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The Outside Agency Grant
Virtual Kick-Off Meeting
07.31.2025



Introductions!



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OAG County Staff

Name	Email	What they handle
Valiyah Dela Cruz	Valiyah.DelaCruz@ClarkCountyNV.gov	Programmatic and contractual support for assigned agencies
Holland Meyer	Holland.Meyer@ClarkCountyNV.gov	Programmatic and contractual support for assigned agencies
Adriana Carcelen	s8c@ClarkCountyNV.gov	Payment Works inquiries, fiscal reviews



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Attendance for 25-26 OAG Virtual Kick-Off Event



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Purpose of Funding



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BACKGROUND

The Outside Agency Grant (OAG) has been in operation since at least 2001 and has dispersed more than \$90 million in funds into Clark County since then.

The program is designed to supplement services provided directly by the County or are funded in lieu of the County's needing to establish such programs.

Projects must provide services and assistance that substantially benefit Clark County residents, including:

- Programs and services needed by disadvantaged citizens to increase their self-sufficiency and personal independence;
- Programs or events that foster community pride or cohesiveness; and/or
- Facilities and projects that strengthen community infrastructure.

Grant applications are only accepted from nonprofits and local government entities.



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FUNDING DETAILS



- The Outside Agency Grant (OAG) is funded by County tax revenue.
- Each year, \$3 million dollars is allocated, to be split evenly between Community Initiatives and Department Initiatives.
 - This \$3 million is not a guarantee but has been the standard for the last 5 years.
- The grant year runs from July 1st to June 30th each financial year. Funds do not roll over and subrecipients must reapply each year.





Provider Overview



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What kinds of programs are funded this year?

88 Total Programs Funded

- Food assistance
- Transitional and Emergency Housing assistance
- Camps for children
- Healthy Eating Programs
- Infant-care education
- Pet assistance
- Veteran services including the Veteran's Day Parade and adaptive sports
- Senior services
- Transportation for children
- Dental and medical assistance
- Employment support and vocational training
- After School Theatre and Esports programming
- Poetry in the Schools
- Art installations
- Sustainable living
- Rural Community Centers



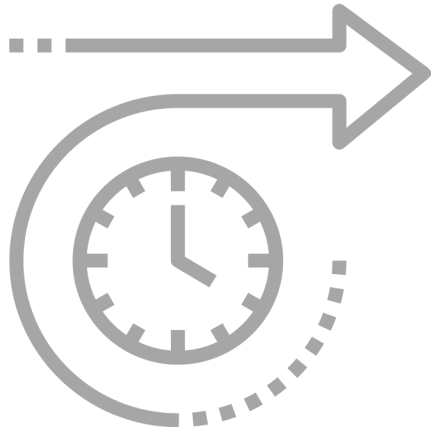
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- **Adam's Place** - Camp Cope Programs
- **African Diaspora of Las Vegas** - Health and Wellness
- **Al-Maun (Neighborly Needs) of LV** - Community Health and Wellness Initiative
- **ALS United Nevada dba ALS of Nevada** - Patient Program Services
- **Arriba Las Vegas Worker Center** - Immigrant Legal Services
- **Aundrea Beverly Community Advocacy Foundation** - Resources for families
- **Baby's Bounty** - Diaper Bank Program
- **Big Brothers Big Sisters of Southern Nevada** - Dream BIG Collaboration
- **Boys Town Nevada, Inc** - Family Support Services
- **Bridging the Gap - Adult Sickle Cell Disease Foundation of Nevada** - Healthy Smiles Initiative
- **Candlelighters for Childhood Cancer** - Housing Assistance
- **Cappalappa Family Resource Center** - Family Resource Center
- **CARE Chest of Sierra Nevada** - Medical Resource Program
- **Catholic Charities of Southern Nevada** - Community Meal Service and Food Pantry
- **Christian Center Church** - Food Pantry
- **City of Las Vegas** - Performing and Visual Arts Summer Camp
- **City of Mesquite** - Mesquite Recreation Center
- **Colorado River Food Bank** - Laughlin Operating Grant
- **Communities In Schools of Nevada Inc.** - Wraparound Services for Underserved Youth
- **Community Cat Coalition of Clark County** - C5 TNR Program
- **Creative Solutions for Positive Youth Development** - Social Work Internship
- **Desert Reign** - ProCity Summer League and Sports & Nutrition Program
- **Desert Spring Community Resource Center** - Table of Support
- **Donna Street Community Center** - Community & Hip-Hop Entrepreneurship Program
- **Dream Big Nevada** - UndocuEducated
- **East Valley Family Services** - Parenting Place
- **Emergency Aid of Boulder City, Inc.** - Food/Nutrition and Homeless Prevention
- **Forgotten not Gone Inc.** - Veteran Adaptive Sports
- **Foster Kinship** - Foster Care Prevention
- **Foundation for an Independent Tomorrow** - Self Sufficiency Empowerment
- **Freedom House Sober Living Inc** - Freedom House Project
- **Friends of the Nevada State Museum** - Discovery Saturday
- **Friendship Circle of Las Vegas** - Join Friendship Circle
- **Future Smiles** - School Based Dental Health
- **Girls on the Run Las Vegas** - Empowering Girls
- **Healthy Living Institute at UMC Hospital** - Car Seat Program
- **HELP of Southern Nevada** - Shannon West Homeless Youth Center
- **HopeLink of Southern Nevada** - CareerLink Workforce Development
- **Horses4Heroes** - Farm Strong Field Trips
- **IAF Inc** - Indigenous Arts Empowerment
- **Interfaith Council of Southern Nevada** - Camp Anytown
- **International Church of Las Vegas** - Feed Vegas
- **Iron Sharpens Iron Mentoring Inc.** - At-Risk Youth Mentoring
- **Jewish Family Service Agency** - Food Security, Senior Lifeline Case Management, and Senior Medical Payment
- **Las Vegas Area Council, Boy Scouts of America** - ScoutREACH
- **Las Vegas Men's Chorus** - Community Concert Series
- **Lend a Hand of Boulder City** - Senior Independent Living
- **Little Lucy's Child Care Inc DBA Valley View Community Cares** - Operation Teens Pitch In STEAM
- **Living Grace Homes, Inc.** - YA Support Services
- **Miracle Flights** - Flights for Kids
- **Nevada Esports Education League** - Nevada Esports Career Program
- **Nevada Homeless Alliance** - Project Homeless Connect
- **Nevada Partnership for Homeless Youth** - NPHY Drop-In Center and NPHY and Harbor
- **Nevada Society for the Prevention of Cruelty to Animals** - Community Support
- **Old Logandale School and Cultural Society** - Moapa Valley Artworks
- **Olive Crest** - Early Intervention Pathway and Strong Families
- **Outside Las Vegas Foundation dba Get Outdoors Nevada** - NGSS Education Program
- **Poetry Promise** - Poets in the Schools & Poetry Promise Programs
- **Power2Parent** - Parents in Recovery
- **Refuge for Women Las Vegas** - Emergency House
- **Regional Transportation Commission of Southern Nevada** - Southern Nevada Strong - Life Cube
- **River Fund Inc.** - Laughlin Community Services
- **S.A.F.E. House** - Counseling Program and Emergency Services Program
- **Sandy Valley Food Sharing Program** - Feed the Hungry
- **Senior Center of Boulder City** - Senior Nutrition
- **Southern Nevada Beagle Rescue Foundation** - Beagle Rescue Program
- **The Cupcake Girls** - Trafficking Survivor Support
- **The Foundation Christian Center** - One Extended Family
- **The Immigrant Home Foundation** - Citizenship Program
- **The LGBTQ+ Center of Southern Nevada** - The Center Food Program
- **The Lullaby Connection** - Infant Hygiene Crisis Kits
- **The Obodo Collective** - Obodo Pathways
- **The Society for the Preservation of the Old Overton Gym** - SPOOG Program Support
- **Transition Services Inc.** - Community Employment Coordinator
- **United Seniors Inc.** - Overton Senior Center
- **United Service Organization, Inc (USO)** - Center Support
- **VegasForceFoundationOrg** - C.O.O.L. Summer 2025 Program
- **Veteran's Action Group** - Veterans Day Parade
- **Vision Theatrical Foundation Inc.** - Toe Tag Monologues
- **Zo's Bravehearts Foundation** - Pediatric Cancer Management



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Our mission!



OAG is working towards ways to build capacity in our community, not just fund programs.

We work with both established and emerging agencies and aim to support each of our partners based on where they are and what they need.

- ✓ Preparing for federal grants
- ✓ Deepening community impact
 - ✓ Sustainable growth

To those aims:

New Monthly Office Hours

- We will be hosting monthly office hours starting September.
- These will be hour long, optional, virtual office hours. We will devote the first 30 minutes to talking about a different capacity building topic, and the last 30 minutes will be a Q & A for anything, including questions about the compilation of the Request for Reimbursement packets (monthly RFRs).

Partnership with NV Grants Lab

- We have partnered with NV Grants Lab to offer both broad and personalized support to our subrecipients
- Please visit NevadaGrantLab.org for information on capacity building classes



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Quarterly Reporting and Performance Metrics



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The Scope of Work & Outputs

We have worked with agencies in the last two weeks to create measurable goals that are realistic for the grant year. We often go back and forth creating this scope and the outcomes they will report on as the grant year progresses.

We try to make sure the outcomes are measurable, at the very least, though we are working towards enacting SMART goals and teaching our subrecipients how to write them.

We utilize quarterly reports (which we will cover later) to check in on their programmatic progress.

EXHIBIT "B"

AGENCY

PROGRAM NAME

SCOPE OF SERVICES

Program Year 2024/2025

1. Clark County will provide [REDACTED] AND NO/100TH DOLLARS (\$ [REDACTED]) in Fiscal Year 2024/2025 County Outside Agency Grant funds (the "Funds") to AGENCY ("Recipient") to assist with operating and program expenses associated with its PROGRAM NAME program (the "Program").
2. During the program year ending June 30, 2025, Recipient will provide BRIEF EXPLANATION OF SPECIFIC SERVICES PROVIDED.
3. Specifically, the objectives of the Program in this fiscal year will be to:
 - SPECIFIC OBJECTIVE 1 WITH QUANTITATIVE MEASURES;
 - SPECIFIC OBJECTIVE 2 WITH QUANTITATIVE MEASURES;
 - SPECIFIC OBJECTIVE 3 WITH QUANTITATIVE MEASURES.
4. Recipient shall maintain client data demonstrating client eligibility for services provided and retain such client data as well as all financial records, supporting documents, statistical records, and all other records pertinent to this Resolution for a period of four (4) years.
5. Recipient will provide to Clark County written notice of any program changes during the fiscal year for which County funds are allocated under the provisions of this Resolution.
6. Recipient shall give priority attention to referrals for service for County-identified clients.



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Quarterly Reporting

We are currently drafting a new Quarterly Report, which will look similar to this Exhibit C, but you will only report Year to Date goals.

**Reports due 10/31/2025,
01/31/2026, 4/30/2025,
7/31/2025**

EXHIBIT "C"
PERFORMANCE MEASUREMENT
QUARTERLY REPORT TO CLARK COUNTY
Reflecting Months: Year:

AGENCY: AGENCY
PROGRAM: PROGRAM NAME

PROGRESS TOWARDS ACHIEVING OUTCOMES:

OUTCOMES	THIS QUARTER	YEAR TO DATE
OBJECTIVE BULLET 1 FROM PREVIOUS PAGE	<div>Total # served the quarter ONLY</div> <div>Unduplicated Households and Individuals assisted (specify)</div>	<div>Total unduplicated # served</div>
OBJECTIVE BULLET 2 FROM PREVIOUS PAGE	<div>Total # served the quarter ONLY</div> <div>Unduplicated Households and Individuals assisted (specify)</div>	<div>Total unduplicated # served</div>



Reporting Tips

Focus on Grant-Specific Outputs: Only report outputs that are directly related to the expenditures covered by your grant. If your program is supported by multiple grants, ensure you only attribute the relevant percentage of outputs to each grant.

Avoid Double Reporting: Outputs reported to the grant should not be reported to other funding bodies for the same program. Keep your reporting clear and distinct for each funding source.

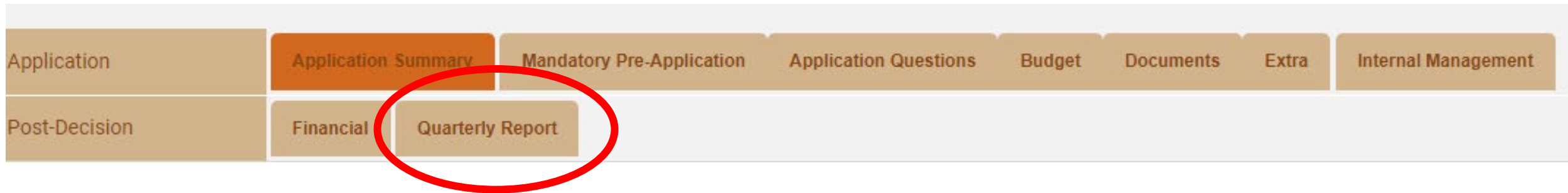
If there is a part of your output that requires multiple data points (i.e. an output like “45 people will attend parenting classes, with 38/45 (~85%) reporting it helped them with new parenting strategies), please make sure to address ALL data points in the reporting.

If you will be administering post-tests in a later quarter, please make note of that on the preceding reports.



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ZoomGrants Navigation



All Requests for Reimbursement (RFRs) and Quarterly Reports will be submitted via ZoomGrants.

We can answer basic navigation questions about ZoomGrants, but for log-in or issues with submissions, please contact ZoomGrants directly at Questions@ZoomGrants.com



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The Resolution

- 1.) Overview
- 2.) Insurance
- 3.) Best Practices
- 4.) Compliance Agreement
- 5.) Corrective Actions



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The Resolution

The Resolution is the legal document which lays out both our responsibilities as grant funders and the responsibilities of the subrecipients. It is here where we outline the scope of work, program outputs, and how grant money funds be spent (i.e. how much in administrative funding they will spend vs. how much in direct services).

The Resolution is a touchstone we come back to again and again throughout the grant year. It is your first line of defense when you have questions about the grant.

RESOLUTION TO GRANT FUNDS TO AGENCY FOR PROGRAM NAME

WHEREAS, AGENCY ("Recipient") located at ADDRESS, proposes to BRIEF EXPLANATION OF PROGRAM SERVICES through its PROGRAM NAME (the "Program"); and

WHEREAS, pursuant to NRS 244.1505, the Clark County Board of County Commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the County or grant money to a private organization, not-for-profit, to be expended for the selected purpose; and

WHEREAS, the Clark County Board of County Commissioners has delegated execution of this Resolution to the County Manager or his/her designee; and

WHEREAS, Recipient has requested financial assistance from Clark County (the "County") to assist with program costs associated with the Program, administered primarily at ADDRESS WHERE SERVICES ARE PROVIDED; and

WHEREAS, Recipient is a nonprofit organization created for religious, charitable, or educational purposes as defined by NRS 244.1505 and NRS 372.3261; and

WHEREAS, the purpose for which the Funds (as hereinafter defined) will be used by Recipient, as identified at Exhibit "A", "Expenditures Eligible for Reimbursement", attached hereto and incorporated herein as if fully set forth, will provide a substantial benefit to the inhabitants of the County; and

WHEREAS, Recipient agrees to furnish such services upon the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED that County funds be granted to Recipient for the Program, subject to the following conditions and limitations:

I. Scope of Services

A. The County will provide AND NO/100TH DOLLARS (\$) in Fiscal



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Clark County FY 25/26

All purchases must be made within this period. Any purchases made outside of these dates will not be eligible for reimbursement.

No extensions.

We do not recommend you spend funds until the PO is issued.

July 1st, 2025-
June 30th, 2026

Insurance

Insurance requirements can be found on page 3 of the Resolution.

We will **NOT** be collecting Certificates of Insurance this year as we have in years past.

We have limited expertise regarding insurance within our team. If you have questions, please provide them in writing (via email) and we will work with our internal partners to answer them.



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Best Practices and Key Expectations

1. Services

- a. Directly linked to the OAG-approved program
- b. Scope of Work/Services (program summary and performance outputs)

2. Funding Period

- a. One fiscal year (July 1, 2025 – June 30, 2026)
 - i. All expenses must occur AND incur within the one-year funding period
 - ii. No rollovers of funds, funding is returned to County General funds

3. Quarterly Performance Reports

- a. Due on the last day of the month following the end of the quarter (October, January, April, July)

EXHIBIT "B"

AGENCY

PROGRAM NAME

SCOPE OF SERVICES

Program Year 2024/2025

1. Clark County will provide AND NO/100TH DOLLARS (\$) in Fiscal Year 2024/2025 County Outside Agency Grant funds (the "Funds") to AGENCY ("Recipient") to assist with operating and program expenses associated with its PROGRAM NAME program (the "Program").
2. During the program year ending June 30, 2025, Recipient will provide BRIEF EXPLANATION OF SPECIFIC SERVICES PROVIDED.
3. Specifically, the objectives of the Program in this fiscal year will be to:
 - SPECIFIC OBJECTIVE 1 WITH QUANTITATIVE MEASURES;
 - SPECIFIC OBJECTIVE 2 WITH QUANTITATIVE MEASURES;
 - SPECIFIC OBJECTIVE 3 WITH QUANTITATIVE MEASURES.

D. If Recipient fails to fulfill in a timely and proper manner, its obligations under this Resolution, or if Recipient violates any of the conditions or limitations of this Resolution, the County may immediately suspend or revoke this Resolution. Further, upon a minimum of thirty (30) days written notice, the County may terminate its participation in the Program for convenience. Upon the expiration or revocation of this Resolution, Recipient shall transfer to the County any Funds on hand at the time of expiration or revocation, and any accounts receivable attributable to the use of the Funds. **Funding extensions will not be granted.**



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Best Practices and Key Expectations contd.

4. Financial Management

- a. Funding is disbursed through approved Reimbursements
- b. Budget: Administrative Costs and Direct Costs
- c. Request for Reimbursements (RFRs) must be submitted by the 15th of each month (or the following business day)
 - i. No expenses within a month – we still require \$0 RFRs
 - ii. Expenses should not be charged to the incorrect month (September charged in September, not in December).
- d. Financial Management System to keep detailed accounting records and documentation.
- e. Internal Controls to achieve objectives related to operations, reporting, and compliance.

5. Meet deadlines

6. Communicate with your Grants Coordinator - communicate in advance any challenges or concerns
7. Utilize Resource Tools
8. Attend Office Hours for additional training and questions

EXHIBIT "A"

EXPENDITURES ELIGIBLE FOR REIMBURSEMENT

AGENCY

FOR PROGRAM NAME

Fiscal Year 2025/2026 County Outside Agency Grant Funds

1. Recipient acknowledges that supplemental instructions regarding Financial Management are provided for the period of performance. Recipient shall adhere to all supplemental guidelines required by the County in order to receive funding. Funds will be disbursed through approved reimbursements. Requests for Reimbursements must be submitted by the 15th of each month. Upon approval of a clean invoice, invoices will be processed with net 30 payment terms. The assigned Grants Coordinator will provide the date in which the final request for reimbursement may be submitted at the end of the performance period.
2. In accordance with NRS 244.250, recipient acknowledges all expenses shall be requested within six months from date of purchase. Expenses more than six months may be rejected and/or ineligible for reimbursement.
3. The following items may be paid with the Clark County General Funds, not to exceed \$

Administrative Costs	\$
Direct Costs	\$
TOTAL	\$



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Compliance Agreement

Due August 4th to your assigned Grants Coordinator

Pulls out the important information from the Resolution and aggregates it for quick reference.

Outlines your responsibilities as a steward of grant funds

Outside Agency Grant (OAG) Compliance Agreement (2024-2025)

Grants are great tools for agencies to achieve their goals, but they also come with responsibilities. As stewards of OAG funds, it is crucial to follow the guidelines below, which outline the expectations and procedures necessary for successful grant management. By adhering to these principles and maintaining open communication with your Grants Coordinator, we can ensure the most efficient and best use of grant funds. Please read through these guidelines carefully and acknowledge your understanding and commitment by initialing each and signing at the end.

____ This agency commits to promptly reporting any changes related to agency address, email, or banking information, to the assigned Grants Coordinator immediately.

____ This agency will report any personnel changes (within the team responsible for OAG) to the assigned Grants Coordinator as soon as possible (within 30 days).

____ This agency will submit requests for reimbursement (i.e. invoices) monthly, unless there is a prior written agreement with the assigned Grants Coordinator stating otherwise. Failure to comply with timely submissions may result in denial of payment, especially at the end of the grant year. *(Note: agreements made in previous grant years do not apply to the current year. You must request approval with the assigned GC for each grant year).*

____ This agency acknowledges the obligation to submit four quarterly reports due on October 10th, 2024, January 10th, 2025, April 10th, 2025, and July 10th, 2025. It is understood that failure to submit any quarterly reports will result in a pause in invoice processing until the outstanding reports are received.

____ This agency is responsible for submitting budget modifications if necessary to utilize the full award in a timely manner. Any such need will be promptly communicated to the Grants Coordinator.

____ It is this agency's responsibility to maintain all required state and county licenses, as well as any required insurance policies, to remain in compliance with the grant. Please refer to the application instructions on the OAG website and your agency's Resolution for more information.

____ This agency will meet all deadlines set by the Grants Coordinator, including deadlines for technical assistance. In the event of inability to meet a deadline, the agency agrees to provide advance notice.

____ This agency acknowledges that prompt communication with the Grants Coordinator is essential for compliance. Effective and timely communication can help mitigate many non-compliance issues associated with grant management.

Consequences of falling out of compliance by not meeting the items above:

First infraction: A warning will be given which will be noted in the grant file.

Second infraction: An additional warning will be given and noted on the grant file and will be communicated to County Management.

Third infraction: A third warning will be given and noted on the grant file and will be relayed to the OAG Review Committee to become a factor in the consideration of future grant applications.



_____This agency commits to promptly reporting any changes related to agency address, email, or banking information to the assigned Grants Coordinator and PaymentWorks immediately.

_____This agency will submit requests for reimbursement (i.e. invoices) monthly by the 15th. If there are no grant expenses within a month, agency will submit a \$0.00 RFR. Failure to comply with timely submissions may result in denial of payment, especially at the end of the grant year.

_____This agency acknowledges County fiscal directive does not allow payment for expenses over 180-days.

_____This agency acknowledges the obligation to submit four quarterly reports due on October 31, January 31, April 30, and July 31. It is understood that failure to submit any quarterly reports will result in a pause in invoice processing until the outstanding reports are received.

_____This agency will report any personnel changes (within the team responsible for OAG) to the assigned Grants Coordinator within 30 days.

_____This agency is responsible for promptly communicating any budgetary concerns and/or modifications to the Grants Coordinator within 30 days. Modifications need to be submitted and approved prior to RFR submission.

_____It is this agency's responsibility to maintain all required state and county licenses, as well as any required insurance policies, to remain in compliance with the grant. Please refer to your agency's Resolution for more information.

_____This agency will meet all deadlines set by the Grants Coordinator, including deadlines for technical assistance. In the event of inability to meet a deadline, the agency agrees to provide advance notice.

_____This agency acknowledges that prompt communication with the Grants Coordinator is essential for compliance. Effective and timely communication can help mitigate many non-compliance issues associated with grant management.



Corrective Actions

First infraction: A warning will be given which will be noted in the grant file.

Second infraction: An additional warning will be given and noted on the grant file and will be communicated to County Management.

Third infraction: A third warning will be given and noted on the grant file and will be relayed to both the OAG Review Committee to become a factor in the consideration of future grant applications and our Purchasing department.





Funding

- 1.) Funding Guidelines
- 2.) Purchase Orders
- 3.) Request for Reimbursement
- 4.) RFR FY 26 Updates
- 5.) Spend Down Plans
- 6.) Program Funding Narrative



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Funding Guidelines

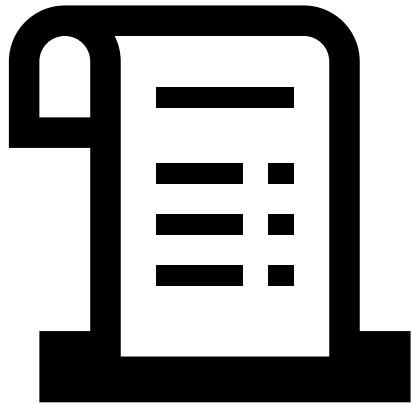
We are currently in the process of standardizing our grant management practices across Clark County Social Services.

- This means that if you have multiple grants across different CCSS programs, we will soon have similar expectations for submitting Requests for Reimbursement, which will be communicated in a virtual Provider Training on August 18th, and again during our first Office Hours in September.
- The changes to OAG are minimal this year, and some you have already seen, like the 10% administrative cap that was a feature during the creation of your budget.
 - Next year, expect more changes, which will be communicated during the application period (late December 2025/early January 2026) for FY2027.



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Purchase Orders (POs)



We are currently working with multiple County departments to set up all awards.

Please make sure you are checking your email associated with the grant often! We will often send requests for further information.

Our target date for issuance of the POs is late August/early September.

We do not recommend program funds be spent until POs are issued.

Please do not submit Requests for Reimbursement until POs are issued.

- You will be promptly notified when POs are issued, and you are able to submit the RFRs.



CLARK COUNTY SOCIAL SERVICE GRANT REQUEST FOR REIMBURSEMENT (RFR)				UEI 605665-22		
				AGENDA ITEM 051329-19		
				FUND NUMBER 22200.961 / 3370.000		
				PO NUMBER 4500392254		
				DRAW NUMBER 3		
PROGRAM NAME: MODEL PROGRAM			SUBGRANTEE NAME: FAKE AGENCY ATTN: PETER PAN			
CLARK COUNTY SOCIAL SERVICE ADDRESS: 1600 PINTO LANE LAS VEGAS, NV 89106			FAKE AGENCY ADDRESS: 123 FAKE STREET LAS VEGAS, NV 89119			
SUBGRANT PERIOD: TOTAL AWARD: JULY 1, 2024 THROUGH JUNE 30, 2025 \$100,000.00			BUS TAX ID: 88-0105656 VENDOR ID: 32154			
CLARK COUNTY SOCIAL SERVICE OFFICE REQUEST FOR REIMBURSEMENT (RFR)						
IMPORTANT INFORMATION						
RFRs must be accompanied by full and complete expenditure report(s) and/or back-up documentation to be considered for payment.						
Expense Period: SEP-24		<input checked="" type="checkbox"/> ORIGINAL RFR SUBMISSION <input type="checkbox"/> REVISED RFR SUBMISSION				
Calendar Year: 2025						
APPROVED BUDGET CATEGORY	A BUDGET	B PRIOR PAYMENT REQUESTS	C CURRENT PAYMENT REQUEST	D YTD PAYMENT REQUESTS <small>Prior + Current Payment</small>	E BUDGET BALANCE <small>Budget - YTD Payment Requests</small>	F YTD SPEND RATE <small>Requests/Budget</small>
1 Direct Services*	\$ 90,000.00	\$ 14,697.76	\$ 12,851.42	\$ 27,549.18	\$62,450.82	30.61%
2 Indirect Services*	\$ 10,000.00	\$ 0	\$ 284.97	\$ 284.97	\$9,715.03	2.85%
Total	\$ 100,000.00	\$ 14,697.76	\$ 13,136.39	\$ 27,834.15	\$72,165.85	33.46%
ADVANCE FUND RECONCILIATION						
ADVANCE FUND CATEGORY	ADVANCE RECEIVED	PRIOR REPAYMENTS	CURRENT REPAYMENT	YTD REPAY REQUESTS	ADVANCE FUND BALANCE	YTD REPAY RATE <small>Repayments/Advance</small>
1 N/A	\$ -	\$ -	\$ -	\$ -	\$0.00	0%
	\$ -	\$ -	\$ -	\$ -	\$0.00	0%
TOTAL AWARD & SPEND DOWN RATE						
PROGRAM	BUDGET	PRIOR PAYMENT REQUESTS	CURRENT PAYMENTS	YTD PAYMENT REQUESTS <small>Prior + Current Payment</small>	BUDGET BALANCE <small>Budget - YTD Payment Requests</small>	TOTAL YTD SPEND RATE <small>Requests/Budget</small>
1 MODEL PROGRAM	\$ 100,000.00	\$ 14,697.76	\$ 13,136.39	\$ 27,834.15	\$72,165.85	33.46%
IMPORTANT INFORMATION						
Advance funds should be expended first. Please contact your CCSS Finance Management Analyst/Grant Coordinator, regarding any questions on an advance or repayment.						
This report is true and correct to the best of my knowledge:						
Faka Fakerty		President/CEO		10/15/24		
Requestor's Authorized Signature Title Date						
Requestor's Notes to CCSS Finance						
I am aware that any Request for Reimbursement cannot be processed without an expenditure report and/or backup documentation. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. I verify that this RFR and the backup documentation are attached and correct.						
FOR FINANCE USE ONLY						
Finance Manager Review/Approval Date: _____ Date: _____						
Amount approved to pay: _____						
TEXT:						

Request for Reimbursement Workbook

New this year, the Request for Reimbursement cover page will replace the old coversheet and checklist as the first page of your submitted Request for Reimbursement packet.

This document will be sent out concurrently with the PO as a workbook, containing the directions and 12 different tabs for each month of the grant period. When you edit one, the rest will update to give an accurate picture of the spend down.

When ready to compile the monthly invoice, download the corresponding Excel tab as a pdf and then merge the page with the rest of the RFR document, making this the first page.

Note: We will have more robust training on this in August and September.



Important RFR Considerations

- Expenses should both occur and be incurred within the grant period (7/1/25 – 6/30/26)
- Expenses should be requested within the correct month (September should be requested in September's RFR, it should not be requested in a later month such as February's RFR).
- NRS 244.250 – all expenses shall be requested within six months/180-days from date of purchase
- July through April expenses must be requested by May 31st, there will be no exceptions.



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Clark County Year End 2026

Year-End is June 30, 2026

Submit one final invoice by **July 8th, 2026**, by NOON (12pm PDT) before the Accounts Payable cutoff

Considerations

- Only one invoice per agency will be accepted at this year-end deadline.
- Expenses submitted should only be for expenses incurred in June 2026 (all other expenses should have been submitted previously in accordance with the monthly RFR deadline).
- Invoices submitted near this deadline should be clean invoices. Due to the high volume, there is no guarantee that technical assistance can be conducted. As such, expenses not properly verified/justified with the correct documentation may be removed from the invoice total.

Spend Down Plan

Agency:

Total Award:

Total Award Remaining:

Month	Expected OAG Reimbursement Request	Actual Expenditure (completed by OAG Staff)
January 2025		
February 2025		
March 2025		
April 2025		
May 2025		
June 2025		
Total (should match total award remaining):	0	

Per NRS 244.250, all invoices must be submitted within 180 days of the date of purchase to remain eligible for reimbursement.

If your organization does not expect to use all funds by June 30, 2025, you may voluntarily reallocate them. Any necessary voluntary reallocations will be viewed favorably as a proactive measure.

Please remain in contact with your assigned Grants Coordinator for the OAG with any questions.

Spend Down Plan

As the year progresses, OAG staff will be monitoring fund utilization to ensure all awards are fully spent by June 30, 2026.

In late December or early January, we'll conduct a case-by-case review of each agency's progress. If we notice any potential delays or spending challenges, we'll partner with your agency to develop a Spend Down Plan. This plan will serve as a flexible guide to support your team in successfully using the awarded funds within the designated timeframe.



Program Funding Narrative vs. The Budget



Carefully consider the allocations are intended to be a fixed financial plan. We understand that modifications may occasionally be necessary; however, we encourage agencies to limit modification requests to only when absolutely necessary as spending adjustments should be carefully managed.

Budget: Referenced in Exhibit A – Administrative Costs and Direct Costs

Program Funding Narrative: How do you plan to spend your funds and what is your program design?

If at any point, you notice that your agency is overspending/underspending on a line item, you can submit a Program Funding Narrative change.

- 1.) **If the change is more than 10% of the total:** Write a justification memo on agency letterhead explaining which line items you are moving the funds to and from, why the move(s) are necessary, and explaining how the new budget requests tie your originally submitted scope of work.
- 2.) **If the change is less than 10% of the total:** Write an email that contains the information relayed in step #1.

If you are moving across the two categories AT ALL (i.e. moving from administrative to direct or vice versa) we will need a memo on agency letterhead.

***10% change will not be applicable in this case**



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Payment Works

We've partnered with **PaymentWorks**, a secure digital supplier onboarding platform, to streamline the collection, validation, and management of vendor information. This platform ensures seamless and compliant business payments. You should have received a **registration link from PaymentWorks** to complete your setup as a Clark County vendor. If you have not, please contact your assigned Grants Coordinator, who will work with our Financial Office Specialist, Adriana, to get you set up.

For documentation-related questions:

Contact the **Comptroller Help Desk** at comptrollervendordesk@clarkcountynv.gov

For PaymentWorks platform or registration issues:

Email paymentworksinquiries@clarkcountynv.gov or contact Esteban Dominguez at 702.455.5033.



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Amendments



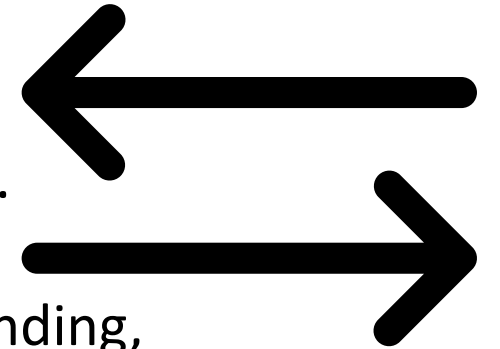
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Amendments

Amendments are formal changes made to the Resolution/Contract after it has been executed. Amendments must go back to the Board of County Commissioners for formal approval.

The OAG only allows amendments in the case of voluntary reallocation.

If at any time, you don't foresee your agency being able to spend all funding, please communicate that with your Grants Coordinator as soon as possible. This will be seen favorably as a proactive measure, showing that your agency understands its financial positioning well enough to request this amendment.



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Annual Monitoring



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Annual Monitoring Visits and Timeline

Annual Monitoring is expected to occur every 3rd quarter of the fiscal year.

- For programs with awards \$150,000 or over, a site visit will be required. The site visit is expected to last approximately 4 hours and will cover information about program implementation as well as contract and fiscal compliance.

More details regarding monitoring will be shared over the next six months.



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Monitoring



Desk Audits (from programs awarded \$149,999 and below)

- We will be conducting internal desk audits of each program throughout the grant year, looking for compliance and other documentation. These will start late in quarter two/early quarter 3.
- If during these audits, we require additional information, we may contact your agency to request things like:
 - Internal policies and procedures,
 - Timesheets or other time logs,
 - Contracts or Memorandums of Understanding (for contracted services),
 - Cost allocation plans,
 - Programmatic documentation (rosters, checklists, flyers from events),
 - Mileage logs
 - And more.



Points of Contact



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OAG County Staff

Name	Email	What they handle
Valiyah Dela Cruz	Valiyah.DelaCruz@ClarkCountyNV.gov	Programmatic and contractual support for assigned agencies
Holland Meyer	Holland.Meyer@ClarkCountyNV.gov	Programmatic and contractual support for assigned agencies
Adriana Carcelen	s8c@ClarkCountyNV.gov	Payment Works inquiries, fiscal reviews



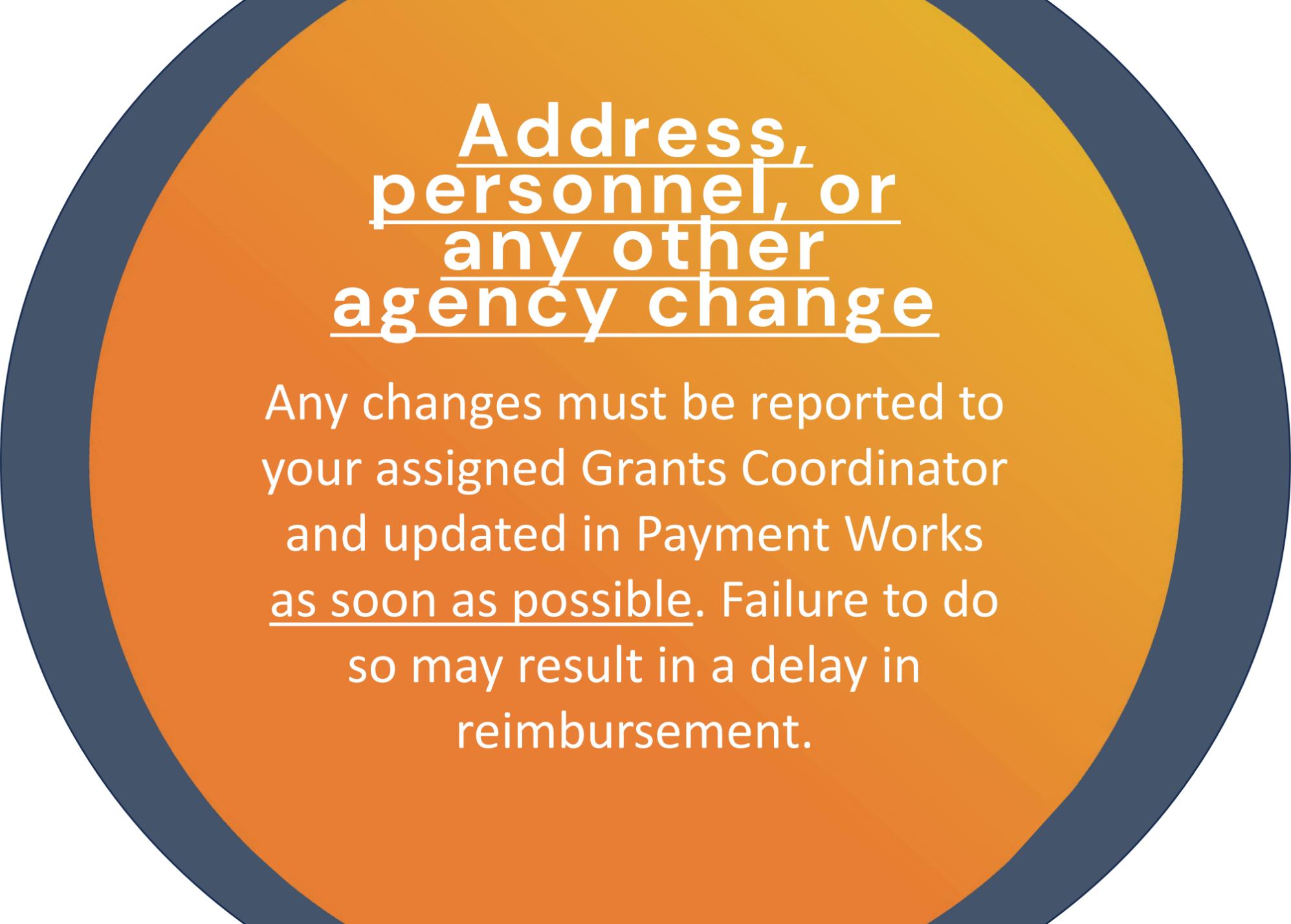
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Agency Contact Info

OAG 2025-2026 Agency Contact
Form



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Address,
personnel, or
any other
agency change

Any changes must be reported to your assigned Grants Coordinator and updated in Payment Works as soon as possible. Failure to do so may result in a delay in reimbursement.

Reminders

- Requests for Reimbursement (RFRs/invoices) are due monthly on the 15th, even if there were no program costs that month.
- Do not submit an RFR until you receive your fully executed Resolution and Purchase order (aiming for late August/early September time frame)
- Attend the Provider training on August 18th, if you are able.
- Attend our first Office Hours in September, which will also double as our Reimbursement Guidelines Training.
- Make sure to check the email associated with your award often.
- Contact your assigned Grants Coordinator first with any questions.



Questions and Feedback

