

Nevada Department of Health and Human Services
 Grants Management Unit
 4126 Technology Way, Room 100
 Carson City, NV 89706
 775 684-3470

Fund for a Healthy Nevada
NOTICE of GRANT AWARD

Grantee: Nye Community Coalition 1020 East Wilson Road Pahrump, NV 89048	Tax ID: 45-0496090 Request ID: 1319
Contact: Ms. Stacy Smith	Telephone: (775) 727-9970
Project: NyECC One Stop Hunger	Email: stacy@nyecc.org
Grant Period: 7/1/2015 to 6/30/2016	Vendor #: T27003317

Project Description: NyECC is creating a comprehensive system of food delivery, nutritional awareness, and linkages to services in Nye, Esmeralda, and Lincoln Counties. This collaborative process builds upon the strengths of the volunteers and the systems in place and grows the infrastructure to support a system that ensures food security.

Counties to be served: Rural

Approved Budget:	\$167,472		
Personnel	\$43,695	Occupancy	\$5,844
Contract/Consult	\$11,013	Communications	\$756
Staff Travel/Per diem	\$4,782	Public Information	\$0
Equipment	\$0	Other Expenses	\$2,475
Supplies	\$86,502	Indirect Costs	\$12,405
		TOTAL	\$167,472

Approved Measures for Quarterly Progress Reports

Outcome 1		Outcome 2		Outcome 3	
a - 261 individuals will be provided with food assistance at least once a week b - 85 % (221) individuals will be surveyed c - 178 of those surveyed will report they did not skip a meal d - 178 individual (80%) positive result		a - 100 people will be referred to one or more federal food assistance programs b - 80 of them will be successfully linked c - 80% successfully linked		a - 90,372 meals in SFY14 b - 125,372 meals in SFY 15 c - 35,000 additional meals in SFY 15 d - 30% increase in meals	
Serve#	Achieve%	Serve#	Achieve%	Serve#	Achieve%
261	80	100	80	35,000	30

This grant has been approved for the first year of a two-year cycle. The budget detail is based on the grant period identified above. Future funding is dependent upon grantee performance and availability of funds.

Disbursement of funds: Total reimbursement will not exceed \$167,472 during the grant period. Funds will be disbursed primarily on a reimbursement basis, with allowance for advances, in accordance with grant instructions in Attachment B.

Source of Funds: FHN - Wellness

Terms and Conditions: In accepting these grant funds, the recipient understands and agrees to the following:

1. This award is subject to the availability of appropriate funds.
1. Expenditures must comply with any statutory guidelines, DHHS Grant Instructions and Requirements, and the

State Administrative Manual.

2. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented in Attachment A.
3. Grantee must comply with the DHHS Grant Conditions and Assurances, and the DHHS Grant Instructions and Requirements in Attachment B.
4. Grantee must comply with all applicable Federal regulations including but not limited to:
 - Audit requirements for grantees that expend more than \$750,000 in Federal awards during the grantee's fiscal year;
 - Title 2 of the Code of Federal Regulations (CFR) including , but not limited to, 2 CFR 200 (replacing OMB Circular A-21 for colleges and universities), 2 CFR 225 (replacing OMB Circular A-87 for state and local governments, and 2 CFR 230 (replacing OMB Circular A-122 for non-profit organizations); and
 - 45 CFR 92.35 requiring that neither the grantee nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
5. Quarterly progress reports are due by the 30th of the month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
6. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.

Signatures

Dates

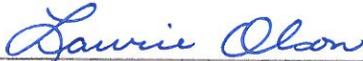
Authorized Grantee Official:



7-13-15

Spec. Dir.

Laurie Olson, GMU Chief:



7-21-15

Richard Whitley, Director, DHHS:



7/23/15

Organization Information

Confirm the program area that your proposal addresses.

Wellness-Hunger - One Stop Shop

Request Amount

Enter the total amount of funding requested in this proposal for SFY16 only (no decimals, round numbers only).

167472

Organization Name

Nye Communities Coalition

Legal Name

Nye Communities Coalition

Also Known As

NyECC

Address

1020 East Wilson Road

City

Pahrump

State

Nevada

Postal Code

89048

Phone

7757279970

Extension

240

Fax

7757279971

E-mail Address

stacy@nyecc.org

WWW Address

<http://www.nyecc.org>

Tax ID

450496090

Organization Type

(e.g., state agency, university, private non-profit organization)

Non-profit

Organization Primary Contact

First Name

Stacy

Last Name

Smith

Title

Executive Director

E-mail

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Project Primary Contact

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Introduction

What is your organization's primary mission statement?

Joining together organizations, agencies and individuals in a coordinated and cooperative effort to grow healthy organizations, people and environments.

Project Title

NyECC One Stop Hunger

Describe your project in one or two sentences.

NyECC is creating a comprehensive system of food delivery, nutritional awareness, and linkages to services in Nye, Esmeralda, and Lincoln Counties. This collaborative process builds upon the strengths of the volunteers and the systems in place and grows the infrastructure to support a system that ensures food security.

Provide a brief overview of the proposed program or project.

The system to ensure food security in Nye, Esmeralda, and Lincoln counties is underdeveloped, oftentimes informal, and without comprehensive processes and policies. The food pantries are largely operated by churches using volunteers; other than the County, who does provide a food box once a quarter to eligible clients. This project will allow NyECC and partners to continue the creation of and refine a stabilized system that promotes food security. This will include integrating the HMIS (Homeless Management Information System) into local food pantry distribution processes; integrating the One Stop Hunger Toolkit into local food pantries and other social service entities; implementing Linkage / Case Managers services in coordination with food pantries; and providing enough food (including a focused effort of more fruits and vegetables) for the communities need. This project will include a comprehensive process that will provide ongoing assessment and understanding of food security in the communities. It will increase the capacity, knowledge, and skills of food pantries. Food recipients will be connected with other state, local and federal resources that will increase their self-sufficiency. NyECC and partners will address the barriers that limit people from accessing services.

Population to be Served

Define your community/service area. Is it a district within a city, a county, a group of counties or region, or the state as a whole? Be specific. Name the area or areas you consider to be your

community.

The service areas for this project include Nye, Esmeralda and Lincoln Counties. Different communities throughout the counties are in different states of readiness and have different resources for food security available to them. Pahrump has an established food security committee that has met regularly for almost two years. Food pantries have worked diligently the last two years to establish protocols and structure. Food has been provided to an increasing number of families in need. Food pantries have examined other food pantry systems in state and nationally (electronically) and have developed an understanding of best practices. Tonopah has just started food security meetings, still reeling from the loss of the Salvation Army food pantry coordinator to a car wreck. Lincoln county is discussing food security as part of their overall coalition development. Smaller towns throughout the counties are all in individual states of readiness; however, throughout the three counties food security is being examined and addressed.

Geographical Area Served

Choose Up to 5

Rural-Rural South-Nye

Rural-Rural North-Esmeralda

Rural-Rural South-Nye-Southern Nye

Rural-Rural South-Nye-Northern Nye

Rural-Rural South-Lincoln

Identify any special populations you plan to target.

Choose Up to 3

Low Income

Homeless

Other

Does the program for which your organization is requesting funds have a waiting list? If so, how many unduplicated individuals are currently on the list? How long do they typically have to wait to receive services? Do you have a plan to address the waiting list?

There are no waiting lists. For the backpack program provided through the schools and in coordination with three square there are rules and qualifications but everyone who needs food as identified by school personnel is receiving food. Commodities distribution has rules that are followed; but everyone that complies receives food. Health and Human services allows only one food box per quarter and they screen based on income eligibility. The other food banks do not require qualifications to receive services. Through the integrated system of the food bank one stop, there is currently a source for food for those in need. However, there continue to be gaps in the more remote areas and more processed food is available than protein, vegetable and fruit. Additionally the hours open of food pantries limit the availability of food in some areas and in some instances. Linkage assistance is limited by part time personnel and only to the Pahrump community. No waiting list is maintained but not everyone's needs are being met as there is no personnel to perform the service.

Organization Strength (Up to 20 Points)

Refer to Page 4 of the Request for Applications. Describe how your organization's proposed project relates to the mission and

long-term goal(s) of the corresponding program area. (For example, hunger projects would focus on the mission and goals of the strategic plan that addresses food security.)

The Nevada Plan for Action Mission is to "improve the quality of life and health of Nevadans by increasing food security throughout the state". During the last two years of funding from FHN for Food Security One Stop; NyECC and the partner / members of the NyECC Food Security Committee developed the mission of "Enough food for everyone to lead an active and health life".

The Nevada Plan for Action further established goals in the areas of Lead, Feed, Grow and Reach. NyECC Food Security Committee has reviewed the goals of the state and has created and established local activities to be consistent with the state goals and feed into that overall state process.

This NyECC proposed project will include participation by NyECC Food Security members in the statewide meetings and system development. NyECC staff and volunteers from the food committee will regularly attend statewide meetings and contribute an understanding of rural systems of food service.

NyECC will continue to refine the One Stop Shop system in Pahrump / Southern Nye County; continuing to conduct monthly meetings with food pantry and service providers; sharing information, knowledge, resources, along with establishing shared policies, processes and networks of service for participants. NyECC will continue the development of the system serving Northern Nye / Esmeralda; incorporating their processes into systems consistent across the counties; and creation of a system in Lincoln County. NyECC will provide the food pantries, service agencies and faith based partners with available toolkits and trainings that can link those in needs with services and secure adequate food. NyECC will utilize collaboration, leveraging of services and cost saving principals to increase the servings of nutritious foods, especially the availability of fruits and vegetables in food desert areas. This will further define the availability of food and refine the systems of delivery in the counties. NyECC will further increase the use of the HMIS system by the largely volunteer food pantry systems; providing support and training for the organizations; assisting with data entry for larger food pantries and those pantries with volunteers that lack technological skills.

What qualifies your organization to provide the proposed service?

NyECC was funded for the last two years to establish a one stop food system and has made significant strides. NyECC has formed a food security committee and conducted monthly meetings in Pahrump since 2013 and has formed a committee in Tonopah and conducted several meetings.

Areas of NyECC focus include participating with the rest of the state in systems meetings and sharing the state food security plan with local community members.

NyECC has promoted local enrollment in federal and state access to food services and other services by providing Linkages or Case Management services. In addition to directly reaching and successfully linking 168 people in 2013-14 and well on the way to serving 75 or more this program year; NyECC has created a One Stop Hunger Toolkit to empower local agencies that encounter food insecure individuals. This toolkit provides that volunteer/staff member the applications, directions and resources to help someone with food insecurity to access services. NyECC has expertise and has trained committee partners and pantry partners on food storage, food safety, use of the HMIS system, linkage/case management basics and has provided food through the schools (backpacks home for the weekend) for more than five years and has provided community dinners for the holidays for six years. Prior to NyECC taking this project on two years ago no one in

the three counties used the HMIS database system (the state standard system for managing and collecting data on food security); now hundreds of clients have been entered into the system (primarily through NyECC staff) and the system is being used by several local food pantries.

NyECC has served as the local community coalition, creating collaborations and coordinating services since 2002, in the areas of alcohol, tobacco and other drug prevention, diabetes, health, wellness, workforce development, transportation needs, social justice and food security. NyECC has more than 150 members across the counties that participate in this community planning processes. NyECC is highly experienced in leveraging the relationships and resources that exist in the areas along with providing direct services in the food security arena.

Provide information about the key staff who will be involved in project leadership. Provide names, titles, a brief description of their duties, and the number of years each person has worked in this program area (both inside and outside your organization). At minimum, include the Executive Director, the Program Manager and the Fiscal Officer.

Stacy Smith, Executive Director 12 years; providing oversight for all aspects of the nonprofit and directly contributing to the food security committee coordination, oversight of the one stop toolkit development; trained in HMIS and providing oversight of linkage staff. Tammy Moore, Chief Financial for 12 years; is providing financial and human resources oversight. Marlaina Porter is Project Coordinator for the Meals component. She has been working with the coordination of the backpack food into the school system, the community dinner's projects and sustainable gardening practices for the communities. Marlaina coordinates the committees associated with these projects, connecting with the community member that serves as chair to set agendas and plan the meetings along with volunteer coordination. LeeAnn Luna has worked the last two years assisting with the linkage of services by screening individuals at the food banks; along with working with volunteers at the food banks to train them to use the HMIS system and entering data into the system. All staff provides support to the food pantries and other partners of the food security system as requested. Marlaina secures volunteers from the YouthWERKS (workforce) program to assist each week with the largest food pantry distribution and the periodic commodities distribution. She also coordinates dozens of volunteers to help with the community dinners. All of the staff associated with this project and all of the staff and members of NyE Communities Coalition promotes the success of the project.

Non-Profit Community Organizations - If yours is a non-profit community organization, provide information about your Board of Directors. How is board composition determined? How are members selected? How many members constitute a full board and how many vacancies do you have now? What kind of training (formal or informal) does your board receive and how often? Briefly describe the board's role in strategic planning, fundraising, and program oversight.

NyECC is a 501(c)3 nonprofit. NyECC currently has 8 members of a nine member board filled. Board members are elected from the coalition membership of community members

across Nye, Esmeralda and Lincoln counties. Each board member understands and participates with the coalition. Returning members rate themselves and recommit to the coalition process. New board members receive orientation including a programmatic "tour" of the three coalitions divisions -- coalition building; - prevention and wellness; - and workforce development. NyECC currently operates from more than 25 grants and other funding streams. New board members are oriented on the finances and programs of the organization. Board members attend an annual strategic planning session with NyECC staff and participate in the general coalition meeting and coalition committees. Board members serve as chairs and members of committees and subcommittees across the counties. Program Directors at NyECC and other key staff provide information to board members and seek insight and involvement with activities. NyECC is a hybrid organization; providing services as a traditional nonprofit does along with the process of a membership organization with the organization and members providing resources and services to each other. NyECC has strategic plans for programs within the three divisions. NyECC has discovered in a rural community it is oftentimes the same individuals that "come to the table" and it is more effective to have one coalition represent a wide range of social and community concerns. For example one member / board member of NyECC is Linda Fitzgibbons, a Nye County School District Employee who serves as the Pre-K Director, the homeless liaison and the Parent Involvement Coordinator for Nye County School District. Many of the members are similar to her in that they "wear many hats". By attending one meeting she is able to transfer the knowledge to and from several programs. Information from individuals committees is taken to the overall membership and the Managing Board for further refinement. NyECC has been trained in several strategic planning methods and uses the wellness wheel, the Strategic Prevention Framework and the Coalition toolkit as mechanisms for creating change.

Other Organizations - If yours is not a non-profit community organization, describe how the oversight typically provided by a Board of Directors is handled.

N/A

Summarize your organization's strategic plan by answering the following questions. When and how was your plan completed? Has the overall mission/vision been revised since the plan was first completed? What timespan does it cover? What are the primary goals in the plan? How is progress toward goals tracked?

Currently, NyECC has comprehensive plans in place for prevention, transportation, diabetes, workforce and food security.

NyECC has a specific committee, the Assessment, Planning and Evaluation Committee (APE) that examines data, reviews plans, and brings a higher level of data analysis and strategic planning to the coalition. This committee has been fairly stable for several years and has received training including federal level training on community planning, data analysis, and strategic planning. They review raw data, data sources and the overall strategic plans.

The NyECC Food Security Plan follows the model of the Nevada Food Security Plan. Data was examined at local levels and current knowledge of the community was brought into consideration. Food pantries, School Food Service, Health and Human services, service organizations, faith-based partners, governmental representatives, youth and food bank

clients provided insight and information for the plan.

In regard to food security, the current goals of NyECC are to gain adequate resources for food distributors so they are effective and efficient; to carry out a community needs assessment and create a plan to ensure food security for everyone; and to share information and knowledge among food security providers.

In addition the Food Security Committee bases focus and activities off a benefit access plan that incorporates grant objectives. This currently includes the linkages, increases in food distribution and one stop processes. All of this information is entered into a tracking form. Information is collected from partners and staff and data is entered into the in house data tracking Output logs and into the statewide HMIS system. At least annually data is extrapolated and shared with the food security committee and the APE committee for refinement and strategic planning.

Define what sustainability means to your organization and describe how your organization addresses this.

NyE Communities Coalition has sustainability as a key component of program and activity planning. To maintain the community trust NyECC ensures that sustainability is addressed. There have been many programs started in rural communities over the years and when funding ends or is squeezed the rural components are oftentimes some of the first to go. As part of the training the key staff and board members of NyECC have received, sustainability has been examined in a broader context than just finding more money to operate a project. NyECC, the coalition members, and partner organizations view sustaining a project as the ability to weave components of projects or whole projects into other organizations and individual's responsibilities. One of the best examples is the Back to School Health Fair. NyECC staff and board members implemented this more than 8 years ago. At that time, NyECC staff provided most of the coordination and conducting of the fair. Partner agencies and organizations were brought on and over the last few years the Desert View Hospital has taken the coordination and the conducting of the fair over. This annual event is now included in the regularly assigned duties of a hospital staff members and there is funding in the hospital budget for the event. NyECC staff still assists and participates but the event is sustained and will occur and flourish even if NyECC no longer participated. In addition to sustaining through integration, NyECC continues to seek funding from a broad spectrum of sources.

Summarize your organization's plan for resource development. How will any additional resources that are received be used by the organization?

NyECC examines resource development as part of the strategic planning process. Resource development is viewed broader than grants, fundraising, and donations. In-kind contributions have been integral to the development of NyECC. NyECC has a system for tracking in-kind contributions and attributing them to the appropriate project. Volunteers have been key to the growth of NyECC. However the biggest resource development has been the ability to access AmeriCorps Members, VISTA's (Volunteers In Service to America) and AARP Volunteers. These yearlong committed volunteers have grown NyECC and the coalition partner's capacity in leaps and bounds.

Because there are three divisions within NyECC and three counties served by NyECC; as resources are obtained NyECC staff and board members make a concerted effort to determine and document the intent of the donor and their area of interest. Donations are oftentimes made to NyECC but distributed to coalition member partners. The process for distribution is discussed by the members of the coalition. For example many schools and clubs hold food drives and instead of choosing a food pantry they will donate the food to

NyECC. NyECC works with partner organizations (food pantries) to divide the food in the most effective manner; filling gaps within each organization. The Food Security Committee collects and distributes toiletries to all of the partner food pantries. One standing agenda item of the committee is "Wishes, Wants, and Dreams" where each member is able to express and sometimes connect with needs.

Service Delivery (Up to 25 Points)

Complete the Service Matrix and submit it along with the other attachments required for this application. How did your organization decide which services to list on the Service Matrix?

NyECC staff processed the information from this application and the service matrix document with the members of the Food Security Committees serving Southern Nye County and Northern Nye County / Esmeralda; and with the Lincoln County Action Team contact. The group reviewed the current local food security plan and discussed the progress on the activities and goals. It was determined that food purchases, linkages/case management, and systems development were the primary areas of focus for this project. While different communities across the counties are at different spots within each of those areas; this project will allow the flexibility to work with each community where they are at and grow the infrastructure, systems and delivery so that less people are food insecure. The supplemental services were based on what is available in the communities and the areas that previous experience with linkage/case management have shown to be the biggest areas of need -- including employment, housing and utility assistance, mental health access, nutrition education and child safety seats.

This question focuses on knowledge of available services (including those that your organization provides). Answer all of the following elements.

(a) How does your organization educate its staff about other services that are available to clients?

(b) How does your staff educate clients about other services that are available to them?

(c) How does your staff educate other providers about your organization's services?

(d) Summarize your organization's outreach plan. Include information about targeted outreach designed to draw in any special populations identified in the "Population to be Served" section of this application.

NyECC is a coalition with the mission of connecting organizations, agencies and individuals. NyECC is housed on an old elementary campus in Pahrump and at the old courthouse in Tonopah. There are several partner agencies that share the facilities and use the available meeting space. Staff and volunteers are oriented to the services at the facilities and in the community. Staff and volunteers are instructed that they never answer I don't know or we don't do that. They are provided a directory (that NyECC creates and distributes every two years) and taught about the Nevada 211 system so that they can connect people with the correct resource. NyECC coordinates general coalition meetings in

the three counties where agencies and organizations come to update the community on their services and programs. NyECC staff announce at these meetings about programs and services. NyECC staff distributes a monthly newsletter to the community and staff that includes community agencies and organizations announcements. NyECC shares information when staff attends other community meetings including service club, MDT, economic development and local governmental meetings. NyECC has examined the best way of reaching different populations for different projects. Media and marketing is part of the project development and includes everything from word of mouth, educating key community members (such as faith based leaders and politicians), radio (especially effective reaching the homeless in Pahrump), TV (local Pahrump reaches more seniors than anyone else), newspaper, flyers, school all call / flyers, social media, NyECC website / newsletter, chamber and other organizations calendars / newsletters and presentations to groups. Specific to the food insecure population we promote the programs at the local food pantry lines, through Nye County Health and Human Services, through the veteran services and through the school district.

Describe the service delivery process that will be used to provide individuals/families with food. The description should include, but should not necessarily be limited, to: eligibility requirements and verification process (if any), intake process, amount of food provided per pantry visit, limits on how often individuals/families can access the pantry, type of food that will be available, and how the pantries participating in the project will create a supportive environment that minimizes the stigma associated with receiving food assistance.

There are several pantries that will be part of this project, each with their own systems. NyECC Backpack project works with the schools to identify the students that qualify for the weekly backpacks of food. The school starts with the free and reduced list and determines the list from there. They also take into account emergency situations and unusual situations. For the general pantry services at the faith based pantries the organizations do not require any eligibility process with the exception of VFW that serves veterans and their families. The intake process includes a sign in sheet and the HMIS system is being refined for use at the largest food pantry, Path of Hope, and the VFW. Each food pantry has different hours and availability for visits and distributes differing amounts of food. Currently none of the food banks meet everyone's needs. Clients must travel to different food pantries to access an assortment of protein, vegetables and nonperishables. Each food pantry has limits on freezer and pantry space that limits the ability to serve. The food pantries limit stigma by allowing clients to state their choices or make selections on forms. One pantry is moving toward a store type set up where clients will "shop for" or select the food they want. The largest food pantry in Pahrump, Path of Hope has created a volunteer sign in form that encourages great customer service; requiring that the volunteers be polite, courteous and respectful of the clients. The amount of food available at each site on any given day continues to be flexible and is based upon what the food pantry has available. Transportation of food across the counties continues to be a major issue and cost. Storage of the food limits how much any pantry can keep. Donations affect how much food is available at each pantry. The funding that is regular, such as this funding source, maintain a standard but does not fill all of the gaps. Local food pantries conduct food drives and raise funds to fill in all the areas but the food items are variable in type and quantity.

Describe the process for conducting screening, referral and follow-up in order to link people with the food programs and supportive services listed on Page 6 of the RFA. List any programs and services that people will be referred to beyond the required ones. Discuss the strategies that are being used or will be used to maximize the number of successful referrals that result in people receiving needed food assistance and supportive services.

NyECC originally conducted screenings while clients were in line at food pantries. Client are approached with an introduction letter while they waited in line and asked if there are programs they are struggling to be connected to, what are the barriers, how we can assist them. Clients completed a contact form and any immediate needs were addressed. An appointment is made to accomplish any hands on troubleshooting with applications, phone calls or data collection. In many cases introductions are made either through the phone or in person if the provider is on site (VITA, Section 8, US Vets, workforce, child safety seat, Nye County Health and Human services, Retired Senior Volunteer Program, diabetes education, tobacco cessation, Vocational Rehabilitation). A phone call or email is made to follow up with the client and the provider to check if the resource connection has been made and to troubleshoot any additional problems. NyECC has expanded outreach into several social service organizations and community events; providing an opportunity for a broader demographic to be screened for need.

NyECC uses the One Stop Hunger Toolkit to assist with connecting clients with services. Each toolkit contains applications, resources and other sources of assistance for help with the mandatory components including SNAP, WIC, School Lunch, Senior Congregate, Home-delivered Meals, Commodities, EITC, TANF, CCDF, EAP, SSHIX, Nevada Check-Up, Medicaid, and local resources of NyECC Career Connections, Nye County Health and Human Services, Pahrump Family Resource Center and Local Food Banks.

Based upon clients' needs they may also be linked to other workforce programming, crisis assistance for utilities and rent, child safety seats, Retired Senior Volunteer Program, nutrition education, food awareness, prevention and wellness programming, US Vets Service, and the VITA (Income tax preparation in addition to the EITC awareness). Surveys and informant information is collected to record the basic demographics and service needs of the clients. When a linkage fails, NyECC examines what occurred for the connection not to take place. Did the client no longer need the service? Did the referred to service lose the clients engagement? Why? Did NyECC not communicate the referral process completely or correctly? Did NyECC not give enough effort to ensure that the client was engaged with the service? Over the last two years it has been found that one of the highest factors that contribute to the client's engagement and follow through has been related to customer service.

Hunger projects are required to ensure that all ages (birth to elder) are served. How will your partner organizations be structured to ensure that this requirement is met?

NyECC has addressed that all ages are considered in the food security plan. Partners include organizations that serve all ages. The largest food pantry collects data and notes that their largest growing population served is senior citizens. Many elderly receive their food through delivery. Children are directly reached through the backpack program and

the unemployed / underemployed are accessed through the NyECC workforce training programs. Nye County Health and Human services serves a broad range of individuals and assists with engaging them into other programs and services. During the Food Security meetings focused discussions are led on how to reach different populations and ensure that everyone has access to food. The partners assist with determining if any gaps exist and how to fix any delivery issues. NyECC also reaches out to those that do not currently identify as partners. This includes local senior centers. NyECC meets with senior center directors across the areas to determine if there are opportunities for partnership. NyECC communicates with WIC through the Nye County Health and Human Services department as they share offices. One ongoing gap that continues to be an issue that will be addressed this next year is the availability of baby food. WIC helps in many emergency situations but their hours and resources are limited.

Describe how your partner organizations will track and report on basic client demographics. Note that you may be asked to report on all clients served; not just with funds awarded through this RFA.

All food pantry partners collect basic demographic data on their clients in paper format at a minimum. NyECC has assisted some of the partners over the last years in developing systems to track information. NyECC has spent the last year providing food pantries with the support to use the HMIS system. NyECC staff and food security members have gone to Las Vegas to tour operating food pantries to observe their processes. This has allowed local food pantries to develop goals that were beyond their previous visions. Currently the largest two food banks in the service are uses HMIS. NyECC continues to assist with data entry and is in the process of issuing every registered member / client with a card with a barcode similar that will allow clients to have their card scanned instead of providing any information. The card will not be required by any of the food pantries but will be a convenience for them and the pantries. There is some community resistance to using the cards and filling out forms. The churches were concerned about the question on gender initially. All of these issues have been worked out with the local communities so that there can be participation in statewide database systems and collection of data that will benefit an understanding of the food security problem. NyECC has the ability to gather the information on all food pantries in the communities. Currently Food pantries report the data monthly at meetings or submit via email.

Describe the strategies that will be used to provide the maximum amount of food possible in order to minimize the need for clients to utilize multiple pantries to meet their food needs, and also ensure that the food provided (a) meets generally accepted standards for quality; (b) contributes to a balanced, healthy diet; and (c) is actually food that clients wish to eat.

After viewing the process at a Las Vegas Food Pantry and receiving training from a NyECC VISTA member (A Nutrition graduate student serving from the New York Hunger Coalition at NyECC for a year); members of the NyECC food security committee have developed the commitment of reducing trips to food banks, providing desirable food and making nutritious food primary. The food pantries have worked together so that they are aware of the food each has available and they share food when appropriate so that trips can be limited. Each food bank allows participants to select out of food that they will not use with the exception of commodities which is distributed as a box. There have been ongoing

classes on using the food provided by the pantries in a healthy meal, how to freeze, how to can and how to grow small amounts of your own food. NyECC has volunteers coordinate these classes or partners with other organizations such as the Cooperative Extension. NyECC has staff and AmeriCorps / VISTA members that are trained in food handlers and serve safe. They have worked with the volunteers to ensure that everyone uses gloves to distribute the food and the NyECC commercial kitchen is used to divide up bulk products so that the food pantries can use the products. This project will allow for specific purchases of fruits and vegetables. Bountiful Baskets will most likely be the avenue for these foods, with a focus on the food deserts in the counties. The majority of the smaller communities do not have grocery stores. Tonopah has the only full size grocery store in Northern Nye / Esmeralda and produce is extremely limited there. Bountiful baskets deliver through the counties once a week, providing an economical basket of produce and potentially saving transportation costs into those areas. Additionally local farmers markets are being accesses as the means to purchase food for community members. Systems are being developed so that SNAP cards and vouchers can be used at food banks. The local organizations need assistance to make this process happen.

Describe any other elements of your approach to service delivery that will make your program successful in helping individuals and families achieve their highest level of self-sufficiency.

One of the most unique components of this project has been the leveraging with another project of NyECC that provides for mental health screening. The primary Hunger One Stop linkage provider has been trained in Mental Health First Aide and provided with training on screening for mental health issues. Should they encounter someone exhibiting mental health issues, they are trained and able to provide access to resources and to offer assistance.

NyECC is building a physical one stop for many services and encouraging one stop practices across all issues; encouraging partners to follow the model of cross training and creating a no wrong door environment.

Overall, NyE Communities Coalition and the Food Security Committee recognize that the food pantries are not the long term solution to food security. The wrap around services and linkages to services, especially those that build self-sufficiency and promote social justice are the solution and the long term goal of NyECC. Nye County was recently identified by USA Today as the poorest county in Nevada. Many in the community are recognizing that until the poverty is addressed the overall wellness of the county cannot improve.

If you plan to add any new food access points during the two-year grant period, explain why a new site is needed in a particular area. Use verifiable data wherever possible, cite waitlists if applicable, and include a timeline for implementation.

There will be no new sites. NyECC is working with current partners and may engage new partners but this will include current food pantries. Food pantries are largely housed at churches. NyECC will partner with them to enhance their services, ensure best practices and develop systems so that there are fewer food insecure persons.

Collaborative Partnerships (Up to 20 Points)

Name the organizations participating in the proposed

collaborative partnership and summarize their roles.

NyE Communities Coalition -- lead organization providing the coordination, collaboration development, infrastructure support, policy and procedure development, training, technical expertise, facilities use and project oversight. Processes food purchase requests to determine equitable distribution of food. Provides backpacks in outlying rural areas other than Pahrump. Provides community dinners for holidays.

Path of Hope -- Largest food pantry and commodities distributor in Pahrump provides information to clients, access to clients for referral, provides data, assists smaller food pantries with storage and resources.

Oasis Outreach -- food pantry with regular access to protein and vegetables that is not available to other pantries. Shares food with other pantries. Maintains and distributes a list of food banks and times open. Provides access to facilities for meetings.

VFW (Veterans Foreign Wars)- food pantry for vets and their families. Provides information and referral services to vets.

Nye County Health and Human Services -- food pantry for their clients only; serves as a referral source for other services and resources. Educates food pantry members of available services through the county.

Salvation Army -- food pantry and assistance with utilities and rent for eligible clients.

First Baptist Church -- hosts commodities distribution in Tonopah and community holiday food distribution.

New Hope Assembly of God- food pantry for Northern Nye / Esmeralda Counties supports home deliveries to those unable to come to the pantry.

Why was the lead organization selected to serve as the lead?

NyE Communities has the capacity and the infrastructure to support the project. NyECC serves the three counties and is accustomed to coordinating these type of projects that includes organizations with varying capacity and capabilities, needs and deliverables. NyECC has relationships with the partners involved and is accustomed to seeking new partnerships as needed. NyECC can leverage this project with others that are available to the community. NyECC is able to bring AmeriCorps/VISTA volunteers in to assist with the overall project deliverables. NyECC has the experience to write for and manage a grant.

Identify the key management functions that will be provided by the lead organization. The response should include, but not be limited to, addressing how the lead organization will ensure that all partners are in compliance with DHHS grant requirements, that fiscal management practices are aligned with generally accepted accounting principles, and that data is tracked and reported in a consistent manner.

NyECC staff will provide the assurances to all partners of this project and discuss the mutual responsibilities that everyone has. Data and information collection forms will be distributed and all partners will be trained on how to complete all forms. NyECC completes many of the purchases because the partners have limited cash flow. Path of Hope will make some food purchases and they will be provided the requirements of the documentation prior to the purchases. NyECC requires partners to use basically the same process of purchase requisition that staff do. This ensures that the fiscal department is aware that a purchase is being made and they can encumber that funding. NyECC manages more than two million in federal funds annually and aligns all practices with generally accepted accounting principles. NyECC fiscal management staff has been highly

regarded by state and federal funders for years. NyECC has developed internal systems for tracking data and information including a networked outputs log. NyECC provided trainings and mentoring to partner agencies on grant writing, grant management, project management, evaluation, data collection and other program management needs. Partners are encouraged to attend and are provided onsite technical assistance as needed. Many of the partners have limited technological resources and skills. With the implementation of the HMIS system, partners were provided with a great deal of oversight and assistance.

Describe how the funds requested in this proposal will be distributed through the lead organization to the partner organizations (e.g., subgrants, subcontracts). Indicate the amount of funds that will be apportioned to each partner and how each partner will use the funds.

NyECC and partners will establish minimum amounts needed by each food pantry to meet their clients' needs. All funding sources will be considered including each pantries fundraising, EFSP (Emergency Food Shelter Program), local food donations and other sources of support. Based upon data that will be collected in June and on an ongoing basis the funding for partner food pantries will be determined. Food Pantries will discuss their food purchasing needs during the Food Security Committee with the partners. This open process of discussion and compromise for the greatest good is a key component of coalition membership and has been a successful means of decision in the past. Processes, resources and money are discussed openly with partners sharing details of their organizations capacity. This process has been developed by building trust and when new partners come on or when old partners have new staff it must be developed and grown. Partners will only purchase food and only when their organization has the financial capacity. This funding will only be used to enhance pantry services not replace the resources they currently have. NyECC will provide for most purchases based upon the needs of the organizations. Funding will be available for minor pantry needs including gloves, bug spray and safe serve training. When a partner is making an agreed upon purchase they will use the NyECC requisition process.

The existence of a partnership assumes that participating organizations will work cooperatively and collaboratively. Describe how your process works. How will decisions be made and differences resolved? How will the partners work together to ensure that the project stays on track and that performance goals are met?

NyECC is accustomed and experienced with community and collaboration building. Staff members are highly trained in group facilitation, project management and communication. NyECC works very hard to make sure that communication is mutual and ongoing. NyECC has worked very hard to develop a relationship of trust with community partners and is very careful to nurture and protect that reputation. Many of the food pantry partners have been coalition members and have worked collaboratively for years within the NyECC coalition process. NyECC utilizes consensus building as the decision making process. It requires an initial time investment but once the consensus of "I can live with that" is reached, true collaboration can occur. NyECC ensures that all partners are recognized for their efforts and have access to the resources that they need. When someone's needs cannot be met the partners discuss and determine if there are any avenues available for

resources. NyECC staff and key long term coalition members provide an understanding of the benefits of collaboration and an acknowledgement of when there are issues of inadequacy. The Food Security Committee will work together to set the goals and activities for the project, incorporating the activities identified in this grant and expanding into other projects. An activity tracking form will be developed and will be reviewed at each committee meeting. Assignments and commitments will be tracked and partners understand that the meetings will be where everyone is held accountable.

Remember to submit a Letter of Agreement and a draft Memorandum of Understanding if this proposal involves a collaborative partnership. If a final Memorandum of Understanding is available, this may be submitted in lieu of the letter and draft.

Cost-Effectiveness and Leveraging of Funds (Up to 15 Points)

Describe how the program will make cost-effective purchases.

NyECC and all eligible food pantries are members of Three Square Food Bank and will make many of the purchases there. Smith's Grocery provides Oasis a significant discount for their purchases. Bountiful Baskets will be considered as a resource for produce, primarily because they transport the food into remote rural areas and because the quality of the produce is good. Nutrition and quality of the food will be considered as part of the long term cost effectiveness. Local food producers have entered into conversations with the coalition in an effort to provide access to locally grown produce and eggs. The process will be examined further and developed as an option. Providing quantities of food at the risk of long term health may not be the best option for the community. Food pantries will bring their costs into discussion and share avenues for bulk purchases and discounts. Food pantries that have been provided donations in the past, such as large bread donations, has shared with other food pantries so that the product does not go bad and is wasted. This process will continue to be enhanced so that last minute donations are put to the best use.

Describe the total amount of resources that each partner agency will contribute to the project from all funding sources in SFY16 including the funds requested for SFY16 in this proposal.

Categorize the funding sources by type (e.g., federal, state, local and private), indicate the specific source (e.g., USDA Commodity Foods), and include the dollar amount. Describe any volunteer and in-kind services and estimate the dollar value.

Indicate whether the funding request or structure will be different in SFY17 and, if so, why.

It is expected that each year will be basically the same.

NyE Communities Coalition -- donations and local funding provides for community dinners purchases - \$6000. Facility use for meetings, storage of food, processing of bulk food - \$1500. Emergency Food Shelter Program - \$800 management of program.

Oasis Outreach private donations - \$9600

VFW -- Private donations - \$2500

Health & Human Services -- State funds - \$2000

Path of Hope private donations - \$8100 for food. Provides Commodities - \$57,600

First Baptist Church Tonopah Commodities -\$4000, Holiday Food Baskets --local donations - \$3840

Emergency Food / Shelter Program -- Salvation Army - \$7500

Food pantry and community volunteers working on the food security issue will provide an average of 320 hours a month at a value of 19.05 per hour per the independent sector for an annual value of \$73,152.

What percentage of the funds requested will be spent on purchasing food? How was this percentage determined? (Note that the minimum requirement in the RFA is 50%.)

Discussed need with current and expanding partners to determine the minimum amount needed for food. Developed budget around the food needs; then the project management costs and linkage / Case management costs. Transportation of food is a significant issue and a significant cost in rural communities. Food banks delivery is limited as is local storage which creates issues with adequate food and adequate storage. A large part of NyECC's role involves transporting or securing transportation to outlying areas and communities. Just food costs are 50% of the budget.

Indicate whether any of the funds will be used as match for another funding source. If so, what is the dollar-for-dollar ratio of the match (e.g., 1:1, 2:1, etc.).

There is not a set plan to use this funding for match; however, NyECC is seeking additional funding sources and may apply this funding in that manner.

Outcomes (Up to 15 Points)

Provide at least two examples of the program outcomes your organization is currently measuring. Describe how progress is tracked.

NyECC is currently tracking the successful linkage of clients to one or more federal food assistance programs and the approval for service of said client. NyECC uses the HMIS system to enter data and track the case management of the clients. Clients and service organizations are followed up with to determine and verify approval of service. NyECC is currently tracking the provision of meals (additional served), by increasing the number of meals provided to low income families. NyECC is tracking this through a data collection system developed with partnering food pantries. Some pantries will be transitioning to HMIS system as a means to track data over the next few months.

How does your organization use outcome information to strengthen its programs?

The collected data from the mentioned outcomes in addition to other data collected by NyECC and partners is collected and discussed during food security meetings. Information is used to compare to previous time periods and similar size communities to determine quantity and quality of distribution. NyECC is assisting partners to create systems of long term data collection so that the information can be used to garner additional resources and understanding. Prior to NyECC implementing HMIS, no organization in the three counties was using the system. Some grants, including the United Way of Southern Nevada requires the use of HMIS and long term data collection. This increase in infrastructure will ultimately build capacity.

What impact do your organization's services have on the quality of your client's lives?

NyECC utilizes the wellness wheel as a strategic planning mechanism. Several of the components of the wheel including physical and emotional wellness directly relate to food security. By working with the food pantries, NyECC increases the long-term capacity of the community. By seeing food security in broader terms than just food provided by a pantry, the overall and long lasting effect to the individual can be life altering. This connection that can occur in a food bank line can lead to self-sufficiency. In the short term, an individual has the food they need to sustain them.

Describe the long-term impact your organization's services have already had on the community or, if your organization is proposing to provide a new service, describe how the service is expected to impact the community. Describe how impact is (or will be) measured.

One of the largest long term impact has been the increase in infrastructure and resources that NyECC has assisted local food pantries with. NyECC has brought back the EFSP funding to Nye County after the United Way of Nye County dissolved. This money was not available to the county for a couple of years. NyECC researched the funding, worked with United Way of Southern Nevada and has been able to secure the EFSP funding for the last two years and make sure that it is distributed out to community partners. Additionally the implementation of the use of the HMIS as a formalized state standard for tracking data, providing the support, training, and technical assistance food pantry partners needed to be able to start tracking their data long term will impact the capacity of food pantries for years to come.

Projections

Output/Outcome 1

Provide the following projections.

(a) The number of unduplicated people who will receive food assistance in SFY16.

(b) The number of unduplicated people who will be surveyed after services are rendered.

(c) The number of people who will report that they did not need to skip meals in the month following the food assistance and supportive service referrals received from this project.

(d) Use the projections in (b) and (c) to calculate the percent who report positively.

a- 261 individuals will be provided with food assistance at least once a week

b- 85 % (221) individuals will be surveyed

c- 178 of those surveyed will report they did not skip a meal

d- 178 individual (80%) positive result

Output/Outcome 2

Provide the following projections.

(a) The number of unduplicated people who will be referred to one or more federal food assistance programs in SFY16.

(b) The number successfully linked.

(c) Calculate the percent successfully linked.

a- 100 people will be referred to one or more federal food assistane programs

b- 80 of them will be successfully linked

c- 80% successfully linked

Output/Outcome 3

Provide the following data and projections.

(a) The number of meals provided by all partner organizations during SFY14.

(b) The number of meals projected to be provided by all partner organizations during SFY15.

(c) Project the number of additional meals that will be provided during SFY16 by all partner organizations.

(d) Use the projections in (b) and (c) to calculate the percentage increase in meals provided.

[Note that the standard ratio for converting pounds of food into meals is 1.2 pounds equals one meal. If this conversion does not work for your organization for some reason, explain why and propose an alternative measurement.]

a- 90,372 meals in SFY14

b- 125,372 meals in SFY 15

c- 35,000 additional meals in SFY 15

d- 30% increase in meals

Output/Outcome 4

Provide the following data and projections.

(a) The pounds of fresh produce provided by all partner organizations during SFY14.

(b) The pounds of fresh produce projected to be provided by all partner organizations during SFY15.

(c) Project the pounds of additional produce that will be provided during SFY16 by all partner organizations.

(d) Use the projections in (b) and (c) to calculate the percentage increase in fresh produce provided.

a- 5000 lbs estimated in SFY14

b-10,000 lbs in SFY15

c- 5,000 additional lbs in SFY15

d- 50% increase in produce poundage distributed

Indicate whether any of the projections provided above for SFY16 will change in SFY17. If so, explain why and enter projections for SFY17 below.

NyECC and partners have only recently begun collecting data on pounds of produce. This number is an estimation based on one month of collection. This number is expected to become clearer over the next couple of months.

Management Checklist

Confirm that your organization already follows each of the practices listed below, or will implement these practices by the start of the SFY16 grant year. Note that items will be verified during program or fiscal monitoring visits, which may include a random sampling of transactions.

ANSWER "YES" OR "NO."

Yes

The organization has written personnel policies covering at a minimum: job descriptions, leave policies, recruitment and selection, evaluation, travel, salary ranges, fringe benefits, grievance procedures, disciplinary procedures, termination procedures, conflict of interest, sexual harassment, substance abuse, lobbying, confidentiality, and equal employment policies.

The organization has an accounting manual covering all of the following: separation of duties, accounts payable, accounts receivable, internal control, purchasing, check signing policies, payroll, cash receipts, procurements, property management, time sheets, travel, conflict of interest, nepotism.

Procedures are in place to minimize elapsed time between receipt and expenditure of funds and for determining allowability and allocability of costs.

Accounting records are supported by source documents.

Records are adequate to identify the source and use of funds.

The agency has a process for reconciling project expenses with revenues.

Fiscal and program records are retained for at least three years after the end of the grant period.

Attachments

Title	File Name
Budget Template (Appendix D)	<u>Appendix D FY16 DHHS Budget 01-30-15.xls</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>Southern Nye MOU.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>Nothern Nye MOU.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>Salvation Army.pdf</u>
Board of Directors List Letter and Schedule of Findings for Federal Audit or Financial	<u>Managing Board Members14 15.docx</u>
Statement/Status Report if OMB-133 not required	<u>audit nye cc 13.pdf</u>
Service Matrix (Appendix B)	<u>Appendix B RFA Service Matrix 01-23-15.docx</u>