitted by LVUL on 2/5/16 approved by CSBG Program Manager.
24	3/7/16	Phone call with LVUL Director re: program monitoring follow-up.
25	4/26/16 & 4/2816	Follow-up program monitoring conducted by CSBG Program Manager based on October 2015 monitoring, noting continued areas of Board non-compliance.

26	4/27/16	CSBG Board disbanded by LVUL during CSBG Board meeting. *Note: This action was taken by the LVUL Governing Board. The LVUL Governing Board had the authority to disband the CSBG Board for cause in its bylaws. The CAA board was not performing effectively and was not meeting the oversight expectations in compliance with CSBG requirements. The Governing Board bylaws were originally approved by the CAA board which means that the CAA board ceded this authority to the Governing Board.*
27	5/1/16	Recruitment of new CAA Board begins.
28	5/5/16	DHHS sends additional Board development benchmarks submitted to LVUL to ensure that compliance with CSBG standards will be achieved. LVUL requested to submit timelines for completion.
29	5/6/16	DHHS sends draft Board framework sent to LVUL. The framework was designed to identify how the CSBG and NUL Boards would work together to avoid duplication and conflicts and meet the oversight requirements for CAA boards in the CSBG Act.
30	5/9/16	LVUL sends response to Board Benchmarks with action steps and a timeline for completion.
31	5/9/16	CSBG Program Manager rejects LVUL timeline for Board Benchmarks.
32	5/11/16	CSBG Program Manager connects LVUL with national CSBG Board consultant to provide Board training, assist with organization of Board governance functions, and focus the two Boards on the mission of the agency.
33	5/11/16	Revised Board Benchmark timeline submitted by LVUL.
34	5/18/16	CSBG Program Manager approves revised Board Benchmark timeline.
35	6/116-6/30/16	Several emails sent to national Board consultant from CSBG Program Manager to advise him on the status of LVUL's Board and help him focus his technical assistance efforts.
36	6/30/16	70% of new CAA Board recruited.
37	6/30/16 and 7/1/16	National CSBG Board consultant (John Edwards) provides training to both Boards.
38	7/11/16	CSBG Program Manager holds phone call with LVUL Director re: Board training results.
39	7/13/16	CSBG Program Manager holds phone call with national Board consultant re: Board training results.
40	7/14/16	DHHS issues monitoring report for April 2016 on-site program monitoring noting continued board issues.
41	8/9/16	Phone call with LVUL Director re: status of Board Benchmarks.
42	8/11/16	Additional technical assistance provided by phone by CSBG Program Manager to LVUL Director re: implementation of Board Benchmarks.
43	10/13/16	Report on status of Board Benchmarks provided to LVUL by CSBG Program Manager. *Note: The report states that ..." satisfactory progress has not been made during the five months since the establishment of the Board Benchmarks. LVUL has been out of compliance with CSBG Board requirements for an extended period of time." "...the ability of the agency to move forward is being comprised by the delays in getting the Board fully functional, knowledgeable about their role, engaged with the agency, and focused on agency opportunities and needs." "There does not seem to be a sense of urgency about the importance of establishing compliance; putting systems in place to promote Board development, governance, and performance; and completing a strategic plan that engages staff and the Board in a set of common goals and direction. As a result, the agency is vulnerable to Board stagnation, potential dysfunction, and loss of staff and community confidence."*
44	10/14/16	CAA Board has one vacancy; otherwise fully recruited.
45	10/31/16	Updated timeline submitted by LVUL to accomplish Board Benchmarks.
46	12/20/16	CSBG Program Manager issues board corrective action plan after some of the Board Benchmarks were not completed by the agreed upon deadline.
47	12/20/16	LVUL response to corrective plan received by DHHS.
48	1/4/17	Update on corrective action plan issued by CSBG Program Manager following submission of some of the documentation needed to clear some of the items.
49	1/4/17	Contract with national CSBG Board consultant established by LVUL. Scope of work that he provided extends for several months into 2017.
50	1/31/17	Monthly update on board corrective action status submitted by LVUL.
51	2/3/17 and 2/4/17	CSBG Board Consultant provided training to CAA and Governing Boards in a two day retreat. The training provided a comprehensive review of CSBG board governance requirements and an overview of the strategic planning process.

52	2/12/17	Phone with CSBG Board Consultant to recap the training. Training was reported to have gone well.
53	3/3/17	Monthly corrective action progress report submitted by LVUL.
54	4/4/17	Monthly corrective action progress report submitted by LVUL.
55	5/11/17	Monthly corrective action progress report submitted by LVUL.
56	6/5/17	Email sent by CSBG Program Manager providing comments on the March, April, and May corrective action progress report. Four items were noted as not in compliance.
57	6/5/17	Email from LVUL Director indicating that the four items noted as non-compliant constitute "administrative minutiae." CEO states that he will engage the CSBG Board Consultant for assistance in completing these items.
58	6/21/17	DHHS issues grant conditions for the grant year that begins 7/1/17. There are twelve significant areas of non-compliance referenced in the conditions. The non-compliant items from the Board corrective action plan referenced above were incorporated into this document.
59	6/22/17	Meeting held with CAA board in Las Vegas to discuss the grant conditions. *Note: DHHS requested a joint meeting with both the CAA and Governing Board. The Governing Board declined and requested a separate meeting.*
60	6/30/17	Meeting held with LVUL Governing Board in Carson City to discuss the grant conditions. DHHS and LVUL agree to hold a retreat to develop a work plan that will address the grant conditions.
61	7/10/17	LVUL engages the CSBG Board Consultant, John Edwards, to assist staff with the development of the work plan to address the conditions.
62	7/20/17	Email from John Edwards indicates that Board members are not participating in developing the work plan. (He verbally indicates to the CSBG Program Manager that the LVUL Director was not participating either.)
63	7/31/17	LVUL submits response letter to DHHS grant conditions. The letter does not fully acknowledge LVUL responsibility for addressing the conditions or fully commit to the required actions.
64	8/3/17	DHHS response to LVUL letter of 7/31/17 regarding the grant conditions. The DHHS letter references the need to restructure the two boards to meet CAA requirements.
65	8/15/17	DHHS holds call with the National Urban League to discuss the grant conditions and the board issues.
66	8/15/17 – 8/23/17	Seven of the twelve CAA board members resign from the CAA board. The resignation letters received by DHHS did not cite a reason for resigning. In a separate email to the CSBG Program Manager, the Board Chair cited the Governing Boards displeasure with the CAA Board agreeing to meet with DHHS on 6/22/17 and "concerns with operational practices" in use by LVUL.
67	8/18/17 & 8/19/17	DHHS, LVUL, and consultants meet in Las Vegas to discuss the content for the required action plan to address the grant conditions.
68	8/21/17	DHHS, LVUL, and NUL hold a call to review the results of the retreat and discuss DHHS requirement for LVUL to form a single governing board based on CSBG criteria, which is the standard practice for almost all other CAAs across the country. NUL was asked to consider whether the CAA and NUL board criteria can be compatible in forming a single board.
69	9/18/17	DHHS receives a letter from NUL indicating that LVUL must follow NUL board requirements to remain a NUL affiliate.
70	10/11/17	DHHS receives a letter from LVUL Director voluntarily relinquishing the CAA designation and CSBG funding.

Attachment B

Department of Health and Human Services
Office of Community Partnerships and Grants
Community Services Block Grant (CSBG)

CSBG Grant Conditions for SFY 2018
Las Vegas Urban League (LVUL)

6/21/17

LVUL GRANT CONDITIONS – SFY 2018

The following grant conditions are effective for the SFY 2018 CSBG grant year July 1, 2017 to June 30, 2018. The goal of the grant conditions is to address immediate areas of concern and establish the foundation needed for LVUL to perform as a Community Action Agency. DHHS is interested in assisting LVUL accomplish this work if both Boards approve Option A referenced in the LVUL Options Section at the end of this document.

If Option A is selected, some of the conditions, as noted, will require the use of consultants. DHHS will work with LVUL to keep these costs reasonable. CSBG funds may be used to pay for this work. It is anticipated that LVUL will have a significant carryover amount from the SFY 2017 CSBG award that can be used to cover these expenses. The investment of CSBG funds to support the capacity building that is needed to resolve these issues will benefit the agency, clients and the wider community.

The grant conditions are being established instead of a Quality Improvement Plan (QIP). However, if the conditions are not met, or Option C is selected, DHHS will either issue a QIP or move to terminate LVUL as a designated Community Action Agency. Refer to the Office of Community Services (OCS) Information Memorandum (IM) #116 for further information regarding the QIP and termination process.

Most of the issues included in the grant conditions were originally identified on the monitoring report dated 12/7/15 and again reviewed in the follow-up monitoring report dated 7/14/16. The reports contained required actions and recommendations. LVUL accepted the recommendations referenced in the reports and agree to implement them. LVUL has failed to fully address both the required actions and recommendations in a timely manner.

The State CSBG Office has broad authority and responsibility to insure that CAAs are stable and have the necessary organizational systems in place to operate the CSBG program. This authority extends beyond the technical requirements contained in the CSBG Organizational Standards and also includes oversight and responsibility for other types of organizational deficiencies that jeopardize the performance of the CSBG program.

LVUL currently receives $1.9 million annually in CSBG funding and approximately $27 million annually through the Child Care Development Block Grant, WIC, and Aging Services and Disability funding for a total of $29 million of the $32 million in total revenues managed by the agency. We have determined that immediate action is needed in order to avert a potential agency failure that would prove disruptive to the continuation of the CSBG program in the community and may affect other critical DHHS programs managed by LVUL.

We advise the agency to not contest this action or engage in a technical dispute regarding our authority as appears to be suggested in the CEO's email dated June 5, 2017. We would advise against this approach for the following reasons:

a) We believe that the conditions within the agency will continue to deteriorate until the agency is no longer able to operate as a viable entity.

b) The deficiencies are connected to past program monitoring reports that the agency has accepted.

c) This action is not contestable. The federal Office of Community Services does not have jurisdiction over the State CSBG Office's use of grant conditions. They have jurisdiction over the QIP and Termination process as referenced in IM #116. https://www.acf.hhs.gov/ocs/resource/no-116-corrective-action-termination-or-reduction-of-funding

d) We would not be left with any options other than issuing a QIP or initiating the termination process. This would greatly narrow the opportunity to work together to resolve these issues.

e) DHHS would need to review the long term stability and security of the other DHHS programs operated by LVUL based on our concerns about the organizational viability of the agency.

GRANT CONDITIONS

1. Strategic Plan

Deficiency:

The most recent Strategic Plan ended in 2016. The agency has not completed a new plan in compliance with CSBG Organizational Standards. The agency has lost several major programs over the last 18 months and does not have a strategic direction that is aligned with the mission and goals of community action.

Basis for Grant Condition:

- CSBG Organizational Standards
- Nevada CSBG Community Needs Assessment guidelines
- Previous program monitoring reports

Grant Conditions:

A. Complete a draft of the Strategic Plan by no later than August 31, 2017. We recommend that LVUL use the Community Action Partnership Strategic Planning Guidelines to create the plan.

B. The Strategic Plan will be subject to approval by DHHS to insure that it meets the intent of the CSBG Organizational Standards and the goals of community action.

C. If youth and senior services are identified as priorities in the plan, the plan must provide sufficient justification to continue these services following the departure of LVUL programs from the Pearson Center and the Martin Luther King Center Senior Center in August 2017.

D. It must be based on a Community Needs Assessment that meets the State CSBG Office Guidelines.

E. It must include a goal or goals related to expansion of services into the Latino community and other areas of the community as referenced in grant condition #12.

F. The plan must include Family Service, Community Project, and Agency-Capacity goals focusing on the development of LVUL as a CAA.

G. The plan must include specific program improvements for existing programs at LVUL.

2. Compliance with CSBG Board Standards

Deficiency:

A corrective action plan was issued by the State CSBG Office on December 20, 2016. LVUL is currently out of compliance with four items in the plan.

Basis for Grant Condition:

- Corrective Action Plan dated 12/20/16
- OCS IM #82
  https://www.acf.hhs.gov/ocs/resource/im-no-82-tripartite-boards
- State CSBG Office Board Standards
- Previous program monitoring reports

Grant Condition:

A. Complete the remaining items in the CSBG Board Corrective Action Plan by no later than 7/31/17.

3. Implementation of the Nevada Service Delivery Model and Required Software

Deficiency:

Every program, with the exception of the Family Development and Employment programs, is not in compliance based on a diagnostic report sent to the agency in May 2017. Some programs are utilizing the required software on a limited basis or not at all. The agency pays approximately $8,000 in licensing fees to use the software and has also paid approximately $15,000 - $20,000 over the past three years in a separate contract with the software vendor for technical assistance. There is no internal accountability system for this project or for the CSBG funds that are being spent.

The Service Delivery Model provides a system for maximizing client outcomes. The non-use of the system greatly impairs the ability of the agency to provide a comprehensive client assessment and address client needs in a systematic manner. The limited use of the software results in the agency lacking data to support the funding it receives. Sufficient data does not exist for the agency to use to analyze program performance. The agency is out of compliance with the requirements of the annual CSBG report which requires full reporting.

Basis for Grant Condition:

- DHHS Notice of Grant Award, Terms and Conditions for using eLogic software
- Previous program monitoring reports
- May 2017 diagnostic report
- Annual CSBG reporting requirements
- Ineffective use of CSBG funds

Grant Conditions:

A. Establish an accountability system and identify performance expectations for staff using eLogic by 8/31/17.

B. Establish a monitoring plan to assess staff and program compliance by 8/31/17.

C. Establish an implementation plan for each non-compliant program in the agency by 8/31/17.

4. Organizational Standards

Deficiency:

Based on documents submitted in March 2017, LVUL is out of compliance with 13 of the 58 Organizational Standards. The Office of Community Services requires 100% compliance. There other CAAs across the state that also have not achieved compliance and will be receiving a Technical Assistance Plan as required under OCS IM #138. We are including this as a grant condition here in order to assure that LVUL achieves full compliance.

Basis for Grant Condition:

- OCS IM #138 https://www.acf.hhs.gov/ocs/resource/csbg-im-138-state-establishment-of-organizational-standards-for-csbg-eligible-entities
- Previous program monitoring reports

Grant Conditions:

A. Establish an implementation plan that identifies the work that remains to be completed, who is responsible, and the target date for completion for each remaining standard that is not in compliance by 9/30/17.

B. Request assistance, as needed, from the consultant hired by the Nevada Community Action Association to assist CAAs achieve compliance.

5. CSBG not Operated as an Agency-wide Program as Required under the CAA Designation

Deficiency:

The responsibility for CSBG has been assigned to the Organizational Development Unit (ODU). LVUL, as a designated CAA, is required to operationalize CSBG throughout the entire agency. The ODU has no authority to require agency staff to contribute to implementing CSBG requirements and developmental initiatives. Participation is voluntary and there are no consequences for non-participation. DHHS authorized a budget of $311,000 to be spent on ODU during SFY 2017, an amount that is not supported based on the limited impact it has had toward meeting the agency's obligation to operate as a CAA. The voluntary approach has proven not to work. CAA requirements, goals, projects and initiatives must be mandatory across the agency in order for CSBG to function appropriately and consistently with the intent of the program.

Basis for Grant Condition:

- LVUL's designation as CAA
- Previous program monitoring reports
- Ineffective use of CSBG funds

Grant Condition:

A. Adopt management processes and accountability systems to insure that CSBG is implemented throughout the entire agency. Provide documentation to support that these systems are in place by 8/31/17.

6. Management Structure and Accountability Systems

Deficiency:

There are several intertwined issues created by the lack of an effective management structure and accountability systems in addition to the deficiency referenced above under condition #5.

a) The current structure promotes a silo approach to managing agency programs, with each program operating largely as an independent entity rather than part of a collective organizational structure. There isn't an effective way to engage program managers and staff with the implementation and development of agency policies, the strategic plan, and agency initiatives. The current structure limits opportunities for collaboration across programs.

b) Accountability systems are inadequate as evidenced by the loss of at least six major agency programs over the past 18 months, poor performance in implementing the required Nevada Service Delivery Model and software, and limited client traffic in the Cheyenne Office. There appears to be very limited capacity for the agency to identify and resolve issues using its internal management systems based on the issues cited in these grant conditions.

c) Deficiencies in internal management negatively impact the ability of the Board to meet its governance responsibility. Information about the status of the agency cannot be communicated accurately to the Board.

d) The current management structure is not effective at focusing the agency on its core mission and goals and developing systems for monitoring performance.

e) The current management structure inhibits the ability of the State CSBG Office to partner with the agency in an effective manner.

Basis for Grant Condition:

- Previous program monitoring reports

Grant Condition:

A. Reorganize the management structure of the agency into one that addresses the issues cited above. The structure must emphasis collective engagement of program managers and staff in the work of the agency, including policy development and strategic planning. It must also be organized around the mission and goals of community action. It must demonstrate that it has the capability to address the issues covered by the grant conditions. Submit a detailed description of the planned structure to DHHS by 8/31/17. The structure will be subject to approval by DHHS to insure that it has the potential to accomplish the work of community action.

7. Chief Executive Officer (CEO) Accountability

Deficiency:

As noted in the fiscal monitoring report issued by DHHS on March 9, 2017, the performance benchmarks for the CEO are not adequate to provide for effective administration of the agency. The issues noted here underlie the importance of this condition. The Board is not fulfilling its duty to provide agency oversight per CSBG standards.

Basis for Grant Condition:

- OCS IM #82
  https://www.acf.hhs.gov/ocs/resource/im-no-82-tripartite-boards
- Fiscal monitoring dated March 9, 2017
- CEO accountability insufficient to support the effective administration of the CSBG program.

Grant Conditions:

A. Submit a draft copy of the CEO performance evaluation template by 8/31/17. We recommend that the Board work with John Edwards, the current LVUL Board consultant in preparing this document.

B. The performance evaluation must include accountability for completion of the grant conditions as well as other objective, community action related performance benchmarks.

C. The initial performance evaluation must be completed by 9/30/17. Subsequent evaluations must be completed by the quarter end date through the SFY 2018 grant year.

D. Notify the CSBG Program Manager within five business days after each quarter end date indicating that the evaluation has been completed.

8. Board Structure and Development

Deficiency:

The current Board corrective action plan is largely centered on technical compliance with CSBG requirements. We are concerned that the Boards, despite the training provided by Mr. Edwards, still do not have a full understanding of their governance roles and responsibilities that is sufficient enough to provide the oversight required per IM #82. This responsibility is complicated by LVUL's Board structure, which consists of a Governing Board and CAA Board. The creation of the Governing Board was approved by the State CSBG Office in September 2015 to accommodate the board requirements of the National Urban League.

One of the goals of the CSBG program in approving this structure was the potential opportunity to add Board resources to the agency for fund-raising, deeper community engagement and community asset building projects that are typically found in other larger CAAs across the nation. We have not seen evidence of these activities to date.

The viability of this structure needs to be assessed. This includes a review of the Operating Framework (dated 10/25/16), the clarity of the respective Board roles and responsibilities, the potential for value added contributions by the Governing Board, and whether the NUL and CSBG Board requirements are compatible and can be accommodated within the same agency.

The actions, while essential, will not by themselves produce improved board oversight. Board members must acknowledge their responsibilities and act on behalf of the agency to hold the CEO and staff accountable for addressing problem areas and achieving results. This involves partnering with the CEO, but also operating with a degree of independence from the CEO through engagement with the strategic plan and related strategies to impact the community and through the use of objective criteria for evaluating results.

Basis for Grant Condition:

- OCS IM #82
  https://www.acf.hhs.gov/ocs/resource/im-no-82-tripartite-boards

Grant Conditions:

A. Submit the template and schedule for completing the board assessment as outlined above by 9/30/17. Include a board self-assessment survey based on samples instruments used in the community action network. We recommend that the Board work with Mr. Edwards, the current LVUL Board consultant, on this condition.

B. Complete the board assessment and self-assessment of the Board by 9/30/17.

C. Develop checklists or similar tools to monitor the performance of the agency across a number of core program and fiscal areas by 9/30/17. The Board consultant as well as internal staff resources should be used to complete this condition.

D. Clarify whether the CAA and Governing Boards role in fund-raising and whether the agency plans to develop a fund-raising plan and if so when. If not, clarify the existing approach to fund-raising, summarize the amount of funds raised annually over the past three years, and why the current approach represents the best plan for securing unrestricted dollars for the agency. *Note: this is not a part of the grant conditions, but we are including it here for purposes of clarification. DHHS, as your primary funding source, would like to know the plans of the agency for fund-raising and reaching a higher level of solvency.*

9. Limited Use of the Cheyenne Office as a Client Service Center

Deficiency:

The Cheyenne Office has been observed to have very limited client traffic over a period of many months.

Basis for Grant Condition:

- Ineffective use of CSBG funds

Grant Condition:

A. Provide an agency-wide plan for increasing client access/utilization of the Cheyenne Office as a client service center by 8/31/17.

10. Human Resource System

Deficiency:

Based on the fiscal review report conducted by DHHS and dated 3/9/17, the Human Resources' policies and procedures need to be updated.

Basis for Grant Condition:

- CSBG Organizational Standards
- Fiscal monitoring dated March 9, 2017
- Basic non-profit practice

Grant Condition:

A. Obtain assistance from a qualified Human Resources professional to review and update the agency's human resources policy manual. The consultant should have experience working with the non-profit sector. Complete the update to the policy manual by 10/31/17.

11. Fiscal Accountability, Policies, and Internal Controls

Deficiency:

There have been three Chief Financial Officers (CFOs) in the past year. The fiscal review performed by DHHS in March 2017 was limited in scope and did not assess financial management systems or solvency.

We have concerns about the status of fiscal management based on the budget submitted with the SFY 2018 CSBG grant application, journal vouchers and other changes made in conjunction with the March 2017 Request for Funds, and a unclear budget amendment submitted in May 2017. A more complete review of the status of the financial management systems by a third party is warranted as reassurance that LVUL has the capability and systems in place to effectively manage multiple funding sources.

Basis for Grant Condition:

- Basic non-profit fiduciary responsibilities
- DHHS responsibility to safeguard CSBG funds

Grant Condition:

A. Hire an independent auditor (other than the firm used for the agency's single audit) to review accounting practices, including internal controls, compliance with Uniform Guidance, allocation policies and procedures, the agency's balance sheet, and whether complete and appropriate records are being maintained. DHHS will provide further guidance on the scope of work and the selection process for hiring an independent auditor. The target date for completing this review is 9/30/17, but it may be adjusted depending on the scope of work.

12. Expansion of Programs to the Entire Community

Deficiency:

The Community Action Agency designation comes with the expectation that LVUL will provide leadership across the entire community on issues impacting low-income families and will serve concentrations of low-income individuals and families throughout the entire Clark County service area. This has been discussed several

times since LVUL received the designation in 2006. Some progress has been made by individual programs, but an agency-wide plan is needed, in particular one that addresses the Latino population as the largest minority population in Clark County.

Basis for Grant Condition:

- CAA designation based on serving low-income populations throughout the Clark County Service area
- Previous program monitoring reports

Grant Condition:

A. Summarize current efforts to expand services throughout the community, including efforts to access the Latino population by 8/31/17.

B. Provide a long-range action plan for expanding LVUL's footprint into other neighborhoods where there are concentrations of low-income families and individuals by 12/31/17.

LVUL OPTIONS

We are requesting a written decision by both Boards by July 14, 2017 that indicates which of the following options has been selected.

Option A – LVUL accepts DHHS assistance in addressing the grant conditions.

With this option, we are proposing a three to four day retreat with the people listed below. The scope of work will include: reviewing the grant conditions and revising it as determined necessary, identifying any other critical issues, and preparing an implementation plan. On the final day of the retreat, a summary will be provided to available Board members and the CEO and staff in separate presentations.

- John Edwards, current LVUL Board consultant, who will facilitate
- Fred Richmond, current contractor who works with the agency on the implementation of the Service Delivery Model and agency software
- Gary Gobelman, State CSBG Program Manager
- LVUL Program Managers, with Tamara Collins working as the lead person for LVUL
- Board members are invited to participate in the retreat based on their availability

Option B – LVUL selects to voluntary relinquish CSBG funding and its designation as CAA. CSBG funding would end on a date that facilitates the transition of CSBG funding to a new designated CAA.

Option C – LVUL declines to work on some or all of the grant conditions. DHHS will move forward with a Quality Improvement Plan or termination of CSBG funding and the CAA designation as described in IM #116.

Attachment C

Las Vegas Urban League
A Nevada Community Action Agency

Las Vegas Urban League Governing Board of Directors

Anthony L. Gladney

Berna Rhodes-Ford

D. Edward Chaney

Dawn LaBonte

James E. Lincoln II

Tony Bourne

Tom Skancke

Mark Salisbury

July 31, 2017

Gary Gobelman, Nevada CSBG Program Manager
Nevada Department of Health and Human Services
Office of Community Partnerships and Grants
Division of Health Care Financing and Policy
560 Hammill Lane
Reno, NV 89511

Dear Mr. Gobelman:

Thank you for your time on June 30, 2017 to meet with Tony Bourne, Dawn LaBonte, Tom Skancke and myself. We all believe the discussion was productive and really appreciate the time you all took to meet with us. We look forward to more open, direct and honest dialogue like this in the future.

As you know, the Las Vegas Urban League Community Action Agency ("LVUL CAA") plays a critical role in the Las Vegas/Clark County community. We value our position in the community and in assisting others through the services we provide. LVUL CAA is committed to continuing its role as a CAA and seeks to do so in a way that benefits the community and sustains LVUL CAA as an organization for many years to come.

I have carefully reviewed the CSBG Grant Conditions for SFY 2018 you provided. We are excited to continue our good working relationship with DHHS to achieve the goals set forth by the State as well as identified by our organization as a CAA. To that end, LVUL CAA chooses "Option A" as described under LVUL Options. In working toward satisfying the conditions, I intend as Chairman of the Governing Board of Directors to maintain a close relationship with DHHS and will ensure proper oversight of LVUL CAA and its organizational structure and staffing. As I am sure you will agree, for LVUL CAA to be successful in this or any other endeavors, its CEO must be involved. To that end, it will be important for DHHS and LVUL to work together on all aspects of meeting the Grant Conditions, including having our CEO involved with the decision making process to meet all aspects of the Grant. The inclusion of our CEO will ensure that we remain productive and continue to grow our mutually beneficial relationship.

I'm confident going forward that this partnership is going to be very strong and positive.

With respect to some of the specific Grant Conditions, I would like to clarify what appears to be misconceptions with many of the stated "deficiencies" that form the bases for the Grant Conditions. Additionally, although LVUL CAA chooses Option A moving forward, not all of the conditions are appropriate under the circumstances—indeed, you have already changed some of them—and we believe it is important to specify what makes sense and what does not.

1. Strategic Plan

Deficiency:

The suggestion that LVUL CAA has lost several major programs in the last 18 months is inaccurate. The vast majority of our grants have a beginning date and an end date. Several of those grants are one-time grants, which we do not expect will renew. Others, such as various federal grants, are subject to policies that discourage renewal so other programs can benefit. Those scenarios necessarily result in turnover among LVUL CAA's grants. It does not mean, however, that the organization is failing to attract new and replacement grants and other funding sources that more than make up for the expired grants.

With regard to some of the specific programs, the Pearson Center was not a lost program. It was a business decision regarding a building lease with management responsibilities, as opposed to a specific program. Additionally, we have not lost our MLK Senior Center. In fact, we have recently signed a favorable contract extension.

Grant Conditions:

We agree to complete the conditions stated by the August 31, 2017 deadline

2. Compliance with CSBG Board Standards

Deficiency:

Although a corrective action plan was issued as stated, several of the items in the plan have been modified as we have attempted to complete that plan, which has led to the need to clarify and be specific with regard to this Grant Conditions document.

Grant Condition:

We agree to complete the remaining items in the Board Correction Action Plan by the deadline of August 18, 2017 (assuming the plan's requirements cannot continue to change).

3. Implementation of the Nevada Service Delivery Model and Required Software

Deficiency:

Establish an accountability system for staff using eLogic

Grant Conditions

We agree to complete the remaining items by the deadline of August 31, 2017

4. Organizational Standards

Deficiency:

Establish an implementation plan

Grant Conditions:

We agree to complete the development of the plan by the deadline of September 30, 2017

5. CSBG not Operated as an Agency-wide Program as required under the CAA Designation

Deficiency:

LVUL CAA does in fact operate the CSBG as an agency-wide program. Each division reports to senior management and Organizational Development each month on its progress. This process is led by our head of operations who also leads our WIC program (a non-CSBG-funded program). While improvement is needed, the suggested level of deficiency stated is inaccurate. In fact, you meet with all managers regularly, not just those who are over programs receiving CSBG funds.

Grant Conditions:

LVUL CAA already has management processes and accountability systems in place to ensure CSBG is implemented throughout the entire agency. We will continue to improve those measures and will provide support by the deadline of August 31, 2017.

6. Management Structure and Accountability Systems

Deficiency:

LVUL CAA has made great strides to organize itself for operational efficiency and compliance with all required laws, rules, and standards not only under the CSBG but also under all the various requirements to which LVUL CAA is subject.

Grant Condition:

We continue to massage our organization structure in an effort to meet the needs of CSBG, NUL's terms of affiliation and other LVUL business standards.

7. Chief Executive Officer (CEO) Accountability

Deficiency:

The suggestion that the performance benchmarks for LVUL CAA's CEO are not adequate to provide for effective administration of the agency is at best an uninformed opinion. Looking at the substantial increase LVUL CAA has been able to develop in its funding and population served (as well as its parent entity, LVUL) more than demonstrates that the CEO is exceeding any relevant performance benchmarks.

Grant Conditions:

LVUL CAA will certainly take into consideration DHHS's suggestions with regard to evaluating the CEO. During our meeting, you indicated to us that you would be forwarding a list of items that you would like our Governing Board to use in order to review our CEO on an annual basis. You recommended some specific things that you would like us to use during that annual review process. If you could forward those items to me directly that would be greatly appreciated.

We will assess whether it makes sense to modify how we evaluate our CEO. To that end, we will welcome input from knowledgeable consultants with whom we are working. Whether we change the evaluation process or not, we will continue to provide you with a copy of the CEO appraisal template.

8. Board Structure and Development

Deficiency:

Completion of board assessment/evaluation

Grant Conditions:

We agree to complete the conditions stated by the September 30, 2017 deadline

9. Limited Use of the Cheyenne Office as a Client Service Center

Grant Condition:

We will work toward increasing client access and utilization of the Cheyenne Office by the deadline of August 31, 2017.

10. Human Resources System

Deficiency:

But for some very minor instances, the agency's policies and procedures are more than complaint with applicable labor and employment laws and regulations.

Grant Condition:

The relevant employee handbook and policy manual have already been reviewed by the required professional. They have been put in final form and will be submitted for your review.

11. Fiscal Accountability, Policies, and Internal Controls

Deficiency:

Hire an independent auditor

Grant Condition:

We agree to complete the conditions stated by the September 30, 2017 deadline

12. Expansion of Programs to the Entire Community

Deficiency:

Provide a long-range action plan for expanding LVUL's footprint to the community at large.

Grant Condition:

We agree to complete the conditions stated by the August 31, 2017 deadline

Some General Comments

We are proceeding with the expectation that, upon meeting the agreed-to Grant Conditions, LVUL CAA will be considered in full compliance and not subject to ongoing, ever changing conditions and timetables. In the meantime, we continue to be committed to community action and look forward to building a stronger more productive working relationship.

Thank you again for your time and input during this process.

Respectfully,

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League

Attachment D

BRIAN SANDOVAL
Governor

RICHARD WHITLEY, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE

4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010
http://dhhs.nv.gov

August 3, 2017

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League
3575 W. Cheyenne Avenue, Suite 101
North Las Vegas, Nevada 89032

Dear Mr. Gladney:

Thank you for your letter of July 31, 2017 and your commitment to insure that the CSBG grant conditions are satisfactorily addressed through the acceptance of Option A. We look forward to meeting with you to discuss the development of an action plan during the August 18 and 19, 2017 work session.

With the acceptance of Option A, the next step following the work session will be submission of an action plan. We have established September 8, 2017 as the due date for submission of the plan. If the plan is accepted by DHHS, implementation will be monitored by DHHS based on the established actions and timeline. The grant conditions will be considered resolved when the approved action plan for each condition has been fully implemented.

We appreciate your recognition that the board structure needs to be reconsidered and reconfigured in order for the CSBG program at LVUL to be successful and compliant. To achieve this goal, it is important for the CAA Board to be fully engaged in the decision-making. This is a statutory requirement for the CSBG program as well as a means for resolving the governance issues facing LVUL. We are therefore requesting a response from the CAA Board by August 14, 2017 indicating that they also agree to Option A, along with any comments that they wish to submit. We cannot proceed with the planned work session on August 18 and 19 without the CAA Board response.

The reconstruction of the board structure holds the key to solving all of the other grant conditions, yet also appears to be the most challenging condition to resolve. We regret

that the current board structure approved by our office in order to accommodate the board requirements of the National Urban League is not working as intended for the CSBG program. Our responsibilities to the CSBG program, however, require us to expect a solution that elevates the CAA Board to a level of oversight, responsibility, and decision-making that is consistent with CSBG requirements. We look forward to having further discussions with the Governing Board, CAA Board and staff to create a more effective CAA board structure.

Thanks again for your commitment to community action and to building a community action agency that helps people achieve their potential.

Sincerely,

Gary Gobelman

Gary Gobelman,
CSBG Program Manager

Attachment E

National Urban League

Nicolaine M. Lazarre
General Counsel &
Senior Vice President

120 Wall Street, 8th Floor
New York NY 10005

Phone 212 558 5364
Efax 646 790 8168

www.nul.org
www.iamempowered.com
nlazarre@nul.org

Empowering Communities. Changing Lives.

VIA EMAIL & UPS

September 15, 2017

Kevin E. Hooks
President & CEO
Las Vegas – Clark County Urban League
3575 W. Cheyenne Ave. Suite 101
North Las Vegas, NV 89032
KHooks@lvul.org

Re: Las Vegas Urban League Board Structure

Dear Kevin:

I write in response to your September 7, 2017 letter to Herman Lessard requesting an assessment per the Terms of Affiliation of the compliance of your current board structure and the compliance impact of establishing a tri-partite board structure per the requests of CAP-LAW and Community Action.

Per the Terms of Affiliation, Section C: Corporate Status and Principles of Operation, each Affiliate must operate its program and operations consistent with non-profit management and IRS fiscal standards for 501(c)(3) organizations. The IRS bans certain forms of political activity by 501(c)(3) organizations and their employees. Affiliates, and the Urban League as a whole, risk severe consequences if employees engage in prohibited political activity, including harsh penalty taxes and even revocation of tax exempt status. Consequently, NUL has a strict policy against activities, appointments and endorsements that indicate partisanship.

In August 1, 2014, NUL advised the Las Vegas Urban League it was in breach of the Terms of Affiliation because it was managed by a board with a large concentration of elected officials and/or individuals directly appointed by elected officials. Recognizing this structure was established to comply with requirements of Community Action Agencies ("CAAs"), we recommended your Affiliate structure the CAA as a subsidiary with one seat on your Affiliate's Board.

We understand that currently your Affiliate Board is composed of seven members, none of whom hold an elective office. The Affiliate has a subsidiary that runs the CAA. The subsidiary board is composed primarily of appointees designated for membership by

county and city elected officials. However, they do not have seats on the Affiliate Board. Based on our understanding of your current Affiliate Board structure, the Affiliate is in compliance with the NUL Terms of Affiliation.

Your proposed reorganization would lead to elimination of the subsidiary structure and reinstatement of the CAA Board as the Managing Board for the Affiliate. Three of the members of the (proposed) CAA Tripartite Board hold an elective office or are appointees representing such elected officials. We find that this structure violates the Terms of Affiliation of the National Urban League for the following reasons:

- The grant of license to operate as an Affiliate is granted solely to the Affiliate pursuant to a contractual relationship with NUL which is not assignable. NUL has not granted the CAA a franchise to operate an Urban League Affiliate.
- Per the Terms of Affiliation (Policy 1.3) the Affiliate must be solely managed by its Board of Directors.
- The Affiliate must retain controlling interest in all subsidiaries bearing the Urban League name.
- The Affiliate must conform to the prototype bylaws found in the Manual.
- The Affiliate must retain a non-partisan stance in order to maintain its 501(c)(3) status and to protect and maintain the 501(c)(3) status of the Urban League Movement as a whole.

For these reasons, we find that your proposed reorganization would not be compliant with the NUL Terms of Affiliation. We reiterate the recommendation that a member (or two) of the CAA Board hold seats on the Affiliate Board. The individual(s) holding dual seats on both boards should not hold, or run for, an elective office.

If you have any questions, or would like to discuss this matter further, please feel free to contact me. I can be reached at: NLazarre@nul.org or 212-558-5364.

Regards,

Nicolaine M. Lazarre
National Urban League

cc: Herman Lessard (via e-mail only)
Marc H. Morial (via e-mail only)

Attachment F

Las Vegas Urban League
A Nevada Community Action Agency

October 11, 2017

Cindy Smith
Social Services Chief III
Nevada Department of Health and Human Services
4126 Technology Way |Carson City, NV 89701

Re: CSBG Program

Dear Ms. Smith:

Pursuant to our recent conversation, it is our understanding that the Nevada Department of Health and Human Services desires to sever support of the Community Services Block Grant Program for the Las Vegas Urban League Community Action Agency. We understand that this decision is based on the National Urban League's ruling regarding LVUL's board structure, with which DHHS disagrees, and not related to compliance issues. As you know, LVUL CAA has been diligent in its efforts to satisfy all CSBG compliance requirements and would have continued to do so with the two-board structure currently in place.

Regardless of the aforementioned, if it is the will of the State of Nevada through DHHS to sever ties with LVUL CAA, then we will agree to voluntarily do so pursuant to a mutually agreed upon separation agreement. We want to ensure that this arrangement does not negatively impact our other relationships in the community and throughout the State. Further, we intend to continue using the designation of Community Action Agency through this transition in order to avoid any service interruption

As we move forward, we are committed to providing top notch service to all of our clients through this process. Moreover, we will provide the support necessary to assist with the transition of the CSBG to a new entity. In the meantime, we look forward to meeting with you to plan the next steps.

Respectfully,

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League

Kevin E. Hooks
President and CEO
Las Vegas Urban League

Attachment G

Las Vegas Urban League
A Nevada Community Action Agency

November 15, 2017

Cindy Smith
Social Services Chief III
Nevada Department of Health and Human Services
4126 Technology Way |Carson City, NV 89701

RE: Transition to separate CAA designation

Dear Ms. Smith:

Pursuant to the October 11th letter, and prior to the activation of our voluntary relinquishment of the CAA designation, we are formally requesting a meeting to discuss the transition. In the meantime, we have discontinued any furtherance of the grant conditions as agreed. If there is a need to move forward with the grant conditions, please provide a written response to the grant conditions document submitted September 7, 2017.

As we seek to achieve a mutually agreeable settlement, we expect to continue serving our clients at the highest level. In order to insure no loss of service we anticipate normalcy in the processing of all traditional DHHS support – this includes but is not limited to all fund requests to your office per the existing contracts/agreements.

Thank you and I look forward to hearing from you soon.

K.E. Hooks

Kevin E. Hooks
President and CEO
Las Vegas Urban League

Cc: Anthony L. Gladney, LVUL Board Chair
Tony Bourne, LVUL Board Vice-Chair
Ryan Myers, LVUL Chief Operating Officer
Lawrence Beasley, LVUL Organizational Development Director
John W. Edwards, Jr., The Edwards Group Florida, Inc. (TEGF)
Anthony B. Golden, Esq. Garg Golden Law Firm

Attachment H

BRIAN SANDOVAL
Governor

RICHARD WHITLEY, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE
4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010
http://dhhs.nv.gov

November 29, 2017

Las Vegas Urban League
3575 W. Cheyenne Ave, Suite 101
North Las Vegas, NV 89032

Dear Mr. Hooks,

This letter is in response your letter of October 11, 2017 regarding the voluntary relinquishment of the Las Vegas Urban League's (LVUL) designation as a Community Action Agency (CAA) and Community Services Block Grant (CSBG) funding. The Department of Health and Human Services accepts the voluntary relinquishment.

A voluntary relinquishment means that an agency no longer is interested in receiving the funds and providing services to the community based on the requirements of the grant. At that point, the decision-making as to what happens next and when it happens returns to the grantor agency. These practices are an established part of the grants-making process. There is no expectation or responsibility for the grantor agency to make the terms of the voluntary relinquishment contingent upon acceptance by the agency that is relinquishing the award.

We have established January 31, 2018 as the date for ending CSBG funding at LVUL. The designation of the new Community Action Agency for Clark County will take effect February 1, 2018. Attached is the revised grant award based on the January 31, 2018 end date. Please sign and return the award to us. Failure to sign and return the award will not change the end date.

Our primary responsibility as the grantor agency is to ensure that the CSBG funds are utilized in the best manner possible to serve low-income families and the community. The continuation of funding beyond January 31, 2018, as you have requested, would put us in a position of supporting LVUL with CSBG funds for an extended period of time for the sole purpose of reducing adverse fiscal consequences for LVUL. This would come at the expense of meeting our obligations to deliver services to the community in accordance with the intent and requirements of the CSBG program.

We appreciate your concerns about possible disruptions in service and we will work with you and our new partner agency to minimize impacts upon existing clients. The risk of disruption appears greater from our perspective in delaying the transition given LVUL's apparent reliance on CSBG funds to

sustain operations, the lack of interest in continuing to operate the program, and the history of board governance and program compliance issues. We will assume responsibility for services after February 1, 2018 along with the new partner agency.

The history of LVUL as a designated Community Action Agency has been a challenging one for both DHHS and LVUL throughout the twelve-year designation period. DHHS has spent considerable resources and technical assistance over this time-period to bring the agency into full compliance with the requirements, goals, and expectations that we have had for building a large and impactful agency to address the needs of low-income residents in Clark County. While we have had some successes over the years, the agency has not evolved into the CAA that we envision or is needed in the community. Our record of the program monitoring and assistance provided to LVUL supports the need for this transition include the following:

- Program monitoring in October 2015 that contained significant findings and recommendations.
- Follow-up monitoring in April 2016 that contained many of the same findings and recommendations in the October 2015 that has largely not been acted on.
- Grant conditions issued in June 2017 that contained many of the same findings and recommendations that had not been acted on.
- A fiscal monitoring report issued in March 2017 that contained several findings and recommendations critical to effective fiscal oversight and accountability of leadership that were declined by the agency.
- Efforts to accommodate the board requirements of the National Urban League (NUL) beginning in September 2014, combined with extensive technical assistance from DHHS and a CSBG funded an independent consultant over a three-year period. Despite these efforts, LVUL remained out of compliance with CSBG board standards and was unable to successfully integrate the NUL and CAA board requirements using a two-board structure. Ultimately, this ended up alienating CAA board members resulting in the resignation of over 50% of the CAA board.
- The subordination of community action under a unit within the agency that was not given the authority to implement CSBG requirements and goals on an agency-wide basis as required by CSBG (See attached for full description).

Although we may have come to this decision from different perspectives, both LVUL and DHHS agree that this separation needs to occur and is in the best interest of both parties.

The components of the transition plan should be simple. Please review the preliminary list below and let us know if there are additional items that need to be discussed.

- The approved CSBG budget establishes spending parameters for the program. The existing budget will remain in effect through January 31, 2018 based on the pro-rated amount contained in the revised grant award.
- Payments for November and December and January will be applied against the remaining balance of the funding advance that LVUL received in July 2017. Based on the final reconciliation in February 2018, DHHS will reimburse LVUL for any funds owed in excess of the advance repayment.

- The CSBG supported programs will be transferred to the new partner agency. We recommend that LVUL work with the new partner agency to determine if there are any staff transfers and to ensure that any transfers are seamless for staff.
- There is very minimal equipment that will be moved. We have reviewed the budgets for the past five program years, and we have only found video equipment purchased in SFY 2017.

We look forward to working with you on a cooperative transition of CSBG that is based on our shared interests in serving the community.

Sincerely

Cindy Smith
Chief, Office of Community Partnerships and Grants

cc: Richard Whitley, Director
Julie Kotchevar, Deputy Director

Enclosure: LVUL Voluntary Relinquishment
Program and Fiscal Monitor Timeline of Technical Assistance
Board Development Timeline of Technical Assistance

Attachment

I

Las Vegas Urban League
A Nevada Community Action Agency

January 2, 2018

Cindy Smith
Social Services Chief III
Nevada Department of Health and Human Services
4126 Technology Way |Carson City, NV 89701

Dear Ms. Smith:

Thank you for taking the time to meet with our team on December 19, 2017. I think the meeting was productive and helped clarify the interests and concerns of DHHS and the Las Vegas Urban League while we embark on a transition of LVUL's CAA designation. I will, however, take this time to reiterate that LVUL's relinquishment of its CAA designation is entirely conditioned on a written agreement being reached between LVUL and DHHS as to how the transition will occur. As mentioned during the December 19 meeting, LVUL is fully prepared to continue as the CAA for Clark County for the foreseeable future in the event we cannot reach a mutually-agreeable transition procedure.

During the December 19 meeting, we discussed various categories of costs that LVUL will incur if it is to give up its CAA designation by DHHS's desired January 31, 2018 date. Numerous programs will be impacted by the transition, including Family Development, Employment Assistance, MLK Senior Center, Project LISTOS, and others. LVUL will also incur the cost of rebranding given that the CAA designation has been used in virtually all LVUL materials and on building signs and marquees. There are also other administrative costs associated with the transition. Following are the dollar amounts associated with the various categories we discussed at the December 19 meeting. As mentioned, however, we are open to alternative arrangements to address these costs other than a cash payment, although some categories might not be conductive to an alternative arrangement.

Costs to be incurred by LVUL related to transitioning programs at 3575 W. Cheyenne	
Rents/Utilities	$63,518.33
Equipment Leases	$7,715.83
Telephone	$9,310.42
Building Maintenance/Utilities	$26,720.00
Subtotal	$107,264.58

Costs to be incurred by LVUL related to transitioning programs at MLK Senior Center	
Transportation Program	$12,790.00
Food Service	$36,355.00
Subtotal	$49,145.00

Administrative Costs	
Rebranding	$120,000.00
Miscellaneous Administrative Costs/Supplemental	$195,000.00
Employee benefit costs for laid off staff/COO	
Subtotal	$315,000.00
Total	**$471,409.58**

We look forward to scheduling another meeting in short order to discuss finalizing the process for the transition prior to January 31, 2018. In the meantime, in the spirit of good faith and fair play, we anticipate appropriate reimbursements for expenditures already made. As we mentioned during the December 19 meeting, we have recently experienced a delay in reimbursements that had not occurred prior to embarking on this transition process. Any shortcomings will inevitably be added to our transition cost, along with interest.

Also, Ms. Anderson suggested at the December 19 meeting that we could complete our resolution of these issues sometime after January 31, 2018. I think you understand that such an arrangement is not possible. If LVUL is going to relinquish its CAA designation, we must reach an agreement and execute a written agreement prior to January 31. As I mentioned, we are not opposed to continuing with the CAA designation and going through any administrative hearing process and court action if DHHS wishes to force the issue. Of course, we hope none of that will be necessary and that we can reach an amicable resolution that is in everyone's best interest, particularly the interest of the community we serve.

Sincerely,

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League

Kevin E. Hooks
President and CEO
Las Vegas Urban League

Cc: Tony Bourne, Board Vice-Chair LVUL
James Lincoln, Board Treasurer LVUL
John W. Edwards, Jr., The Edwards Group Florida, Inc. (TEGF)
Anthony B. Golden, Esq. Garg Golden Law Firm
Linda C. Anderson, State Of Nevada Chief Deputy Attorney General

Attachment J

Gary Gobelman

From:	Derek Stubbs <DStubbs@lvul.org>
Sent:	Friday, January 19, 2018 3:29 PM
To:	Cynthia Routh Smith; 'John Edwards'; Kevin E. Hooks; Ryan Myers
Cc:	Wendi Murillo; Tony L. Gladney; Tony Bourne; James E. Lincoln II; James E. Lincoln II; LAnderson@ag.nv.gov; Anthony Golden (agolden@garggolden.com); Gary Gobelman; Crystal Johnson; Julie Kotchevar
Subject:	RE: Letter to Cindy Smith_ 01_08_2018
Attachments:	SKM_C3850FS180118171200.pdf

Good Evening Ms. Smith:

Please find attached information relevant to the request in the below email. This supporting information does not take into account any additional months of services being provided and has no impact on our good faith efforts to come to an acceptable agreement with the State of Nevada Department of Health and Human Services regarding the CSBG/CAA status.

Regards,

Derek Stubbs
Chief Financial Officer

Las Vegas Urban League
A Nevada Community Action Agency

January 2, 2018

Cindy Smith
Social Services Chief III
Nevada Department of Health and Human Services
4126 Technology Way | Carson City, NV 89701

Dear Ms. Smith:

Thank you for taking the time to meet with our team on December 19, 2017. I think the meeting was productive and helped clarify the interests and concerns of DHHS and the Las Vegas Urban League while we embark on a transition of LVUL's CAA designation. I will, however, take this time to reiterate that LVUL's relinquishment of its CAA designation is entirely conditioned on a written agreement being reached between LVUL and DHHS as to how the transition will occur. As mentioned during the December 19 meeting, LVUL is fully prepared to continue as the CAA for Clark County for the foreseeable future in the event we cannot reach a mutually-agreeable transition procedure.

During the December 19 meeting, we discussed various categories of costs that LVUL will incur if it is to give up its CAA designation by DHHS's desired January 31, 2018 date. Numerous programs will be impacted by the transition, including Family Development, Employment Assistance, MLK Senior Center, Project LISTOS, and others. LVUL will also incur the cost of rebranding given that the CAA designation has been used in virtually all LVUL materials and on building signs and marquees. There are also other administrative costs associated with the transition. Following are the dollar amounts associated with the various categories we discussed at the December 19 meeting. As mentioned, however, we are open to alternative arrangements to address these costs other than a cash payment, although some categories might not be conductive to an alternative arrangement.

Costs to be incurred by LVUL related to transitioning programs at 3575 W. Cheyenne

Rents/Utilities	$63,518.35
Equipment Leases	$7,715.83
Telephone	$9,310.42
Building Maintenance/Utilities	$26,720.00
Subtotal	$107,264.58

Costs to be incurred by LVUL related to transitioning programs at MLK Senior Center

Transportation Program	$12,790.00	Attachment (D)
Food Service	$36,355.00	Attachment (E)
Subtotal	$49,145.00	

Administrative Costs	
Rebranding	$120,000.00
Miscellaneous Administrative Costs/Supplemental	$195,000.00
Employee benefit costs for laid off staff/COO	
Subtotal	$315,000.00
Total	**$471,409.58**

Attachment A

We look forward to scheduling another meeting in short order to discuss finalizing the process for the transition prior to January 31, 2018. In the meantime, in the spirit of good faith and fair play, we anticipate appropriate reimbursements for expenditures already made. As we mentioned during the December 19 meeting, we have recently experienced a delay in reimbursements that had not occurred prior to embarking on this transition process. Any shortcomings will inevitably be added to our transition cost, along with interest.

Also, Ms. Anderson suggested at the December 19 meeting that we could complete our resolution of these issues sometime after January 31, 2018. I think you understand that such an arrangement is not possible. If LVUL is going to relinquish its CAA designation, we must reach an agreement and execute a written agreement prior to January 31. As I mentioned, we are not opposed to continuing with the CAA designation and going through any administrative hearing process and court action if DHHS wishes to force the issue. Of course, we hope none of that will be necessary and that we can reach an amicable resolution that is in everyone's best interest, particularly the interest of the community we serve.

Sincerely,

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League

K.E. Hooks

Kevin E. Hooks
President and CEO
Las Vegas Urban League

Cc: Tony Bourne, Board Vice-Chair LVUL
James Lincoln, Board Treasurer LVUL
John W. Edwards, Jr., The Edwards Group Florida, Inc. (TEGF)
Anthony B. Golden, Esq. Garg Golden Law Firm
Linda C. Anderson, State Of Nevada Chief Deputy Attorney General

Las Vegas Urban League
Additional Cost Justification for CAA surrender

Attachments

Office Space	Monthly Costs	CSBG Monthly Share	# of Months	Total Costs
3575 W. Cheyenne Ave	$ 21,641.47	$ 10,575.00	6.0	$ 63,450.00
CSBG Programs operate in over 50% of the current rental space				
Copier leases under contract	$ 5,529.72	$ 1,714.84	4.5	$ 7,716.78
Telephone				
Cox	$ 5,469.00	$ 911.50	6	$ 5,469.00
Verizon	$ 3,860.52	$ 643.42	6	$ 3,860.52
				$ 9,329.52
Other Costs/Utilities for 3575 W. Cheyenne Ave				
Average Monthly Electrical Costs	$ 3,721.96	$ 1,001.42	6	6,008.52
Average Monthly Gas	$ 27.13	$ 13.02	4	$ 52.08
Monthly Janitorial	$ 4,992.00	$ 1,200.00	6	$ 7,200.00
Monthly Alarm System	$ 169.97	$ 26.33	6	$ 157.98
General Liability Insurance	$ 1,865.75	$ 309.32	6	$ 1,855.92
Fire & Causality Insurance	$ 1,247.33	$ 465.24	6	$ 2,791.44
Estimate repair costs for heating/air conditioning	$ 950.00	$ 456.00		$ 2,654.06
Estimated relocation costs of MLK facility obtaining bids to 3575 W. Cheyenne				$ 6,000.00 (B)
				$ 26,720.00
Total Program Transitional costs				$ 107,216.30
Miscellaneous administrative costs and staff supplemental benefits costs				
Anticipated Unemployment Insurance costs increase due to layoff of employees	$ 20,749.25	$ 5,187.31	4 weeks	$ 5,187.31 (C)
COO Salary for 1 year per State requirement	$ 100,000.00			$ 100,000.00
Administrative staff remaining after layoff				

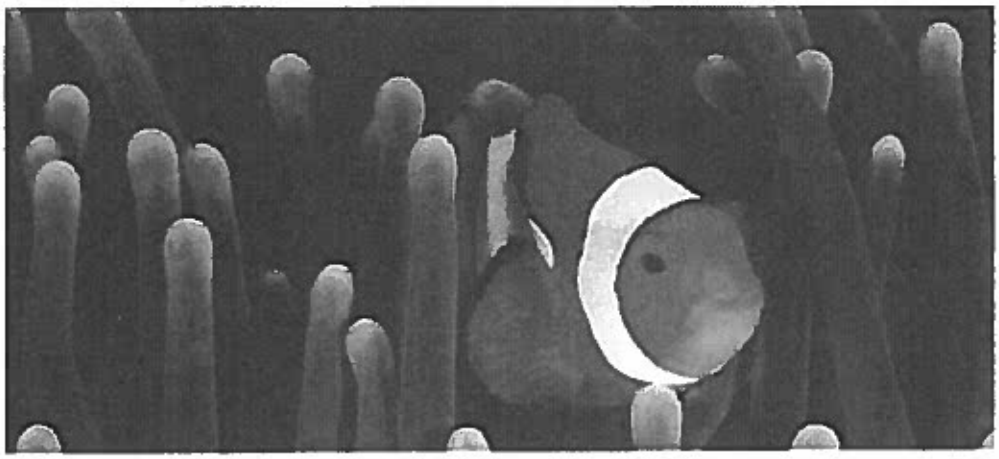
	Annual Salary	% charged to CSBG	Salary Chargeable to CSBG per Month		
Executive Assistant to CEO	$65,516.17	0.25	$ 1,364.92	6	$ 8,189.52
Chief Financial Officer	$122,841.35	0.3	$ 3,071.03	6	$ 18,426.20
Account Analyst	$52,958.27	0.6	$ 2,647.91	6	$ 15,887.48
Director of IT	$76,654.96	0.35	$ 2,235.77	6	$ 13,414.62
HR Director	$60,073.24	0.25	$ 1,251.53	6	$ 7,509.16
		Total Salary			$ 63,426.98
		Fringe benefits costs 23%			$ 14,588.20
					$ 78,015.18
Anticipated CAA Consultant Fees					$ 15,000.00
Anticipated Associated Legal fees for CAA Status return					$ 30,000.00
Total Miscellaneous administrative costs					$ 228,202.49

408-266-3162 strategists@hivemindinc.com

Attachment A

Rebranding Basics Start To Finish: Part 2

by Tom Lauck | Jul 24, 2017 | Branding, HiveMind Blog |



Rebranding Basics From Start To Finish May Seem Overwhelming. We Will Help You Take ***Your Brand Positioning*** To The Next Level.

Rebranding Basics is all about starting with a great imagination to create a creative brand idea. We all remember Marlin (Nemo's dad played by Albert Brooks) following Dory (Ellen DeGeneres) around and trying to understand her philosophy of "Just Keep Swimming". While it might promote sanity, it's the worst thing you can do for your brand.

By **"Business Brand"** I obviously mean more than simply your logo, corporate identity, or website. None of these tangible brand expressions is really your brand. Your brand is really more of an idea, a powerful concept of how your audiences see, talk about, and experience your company. You need **creative brand ideas** that start with a great imagination.

You are shaping your brand whenever you send an e-mail, hand out a business card, discuss your company with a prospect, place an ad, send direct mail, hand out sales literature, or deliver a speech. From time to time you need to refresh your brand: take it apart, examine it, look for areas of improvement and differentiation, clarify messaging, and retool visual brand expressions.

In Part 2 Of Our 3-Part Series On Rebranding Basics, You'll Learn:

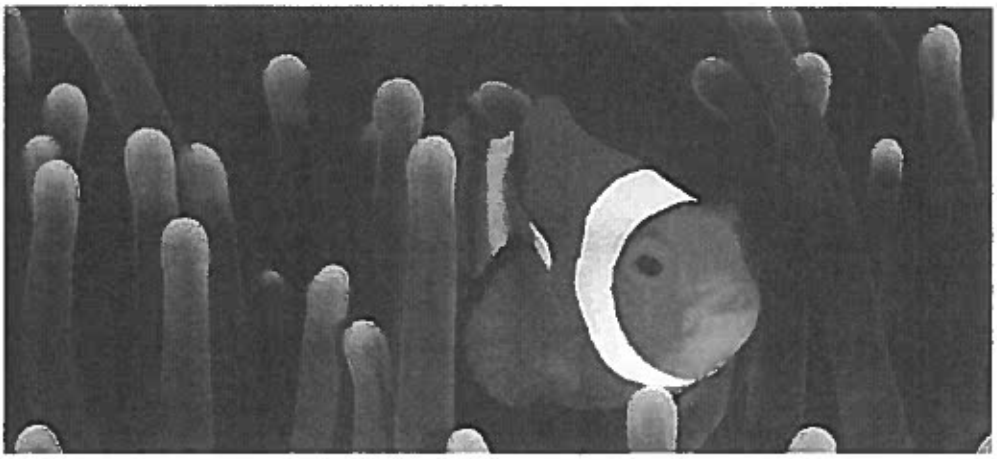
* The Key Components of a Strong Brand

* How Long It Will Take to Rebrand

* How Much It Will Cost to Rebrand?

If you need a refresher course in Rebranding Basics, please refer back to the first article in this series: "Your Rebranding Strategy: Take Your Brand Back To The Drawing Board"

Build Your New Brand Right



Although every brand is a blend of ideas, words, visual elements, and touch points, a solid brand is built around four key components:

Strategy — I know this is a cursed word, invoking images of "homework", dry research, and dull reports. If it helps, call it a **Directional Plan** because that's what is needed. Based on client input, online competitive research, and customer phone interviews, the strategy assesses the strengths and weaknesses of past marketing efforts, identifying opportunities for differentiation and improvement. A final deliverable summarizes positioning that explains how your company is different and why customers and other key audiences should care.

Messaging — Your messages must take the strategy one step further, determining specific benefits for products, services, and the company itself. Each message must directly support the differentiation established in your strategy, as well as be easily understood, believable and supported by proof points such as 3rd party research, testimonials, case studies, and comparison charts. Developing a messaging hierarchy establishes important messaging priorities. We specialize in **consumer branding**, among others, and welcome the opportunity to show you powerful case studies of how you can benefit, too.

Visual Identity — Your visual identity includes all of the visual expressions of your brand, including your corporate identity, website, sales literature, trade show graphics, advertising, signage, and more. Consistency is key here with regard to color, shapes, images, typography and layout. Make certain that your brand's visual components help distinguish your company from similar competitors. By aligning your brand's visual tone and attitude with your strategy, you build trust and engage potential customers for the right reasons.

People — A final piece of the brand puzzle involves how your people interact with customers. Not just tech support, but customer support, sales staff, receptionists, field engineers — everyone. With proper training every person in your company can provide a quality brand touchpoint.

How Long Will It Take To Rebrand?

How long will your rebranding initiative take? There are no simple answers. But you can identify the factors that could make the process take longer. Here are a few areas that commonly introduce delays:

1. The size of your organization (larger companies take longer)

2. The number of decision makers (fewer is faster)

3. The amount of research (online and offline) required

4. The scope and number of marketing deliverables

5. Whether a new name is required? (a separate process with its own methodology and schedule)

6. How responsive your management team is (a common source of delays)

7. How responsive your branding or marketing agency is

8. How involved your legal department needs to be

How Much Will Rebranding Cost?

How much does it cost to rebrand your company? Again, no simple answers. In general, larger companies spend more on rebranding than smaller companies.

Research shows that the average B2B company spends about 5% of revenues on marketing. In that context, the average

rebranding initiative costs about 10%–20% of the marketing budget.

For example, if your annual revenues are $15M and your marketing budget is $750K, you can expect to spend $75,000 to $150,000 to overhaul your company's brand. Of course, complexity plays a factor as well. Rebranding large, highly complex organizations generally costs more.

* Estimated $120,000 for Reasonable Costs to Complete Project

Apply for a Free Strategy Session
Find out if your brand is holding your back and how to stand out from the pack
Learn More ›

HERE AT HIVEMIND STUDIOS, WE HAVE FORMED ROBUST WEB DESIGN, DIGITAL, AND DEVELOPMENT TEAMS WHO WORK IN MARKETING TO ENSURE THAT YOU HAVE A POWERFUL BRAND FOR DIGITAL MARKETING.

Also published on Medium.

SEARCH

Search

CASE STUDIES

Hector and Lola (PDF)

Retrospect (PDF)

AB Sciex

Aptify

Chembridge Software

Expandable

Guava Technologies

MiLAN Technology

Molecular Devices

Sepialine

Symmetricom

TradeBeam

HiveMind Studios

1724 Alberta Avenue
San Jose, CA - 95125
Tel : (408) 266-3162
Email : strategists@hivemindinc.com

RECENT POSTS

- Creating Social Media Ads for Instagram, Pinterest & Snapchat

- 6 Steps for Writing LinkedIn Ads To Connect with Professional Clients

PAGES YOU MAY HAVE MISSED

- Client Reviews
- Creative Samples (PDF)
- HiveMind Blog
- Site Map

Derek Stubbs

From: Aries Cyrus-Sims
Sent: Wednesday, January 17, 2018 10:55 AM
To: Ryan Myers; Derek Stubbs
Subject: FW: Your Moving Estimate #550484

FYI

From: Jaime - Move 4 Less of Nevada [mailto:jaime@move4lessnevada.com]
Sent: Wednesday, January 17, 2018 10:20 AM
To: Aries Cyrus-Sims <ACyrus-Sims@lvul.org>
Subject: Your Moving Estimate #550484

MOVE 4 LESS

Estimate		Reference No:W550484
Move 4 Less of Nevada 7632 W Post Road Las Vegas, NV 89113 http://www.move4lessnevada.com	Customer Rep: Jaime Phone: 702-889-6683 Fax : 702-889-6685 Email : jaime@move4lessnevada.com	US DOT: 1251663 MC: 490778 Registration #: CPCN.3344

Moving From	Moving To
Urban League Non Profit 3575 W. Cheyenne Ave Suite 101 NORTH LAS VEGAS, NV 89032 Phone: 702-937-7022 aries	**Ryan Myers** LAS VEGAS, NV 89106 asims@lvul.org

Extra Stop / Notes
THIS ESTIMATE IS BASED ON AN HOURLY RATE. IF WE COMPLETE THE MOVE BEFORE OR AFTER THE ESTIMATED TIME WE WILL ADJUST THE TOTAL TO REFLECT THE ACTUAL TIME AT THE END OF THE MOVE. THIS PRICE INCLUDES DIS/REASSEMBLING OF 12 CUBICAL STATIONS. CUSTOMER WILL BE PACKED AND READY.MOVE4LESS WILL NOT RECONNECT ANY ELECTRICAL WIRING FROM THE CUBICAL WORK STATIONS

Relocation Details		Relocation Rate	
Job No:	W550484	5 Truck/s, 10 Men, $495.00/hrs 12.0 hours	$5940.00
Representative:	Jaime	Travel Time:	$495.00
Visual On:	01/16/2018 11-12PM	CUBICALS X 12 STATIONS	$0.01
Estimator:	JAIME	Basic Valuation Protection: $0.60 per lbs. per article	$0.00
Move Type: Commercial	Local Move,	Total Moving Estimate	$6435.01
Estimated Volume:	7900 cf. (55300 lbs)		

Requested Date of Move:	Wednesday, 02/28/2018
Reference By:	YELP
Created on:	01/11/2018

Understanding Your Estimate

This is a non-binding estimate based on the relocation information you provided to Move 4 Less. This estimate includes pick up & delivery, loading & unloading, assembling & disassembling, mileage, fuel, and valuation coverage. The total cost is based on an hourly rate with **double the drive time included in the 3 hr minimum. Drive time is from pick-up location to drop-off location.** Moving pads are supplied for free. **All packing supplies are not included. Should there be any other services or packing requested, additional charges may apply. Move4Less suggests removing any jewelry, medicine, personal or fragile items from ALL furniture. These items need to be packed and handled separately. Move 4Less is not responsible for any loss or damage to personal items left inside furniture.** Move4Less reserves the right to charge a one hour cancellation fee with the credit/debit card you provided our company to put on file to reserve your move. Should you cancel less than 24 hours before your move date, a one hour fee will be charged. If job is canceled with less than 24hr notice, all deposits are non-refundable. Form of payment must be paid by Cash, Postal Money Order, Visa, Mastercard, American Express or Discover Card only. As Licensed carrier with the US DOT we are required to provide you with limited liability coverage free of charge. Under this coverage, the maximum liability is limited to $0.60 per pound per article. Move 4 Less always recommends purchasing additional insurance. ****Claims must be filed within 7 business days of your move date.**** It is the customer's responsibility to pick up all small valuables, such as money, jewelry, electronics, prescriptions, hearing aids, guns, television remotes. In addition to this, all dresser drawers must be emptied prior to your move. Move4Less will NOT be responsible for any water damage that may be caused by disconnected water valves!! In Nevada all moving companies are regulated by the Nevada Transportation Authority (NTA) and are required to have a Certificate of Public Convenience and Necessity (CPCN) numbers.
Move 4Less, LLC. CPCN: 3344; US DOT: 1251663; MC: 490778.

Full Value Protection Amount of Liability: $_____(Optional)

FVP Amount of Liability:	$5,000	$10,000	$20,000	$30,000	$75,000	$100,000
Deductible Levels:	$1000	$1000	$1000	$1000	$1000	$1000
Valuation Charge:	$49	$99	$149	$199	$399	$499
Customer's Initials:	x_____	x_____	x_____	x_____	x_____	x_____

Articles List 43 Items, 802 Pieces

Qty	Items	Qty	Items	Qty	Items
2	ARM CHAIR	7	FILE CABINET	2	MISC BOXES
6	BOOKCASE LG	7	FILE CABINET LATERAL SM	5	PRINTER
6	BOOKCASE MED	5	FILE CABINET LATERAL TWO DRAWER	1	PRINTER
370	BOX (1.5 CU. FT.) SM	1	FILE CABINET SMALL	1	PULPIT
40	BOX (3.0 CU. FT.) MED	1	FILE CABINET VERTICAL 2DR	1	REFRIGERATOR SIDE/SIDE
2	CART LG	3	FLAG POLE	1	REFRIGERATOR UPRIGHT
32	CHAIR OFFICE	1	HAND TRUCK	1	ROLLER BOX
96	CHAIR SINGLE	5	MAG RACK	2	T.V. 21 ``-41`` FLAT PANEL
82	CHAIR STACKABLE	3	METAL RACK LG	2	T.V. 42``-47`` FLAT PANEL
1	CONFERENCE TABLE MED	11	METAL RACK MED	2	T.V. 50``- 55`` FLAT PANEL
17	DESK	2	METAL STORAGE CABINET	8	TABLE
11	DESK HUTCH LG	1	MICROWAVE MED	7	TABLE FOLDING
7	DESK MED	1	MINI FRIDGE	1	TABLE LRG
12	DESK RETURN	6	MISC	22	TABLE MED
8	FILE				

Cust mer Name _____ Customer Signature _____ Date _____

If you no longer wish to receive emails from Move 4 Less of Nevada, please click on remove me

Unemployment Report

LAS VEGAS - Clark County Urban League CAA (B2013)

From: 12/20/2017 Through: 12/20/2017

Attachment C

Employee ID	First Last	Pay Rate - Current	Work Hours - Current	Annual salary	Annually 2.95%	Quarterly	4% 520	1 week	4 weeks
203	BRIAN REESE	3	22.830000	47488.23	870.25	217.56	474.86	407.00	1,628.00
441	BETTY FULSAAS	3	16.000000	33281.28	870.25	217.56	332.80	332.80	1,331.20
184	ARIES CYRUS-SIMS	1106	24.490000	50941.16	870.25	217.56	509.39	407.00	1,628.00
234	LAWRENCE BEASLEY	1106	31.850000	66250.55	870.25	217.56	662.48	407.00	1,628.00
236	TAMARA COLLINS	1201	31.600000	65730.53	870.25	217.56	657.28	407.00	1,628.00
284	DENISE FINLEY	1201	18.940000	39396.72	870.25	217.56	393.95	393.95	1,575.80
391	RONALD HARRIS	1201	22.070000	45907.37	870.25	217.56	459.06	407.00	1,628.00
512	GERALDINE DAVIS	1201	17.600000	36609.41	870.25	217.56	366.08	366.08	1,464.32
643	LIZA CANO	1201	13.500000	28081.08	828.39	207.10	280.80	280.80	1,123.20
11	ARCHYE JETT	1301	17.380000	36151.79	870.25	217.56	361.50	361.50	1,446.00
126	EUGENE COLLINS	1301	33.652700	70000.31	870.25	217.56	699.98	407.00	1,628.00
483	LARRY LEWIS	1301	14.000000	29121.12	859.07	214.77	291.20	291.20	1,164.80
515	ERNESTINA SANCHEZ	1301	19.230100	40000.15	870.25	217.56	399.99	399.99	1,599.96
623	KATHERINE CANDLER	1301	13.000000	27041.04	797.71	199.43	270.40	270.40	1,081.60
25	CAROL SANTIAGO	1423	26.010000	54102.88	870.25	217.56	541.01	541.00	2,164.00
165	HILDELISA SAMPSON	1423	22.000000	45761.76	870.25	217.56	457.60	407.00	1,628.00
536	MARIBEL CAMPOS	1423	10.000000	20800.80	870.25	217.56	208.00	208.00	832.00
582	ADRIANA CHARLES	1423	20.000000	41601.60	870.25	217.56	416.00	407.00	1,628.00
584	HOLLY HAYWOOD	1423	20.000000	41601.60	870.25	217.56	416.00	407.00	1,628.00
585	DEBORAH SCHREIBER	1423	20.000000	41601.60	870.25	217.56	416.00	407.00	1,628.00
359	SCOTT BUSHMAN	1503	19.720000	41019.18	870.25	217.56	410.18	407.00	1,628.00
439	DONALD CHATMAN	1503	20.200000	42017.62	870.25	217.56	420.16	407.00	1,628.00
608	MARY MARENCO GONZALEZ	1503	14.000000	29121.12	859.07	214.77	291.20	291.20	1,164.80
611	ROBERT KNEBERG	1503	21.634600	45001.70	870.25	217.56	450.00	407.00	1,628.00
					20,749.25	5,187.31		9,027.92	36,111.68

If you are eligible to receive unemployment, your weekly benefit rate (WBR) will be 4% of your total earnings during the highest paid quarter of the base period, subject to a minimum of $16 per week and a maximum of $407 per week (as of July 1, 2014).

S 'ATE OF NEVADA

AGING AND DISABILITY SERVICES DIVISION

Attachment (1)

NOTIFICATION OF GRANT AWARD

Grantee:	Las Vegas Urban League	**Date:**	June 20, 2017
Program Name:	MLK Jr. Senior Center Transportation Program	**New / Revised Award:**	New
Grant Number:	03-100-10-LX-18	**Award Fiscal Year:**	2018
Grant Period:	7/1/2017 - 6/30/2018		

Vendor #:	T27009296	**Funded Service:**	Transportation
DUNS #:	148299733	**Grant Type:**	Categorical

CFDA #				Total
Funding Source	Independent Living			
Award	$51,148.00			$51,148.00
Carryover				$0.00
Supplement				$0.00
Deobligation				$0.00
Total Amount Awarded	$51,148.00	$0.00	$0.00	$51,148.00
Required Match	$7,672.00	$0.00	$0.00	$7,672.00

12,790.00 Remaining on Contract as of 1/31/18

This program income loss due to status change

Standard Grant Conditions

A. The total award amount designates a ceiling of participation by the Aging and Disability Services Division.
B. Funds are requested and disbursed on a monthly basis or on an as-needed basis.
C. The Grantee shall comply with the Program Instructions, Nevada (PINs), and Service Specifications established by the Division. Grantees receiving federal funding must also comply and adhere to the appropriate OMB Circulars and Administrative Requirements.
D. The Division, as Grant Agency, retains control over any capital equipment, including vehicles that are purchased or provided matching funds.
E. The Grantee shall comply with the scope of services, budget and assurances defined in the approved grant application. The Grantee must have prior approval from the Division for making significant programmatic or budget changes affecting the scope of service or service delivery method. Grant expenditures must comply with the limitations of the grant agreement.
F. If any part of the award is sub-contracted, the Sub-Grantee must comply with the same grant conditions.
G. The Grantee/Program will acknowledge the Aging and Disability Services Division in publicity, publications and pamphlets. An approved Division logo must be applied to the outside of all vehicles purchased with Division grant funds.
H. The Grantee must submit timely quarterly financial reports for all programs or grant payments will be withheld. For programmatic reporting, programs that comply with SAMs will complete monthly data entry and programs that are not required to comply with SAMS will report quarterly or grant funds will be withheld.
I. The Grantee agrees to a limited scope audit to settle any financial disagreements or disputes. Audit costs are to be paid by Grantee.

DAS — Initials

7/11/17 — Date

NOTIFICATION OF GRANT AWARD

Grant Number: 03-100-10-LX-18 **Date:** June 20, 2017

I. All Division funded programs must be listed on the Nevada 2-1-1 website - www.Nevada211.org.

K. The maximum administrative or indirect costs that can be charged to this grant is limited to 8% of the direct costs, with the exception of fixed fee, Nutrition Services Incentive Program, or equipment awards, for which administrative costs are not allowed.

L. The Division will de-obligate all funds not obligated by the end of the grant award period. Grantees must request funding for reimbursements within a month of the end of the grant period unless otherwise directed by ADSD.

M. The Grantee shall hold harmless, defend and indemnify the State of Nevada, Department of Health and Human Services and the Aging and Disability Services Division from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Grantee's performance or non-performance of the services or subject matter called for in the Grant Agreement, to the extent limited in accordance with NRS 41.0305 to 41.039.

N. If applicable, the Grantee agrees to the requirements of Chapter 218 of the Nevada Revised Statutes as amended by the 2007 Legislature.

O. This grant agreement may be TERMINATED by either party prior to the end date set forth on the Notice of Grant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if, for any reason, the Aging and Disability Services Division state and/or federal funding ability to satisfy this agreement is withdrawn, limited or impaired.

P. Nutrition Services Incentive Program (NSIP) funds must be used to purchase domestically produced foods for Title III-C nutrition projects - Older Americans Act, 311(d)(4).

Special Grant Conditions

1. Grant funds will be placed on hold until the following are received and approved by the RD Program Specialist:
   - Revised Budget
   - Revised Projected Output Form
   - Revised Other Funding Form
2. Program will track time it takes from referral to assessment to service for each new client. ADSD will make quarterly visits to analyze and provide technical assistance.

Edward Ableser, Administrator — Date: 6/27/17

STATEMENT OF ACCEPTANCE: I have reviewed and accept the conditions listed on all pages of this grant award, as evidenced by either my signature or initials on each page.

Signature, Title: CFO — Date: 7/11/17

STATE OF NEVADA

AGING AND DISABILITY SERVICES DIVISION

Attachment E

NOTIFICATION OF GRANT AWARD

Grantee:	Urban League of Clark County, Las Vegas	**Date:**	September 1, 2017
Program Name:	Martin Luther King Senior Center	**New / Revised Award:**	New
Grant Number:	03-100-07-1X-18	**Award Fiscal Year:**	2017/2018
Grant Period:	9/30/2017 - 9/29/2018		

Vendor #:	T27009296	**Funded Service:**	Congregate Meals
DUNS #:	148299733	**Grant Type:**	Fixed Fee

CFDA #	93.045			Total
Funding Source	Title III-C1			
Award	$36,355.00			$36,355.00
Carryover				$0.00
Supplement				$0.00
Deobligation				$0.00
Total Amount Awarded	$36,355.00	$0.00	$0.00	$36,355.00 (1)
Required Match	$6,416.00	$0.00	$0.00	$6,416.00

(1) Anticipated Program Revenue Loss due to Status Change

Standard Grant Conditions

A. The total award amount designates a ceiling of participation by the Aging and Disability Services Division.
B. Funds are requested and disbursed on a monthly basis or on an as-needed basis.
C. The Grantee shall comply with the Program Instructions, Nevada (PINs), and Service Specifications established by the Division. Grantees receiving federal funding must also comply and adhere to the appropriate OMB Circulars and Administrative Requirements.
D. The Division, as Grant Agency, retains control over any capital equipment, including vehicles that are purchased or provided matching funds.
E. The Grantee shall comply with the scope of services, budget and assurances defined in the approved grant application. The Grantee must have prior approval from the Division for making significant programmatic or budget changes affecting the scope of service or service delivery method. Grant expenditures must comply with the limitations of the grant agreement.
F. If any part of the award is sub-contracted, the Sub-Grantee must comply with the same grant conditions.
G. The Grantee/Program will acknowledge the Aging and Disability Services Division in publicity, publications and pamphlets. An approved Division logo must be applied to the outside of all vehicles purchased with Division grant funds.
H. The Grantee must comply with the established reporting schedule for fiscal and programmatic reporting or grant payments will be withheld.
I. The Grantee agrees to a limited scope audit to settle any financial disagreements or disputes. Audit costs are to be paid by Grantee.
J. All Division funded programs must be listed on the Nevada 2-1-1 website - www.Nevada211.org.

KH
Initials

9/14
Date

NOTIFICATION OF GRANT AWARD

Grant Number: 03-100-07-1X-18 **Date:** September 1, 2017

K. The maximum administrative or indirect costs that can be charged to this grant is limited to 8% of the direct costs, with the exception of fixed fee, Nutrition Services Incentive Program, or equipment awards, for which administrative costs are not allowed.

L. The Division will de-obligate all funds not obligated by the end of the grant award period. Grantees must request funding for reimbursements within a month of the end of the grant period unless otherwise directed by ADSD.

M. The Grantee shall hold harmless, defend and indemnify the State of Nevada, Department of Health and Human Services and the Aging and Disability Services Division from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Grantee's performance or non-performance of the services or subject matter called for in the Grant Agreement, to the extent limited in accordance with NRS 41.0305 to 41.039.

N. If applicable, the Grantee agrees to the requirements of Chapter 218 of the Nevada Revised Statutes as amended by the 2007 Legislature.

O. This grant agreement may be TERMINATED by either party prior to the end date set forth on the Notice of Grant Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if, for any reason, the Aging and Disability Services Division state and/or federal funding ability to satisfy this agreement is withdrawn, limited or impaired.

P. Nutrition Services Incentive Program (NSIP) funds must be used to purchase domestically produced foods for Title III-C nutrition projects - Older Americans Act, 311(d)(4).

Special Grant Conditions

1. Grant funds are earned at a fixed fee rate of $2.20 for each congregate meal served.
2. Grant funds will be placed on hold until the following are received and approved by the RD Program Specialist:
   - Revised Budget
   - Revised Projected Output Measures
   - Revised Other Funding Page
   - Revised Grant Activities & Strategic Planning Timeline
3. Update Nevada 211 listing

Jeffrey S. Duncan for Dena Schmidt, Administrator — Date: 9/11/17

STATEMENT OF ACCEPTANCE: I have reviewed and accept the conditions listed on all pages of this grant award, as evidenced by either my signature or initials on each page.

K.E. Hooke CEO — Signature, Title — Date: 9/14/17

Attachment

K

BRIAN SANDOVAL
Governor

RICHARD WHITLEY, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE

4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010
http://dhhs.nv.gov

January 23, 2018

Kevin Hooks, President/CEO
Las Vegas Urban League
3575 W. Cheyenne Avenue, Suite 101
North Las Vegas, Nevada 89032

Dear Mr. Hooks:

Per our phone call on January 18, 2018, this letter is confirmation of the continuation of services through February 28, 2018, for Community Services Block Grant (CSBG) funding of the Las Vegas Urban League.

The Las Vegas Urban League's CSBG funded programs will continue through February 28, 2018 are as follows: Family Development, Employment, Project Listos, MLK Senior Center, and the Organizational Development Unit. The extension of the January 31st deadline described in my correspondence dated November 29, 2017, will continue to receive services during the transition.

We will continue to be in communication as transition plans are finalized and appropriate steps are taken. We appreciate your cooperation during this time.

Sincerely,

Cindy Smith
Chief, Office of Community Partnerships and Grants

cc: Richard Whitley, Director
Julie Kotchevar, Deputy Director

Attachment L

Department of Health and Human Services - Grants Management Unit
Community Services Block Grant
Request for Budget Modification (SFY 2018)

Agency:	Las Vegas Clark County Urbn Leagu	**Date of Request:**	2/27/2018
Contact Person:	Kevin Hooks	**Telephone:**	702-636-3949

A	B	C	D	E	F
Program Activity (Include all program activities from the approved budget)	**Current Budget**	**Amount of Change (+/-)**	**Percentage of Change**	**YTD Expenditures thru 1/31/18**	**Revised Budget***
Family Development	$ 337,719.85	$27,622.15	8.18%	$174,673.95	$ 190,668.05
Employment Assistance	$ 382,607.15	$39,731.85	10.38%	$258,467.25	$ 163,871.75
Project Listos	$ 179,279.00	$10,948.00	6.11%	$86,878.21	$ 103,348.79
MLK Senior Center	$ 278,333.00	$14,730.00	5.29%	$152,186.99	$ 140,876.01
Organizational Development	$ 305,553.00	$84,101.00	27.52%	$142,291.95	$ 247,362.05
Administration	$ 264,476.00	$59,683.00	22.57%	$133,692.76	$ 190,466.24
			#DIV/0!		$ -
			#DIV/0!		$ -
			#DIV/0!		$ -
Total	$ 1,747,968.00	$ 236,816.00		$ 948,191.11	$ 1,036,592.89

All funding changes are a to come from the carryover from the Prior Year which was slated to paid the COO positiona and the reallocation of funds for the Youth Program to other programs which was held by State. This budget modification brings funding up to the total award available for the fiscal year.

Grantee Authorized Fiscal Signature	Title	Date
	CEO	2/27/18

Department of Health and Human Services Approval: Approval Level:

GMU Grants Manager	Date
Chief, Grants Management Unit	Date
Deputy Director, Fiscal Services	Date

Department of Health and Human Services - Grants Management Unit
SFY 2018 CSBG Request for Budget Adjustment

1	Agency	Las Vegas Clark County Urban League - CAA				
2	Contact Person:	Kevin Hooks				
3	Program Activity Category	Family Development				
		(A) Current Budget		(B) Amount of Change (+/-)		(C) Revised Budget
4	Personnel/Fringe	$ 208,288.00		$ 14,115.00		$ 222,403.00
5	Contracted Services	$ -				$ -
6	Operating	$ 72,267.00				$ 72,267.00
7	Equipment	$ -				$ -
8	Direct Assistance	$ 51,241.85		$ 13,508.15		$ 64,750.00
9	Subsidized Wages	$ -				$ -
10	Travel/Training	$ 3,000.00				$ 3,000.00
11	Other Expenses	$ 2,923.00				$ 2,923.00
						$ -
12	**Total**	**$ 337,719.85**		**$ 27,623.15**		$ 365,343.00

13 Detailed Narrative: Provide an justification that indicates why the changes are being requested. (Simply stating that costs were over-estimated or under-estimated is insufficient justification). Attach an additional page if needed.

This budget modification takes into account 15% of the COO position salary allotted for direct assistance to the program of $14,115 which includes fringe benefits at the rate of 21%. Additionally, $13,508 for program direct assistance towards participants rental assistance.

14	**GRANTEE** Authorized Fiscal Signature	CFO	2/27/18
		Title	Date

Department of Health and Human Services Approval:		**Approval Level:**
DHHS Grant Administrator	Title	Date
Chief, Grants Management Unit	Title	Date
Deputy Director, Fiscal Services	Title	Date

Submit to CSBG Program Manager

Carson City Office: 4126 Technology Way, Room 100 Carson City, NV 89706-2009 Fax 775-684-4010

Section 3 - Budget Narrative

1 **Agency Name:** LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA — DO NOT OVERIDE FORMULAS IN LAST COLUMN

Program Category: FAMILY DEVELOPMENT — SFY 2018

CSBG Budget Narrative

Revised 2/27/18

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

	Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2	**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.	Program Director	$ 70,000.00	0.40	$ 28,000
		Case Manager (1)	$ 47,500.00	1.00	$ 47,500
		Case Manager (2)	$ 40,000.00	0.80	$ 32,000
		Case Manager (3)	$ 40,000.00	1.00	$ 40,000
		Intake Coordinator	$ 29,120.00	0.75	$ 21,840
					$ -
		Carryover - Applied to COO position	$ 100,000.00	0.15	$ 15,200
		Fringe Rate 20.5%	$ 184,540.00	0.21	$ 37,863
			$ -	-	$ -
				Personnel Total	$ 222,403
3	**Contracts/Consultants**				
	List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Contracts/Consultants Total	$ -
4	**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.	Occupancy (Rent/Utilities/Pest/Security/Maintenance Repairs/Sewer	$ 52,055.00	1.00	$ 52,055
		Garbage/Storage Rentals/Janitorial/etc.		-	$ -
		Telephone, Telecommunications/Broadband/Mobile	$ 3,000.00	1.00	$ 3,000
		Copier Lease	$ 2,500.00	1.00	$ 2,500
		Fire, Liability & Other Insurance	$ 1,000.00	1.00	$ 1,000
		Postage/Mailing Service	$ 100.00	1.00	$ 100
		Printing and Copying	$ 1,600.00	1.00	$ 1,600
		Licenses/Dues/Memberships (Workforce Development)	$ 500.00	1.00	$ 500
		Data Processing Charges (Website/Renewal Fees/Server Upgrades etc.)	$ 3,012.00	1.00	$ 3,012
		Office Supplies	$ 5,500.00	1.00	$ 5,500
		Outreach & Promotion	$ 2,500.00	1.00	$ 2,500
		Background Checks & Drug Tests	$ 500.00	1.00	$ 500
			$ -	-	$ -
				Operating Total	$ 72,267
5	**Equipment**				
	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."		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Equipment Total	$ -
6	**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.	Client Rent Assistance (55 familes @$850)	$ 55,750.00	1.00	$ 55,750
		Client Utility Assistance (40 familes @$125)	$ 5,000.00	1.00	$ 5,000
		Client Rent Security Deposits (10 familes @$7250)	$ 7,250.00	-	$ -
		Client Transportation (100 bus passes @$250 x6)	$ 1,500.00	1.00	$ 1,500
		Client Identification, Birth Cert, Marriage Lic, Divorce Decree	$ 2,000.00	-	$ -
		Client Clothing Assistance (50 Indivdauls @$50)	$ 2,500.00	1.00	$ 2,500
			$ -	-	$ -
			$ -	-	$ -
				Direct Assistance Total	$ 64,750
7	**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		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN		
	Program Category:	FAMILY DEVELOPMENT	SFY 2018		
			$ -	-	$ -
			$ -	-	$ -
				Subsidized Wages Total	$ -
8	**Travel and Training**				
	List all staff travel and training expenses.	Staff Training for Professional Development	$ 2,000.00	1.00	$ 2,000
		Mileage - This $1000 mileage budget is requested to reimburse the program manager and three staff for miles driven to agency related events while using their personal vehicles. We estimated an average of 40 miles per month per person reimbursed at GSA Rate.	$ 1,000.00	1.00	$ 1,000
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Travel and Training Total	$ 3,000
9	**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.	Payroll Service Fee	$ 100.00	12.00	$ 1,200
		Accounting and Auditing	$ 26,500.00	0.07	$ 1,723
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Other Total	$ 2,923
10				**Grand Total**	$ 365,342

Department of Health and Human Services - Grants Management Unit
SFY 2018 CSBG Request for Budget Adjustment

1	Agency	Las Vegas Clark County Urban League - CAA		
2	Contact Person:	Kevin Hooks		
3	Program Activity Category	Employment Assistances		
		(A) Current Budget	(B) Amount of Change (+/-)	(C) Revised Budget
4	Personnel/Fringe	$ 241,867.00	$ 14,846.00	$ 256,713.00
5	Contracted Services	$ -		$ -
6	Operating	$ 30,709.00	$ 186.00	$ 30,895.00
7	Equipment	$ -		$ -
8	Direct Assistance	$ 104,008.15	$ 24,699.85	$ 128,708.00
9	Subsidized Wages	$ -		$ -
10	Travel/Training	$ 3,100.00		$ 3,100.00
11	Other Expenses	$ 2,923.00		$ 2,923.00
				$ -
12	**Total**	**$ 382,607.15**	**$ 39,731.85**	$ 422,339.00

13 Detailed Narrative: Provide an justification that indicates why the changes are being requested. (Simply stating that costs were over-estimated or under-estimated is insufficient justification). Attach an additional page if needed.

This budget modification takes into account 16% of the COO position salary allotted for direct assistance to the program of $ 14,846 which includes fringe benefits at the rate of 21%. Additionally, $24,699.85 for program direct assistance towards participants training. Also, included is a $186.00 increase in operations for repair and maintenance for bathrooms for participants.

14	**GRANTEE** Authorized Fiscal Signature	Title	Date
		CFO	2/27/18

Department of Health and Human Services Approval:		**Approval Level:**
DHHS Grant Administrator	Title	Date
Chief, Grants Management Unit	Title	Date
Deputy Director, Fiscal Services	Title	Date

Submit to CSBG Program Manager

Carson City Office: 4126 Technology Way, Room 100 Carson City, NV 89706-2009 Fax 775-684-4010

Section 3 - Budget Narrative

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN
	Program Category:	EMPLOYMENT ASSISTANCE - ADULTS	SFY 2018

CSBG Budget Narrative

Revised 2/27/18

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

	Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2	**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.	Program Director	$ 70,000.00	0.4	$ 28,000
		Job Developer	$ 45,000.00	1.0	$ 45,000
		Job Readiness Instructor	$ 40,000.00	1.0	$ 40,000
		Computer Trainer	$ 41,000.00	1.0	$ 41,000
		Admin Assistant/Intake Coordinator	$ 35,360.00	1.0	$ 35,360
		Intake Coordinator	$ 29,120.00	0.25	$ 7,280
		Carryover - Support of COO position	$ 100,000.00	0.16	$ 16,400
					$ -
		Fringe Rate 20.5%	$ 213,040.00	0.205	$ 43,673
			$ -	-	$ -
				Personnel Total	$ 256,713
3	**Contracts/Consultants**				
	List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Contracts/Consultants Total	$ -
4	**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.	Occupancy (Rent/Utilities/Pest/Security/Maintenance Repairs/Sewer Garbage/Storage Rentals/Janitorial/etc.)	$ 17,538.00	1.00	$ 17,538
			$ -	-	$ -
		Telephone, Telecommunications/Broadband/Mobile	$ 1,598.00	1.00	$ 1,598
		Copier Lease	$ 1,136.00	1.00	$ 1,136
		Fire, Liability & Other Insurance	$ 450.00	1.00	$ 450
		Postage/Mailing Service	$ 100.00	1.00	$ 100
		Printing and Copying	$ 725.00	1.00	$ 725
		Licenses/Dues/Memberships	$ 682.00	1.00	$ 682
		Data Processing Charges (Website/Renewal Fees/Server Upgrades etc.)	$ 455.00	1.00	$ 455
		Office Supplies	$ 2,211.00	1.00	$ 2,211
		Job Fair Outreach & Promotion	$ 500.00	3.00	$ 1,500
		Vehicle Fuel/Maintenance/Insurance	$ 4,500.00	1.00	$ 4,500
			$ -	-	$ -
				Operating Total	$ 30,895
5	**Equipment**				
	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."		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Equipment Total	$ -
6	**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.	Client Vocational Training (65 Individuals @$940)	$ 90,608.15	1.00	$ 90,608
		Client Activity (Workcards, Background checks, etc.)	$ 15,600.00	1.00	$ 15,600
		Client Activity (Clothes Vouchers)	$ 7,500.00	1.00	$ 7,500
		Client Activity (Job Tools, etc.)	$ 7,000.00	1.00	$ 7,000
		Client Transportation	$ 5,000.00	1.00	$ 5,000
		Snacks - Snacks are for participants attending training sessions.	$ 250.00	12.00	$ 3,000
			$ -	-	$ -
			$ -	-	$ -
				Direct Assistance Total	$ 128,708
7	**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		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN			
	Program Category:	EMPLOYMENT ASSISTANCE - ADULTS	SFY 2018			
	first three months of employment.		$ -	-	$	-
			$ -	-	$	-
			Subsidized Wages Total		$	-
8	**Travel and Training**					
	List all staff travel and training expenses.	Staff Training for Professional Development	$ 2,600.00	1.00	$	2,600
		Mileage - This $500 mileage budget is requested to reimburse the program manager and three staff members for miles driven to agency related events while using their personal vehicles. We estimated an average of 20 miles per month per person reimbursed at GSA rate.	$ 500.00	1.00	$	500
			$ -		$	-
			$ -	-	$	-
			$ -	-	$	-
			Travel and Training Total		$	3,100
9	**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.	Payroll Service Fee	$ 100.00	12.00	$	1,200
		Accounting & Auditing	$ 26,500.00	0.065	$	1,723
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			Other Total		$	2,923
10			**Grand Total**		$	422,339

Department of Health and Human Services - Grants Management Unit
SFY 2018 CSBG Request for Budget Adjustment

1	Agency	Las Vegas Clark County Urban League - CAA		
2	Contact Person:	Kevin Hooks		
3	Program Activity Category	Project LISTOS		
		(A) Current Budget	(B) Amount of Change (+/-)	(C) Revised Budget
4	Personnel/Fringe	$ 134,043.00	$ 10,948.00	$ 144,991.00
5	Contracted Services	$ -		$ -
6	Operating	$ 31,952.00		$ 31,952.00
7	Equipment	$ -		$ -
8	Direct Assistance	$ 9,600.00		$ 9,600.00
9	Subsidized Wages	$ -		$ -
10	Travel/Training	$ 1,361.00		$ 1,361.00
11	Other Expenses	$ 2,323.00		$ 2,323.00
				$ -
12	**Total**	**$ 179,279.00**	**$ 10,948.00**	$ 190,227.00

13 Detailed Narrative: Provide an justification that indicates why the changes are being requested. (Simply stating that costs were over-estimated or under-estimated is insufficient justification). Attach an additional page if needed.

This budget modification takes into account 8% of the COO position salary allotted for direct assistance to the program of $ 10,948, which includes fringe benefits at the rate of 21%.

14	GRANTEE Authorized Fiscal Signature	Title CFO	Date 2/27/18

Department of Health and Human Services Approval:	Approval Level:	
DHHS Grant Administrator	Title	Date
Chief, Grants Management Unit	Title	Date
Deputy Director, Fiscal Services	Title	Date

Submit to CSBG Program Manager

Carson City Office: 4126 Technology Way, Room 100 Carson City, NV 89706-2009 Fax 775-684-4010

Section 3 - Budget Narrative

1	Agency Name:	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN
	Program Category:	LITERACY - PROJECT LISTOS	SFY 2018

CSBG Budget Narrative

Revised 2/27/18

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

	Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2	**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.	Program Director	$ 43,264.00	0.85	$ 36,774
				-	$ -
		ELL Program Manager	$ 36,608.00	1.00	$ 36,608
		Administrative Assistant	$ 18,368.00	1.00	$ 18,368
		Carryover - Applied to COO position	$ 100,000.00	0.08	$ 7,870
		Fringe 20.5	$ 99,620.40	0.21	$ 20,422
		ELL Instructors (Part Time Degree Staff $20hr @216 hrs)	$ 4,320.00	3.75	$ 16,200
		ELL Aides (Part Time Staff $10hr@216 hrs)	$ 2,160.00	3.00	$ 6,480
		ELL Fringe 10%	$ 22,680.00	0.10	$ 2,268
				-	$ -
				Personnel Total	$ 144,991
3	**Contracts/Consultants**				
	List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				$ -
					$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Contracts/Consultants Total	$ -
4	**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.	Occupancy (Rent/Utilities/Pest/Security/Maintenance Repairs/ Sewer/	$ 21,601.71	1.00	$ 21,602
		Garbage/ Storage Rentals/ Janitorial/etc.)	$ -	-	$ -
			$ -	-	$ -
		Telephone/Telecommunications/Broadband/Mobile	$ 2,050.00	1.00	$ 2,050
		Copier Lease	$ 2,000.00	1.00	$ 2,000
		Fire, Liability & Other Insurance	$ 200.00	1.00	$ 200
		Printing & Copying	$ 3,300.00	1.00	$ 3,300
		Licenses/ Dues/ Memberships	$ 200.00	1.00	$ 200
		Office Supplies/Program	$ 1,200.00	1.00	$ 1,200
		Background Checks & Drug Testing	$ 700.00	1.00	$ 700
		Public Awareness (Media & Community Outreach)	$ 700.00	1.00	$ 700
				-	$ -
			$ -	-	$ -
				Operating Total	$ 31,952
5	**Equipment**				
	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."		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Equipment Total	$ -
6	**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.	Snacks - Literacy Program participants - This monthly budget for snacks is offset by increased food donations from parents/participants.	$ 250.00	12.00	$ 3,000
		Stipends - These stipends are budgeted to cover the program yearly culmination events held at the end of the educational cycle. Parent and students who successfully complete the program are rewarded with a gift card in the amount of $25.00 or $30.00. Gift cards from Wal-Mart have been used the last several years. Families are encouraged to use the gift cards to purchase books and other reading materials to assist students with academic growth. The program plans to issue 150 cards at $25 each and 1 card at $30.	$ 6,000.00	1.00	$ 6,000
				-	$ -
		Software - This budget is for "English as a Second Language" (ESL) online software. The $600 will cover the purchase of 10 licenses to the online software for kids and parents struggling with learning English.	$ 60.00	10.00	$ 600
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN			
	Program Category:	LITERACY - PROJECT LISTOS	SFY 2018			
			Direct Assistance Total		$	9,600
7	**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.		$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			Subsidized Wages Total		$	-
8	**Travel and Training**					
	List all staff travel and training expenses.	Staff Training for Professional Development (local) - airline tickets to attend mandatory training; registration and lodging provided by confrence host (meals included).	$ 454.00	3.00	$	1,362
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			Travel and Training Total		$	1,362
9	**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.	Accounting & Auditing	$ 26,500	0.065	$	1,723
		Payroll Service Fee	$ 100	6.000	$	600
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
			Other Total		$	2,323
10			**Grand Total**		$	190,227

Department of Health and Human Services - Grants Management Unit
SFY 2018 CSBG Request for Budget Adjustment

1	Agency	Las Vegas Clark County Urban League - CAA			
2	Contact Person:	Kevin Hooks			
3	Program Activity Category	MLK Senior Center - Wellness			
		(A) Current Budget	(B) Amount of Change (+/-)	(C) Revised Budget	
4	Personnel/Fringe	$ 228,707.00	$ 10,065.00	$ 238,772.00	
5	Contracted Services	$ 4,500.00		$ 4,500.00	
6	Operating	$ 32,304.00		$ 32,304.00	
7	Equipment	$ -		$ -	
8	Direct Assistance	$ 8,000.00	$ 4,665.00	$ 12,665.00	
9	Subsidized Wages	$ -		$ -	
10	Travel/Training	$ 2,000.00		$ 2,000.00	
11	Other Expenses	$ 2,822.00		$ 2,822.00	
				$ -	
12	**Total**	**$ 278,333.00**	**$ 14,730.00**	$ 293,063.00	

13 Detailed Narrative: Provide an justification that indicates why the changes are being requested. (Simply stating that costs were over-estimated or under-estimated is insufficient justification). Attach an additional page if needed.

This budget modification takes into account 12% of the COO position salary allotted for direct assistance to the program of $ 10,065, which includes fringe benefits at the rate of 21%. Additionally, $4,665 will be use for transportation of Seniors in the Community to Medical appointments and services in the areas. An addition bus driver will be hired to for the other vehicle to assist in the transportation needs of the Seniors.

14	**GRANTEE** Authorized Fiscal Signature	CFO	2/27/18
		Title	Date

Department of Health and Human Services Approval:		**Approval Level:**
DHHS Grant Administrator	Title	Date
Chief, Grants Management Unit	Title	Date
Deputy Director, Fiscal Services	Title	Date

Submit to CSBG Program Manager

Carson City Office: 4126 Technology Way, Room 100 Carson City, NV 89706-2009 Fax 775-684-4010

Section 3 - Budget Narrative

1	Agency Name:	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN
	Program Category:	MLK - SENIOR CENTER WELLNESS	SFY 2018

CSBG Budget Narrative

Revised 2/27/18

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

	Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2	**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.	Program Director	$ 65,720.00	1.00	$ 65,720
		Program Coordinator	$ 40,000.00	1.00	$ 40,000
		Program Front Desk/Intake	$ 37,440.00	1.00	$ 37,440
		Cook 1 (Master Cook)	$ 36,500.00	0.55	$ 20,075
		Cook 2	$ 29,411.00	0.50	$ 14,706
		Case Manager (2)	$ 40,000.00	0.20	$ 8,000
		Carryover - Support of COO position	$ 100,000.00	0.12	$ 12,210
		Fringe Rate 20.5%	$ 198,150.50	0.21	$ 40,621
			$ -		$ -
3	**Contracts/Consultants**			**Personnel Total**	$ 238,771
	List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.	Activities Consultants - This budget is requested to cover the cost of bringing in instructors to conduct seminars and training sessions related to senior care around stress management, nutrition and exercise, including Yoga and Pilates. The $300 is a flat fee for each event. The program manager anticipates scheduling 15 sessions over the course of the year.	$ 300.00	15.00	$ 4,500
					$ -
					$ -
			$ -	-	$ -
4	**Operating**			**Contracts/Consultants Total**	$ 4,500
	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.	Occupancy (Pest/Security/Maintenance Repairs	$ 4,500.00	1.00	$ 4,500
		Storage Rentals/Janitorial/etc.)			$ -
		Telephone, Telecommunications/Broadband/Mobile	$ 8,050.00	1.00	$ 8,050
		Copier Lease	$ 4,432.00	1.00	$ 4,432
		Fire, Liability & Other Insurance	$ 1,350.00	1.00	$ 1,350
		Postage/Mailing Service	$ 50.00	1.00	$ 50
		Printing and Copying	$ 972.00	1.00	$ 972
		Licenses/Dues/Memberships	$ 600.00	1.00	$ 600
		Data Processing Charges (Website/Renewal Fees/Server Upgrades etc.)	$ 500.00	1.00	$ 500
		MySeniorCenter Maintenance charges	$ 1,200.00	1.00	$ 1,200
		Office/Program Supplies	$ 6,000.00	1.00	$ 6,000
		Vehicle Fuel/Maintenance/Insurance	$ 4,500.00	1.00	$ 4,500
		Staff Immunizations	$ 150.00	1.00	$ 150
5	**Equipment**			**Operating Total**	$ 32,304
	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."		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
6	**Direct Assistance**			**Equipment Total**	$ -
	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.	Client Utility Assistance	$ 2,500.00	1.00	$ 2,500
		Client Activity	$ 1,500.00	1.00	$ 1,500
		Client Transportation	$ 5,665.00	1.00	$ 5,665
		Emergency assistance, clothing assistance	$ 3,000.00	1.00	$ 3,000
					$ -
					$ -
					$ -
			$ -	-	$ -
7	**Subsidized Wages**			**Direct Assistance Total**	$ 12,665
	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		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	**DO NOT OVERIDE FORMULAS IN LAST COLUMN**			
	first three months of employment.		$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
8	**Travel and Training**			**Subsidized Wages Total**	$	-
	List all staff travel and training expenses.	Staff Training for Professional Development - Local - the changing and challenging demands of the senior client base, the program manager feels strongly that he and his team need training in areas impacting seniors. The program manager would like to attend training on the program. Also, the program manager and two of his staff would like to attend the National Association of Nutrition and Aging" (NANASP) annual training conference.	$ 2,000.00	1.00	$	2,000
			$ -	-	$	-
			$ -	-	$	-
			$ -	-	$	-
9	**Other Expenses**			**Travel and Training Total**	$	2,000
	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.	Mileage - The $500 budget is requested to reimburse the program director and four staff for miles driven to agency related events while using their personal vehicles. We estimated that each of the five would drive an average of 20 miles per week reimbursed at GSA rate.	$ 500.00	1.00	$	500
		Payroll Service Fee	$ 100.00	6.00	$	600
		Accounting & Auditing	$ 26,500.00	0.07	$	1,723
			$ -	-	$	-
			$ -	-	$	-
					$	-
10				**Other Total**	$	2,823
				Grand Total	$	293,063

Department of Health and Human Services - Grants Management Unit
SFY 2018 CSBG Request for Budget Adjustment

1	Agency	Las Vegas Clark County Urban League - CAA				
2	Contact Person:	Kevin Hooks				
3	Program Activity Category	Organizational Development				
		(A) Current Budget		(B) Amount of Change (+/-)		(C) Revised Budget
4	Personnel/Fringe	$ 202,028.00		$ 19,993.00		$ 222,021.00
5	Contracted Services	$ 23,000.00		$ 22,000.00		$ 45,000.00
6	Operating	$ 46,428.00		$ 107.00		$ 46,535.00
7	Equipment	$ -				$ -
8	Direct Assistance	$ -				$ -
9	Subsidized Wages	$ -				$ -
10	Travel/Training	$ 18,300.00				$ 18,300.00
11	Other Expenses	$ 15,797.00		$ 42,001.00		$ 57,798.00
						$ -
12	**Total**	**$ 305,553.00**		**$ 84,101.00**		$ 389,654.00

13 Detailed Narrative: Provide an justification that indicates why the changes are being requested. (Simply stating that costs were over-estimated or under-estimated is insufficient justification). Attach an additional page if needed.

This budget modification takes into account 20% of the COO position salary allotted for direct assistance to the program of $ 19,993, which includes fringe benefits at the rate of 21%. Increased Consultants by $22,000, due to negotiations with the State of Nevada regarding the CAA status and to provide a better understanding of the requirements for CAA to the board of directors. Additionally, $42,000 for legal cost incurred as a result of negotiating with the State on the CAA position of the LVUL. $107.00 is need to for additional printing costs associated with the CAA negotiations.

14	**GRANTEE** Authorized Fiscal Signature	Title	Date
		CFO	2/27/18

Department of Health and Human Services Approval:		**Approval Level:**
DHHS Grant Administrator	Title	Date
Chief, Grants Management Unit	Title	Date
Deputy Director, Fiscal Services	Title	Date

Submit to CSBG Program Manager

Carson City Office: 4126 Technology Way, Room 100 Carson City, NV 89706-2009 Fax 775-684-4010

Section 3 - Budget Narrative

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN
	Program Category:	ORGANIZATIONAL DEVELOPMENT	SFY 2018

CSBG Budget Narrative

Revised 2/27/18

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

	Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2	**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.	Director of Organizational Development	$ 70,000.00	1.00	$ 70,000
		Manager of Organizational Development	$ 55,000.00	1.00	$ 55,000
		Data Analyst	$ 48,500.00	0.50	$ 24,250
		Program Developer	$ 60,000.00	0.25	$ 15,000
		Carryover - Support of COO position	$ 100,000.00	0.20	$ 20,000
		Fringe Rate 20.5%	$ 184,250.00	0.21	$ 37,771
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Personnel Total	$ 222,021
3	**Contracts/Consultants**				
	List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.	Consultants (Elogic licenses/Fred Richmond)	$ 15,000.00	1.00	$ 15,000
		Consultants (Elogic programming (new programs)/Fred Richmond)	$ 5,000.00	1.00	$ 5,000
		Consultants (In-house training - Professional Development BOD)	$ 1,000.00	25.00	$ 25,000
			$ -	-	$ -
				Contracts/Consultants Total	$ 45,000
4	**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	Occupancy (Rent/Utilities/Pest/Security/Maintenance Repairs/Sewer	$ 35,592.00	1.00	$ 35,592
		Telephone, Telecommunications/Broadband/Mobile	$ 2,697.00	1.00	$ 2,697
		Copier Lease	$ 3,700.00	1.00	$ 3,700
		Printing and Copying	$ 1,220.00	1.00	$ 1,220
		Licenses/Dues/Memberships (NUL, Caplaw, CAA, CPA dues, etc.)	$ 500.00	1.00	$ 500
		Office Supplies	$ 2,826.00	1.00	$ 2,826
				Operating Total	$ 46,535
5	**Equipment**				
	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."		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Equipment Total	$ -
6	**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.		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Direct Assistance Total	$ -
7	**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.		$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
				Subsidized Wages Total	$ -
8	**Travel and Training**				
	List all staff travel and training expenses.	Local Travel (In-State CAA ROMA Training and NCAA meetings)	$ 3,800.00	1.00	$ 3,800
		Out-of-Area Travel (Conferences)	$ 14,500.00	1.00	$ 14,500
			$ -	-	$ -

Be sure totals match Budget Form 4

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN		
			$ -	-	$ -
			$ -	-	$ -
				Travel and Training Total	$ 18,300
9	**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.	Payroll Service Fee	$ 100.00	4.00	$ 400
		Accounting & Auditing	$ 26,500.00	0.065	$ 1,723
		Accounting Firm Policies and Procedures Review	$ 16,500.00	0.95	$ 15,675
		Legal Services for CAA	$ 40,000.00	1.00	$ 40,000
			$ -	-	$ -
			$ -	-	$ -
			$ -	-	$ -
					$ -
				Other Total	$ 57,798
10				**Grand Total**	$ 389,654

Department of Health and Human Services - Grants Management Unit
SFY 2018 CSBG Request for Budget Adjustment

1	Agency	Las Vegas Clark County Urban League - CAA				
2	Contact Person:	Kevin Hooks				
3	Program Activity Category	Administration				
		(A) Current Budget		(B) Amount of Change (+/-)		(C) Revised Budget
4	Personnel/Fringe	$ 201,523.00		$ 26,029.00		$ 227,552.00
5	Contracted Services	$ 5,000.00		$ 12,000.00		$ 17,000.00
6	Operating	$ 43,775.00		$ 13,068.00		$ 56,843.00
7	Equipment	$ -		$ 2,500.00		$ 2,500.00
8	Direct Assistance	$ -				$ -
9	Subsidized Wages	$ -				$ -
10	Travel/Training	$ 10,656.00		$ 6,085.00		$ 16,741.00
11	Other Expenses	$ 3,522.00				$ 3,522.00
						$ -
12	**Total**	**$ 264,476.00**		**$ 59,682.00**		$ 324,158.00

13 Detailed Narrative: Provide an justification that indicates why the changes are being requested. (Simply stating that costs were over-estimated or under-estimated is insufficient justification). Attach an additional page if needed.

This budget modification takes into account 25% of the COO position salary allotted for direct assistance to administration of $ 26,029, which includes fringe benefits at the rate of 21%. Increased Consultants by $12,000, to provide a better understanding of the requirements for CAA to the board of directors. Additionally, $13,069 for operational supplies and copier use costs related to CAA impact on LVUL. New computer and software for COO position $2,500. $3,500, travel for COO to meet with State officials and other community partners as well a$2,585 in training costs for the COO position.

14	**GRANTEE** Authorized Fiscal Signature	CFO	2/27/18
		Title	Date

Department of Health and Human Services Approval:		**Approval Level:**
DHHS Grant Administrator	Title	Date
Chief, Grants Management Unit	Title	Date
Deputy Director, Fiscal Services	Title	Date

Submit to CSBG Program Manager

Carson City Office: 4126 Technology Way, Room 100 Carson City, NV 89706-2009 Fax 775-684-4010

Section 3 - Budget Narrative

1	Agency Name:	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	DO NOT OVERIDE FORMULAS IN LAST COLUMN
	Program Category:	ADMINISTRATION	SFY 2018 with Carryover

CSBG Budget Narrative

Revised 2/27/18

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

	Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2	**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.	President and CEO	$192,403.85	-	$ -
		Executive Assistant to CEO	$65,516.17	0.25	$ 16,379
		IT Associate	$ 44,900.00	0.50	$ 22,450
		Chief Financial Officer	$122,841.35	0.30	$ 36,852
		Account Analyst	$52,958.27	0.60	$ 31,775
		Accounts Payable Specialist	$36,339.03	0.40	$ 14,536
		Director of IT	$76,654.96	0.35	$ 26,829
		HR Director	$60,073.24	0.25	$ 15,018
		Carryover - Support of COO position	$ 100,000.00	0.25	$ 25,000
		Fringe Rate 20.5%	$188,839.57	0.21	$ 38,712
			$0.00		$ -
				Personnel Total	$ 227,552
3	**Contracts/Consultants**				
	List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				
		Consultants (In-house training - Professional Development Staff)	$500.00	4.00	$ 2,000
		Consultant BOD Retreat	$ 15,000.00	1	$ 15,000
				-	$ -
				-	$ -
				Contracts/Consultants Total	$ 17,000
4	**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.	Occupancy (Rent/Utilities/Pest/Security/Maintenance Repairs/Sewer	$29,344.00	1.00	$ 29,344
		Garbage/Storage Rentals/Janitorial/etc.)		-	$ -
		Telephone, Telecommunications/Broadband/Mobile	$4,950.00	1.00	$ 4,950
		Copier Lease	$4,750.00	1.00	$ 4,750
		Fire, Liability & Other Insurance	$3,100.00	1.00	$ 3,100
		Postage/Mailing Service	$1,100.00	1.00	$ 1,100
		Printing and Copying	$2,650.00	1.00	$ 2,650
		Licenses/Dues/Memberships (NUL, Caplaw, CAA, CPA dues, etc.)	$5,000.00	1.00	$ 5,000
		Data Processing Charges (Website/Renewal Fees/Server Upgrades etc.)	$950.00	1.00	$ 950
		Office Supplies	$5,000.00	1.00	$ 5,000
			$0.00	-	$ -
				Operating Total	$ 56,844
5	**Equipment**				
	List Equipment purchase or lease costing $1,000 or more, and justify these expenditures. "Equipment" costing less than $1,000 should be listed under "Supplies."		$0.000	-	$ -
		Computer and associated equipment for COO position	$2,500.000	1.00	$ 2,500
			$0.000	-	$ -
			$0.000	-	$ -
			$0.000	-	$ -
			$0.000	-	$ -
				Equipment Total	$ 2,500
6	**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.		$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
				Direct Assistance Total	$ -
7	**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		$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -
			$0.00	-	$ -

1	**Agency Name:**	LAS VEGAS CLARK COUNTY URBAN LEAGUE - CAA	**DO NOT OVERIDE FORMULAS IN LAST COLUMN**			
	Program Category:	ADMINISTRATION	**SFY 2018 with Carryover**			
	employment.		$0.00	-	$	-
			Subsidized Wages Total		$	-
8	**Travel and Training**					
	List all staff travel and training expenses.	Mileage Reimbursement - CEO - Based on prior years and projected future plans, the CEO estimates driving an average of 1400 miles per month using his personal vehicle and reimbursed at GSA Rate. With respect to the 10 other staff covered, we estimate roughly 115 miles per month in total for all 10 reimbursed at GSA rate.	$1,400.00	0.54	$	756
		Mileage Reimbursement - other staff ($75 per month)	$900.00	1.00	$	900
		Staff Training (Professional De, etc.)	$1,600.00	2.50	$	4,000
		Out-of-Area Travel - CEO & BOD, Sr. Mgmt.(CAA, Caplaw, etc.)	$2,500.00	2.00	$	5,000
		Training	$6,085.00	1.00	$	6,085
					$	-
			Travel and Training Total		$	16,741
9	**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.	Accounting & Auditing	$26,500.00	0.065	$	1,723
		Payroll Service	$75.00	24.00	$	1,800
			$0.00	-	$	-
			$0.00	-	$	-
			$0.00	-	$	-
			$0.00	-	$	-
			$0.00	-	$	-
				Other Total	$	3,523
10				**Grand Total**	$	324,159

Attachment M

BRIAN SANDOVAL
Governor

RICHARD WHITLEY, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE

4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010
http://dhhs.nv.gov

February 28, 2018

Kevin Hooks, President/CEO in care of Anthony Golden, Esq.
Las Vegas Urban League
3575 W. Cheyenne Avenue, Suite 101
North Las Vegas, Nevada 89032

Dear Mr. Hooks:

This letter is to confirm the extension of the Community Services Block Grant award to the Las Vegas Urban League (LVUL) originally scheduled to end December 31, 2018, then extended to February 28, 2018, and now extended through the end of the Notice of Grant Award project period, June 30, 2018. This extension is being made to provide for an orderly transition of services to the Economic Opportunity Board (EOB). The CAA designation for LVUL will continue until June 30, 2018.

I will be in touch with you next week to set up a meeting with LVUL, EOB, and DHHS to discuss the transition process and your other budgetary concerns. I am out of the office this week. Please feel free to call me at (206) 229-5394 if you have any questions and want to contact me before the end of the week. Thank you for your continued cooperation.

Sincerely,

Barry Goldman FOR
Cindy Smith
Chief, Office of Community Partnerships and Grants

cc: Richard Whitley, DHHS Director
Julie Kotchevar, DHHS Deputy Director
Linda Anderson, Nevada Deputy Attorney General
Tony Gladney, LVUL Board Chair

Attachment N

BRIAN
SANDOVAL
Governor

RICHARD WHITLEY,
MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE
4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010
http://dhhs.nv.gov

April 3, 2018

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League
3575 W. Cheyenne Avenue, Suite 101
North Las Vegas, NV 89032

Dear Mr. Gladney:

The Department of Health and Human Services, Director, Richard Whitley would like to meet with Las Vegas Urban League (LVUL) to discuss their Community Action Agency designation, on April 12th at 9:30 am at Aging and Disability Services Division, 1820 East Sahara Avenue, Suite 301.

In correspondence dated October 11, 2017, LVUL relinquished its designation as a Community Action Agency (CAA) and Community Services Block Grant (CSBG) funding. The Department of Health and Human Services (DHHS) accepted LVUL voluntary relinquishment on November 29, 2017 and initially established January 31, 2018 as the date to end the CAA designation and corresponding CSBG funding. However, due to the concerns of transitioning within a short timeline, LVUL agree to continue providing services through February 28, 2018. Upon further discussions, it was collectively agreed upon between DHHS and LVUL that the designation and contract would continue through June 30, 2018 (the end of the subgrant award period), to ensure that the services would be transitioned well. The shared goal was to ensure the community services would be transferred to a new designated Community Action Agency as smoothly as possible.

At this time, it is not clear whether LVULV intends to voluntarily relinquish CAA designation or whether LVUL would prefer for the DHHS to proceed with the termination process to proceed with the transition on July 1, 2018. If LVUL does not voluntarily relinquish their designation, DHHS will initiate the Public Hearing process which is planned for April 26th at 1:00 p.m. (see attached agenda and supporting documents). The Public Hearing would involve LVUL, DHHS, and the public to voice their concerns. LVUL can exercise the appeal process through the Office of Community Services (OCS), if not satisfied with this the outcome. DHHS has shared all the attached supporting documentation with OCS.

The history of LVUL, as a designated Community Action Agency has been a challenging one for both DHHS and LVUL throughout the twelve-year designation period. DHHS has spent considerable resources and technical assistance over this time-period to bring the agency into full compliance with the requirements, goals, and expectations for an impactful agency to address the needs of low-income

residents in Clark County. Our record of the program monitoring and assistance provided to LVUL supports the need for this transition include the following:

- Program monitoring in October 2015, that contained significant findings and recommendations.
- Follow-up monitoring in April 2016, that contained many of the same findings and recommendation in the October 2015, that has largely not been acted on.
- A fiscal monitoring report issued in March 2017, that contained several findings and recommendations critical to effective fiscal oversight and accountability of leadership that were declined by the agency.
- Grant conditions issued in June 2017, that contained many of the same findings and recommendations that had not been acted on.
- Efforts to accommodate the board requirement of the National Urban League (NUL) beginning in August 2014, combined with extensive technical assistance from DHHS and CSBG funded independent consultants over a three-year period. Despite these efforts, LVUL remained out of compliance with CSBG board standards and unable to successfully integrate the NUL and CAA board requirement's using a two-board structure. Ultimately, this ended up alienating CAA board members resulting in the resignation of over 50% of the CAA board.
- The subordination of community action under a unit within the agency that was not given the authority to implement CSBG requirement's and goals on an agency-wide basis as required by CSBG (see attachment for full description).

We recognize the contributions of LVUL and hope that LVUL will work with us and with our new partner for a smooth transition. We all share the common goal that the clients are served and services are not disrupted.

Please contact Cindy Smith at crsmith@dhhs.nv.gov or 775-684-4001 to confirm the April 12th meeting with Director Whitley.

Sincerely,

Cindy Smith
OCPG Chief

cc: Richard Whitley, DHHS Director
Vanessa Alpers, DHHS Deputy Director
Julie Kotchevar, DBPH Administrator
Linda Anderson, DHHS Chief Deputy Attorney General
Anthony Golden, LVUL Attorney

Attachment O

Las Vegas Urban League
A Nevada Community Action Agency

May 4, 2018

Richard Whitley, Director
State of Nevada
Department of Health and Human Services
4126 Technology Way, Suite 100
Carson City, Nevada 89706-2009

Dear Mr. Whitley,

Please allow this letter to serve as official notification of the Las Vegas Urban League's intention to maintain the Community Action designation. To that end, we have submitted our response to the Grant Conditions to DHHS for approval on September 7, 2017 (with no response). We fully participated in the DHHS organized retreat held on August 18 – 19, 2017, designed for LVUL and DHHS to openly discuss various aspects of the grant conditions due to DHHS on or about September 7, 2017. Our Grant Conditions response was submitted to DHHS timely. We created the Community Action Theory of Change detailing our restated mission, core values and vision about our anti-poverty efforts in Clark County. Additionally, we have submitted a work plan, for the current program year, created in concert with John Edwards (the CAA approved consultant recommended by DHHS).

DHHS has confirmed in multiple public settings that the primary reason for our current status was due to the National Urban League's letter stating that a change in our board structure, as desired by DHHS, would constitute non-compliance with the National Urban League's policies. We have now convinced the National Urban League to reverse this decision. As a result, we have started the process of restructuring our board to satisfy the tripartite requirements of DHHS to be completed by June 18, 2018.

As stated in our many correspondences, we do not wish to interrupt service to the community. Moreover, we believe that the Las Vegas Urban League is best suited to provide these services at the highest level and without interruption. It is our strong position that this satisfies all concerns and we can move forward as partners with renewed vigor to serve the needs of people with low-incomes and the communities in which they live.

Given that we have fulfilled every grant condition required by DHHS, we respectfully request that the hearing scheduled for May 10, 2018 on LVUL's status as the CAA be vacated so that we can move forward in unison and for the benefit of the community.

Sincerely,

Anthony L. Gladney
Governing Board Chair
Las Vegas Urban League

Kevin E. Hooks
President and CEO
Las Vegas Urban League

Cc: Mike Willden, Governor Chief of Staff

Attachment

P

BRIAN SANDOVAL
Governor

RICHARD WHITLEY, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES
4126 Technology Way, Room 100, Carson City, Nevada 89706-2009
Telephone (775) 684-4000 • Fax (775) 684-4010
http://dhhs.nv.gov

May 7, 2018

Anthony L. Gladney, Chairman
Governing Board of Directors
Las Vegas Urban League
3575 W Cheyenne Avenue, Suite 101
North Las Vegas, NV 89032

Dear Mr. Gladney:

I am writing in response to your letter submitted on May 4, 2018, which notified the Nevada Department of Health and Human Services (DHHS) of Las Vegas Urban League's (LVUL) intentions related to the Community Action Agency (CAA) designation. It is the intent of DHHS to move forward with the public hearing process as scheduled for May 10, 2018.

Please bring any supporting documentation referenced in your letter to the hearing to ensure review by the hearing officer. If not satisfied with the hearing outcome, LVUL may appeal as outlined in Information Memorandum #116, through the Office of Community Services.

DHHS is committed to ensuring services to the communities served by LVUL and appreciates your continued support and cooperation during this process.

Sincerely,

Richard Whitley
Director

Cc: Mike Willden, Governor Chief of Staff
Vanessa Alpers, Deputy Director DHHS
Cindy Smith, Chief, OCPG
Crystal Johnson, CSBG, Program Administrator
Linda Anderson, DHHS, Deputy Attorney General
Kevin Hooks, President, LVUL
Anthony Golden, Attorney, LVUL