

December 12, 2018

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,

As you are aware pursuant to 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 from grantees, providers, and community participants was low having only 925 people participate online, mail, and in person. The minimal turnout, prompted the GMAC to form a Needs Assessment Subcommittee 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 determined that the OCPG does not have the staffing or resources to conduct a more robust biennial needs assessment and that the best and most efficient method to provide a meaningful needs assessment is to utilize a professional contractor with experience in conducting community health and human services needs assessments. 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:

- a. An Executive Summary;
- b. Collection of demographic data from multiple sources including conducting community forums, focus groups, community partner and stakeholder surveys, and general surveys;
- c. Customer, staff and community input of the impacts of poverty, needs within the communities and recommendations for further addressing those needs;
- d. An in-depth explanation of how poverty affective the residents of Nevada's seventeen (17) counties; and

- e. A review and comparison of needs assessments conducted from other sources and any related literature.

The GMAC strongly believes that the biennial needs assessment is a vital tool in targeting the Funds for Healthy Nevada as well as other available resources to address priority health and human services throughout the state and respectfully request your consideration for obtaining funding for a contractor to undertake the needs assessment for year 2020.

Thank you for your attention to this matter.

Sincerely,

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GMAC Chair