Date

Department of Health and Human Services

4126 Technology Way

Carson City, NV 89706

Attn: Richard Whitely, Director

Re: Funds to Obtain a Needs Assessment

Dear Director Whitely,

In accordance with Nevada Revised Statute (NRS) 439.630(6), the Grants Management Advisory Committee (GMAC) is required to solicit public input regarding community needs in even-numbered years and use the information to recommend future funding priorities for the Fund for a Healthy Nevada (FHN). The NRS specifically states, “on or before June 30 of each even-numbered year, the Grants Management Advisory Committee, the Nevada Commission on Aging and the Nevada Commission on Services for Persons with Disabilities each shall submit to the Director a report that includes, without limitation, recommendations regarding community needs and priorities that are determined by each such entity after any public hearings held by the entity”.

On June 14, 2018, the Office of Community Partnerships and Grants (OCPG) Chief Cindy Routh provided an overview of the 2018 needs assessment to the GMAC. Ms. Routh stated that attendance at focus groups and community forums form grantees, providers, and community participants was low. The minimal turnout, the fact that other state agencies conduct similar needs assessments, and the push towards using national research promoted the GMAC to form a Needs Assessment Sub Committee to brainstorm ideas on how to obtain a meaningful needs assessment through robust participation and the inclusion of national research.

The Needs Assessment Sub Committee met on August 14, 2018 and the Sub Committee determined that the best and most efficient method to provide a meaningful needs assessment to the GMAC is to obtain professional needs assessment by a vendor or a contractor. Further, a comprehensive needs assessment requires enough time to gather and analyze national research, schedule and hold community forums and focus groups, conduct multiple survey’s and to prepare a final report. The final product shall include the following:

1. An Executive Summary;
2. Collection of demographic data from multiple sources including conducting community forums, focus groups, community partner and stakeholder surveys, and general surveys;
3. Customer, staff and community input of the impacts of poverty, needs within the communities and recommendations for further addressing those needs;
4. An in-depth explanation of how poverty affective the residents of Nevada’s seventeen (17) counties; and
5. A review and comparison of needs assessments conducted from other sources and any related literature.

To accomplish this task, the GMAC respectfully requests that the necessary funds be made available to the OCPG to fund this request. Further, the GMAC requests these funds be made available promptly, so a vendor or contractor may be identified and obtained and that they have the time necessary to complete this task.

Thank you for your attention to this matter.

Sincerely,

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GMAC Chair