

Application Form: Section A

A. Applicant Organization

Name	Clark County Department of Family Services Parenting Project		
Mailing Address	3900 Cambridge St. Suite 203		
Physical Address	3900 Cambridge St, Suite 203		
City & State	Las Vegas, NV	Zip (9-digit)	89119-7469
Federal Tax ID #	EIN: 88-6000028		
DUNS #	08-378-2953		
State of Nevada Vendor #	T81026920A		

B. Organization Type 501(c)(3) Nonprofit Government Agency

C. Service Categories and Geographic Area of Service. Indicate the appropriate service category/categories and service area(s).

CBCAP Program Categories:			
<input type="checkbox"/>	Comprehensive support for parents	<input type="checkbox"/>	Support needs of parents with disabilities through respite or other activities
<input checked="" type="checkbox"/>	Promote the development of parenting skills	<input type="checkbox"/>	Provide referrals for early health and development services
<input type="checkbox"/>	Improve family access to formal and informal resources	<input type="checkbox"/>	Promote meaningful parent leadership
CTF Program Categories:			
<input checked="" type="checkbox"/>	Parenting Education	<input type="checkbox"/>	Home Visitation
<input type="checkbox"/>	Self-Protection Education for Children	<input type="checkbox"/>	Public Awareness of Child Abuse and Neglect
<input type="checkbox"/>	Respite Care		

Geographic Area of Service			
<input type="checkbox"/>	Carson City	<input type="checkbox"/>	Lander County
<input type="checkbox"/>	Churchill County	<input type="checkbox"/>	Lincoln County
<input checked="" type="checkbox"/>	Clark County	<input type="checkbox"/>	Lyon County
<input type="checkbox"/>	Douglas County	<input type="checkbox"/>	Mineral County
<input type="checkbox"/>	Elko County	<input type="checkbox"/>	Nye County
<input type="checkbox"/>	Esmeralda County	<input type="checkbox"/>	Pershing County
<input type="checkbox"/>	Eureka County	<input type="checkbox"/>	Storey County
<input type="checkbox"/>	Humboldt County	<input type="checkbox"/>	White Pine County

Briefly describe proposed services:

The Clark County Department of Family Services (CCDFS) Parenting Project will offer a series of free, evidence-based parent education programs in English and Spanish that enhance family strengths, increase parental skills and competence and reduce the risk of child maltreatment. Through established partnerships with community organizations, agencies and schools, the Parenting Project will provide a minimum of **90 programs** and reach at least **900 parents, caregivers, and youth**. Participants choose services based upon their family needs from low intensity seminars to higher intensity group programs. Partnering organizations and agencies will host programs that are convenient and accessible, and assist in recruiting families. With a 31-year history of providing services, the Parenting Project has a cost-effective part-time staffing model that ensures flexible and responsive scheduling. Staff retention demonstrates commitment to helping and supporting Clark County families. Performance data from pre- and post-assessments and satisfaction surveys will demonstrate that families benefit from the evidence-based programs. 100% of the funding requested is for direct services.

Indicate projected number (unduplicated) of adults and children to be served:

Children: 25 (youth) Families: 875 (Parents/caregivers) Persons with Disabilities:

E. Program Point of Contact

Name	Sarah Beers
Title	Training Coordinator
Phone	702-455-5295
Email	srb@clarkcountynv.gov

F. Fiscal Officer

Name & Title	Deborah Watson, Accountant II
Phone & Email	702-455-0848 Deborah.Watson@ClarkCountyNV.gov

G. Subcontracts

Does your organization subcontract its services? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, complete information below. N/A	
Subcontractor: N/A	
Mailing Address: N/A	
Physical Address: N/A	
City N/A	Zip (9-digit) N/A
Federal Tax ID # (xx-xxxxxxx) N/A	

H. Key Personnel

Name	Title	Contact information (Email & Phone)	Resume included?
Sarah Beers	Training Coordinator, DFS	srb@clarkcountynv.gov 702-455-5295	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Deborah Watson	Accountant II	Deborah.Watson@ClarkCountyNV.gov 702-455-0848	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Donna Acosta	Facilitation Mediation Specialist (part-time)	AcostaDo@ClarkCountyNV.gov 702-455-5295	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Glenda Bona	Facilitation Mediation Specialist (part-time)	Glenda.bona@clarkcountynv.gov 702-455-5295	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Paola Chartrand	Management Assistant (part-time)	Paola.Chartrand@ClarkCountyNV.gov 702-455-5295	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I. Current Funding List. List all revenue for the agency/organization.

Funding Source	Pending/Secured	Time Period	Amount (\$)
State of Nevada – Title XX	Secured	7/1/19-6/30/21	\$87,461/year
PACT Coalition	Secured	7/1/20-6/30/22	\$104,000/year
State of Nevada – BHPT	Secured	7/1/20-6/30/21	\$19,216
Justice Assistance Grant (JAG)	Secured	10/1/20-9/30/21	\$33,758

J. Funding Request. List funding requested for the one-year project award period.

Child Abuse Prevention Funding	SFY20 Award	SFY 2021 Request	Difference
CBCAP	\$0		
CTF	\$0	\$71,497	

I. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meet all requirements of the Community-Based Child Abuse Prevention and Children's Trusts Fund legislation governing the grant as indicated by DCFS and the certifications included in the application packet; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; and that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Notice of Subaward and accompanying documents.

Name (type/print

Judy Tudor

Title

Assistant Director

Signature



Phone

(702)455-5444

Email

Judy.Tudor@ClarkCountyNV.gov

Date:

March 4, 2021

1. Overview - Organization's mission

The mission of Clark County Department of Family Services (CCDFS) is "Partnering with our community to protect children by building safe, nurturing and stable families, to support family preservation when possible, to provide permanent families for those children who cannot safely return home and to ensure the well-being of children in our care." CCDFS is the local public child welfare agency whose role is to help keep children safe. The Parenting Project, a prevention program housed within CCDFS, supports the agency's mission and partners with community-based organizations to offer a robust series of evidence-based parent education programs. The Parenting Project's parent education programs aim to prevent child maltreatment by promoting positive changes in the lives of children and enhancing parents' knowledge and skills in the safe and nurturing care of children.

Organization and its role in providing services

The Parenting Project was formed in 1989 by a predecessor agency to CCDFS with two part-time employees and tasked with implementing parent education services. Thirty-one (31) years later, with diverse funding and established collaborative partnerships, the Parenting Project now offers eleven (11) evidence-based parent education programs and aims to be responsive to the diverse needs of families and seek new and creative ways to expand services to meet the demands of the growing Clark County population. The Parenting Project's role is to provide direct services through prevention-focused parent education programs to families in Clark County that build on family strengths, increase parental skills and competence, and reduce the risk of child maltreatment. 100% of the funding requested is for direct services.

Provide up to three brief examples of the organization's successes. Below are three examples of Parenting Project successes. The first example demonstrates programmatic impact over all participants in 2020 and the second and third are direct quotes from participants.

Success 1: From program data: In fiscal year 2020, Parenting Project client satisfaction surveys showed that 98.26% of participants reported learning new strategies while attending a program, moreover, 98.5% of participants completing a program felt that they were a more effective parent, overall, as a result of attending a Parenting Project program.

Success 2: From a parent in a Nurturing program: "Before I started this program, I was a mother who screamed for everything. I believed spanking my daughter was the only way she was going to learn, I hardly interacted with her when it came time to play. There were no rules in the house, no schedule and it was more of a "because I said so" attitude. Well throughout this course I learned a lot. It made me better as a mother and as a person overall. Now, I'm happy to say, I don't scream at her every time she does not listen, I stop, breathe, think then speak. Words harm kids and we need to use words that our kids understand. I've learned that our children also do have bad days and they are absolutely entitled to it. It's not just because they want to be bad, but rather they would like to communicate with us how they feel and don't know how. It is our job as parents to talk to them and help them understand how they feel and that it is ok to have feelings, but we must know how to control them; that all starts from watching us. We now have story time; we play together and have chores to do. I no longer believe in physical disciplining my child; communication goes a long way. When I'm having a bad day, it is not my child's fault, I put myself on time out to take a moment and relax and rewind. I foresee our relationship growing stronger and my daughter listening because she respects me and not because she

is afraid of me. It is up to me what my daughter's future will be when it comes to emotions and loving one another. It all starts from home. I'd highly recommend this program to all parents out there, it's never too late to learn and do things different."

Success 3: From a family who attended the *Staying Connected with Your Teen* program:

Parent: "I have been implementing strategies for better communication between my teens and myself, I also have been more open to new activities and interests my teens have wanted to do. I am more attentive to my teenager's concerns, problems, and I have learned healthier/wiser approaches to handle tough situations. I can clearly see the importance of family meetings, and I have learned new ways to engage as a family." Teen: "Not talking back. I am becoming a better student and improving my life and becoming an all-around better person."

Desired organizational goals and outcomes with service numbers

The goal of the Parenting Project is to enhance parent and caregiver knowledge, skills and practices related to the safe, nurturing care of children by providing free, parent education programs and services to parents of children in Clark County, and reducing the risk of child maltreatment. Evidence-based parent education programs strengthen parenting skills, increase parental competence, build social supports, enhance the parent-child relationship, and support positive child development through effective parenting practices. Outcomes are measured using assessment and program evaluation tools designed or selected by program developers.

With funding, the Parenting Project will provide 90 evidence-based parent education programs to at least 900 participants in Clark County with an outcome that at least 85% of participants completing a program/seminar will report learning new strategies as a result of attending a program. Pre- and post-assessments, used to measure outcomes, vary by program and include:

- 80% of participants completing a Nurturing Parenting program will demonstrate improved scores on the Adult-Adolescent Parenting Inventory (AAPI) in one construct area
- 80% of participants completing *Triple P* programs will demonstrate improved scores on the Parenting Scale.
- 75% of parents attending and completing the *Teen Triple P* and *Staying Connected with Your Teen* programs will demonstrate reduced family conflict via the Conflict Behavior Questionnaire
- 75% of participants completing the Protective Factor Survey-2 will show improved scores in a minimum of one construct area.

Five new part-time instructors will be hired, and three new partnerships will be established to enhance services to new locations or sectors.

2. Statement of Need –Need for prevention services within the geographic area

Clark County is home to over 2.3 million people and is estimated to have 295,779 households with children, 533,317 children under age 18, of which 114,339 are under the age of 5¹. In 2020, Clark County led the state in the number of child abuse and neglect reports. The DFS Statistical Overview Report shows that in 2020, CCDFS received 26,929 child abuse and neglect referrals, conducted 11,117 investigations, and substantiated 2,319 cases.² In 2019, Clark County Department of Juvenile Justice Services received 11,715 referrals involving 7,420 youth with the

¹ Healthy Southern Nevada - www.healthysouthernnevada.org

² Continuous Quality Improvement Team Clark County Department of Family Services, DFSHelpDesk@ClarkCountyNV.gov

most common charges being Battery (34%), Possession of Marijuana (16.3%) and Affray/Fighting 14.6%.³ The 2019 Nevada High School Youth Risk Behavior Survey (YRBS) also indicates areas of concern related to child and youth safety. Of teens completing the 2019 YRBS in Clark County, the percentage of high school students who have ever been hit, beaten, kicked or physically hurt by an adult, not including a spanking for bad behavior, is 18.5%.⁴ The quality of the parent-child relationship directly impacts child safety. These relationships can be improved through parent education services by enhancing parents' knowledge and skills and the Parenting Project is well-suited to provide such parent education services to families in Clark County.

The targeted population and how they will benefit from the proposed project

The targeted population for the Parenting Project is any parent or caregiver in Clark County and includes parents, expecting parents, stepparents, grandparents, caregivers, teenagers, or anyone who cares for children. Spanish-speaking parents and caregivers are also part of the target population as nearly all programs are also available in Spanish. The target population for each program is slightly different. The programs, all of which are evidence- and prevention-based, have written logic models and manuals and defined evaluation tools. This table lists the programs, target population, number of sessions and optimal group size.

Programs	Target Population	# of Sessions	Group size
Nurturing Parenting Programs			
BabyCare	Expecting or new parents of newborns up to 6 months of age	6	8-12
Nurturing Parents & Families	Parents of infants, toddlers and pre-schoolers ages 6 months through age 4	6	8-12
ABCs of Parenting	Parents of school-age children ages 5- to 10-years-old	6	8-12
Nurturing Skills for Families in Substance Abuse Treatment and Recovery	Parents in treatment and recovery for substance abuse	8	8-12
Staying Connected with Your Teen Program (formerly <i>Parents Who Care</i>)			
Staying Connected with Your Teen	Parents AND teenagers ages 11-17	6	8-12
Triple P (Positive Parenting Programs)			
Triple P (Positive Parenting Program)	Parents of children ages 2-10 seeking assistance with challenging child behavior	8	8-12
Teen Triple P	Parents of adolescents ages 11-17	8	8-12
Pathways Triple P	Parents struggling with anger and stress related to parenting	5	8-12
Stepping Stones Triple P	Parents who have a child with a disability	8	8-12
Primary Care Triple P	Parents in need of brief support for a new or emergent behavior issue	4	Individual

³ Applications, Research and Technology (ART) Unit, Clark County, Nevada Department of Juvenile Justice Services Statistical Report, 2019

⁴ Diedrick, M., Lensch, T. Zhang, F., Peek, J., Clements-Nolle, K., Yang, W. State of Nevada, Division of Public and Behavioral Health and the University of Nevada, Reno. 2019 Nevada High School Youth Risk Behavior Survey (YRBS) Report.

Program – (continued)	Target Population – (continued)	# of Sessions	Group size
<u>Triple P Seminars</u> •Power of Positive Parenting •Raising Confident, Competent Children •Raising Resilient Children	Parents of children up to age 10	90-120 minutes each	12-40
<u>Teen Triple P Seminars</u> •Raising Responsible Teenagers •Raising Competent Teenagers •Getting Teenagers Connected •Parenting During COVID19	Parents of teenagers	90-120 minutes each	12-40
	Parents of children of all ages	90-120 minutes	12-40

Parents choose their level of service from multi-session programs to seminars. This flexible and personalized approach contributes to improved family enrollment and engagement in programs.

The Parenting Project reaches these targeted populations very effectively. In fiscal year 2019, 3,179 participants attended programs and in fiscal year 2020, 2,824 attended programs until services were curtailed in March due to the COVID19 pandemic. Participants ranged in age from 11 to 76 with the majority (78%) being between the ages of 21 and 64 and were ethnically diverse.

Parenting Project participants benefit from services by gaining knowledge and skills that improve their ability to care for their children and effectively cope with parenting challenges. The Nurturing Parenting programs are effective in strengthening protective factors in families. The Triple P programs build parental confidence and competence and the *Staying Connected with Your Teen* program strengthens the bonds between parents and their teenagers.

3. CBCAP or CTF Proposed Services -Identify the services that will be provided and how your agency will provide outreach and/or referral for services to the target population.

The Parenting Project will offer 90 parent education programs and reach a minimum of 900 participants using a combination of eleven (11) programs that will be offered to the target population. The table below lists the program developer, the program name and description.

In <i>Nurturing Parenting Programs</i> , developed by Stephen Bavolek PhD, parents explore topics essential to the healthy growth and development of children such as appropriate expectations, developmental stages, non-punitive behavior management methods, positive communication, empathy, problem-solving, self-care and decision-making. The programs are: <i>BabyCare</i> , <i>Nurturing Parents & Families</i> , <i>ABCs of Parenting</i> , and <i>Nurturing Skills for Families in Substance Abuse Treatment and Recovery</i> .	
Programs	Descriptions
BabyCare	Expecting parents and parents of newborns, discuss newborn safety, safe sleep practices, crying, feeding, nutrition, health, early development, self-care, stress management, childcare and choosing partners wisely resulting in improved understanding of infant needs, safety and care. It is an interactive, 6-session, 15-hour program.

Programs (Nurturing – cont'd)	Description
Nurturing Parents & Families	This program promotes positive, healthy, and nurturing interactions between parents and their infants, toddlers and preschoolers. Parents learn about the developmental stages of infancy to preschool, appropriate expectations, managing behavior, safety issues, the importance of modeling, self-care, stress management, reading to children, establishing routines and problem solving resulting in more responsive, empathic care of children. It is a 6-session, 15-hour program.
ABCs of Parenting program	Parents of school-age children gain information on child development and establish plans for encouraging appropriate behaviors and managing problem behaviors. Parents learn how to communicate effectively, establish a positive learning environment, use problem-solving, stress management and self-care skills resulting in increased positive discipline and communication practices. It is a 6-session, 15-hour program.
Nurturing Skills for Families in Substance Abuse Treatment and Recovery	Parents in treatment and recovery explore how their choices impacted themselves and their children and learn new, healthy parenting strategies that promote nurturing and supportive interactions with their children resulting in a more positive parent-child relationship. It is an 8-session, 20-hour program, offered in treatment and agency settings.
<p>The Triple P-Positive Parenting Programs, developed by Professor Matthew Sanders and University of Queensland-Australia colleagues, guide parents to make simple changes to positively influence and modify behavior. They are: <i>Triple P-Positive Parenting Program, Stepping Stones Triple P, Primary Care Triple P; Teen Triple P, Pathways Triple P and Triple P Seminars</i> for parents of children 0-11 (<i>The Power of Positive Parenting, Raising Confident, Competent Children, Raising Resilient Children</i>), for parents of teens (<i>Raising Responsible Teenagers, Raising Competent Teenagers, Getting Teenagers Connected</i>) and for all parents, <i>Parenting During Covid-19</i>. The five- and eight-session Triple P programs are of high intensity while the <i>Primary Care</i> program and Triple P seminars are lower intensity services.</p>	
Programs	Description
Triple P (Positive Parenting Program)	This program helps parents in preventing social, emotional, and behavioral problems in children ages 2-11, by strengthening their parenting skills and parental confidence. Parents learn how to increase positive interactions with their children and to use effective discipline strategies that modify behavior while decreasing coercive discipline practices and reducing parental stress. It is 8-sessions, 20 hours in length.
Teen Triple P	Parents of adolescents ages 11-17 engage in interactive and reflective activities that help them learn ways to avoid common parenting traps, manage difficult teen behaviors, plan for high risk situations and develop a positive relationship with their teen resulting in increased feelings of parental confidence and competence. This program is 8-sessions, 20 hours in length.
Pathways Triple P	Parents explore how they think and feel about child behavior and learn new anger- and stress management skills to parent in a more positive and mindful manner. It is a five-session, 12.5-hour program.

Programs (Triple P continued)	Description
Stepping Stones Triple P	Parents who have a child with a delay or disability explore various skills and strategies that promote positive behavior and reduce disruptive behavior making a difference in daily family life. It is an 8-session, 20-hour program.
Primary Care Triple P	This 1 to1 consultation program is available for parents who cannot attend a group class or need immediate assistance with a new, emergent, or complex parenting challenge. Parents develop an individualized parenting plan targeting the behavioral issue and implement planned strategies related to their child/teen. It is an office-based program, meeting for 4 to 6 sessions for 1 hour each.
<u>Triple P Seminars</u> •Power of Positive Parenting •Raising Confident, Competent Children •Raising Resilient Children <u>Teen Triple P Seminars</u> •Raising Responsible Teenagers •Raising Competent Teenagers •Getting Teenagers Connected •Parenting During COVID19	Triple P seminars provide parents with an introduction to positive parenting strategies. Seminars are primary prevention--a “light touch” service for parents who may have minor concerns about their child's behavior or development. Three seminars are designed for parents of children birth to 11 years and three seminars are for parents of teenagers. A seventh seminar addresses current concerns regarding parenting challenges during COVID19. Seminars are 90-120 minutes each.
The <i>Staying Connected with Your Teen</i> program (formerly <i>Parents Who Care</i>), developed by Richard F. Catalano and J. David Hawkins, is a prevention program that addresses substance abuse and problem behavior in adolescents. The program promotes prosocial development of youth based upon the social development model.	
Program	Description
Staying Connected with Your Teen	Parents AND teenagers ages 11-17 work together to enhance communication and family management practices. Through video- and interactive-based sessions, parents improve their family management practices and strengthen the bonds between them and their teens, resulting in decreased conflict, improved communication, and family activities. It is a 6-session, 15-hour program.

All programs are free and all but one, Babycare, are offered in English and Spanish. In the programs, participants also receive information on accessing supportive resources including Nevada 211.

- Varied outreach methods and referral sources bring families to the Parenting Project including:
- A monthly community schedule listing program start dates and times that are distributed to dozens of schools, agencies, and community partners and hundreds of people.
 - Fliers listing programs that are posted at community locations
 - Nevada 211 lists program on their website and the Parenting Project receives referrals
 - Community events and booths
 - CCSD and Family and Community Engagement Services program (FACES)

- Word of mouth from previous participants
- Social media
- Professionals – attorneys, clinicians, pediatricians
- Community partnerships (discussed in Section 7)

How will your agency ensure that services are provided to the primary prevention population (i.e. children and families with no involvement in the Child Welfare System)?

Multiple funding sources gives the Parenting Project the flexibility to assign instructors to prevention-focused programs and seminars offered at schools, agencies and schools that target the general parent population. Participants who identify themselves as being involved in the child welfare system can be scheduled for programs that are funded through other funding sources.

How will the agency ensure that services are accessible and culturally responsive?

Parenting Project programs are easy to find and access. The Parenting Project can be easily found through a simple internet search, one of the most common ways parents learn about our organization. Parents simply call, or email, to register for any community-based seminar or program. Staff collects participants' information through a brief phone intake, then enrolls them into the desired program. Partners who host programs also enroll families.

To be accessible, programs are geographically dispersed, many on bus routes. Community-based partners such as schools, community centers, and libraries provide classroom space which ensures reliable, consistent, and convenient class locations. In 2020, in response to COVID19, programs were converted to a virtual format using video conferencing further increasing accessibility.

Clark County has a diverse population and interacting with families from different cultures, backgrounds, or languages is especially important in parent education programs. Our diverse staff of facilitators work to be respectful and responsive to all families while incorporating culturally and socially relevant examples into their presentations and discussions. Programs and materials are available in English and Spanish and strive to depict diverse families. According to an article in the *Journal of Public Child Welfare*, Triple P programs were developed with cultural diversity in mind, and a study, using focus groups with culturally diverse parents, explored the topic. One study reported that "Results suggested that Triple P elements were equally acceptable and culturally relevant across groups."⁵

Describe your agency's approach to providing direct services and how these services meet the needs of the target population.

The Parenting Project meets the needs of the target population through a diverse selection of evidence-based programs, the languages offered, the ability to respond to new geographic locations, and our educational approach. Parents select the program that best meets their needs whether it is a group program, seminars, or the one-to-one program and the language, either English or Spanish. Parents can also select programs based upon their child's age or those that more specifically address behavior. Parents of teenagers can choose between a program just for themselves or one that parents and teen attend together. Classes are free. Program locations, which are geographically dispersed, ensure program accessibility and improve families' connections to the community.

⁵ Pinna, Keri L.M. et al. Evidence-Based Parenting Programs for Maltreating Parents: View of Child Protective Services Caseworkers. *J Public Child Welf.* 2015; 9(4): 362-381. Doi:10.1080/15548732.2015.1060918

The services meet the needs of the target population by strengthening protective factors in families, fostering new skills, and increasing parental knowledge and competence. An interactive educational approach is used to enhance parents' knowledge and skill. Parents attending programs learn how to be responsive and empathic, fostering nurturing attachments. They see how safe, secure, engaging environments, the use of assertive discipline and having reasonable expectations promotes social emotional competence in children. Having engaging discussions on topics of child development, brain development, appropriate expectations of children, parenting styles, planning ahead, having engaging activities, positive communication practices, and effective behavior management strategies increases parental confidence. Programs relating to older children explore ways to improve parents' communication and listening skills and encourages parents to take an interest in their child's feelings, friends, schoolwork, and activities. Parents practice strategies that help with managing stress, develop problem-solving and coping plans, and adopt a fun and flexible parenting attitude which promotes parental resilience. This educational and interactive approach engages parents through goal setting, experiential activities, small group exercises, role plays, reflective practices, guided discussions and open-ended questions, DVD segments and quizzes. Parent feedback also influences our approach to topics. Additionally, the skills parents learn can be applied to future parenting challenges enhancing parental confidence and competence.

Demonstrate how you will ensure participation with meeting the following requirements:

- *Outreach activities promoting child abuse and neglect prevention separate from Child Abuse Prevention Month:* Coalition meetings, presentations and seminars at schools, childcare centers and for parent groups are outreach activities that promote the prevention of child abuse and neglect year-round. Examples of other outreach opportunities that the Parenting Project will participate in include back to school and resource fairs, community barbeques, Halloween events, the police department's First Tuesday, and community baby showers where we can meet families and provide prevention materials, fliers, and information.
- *Child Abuse Prevention Month and Public Awareness Activities:* The Parenting Project supports Prevent Child Abuse Nevada's coordination of statewide activities including the planning of Pinwheels for Prevention activities. In the Parenting Project office GO BLUE Day is celebrated all month with displays, pinwheels and parenting fliers posted in the lobby for families. CCDFS also holds a month of related, fun-filled activities for staff. The Parenting Project actively seeks to participate in public awareness activities that provide outreach to our target population within our staff limitations.
- *Plan for Parent Leadership and Family Involvement:* Participants routinely make requests for programs and suggest specific class days, times, and locations. They also offer feedback on schedules, class locations, instructors, and marketing materials. Families who have found the program especially beneficial now voluntarily recruit acquaintances to attend the programs. Parents also volunteer to help with outreach activities. Virtual quarterly support meetings and having parents who have expressed interest in being mentors attend the first and last classes to share their experiences are strategies to further engage parents.

Waiting lists for the services, average length of wait and number of clients on the lists.

The Parenting Project currently offers on-going services and has a short waiting list for the *Stepping Stones Triple P* and the *Staying Connected with Your Teen* programs (13 and 8 families, respectively). The wait list is due to COVID19 and converting programs and activities to a virtual format takes time. The wait time is not known. An additional instructor, currently in the hiring process, will help with the demand for these programs.

4. Availability and Accessibility of Services.

Detail the availability of services within the organizations geographic area.

The availability of Parenting Project services is designed to meet the varied needs of parents. The following approaches enhance availability for parents:

- Classes are available during the day on weekdays and weekends, and in the evenings on weekdays with staggered start dates.
- Geographically diverse locations, many on bus routes, offer consistent, reliable services
- Agencies, schools, and other community partners choose which services to offer based upon the needs of their families.
- Registration is easily done over the phone by management and customer service assistants who explain options to ensure participants are enrolled in programs best suited for them.
- Parenting Project programs became even more accessible in 2020, with our team moving programs to interactive online video conferencing class thus reducing transportation, childcare or other barriers that often prevent in-person attendance.
- A community calendar is emailed to community providers, agencies and organizations.
- Office hours (adjusted by Clark County due to COVID19) are Monday-Thursday from 7:00am-5:00pm, although many classes meet outside that time frame.

Identify organizations providing similar services and describe why duplication of services is warranted.

The Parenting Project is aware of no other organizations in Clark County offering the breadth of evidence-based programs tailored to our diverse target population, using trained, experienced, and accredited instructors. There are other organizations in Clark County (PCAN, Boys Town Nevada, Family to Family Connection, UNR Cooperative Extension, Sunrise Children's Foundation, and the Southern Nevada Health District, hospitals, counseling agencies and schools) that offer parent support services. There are, however, very few duplicate services and all parent education services aim to support the more that 500,000 families in Clark County.

Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, and longevity of the organization.

The Parenting Project's prevention-focused parent education services have been sustained by diversified funding sources, Clark County's funding of the program's infrastructure, the committed and passionate staff, and our partners—for **31 years**. Established, local, state, and federal funds support the program's direct services which includes the PACT Coalition (a drug and alcohol prevention coalition), the State of Nevada, and a federal Justice Assistance Grant. Grants fund the direct services of Facilitation Mediation Specialists, who teach the programs; the part-time Management Assistants and Customer Services Assistants, who provide registration and attendance documentation; the supplies; and training necessary to provide programs.

The creative use of part-time staff is cost-effective and ensures flexibility needed to schedule and provide on-going services at over 50 different locations. (Full-time county positions are costly and would limit the ability to meet projected target population and service goals.) The Parenting Project is fortunate to have committed part-time staff. The Budget Narrative reflects the staff longevity, one with more than 27 years with the Parenting Project. Grants funds are used solely for the direct services provided to families. Clark County provides operational oversight, a full-time Training Coordinator, infrastructure resources including building space, communications (computers, phones, copiers, printers, internet), grant fiscal management, and recently invested in a new, more efficient registration and attendance tracking system. Community partners provide meeting space and assist in recruiting families. UNLV student

interns provide programmatic support as they learn about service delivery, program management and evaluation methods.

5. Measurable Goals and Objectives; Scope of Work

Describe the organization's goals and objectives to meet the geographic area's needs for the CBCAP/CTF program.

The Parenting Project's goal is to enhance parent and caregiver knowledge, skills and practices related to the safe, nurturing care of children by providing a series of free, parent education programs and services to families in Clark County, increasing protective factors and parental confidence and reducing the risk of child abuse and neglect. The program is responsive to geographic needs of families by monitoring program requests and registrations and adjusting program locations according to the demand. Programs are regularly scheduled throughout the Las Vegas/North Las Vegas/Henderson area and can offered virtually or elsewhere upon request. The goal will be met through the following objectives.

Objective 1: Provide a minimum of 90 evidence-based parent education programs to at least 900 participants. Five Facilitation/Mediation Specialists will be recruited and hired to facilitate programs and three new partnerships will be established during the grant year to enhance and expand services in Clark County.

Objective 2: 90% of parents completing a Parenting Project program will strongly agree or agree with the statement, "As a result of this program, I feel I will be better able to solve problems I might encounter as a parent." reflecting an increase in feelings of competency and confidence.

Provide the projected number of services that will be provided either in clients services or services provided with CBCAP/CTF grant funds (Match to SOW and Budget Narrative.)

Using a series of 11 evidence-based programs, a minimum of 90 parent education programs reaching at least 900 participants will be offered in Clark County.

See Appendix B: Descriptions of Services, Scope of Work and Deliverables

6. Methods of Accomplishment.

Describe the plan to achieve the outlined goal and objectives. Include how, who, where, and when these goals and objectives will be achieved.

A well-established implementation strategy exists to achieve the goal and objectives.

Objective 1:

- **Scheduling of Classes and Parents:** The training coordinator establishes and maintains effective partnerships with community agencies where classes are held with input from sites, agencies, and parents. Through ongoing recruitment and outreach, parents call and complete a phone intake process with a customer service assistant and are scheduled for a program or, parents receive the class invitation from the school or organization. The instructors (part-time Facilitation Mediation Specialists) are scheduled to facilitate programs by the training coordinator and provided with the materials needed for teaching the class including handouts, assessments, and program evaluations. Participants receive reminders calls or emails for scheduled programs. Community schedules are sent out monthly with program start dates and times.
- **Program Delivery:** Instructors teach the scheduled programs, administer assessments, and return attendance documentation after each session. The Management Assistants record and file attendance after each class.
- **Partnerships:** The Training Coordinator maintains partnerships and seeks to form new ones through on-going outreach efforts, meetings and participant feedback.

- **Staff recruitment:** Clark County Human Resources (CCHR) conducts recruitment for part-time positions and reviews applications for minimum qualifications and, for those selected by a review panel, completes the background and hiring processes.

Objective 2:

- **Course completion and data:** At the end of each course, pre- and post-assessments are paired and scored, program evaluation, attendance and participant data are tallied by Management Assistants. Customer Service Assistants send certificates of completion. Process and evaluation data are compiled and reviewed by the Training Coordinator for quarterly and year-end reporting along with program activities and parent feedback. The Training Coordinator and Management Assistants will complete the FRIENDS Data Management course by the second quarter of the grant year.

Explain what measurement will be used to report on the program’s success.

The Training Coordinator submits timely quarterly reports using the following measurements of program success:

- Collected from our satisfaction survey, 90% of parents completing a Parenting Project program will strongly agree or agree with the statement that “As a result of this program, I am better able to solve problems I might encounter as a parent” indicating a positive change in their perception of parental competency.
- Community outreach activities will be listed in the quarterly report
- New community partnerships will be reported in the quarterly report
- The hiring and training of new staff will be reported in quarterly reports

Participants completing a 5- to 8-session program will show improvement in parenting attitudes and knowledge from pre- to post-assessment based upon these metrics:

- Using the Protective Factor Survey-2 (PFS-2): 75% of participants completing a program show improved scores in a minimum of one construct area
- Using the Adult/Adolescent Parenting Inventory (AAPI) for Nurturing programs: 80% of participants completing a program will show improved scores in one construct
- Using the Parenting Scale for Triple P programs: 80% of participants will show improvement in their response to parenting situations
- Conflict Behavior Questionnaire for the Staying Connected with Your Teen program: 75% of parents completing the program will show reduced family conflict

7. Community Coordination/Collaboration.

Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration.

The Parenting Project maintains a robust and diverse set of existing collaborative partnerships that are key to providing services which then positively impacts our parents, caregivers and families. Collaboration reduces duplication and contributes to more cost-effective services. Families benefit, for example, from our 31-year relationship with the **Clark County School District** (CCSD) who hosts programs onsite. CCSD’s FACES (Family and Community Engagement Services) program also acts as liaison, schedules classes, seminars and the parents, secures meeting rooms, distributes fliers and provides snacks or incentives. Some schools further reduce barriers and support parents by offering childcare during classes. *In the last two years, more than 60 schools hosted our evidence-based programs.*

Partnering with **The City of Las Vegas, City of Henderson and Clark County** improves program access for families at locations such as: Black Mountain Recreation Center, East Las

Vegas Community Center, Walnut Recreation Center, Whitney Ranch Recreation Center, Derfelt Senior Center, and Cambridge Community Center. These are safe, convenient class locations designed to meet the needs of the target population. Meeting room fees are waived and *in-kind support totaled more than \$70,000 in the last two years*. Classes are listed in the *Henderson Happenings* program guide increasing program visibility.

Other key partnerships help tap into specific populations. For example, Foundation for Recovery, Living Grace Homes and All Saints Episcopal Church host programs. Through a partnership with Nevada Department of Corrections, parents preparing for release attend programs as they prepare to re-establish relationships with their children and families. Substance abuse has far-reaching impact on families and children and by partnering with treatment agencies, programs reach families in treatment and recovery. For example, the Parenting Project has been providing services at Westcare for more than 20-years where pregnant and parenting women follow a family treatment approach, allowing women and their children to live together, and plays a significant role in their recovery process.

Describe how this program will encourage the collaborative effort of various agencies and organizations by working with existing programs or forming new partnerships to provide the proposed services.

The Parenting Project partners and collaborates with many existing organizations, mentioned in section 7, and actively recruits new partnerships with any Clark County agency or group that intersects with parents and families. Participation in several community coalitions creates opportunities to pursue new partnerships which enhances efficiencies and minimizes duplication of services. As a mission-driven organization, we will not stray from the objective of providing the best, evidence-based parent education and support programs available for families and will not venture into parenting related home visiting or case management services. The Parenting Project will continue to seek partnerships to extend the reach of services and training opportunities that amplify the quality of programming available to families.

Describe how the program incorporates parental leadership and involvement.

Parents are instrumental in the formation of new classes and scheduling as they can request days and times that fit their availability. Parents provide feedback on the quality of services and make recommendations through program evaluation forms, email, and phone calls. Parents participating in outreach activities such as resource fairs and posting community schedules on social media have been particularly effective. Parent suggestions on changes to program materials, program locations and correspondence documents have also been implemented. Former participants have recruited other families for services and have also helped introduce Parenting Project programs to new locations.

Current MOUs or Letters of Intent.

See attached letters of commitment from the following:

- Clark County School District
- Las Vegas/Clark County Library District

Most long-standing Parenting Project partnerships are informal due to years of established collaboration.

Budget: Section C

1. Proposed Project Budget

Category	Amount Requested (\$)
Personnel	\$70,147
Travel/Training	\$0
Operating	\$1,350
Equipment	\$0
Contractual/Consultant	\$0
Other	\$0
Indirect	\$0
Total Funding Requested (\$)	\$71,497

2. Budget Narrative For each budget category, provide a budget justification. See Appendix A

From: [Debbie Palacios \[CPD\]](#)
To: [Sarah Beers](#)
Cc: [Kristina Ramos \[FACES\]](#); [FACES - Family and Community Engagement Services](#)
Subject: University of Family Learning (UFL) Acceptance
Date: Wednesday, September 30, 2020 1:10:37 PM
Attachments: [FACES Contacts for Vetting Partners 9.28.20.pdf](#)

Dear [Sarah](#),

On behalf of the families served by Family and Community Engagement Services (FACES) and the University of Family Learning (UFL), it is a pleasure to inform you that the [Clark County Department of Family Services \(Parenting Project\)](#) course submissions ([and their Spanish counterparts](#)) listed below have been reviewed and accepted. FACES is appreciative of your interest in providing families of the Clark County School District with educational opportunities to support and promote student success.

- [ABCs of Parenting](#)
- [Nurturing Parents & Families Program](#)
- [Teen Triple P](#)
- [Triple P-Positive Parenting Program](#)
- [Staying Connected with Your Teen](#)
- [Stepping Stones Triple P](#)
- [The Power of Positive Parenting \(A Triple P Seminar\)](#)
- [Raising Confident, Competent Children \(A Triple P Seminar\)](#)
- [Raising Resilient Children \(A Triple P Seminar\)](#)
- [Raising Responsible Teenagers \(A Teen Triple P Seminar\)](#)
- [Raising Competent Teenagers \(a Teen Triple P Seminar\)](#)
- [Getting Teenagers Connected \(a Teen Triple P Seminar\)](#)
- [Parenting During COVID-19](#)

UFL coursework will begin in October of 2020 and continue through May of 2021. (Your courses may have already begun through our Family Engagement Centers.) All participants in the UFL who accumulate a minimum of fifty (50) hours of coursework will be eligible to receive a Certificate of Achievement at the annual *Ceremony of Achievement* in May.

We thank you again for your partnership and appreciate your willingness to offer your coursework virtually, in response to the impact of COVID-19 and distance education. At this time, our approved virtual platform is *Google Meet*. A FACES Staff member will provide you with additional technical details once your class is requested. A list of FACES staff members who may be contacting you in order to schedule courses is attached.

Feel free to contact me if you have any questions or concerns regarding the UFL and/or FACES.

Warm regards,

Debbie Palacios

Director

Family And Community Engagement Services (FACES)
Curriculum and Instruction Division

Clark County School District
3950 S. Pecos-McLeod
Las Vegas, NV 89121
702.799.0303 ext. 5846
WAN: 0110-5846

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We value your input, please complete our [Customer Service Survey](#).

Sarah Beers

From: Neely Ryan <neelyr@lvccld.org>
Sent: Tuesday, February 23, 2021 11:14 AM
To: Sarah Beers
Cc: Guerrero-Vizcarra Irvin
Subject: LVCCLD-Clark County Department of Family Services

Greetings!

Thank you for your interest in partnering with the Las Vegas-Clark County Library District. Upon review of your application, I'm happy to inform you that the proposal for parenting education programs conducted by the Clark County Department of Family Services Parenting Project has been approved for an in-kind use of our facilities and equipment. Please continue to work directly with Irvin Guerrero-Vizcarra at the East Las Vegas Library to schedule and coordinate the specifics of your event. He can be reached at guerrerovizcarrai@lvccld.org. Partnership programs are subject to branch and meeting room availability. The partnership agreement is valid for one year from the date of this approval (through 2/23/22). Additionally, please note that all events at libraries under our partnership agreement must be free and open to the public and free from solicitation of any kind. I look forward to watching this program succeed.

Best Wishes!



Ryan Neely
Programming and Venues Manager
Library District Administrative Offices
7060 W. Windmill Ln.
Las Vegas, NV 89113
neelyr@lvccld.org
Work: (702) 507-6018



Budget: Section C

1. Proposed Project Budget

Category	Amount Requested (\$)
Personnel	\$70,147
Travel/Training	\$0
Operating	\$1,350
Equipment	\$0
Contractual/Consultant	\$0
Other	\$0
Indirect	\$0
Total Funding Requested (\$)	\$71,497

2. Budget Narrative For each budget category, provide a budget justification. See Appendix A

Applicant Name: Clark County Dept of Family Services Parenting Project
 BUDGET NARRATIVE - SFY22

Form 1

*revise this formula as needed to include each position listed

Total Personnel Costs	Including Fringe	Total:	Amount Requested		
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.			\$ 70,147.16		
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
Name of Employee: Uribe, Carla Title/Position Control Number: part-time Customer Service Assistant-10056995 Length of time in Position: New, since March 2021 Answers phones, conducts brief intakes, registers participants for programs, reminds parents of classes, manages and maintains attendance records, prepares correspondence and certificates of completion. \$12/hour, 20 hours per week X 75%	\$ 12,360.00	2.65%	75%	12	\$ 9,515.66
Name of Employee: Chartrand, Paola Title/Position Control Number: part-time Management Assistant -10056611 Length of time in Position: 6 years, since 2015 Manages daily program functions, oversees registration process, prepares materials for the Facilitation Mediation Specialists, represents program at community meetings and events, scores pre- and post-assessments (i.e. AAPI and PFS2) for program evaluation. \$17/hour X 1030 hours X 75%	\$ 17,510.00	2.65%	75%	12	\$ 13,480.51
Name of Employee: Acosta, Donna Title/Position Control Number: part-time Facilitation Mediation Specialist-10057362 Length of time in Position: 17 years, since 2004 Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits reports. Donna is trained in 11 parenting programs including Nurturing and Triple P programs and teaches 6-7 programs per week. She is empathic and has great parent retention.	\$ 24,500.00	2.65%	75%	12	\$ 18,861.94
Name of Employee: Kendhammer, Debra Title/Position Control Number: part-time Facilitation Mediation Specialist-10057482 Length of time in Position: 8 years, since 2013 Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits reports. Debbie is trained in 7 parenting programs including the Nurturing and Triple P programs, is a middle school teacher and teaches one class a week.	\$ 2,940.00	2.65%	75%	12	\$ 2,263.43
Name of Employee: O'Quinn, LaTasha Title/Position Control Number: part-time Facilitation Mediation Specialist-10057627 Length of time in Position: 2 years, since 2019 Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. LaTasha is trained in the ABCs of Parenting and the Triple P programs. enjoys working with groups and teaches 1-2 programs a week.	\$ 4,375.00	2.65%	75%	12	\$ 3,368.20

Name of Employee: **Paluzzi, Victoria**
 Title/Position Control Number: **part-time Facilitation Mediation Specialist -10057471**
 Length of time in Position: **27 years, since 1994**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. Victoria teaches several weekly parent education programs. She is trained in 11 parenting programs including the Nurturing and Triple P programs. Parents enjoy her wealth of experience and parenting examples.

\$	8,000.00	2.65%	75%	12	\$	6,159.00
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Name of Employee: **Saldivar, Gisela**
 Title/Position Control Number: **part-time Facilitation Mediation Specialist-10057624**
 Length of time in Position: **14 years, since 2007**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits report. Gisela is trained in 7 parenting programs including the Nurturing and Triple P programs. Gisela is a busy, working mom who loves teaching programs in Spanish once a week.

\$	3,360.00	2.65%	75%	12	\$	2,586.78
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Name of Employee: **Siess, Jane**
 Title/Position Control Number: **part-time Facilitation Mediation Specialist-10057476**
 Length of time in Position: **15 years, since 2006**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. She is trained in 11 programs including Nurturing and Triple P program. She has extensive early childhood experience.

\$	2,940.00	2.65%	75%	12	\$	2,263.43
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Name of Employee: **Open- Recruitment underway - January 2021**
 Title/Position Control Number: **part-time Management Assistant-10057919**
 Open position

Manages daily program functions, oversees registration process, prepares materials for the Facilitation Mediation Specialists, represents program at community meetings and events, scores pre- and post-assessments (i.e. AAPI and PFS2) for program evaluation. This position also provides coverage and ensure continuity of services.

\$	5,850.00	2.65%	75%	12	\$	4,503.77
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Name of Employee: **Open - Recruitment underway - January 2021**
 Title/Position Control Number: **part-time Customer Services Assistant-10056839, 10056995**
 Open positions

Answers phones, conducts brief intakes, registers participants for programs, reminds parents of classes, manages and maintains attendance records, prepares correspondence and certificates of completion. Positions provide coverage to ensure continuity of services.

\$	4,800.00	2.65%	75%	12	\$	3,695.40
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Name of Employees: **Open- Recruitment underway - January 2021**
 Title/Position Control Number: **part-time Facilitation Mediation Specialist-Open positions: 10057368, 10057472, 10057629, 10057623, 10085327, 10085416, 10057628, 10087445, 10057470, 10040200, 10057491, 10057477, 10057487, 10057490**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. Positions provides coverage to ensure continuity of services.

\$ 4,480.00 2.65% 75% 12 \$ 3,449.04

*Revise as needed to include costs of multiple trips.

Travel/Training

Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

Total: \$ -

Out-of-State Travel

Title of Trip & Destination such as CDC Conference: San Diego, CA

Airfare: Cost per trip (origin & destination) x # of trips x # of staff

Baggage fee: \$ amount per person x # of trips x # of staff

Per Diem: \$ per day per GSA rate for area x # of trips x # of staff

Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff

Ground Transportation: \$ per r/trip x # of trips x # of staff

Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff

Parking: \$ per day x # of trips x # of days x # of staff

Justification:

No out-of-state travel is requested.

*Revise as needed to include costs of multiple trips.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel

Origin & Destination

Airfare: cost per trip (origin & designation) x # of trips x # of staff

Baggage fee: \$ amount per person x # of trips x # of staff

Per Diem: \$ per day per GSA rate for area x # of trips x # of staff

Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff

Motor Pool: (\$ car/day + # miles/day x \$ rate per mile) x # trips x # days

Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff

Parking: \$ per day x # of trips x # of days x # of staff

Justification:

No in-state travel is requested. Facilitation Mediation Specialists travelling outside the Las Vegas area use county vehicles.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

Operating

List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program

Total: \$ 1,350.00

Office supplies: \$ 26.67 X 2.5 FTE x 12 of months or \$800/90 programs=\$8.88/program X 75%

Occupancy \$ 600.00

Communications \$ -

Rent: \$ per month x 12 months x # of FTE \$ -

Utilities: \$ per quarter x 4 quarters \$ -

State Phone Line: \$ per month x 12 months x # of FTE	N/A	\$ -
Voice Mail: \$ per month x 12 months x # of FTE	N/A	\$ -
Conference Calls: \$ per month x 12 months	NA	\$ -
Long Distance: \$ per month x 12 months	N/A	\$ -
Email: \$ per month x 12 months x # of FTE	N/A	\$ -
Program operating supplies		\$ 750.00

Justification:

Funds will be used to purchase consumable office supplies including but not limited to paper, pens, markers, highlighters, white out, file folders and pocket folders used for program management and parenting classes. Clark County and CCDFS provide the infrastructure including building space, utilities, phones, computers, internet, copier/printers, letterhead and envelopes. Funds will be used to purchase program materials and assessments necessary for program service delivery and program evaluation. Family Development Resources, developer of the Nurturing Programs, is updating program materials/videos and those items will be purchased for use in parent education programs (actual prices, not yet known).

Equipment

List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All N/A

Total: \$ -

*Revise this formula as needed to include each Contractor listed

No equipment is being requested for this project.

\$ -

Contractual

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should

Total: \$ -

Name of Contractor/Subrecipient: N/A

\$ -

Method of Selection: Explain, i.e. sole source or competitive bid N/A

Period of Performance: July 1, 2018 - June 30, 2019 N/A

Scope of Work: Define Scope of Work

*Sole Source Justification: Define if sole source method, not needed for competitive bid

Method of Accountability:

Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

No contractors are used on this project.

\$ -

Other

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Total: \$ -

Printing Services: \$ amount/month x 12 months N/A

\$ -

Copier/Printer Lease: \$ amount/month x 12 months N/A

\$ -

Property and Contents Insurance per year N/A

\$ -

Car insurance: \$ per month x 12 months N/A

\$ -

Postage: \$ per month x 12 months N/A

\$ -

Audit N/A \$ -

Justification: No funds are being requested.

TOTAL DIRECT CHARGES \$ 71,497.16

Indirect		Total:
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general		
Identify Indirect Expenses	N/A	\$ -
Add more as necessary and adjust formula in F112 to reflect changes.	N/A	\$ -
	N/A	\$ -
TOTAL BUDGET	Total:	\$ 71,497.16

PROPOSED BUDGET SUMMARY - SFY22
(Form Revised January 2020)

A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

FUNDING SOURCES	GMU	PACT Coalition	Justice Assistance Grant (JAG)	Clark County/State of Nevada BHPT	Match	TOTAL
PENDING OR SECURED	Pending	Secured	Secured	Pending		
ENTER TOTAL REQUEST	\$ 71,497.16	\$ 104,000.00	\$ 33,758.00	\$ 19,216.00	\$ 23,331.97	\$ 251,803.13

EXPENSE CATEGORY

Personnel	\$ 70,147.16	\$ 95,212.00	\$ 33,758.00	\$ 19,216.00	\$ 22,881.97	\$ 241,215.13
Travel/Training	\$ -				\$ -	\$ -
Operating	\$ 1,350.00	\$ 8,788.00			\$ 450.00	\$ 10,588.00
Equipment	\$ -				\$ -	\$ -
Contractual/Consultant	\$ -				\$ -	\$ -
Other Expenses	\$ -				\$ -	\$ -
Indirect	\$ -				\$ -	\$ -

TOTAL EXPENSES	\$ 71,497.16	\$ 104,000.00	\$ 33,758.00	\$ 19,216.00	\$ 23,331.97	\$ 251,803.13
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These boxes should equal 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Indirect Cost	\$ -
Indirect % of Budget	10%

Agency Budget	\$ 251,803.13
f Agency Budget	0.283940716

B. Explain any items noted as pending:

Applicant Name: Clark County Dept of Family Services Parenting Project
MATCH BUDGET NARRATIVE - SFY22

Funding for Match Received From (State Funding Source): Clark County Department of Family Services

Total Personnel Costs *revise this formula as needed to include each position listed

List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.	Including Fringe	Total:	\$	22,881,97
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Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
<p>Name of Employee: Uribe, Carla Title/Position Control Number: part-time Customer Service Assistant-10056995 Length of time in Position: New, since March 2021</p> <p>Answers phones, conducts brief intakes, registers participants for programs, reminds parents of classes, manages and maintains attendance records, prepares correspondence and certificates of completion. \$12/hour, 20 hours per week X 25%</p>				
\$ 12,360.00	2.65%	25%	12	\$ 3,171.89
<p>Name of Employee: Chartrand, Paola Title/Position Control Number: part-time Management Assistant -10056611</p> <p>Length of time in Position: 6 years, since 2015 Manages daily program functions, oversees registration process, prepares materials for the Facilitation Mediation Specialists, represents program at community meetings and events, scores pre- and post-assessments (i.e. AAPI and PFS2) for program evaluation. \$17/hour X 1030 hours X 25%</p>				
\$ 17,510.00	2.65%	25%	12	\$ 4,493.50
<p>Name of Employee: Acosta, Donna Title/Position Control Number: part-time Facilitation Mediation Specialist-10057362 Length of time in Position: 17 years, since 2004 Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits reports. Donna is trained in 11 parenting programs including Nurturing and Triple P programs and teaches 6-7 programs per week. She is empathic and has great parent retention.</p>				
\$ 24,500.00	2.65%	25%	12	\$ 6,287.31
<p>Name of Employee: Kendhammer, Debra Title/Position Control Number: part-time Facilitation Mediation Specialist-10057482 Length of time in Position: 8 years, since 2013 Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits reports. Debbie is trained in 7 parenting programs including the Nurturing and Triple P programs, is a middle school teacher and teaches one class a week.</p>				
\$ 2,940.00	2.65%	25%	12	\$ 754.48
<p>Name of Employee: O'Quinn, LaTasha Title/Position Control Number: part-time Facilitation Mediation Specialist-10057627 Length of time in Position: 2 years, since 2019</p>				

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. La Tasha is trained in the ABCs of Parenting and the Triple P programs, enjoys working with groups and teaches 1-2 programs a week.

Name of Employee: **Paluzzi, Victoria**

Title/Position Control Number: **part-time Facilitation Mediation Specialist -10057471**

Length of time in Position: **27 years, since 1994**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. Victoria teaches several weekly parent education programs. She is trained in 11 parenting programs including the Nurturing and Triple P programs. Parents enjoy her wealth of experience and parenting examples.

Name of Employee: **Saldivar, Gisela**

Title/Position Control Number: **part-time Facilitation Mediation Specialist-10057624**

Length of time in Position: **14 years, since 2007**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits report. Gisela is trained in 7 parenting programs including the Nurturing and Triple P programs. Gisela is a busy, working mom who loves teaching programs in Spanish once a week.

Name of Employee: **Siess, Jane**

Title/Position Control Number: **part-time Facilitation Mediation Specialist-10057476**

Length of time in Position: **15 years, since 2006**

Facilitates evidenced based parent education programs in an interactive and engaging manner, records attendance and submits program reports. She is trained in 11 programs including Nurturing and Triple P program. She has extensive early childhood experience.

Name of Employee: **Open- Recruitment underway - January 2021**

Title/Position Control Number: **part-time Management Assistant-10057919**

Open position

Manages daily program functions, oversees registration process, prepares materials for the Facilitation Mediation Specialists, represents program at community meetings and events, scores pre- and post-assessments (i.e. AAPI and PFS2) for program evaluation. This position also provides coverage and ensure continuity of services.

Name of Employee: **Open - Recruitment underway - January 2021**

Title/Position Control Number: **part-time Customer Services Assistant-100566839, 10056995**

Open positions

Answers phones, conducts brief intakes, registers participants for programs, reminds parents of classes, manages and maintains attendance records, prepares correspondence and certificates of completion. This position provides coverage to ensure continuity of services.

Name of Employees: **Open- Recruitment underway - January 2021**

Title/Position Control Number: **part-time Facilitation Mediation Specialist-Open positions: 10057368, 10057472,**

*Revise as needed to include costs of multiple trips.

*Revise as needed to include costs of multiple trips.

	\$ 4,375.00	2.65%	25%	12 \$	1,122.73
	\$ 8,000.00	2.65%	25%	12 \$	2,053.00
	\$ 3,360.00	2.65%	25%	12 \$	862.26
	\$ 2,940.00	2.65%	25%	12 \$	754.48
	\$ 3,900.00	2.65%	25%	12 \$	1,000.84
	\$ 4,800.00	2.65%	25%	12 \$	1,231.80

*Add additional Contractor/Subrecipients here with justification or delete this row.

\$ -

Other	Total:
Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc.	\$ -
Printing Services: \$ amount/month x 12 months	\$ -
Copier/Printer Lease: \$ amount/month x 12 months	\$ -
Property and Contents Insurance per year	\$ -
Car Insurance: \$ per month x 12 months	\$ -
Postage: \$ per month x 12 months	\$ -
Audit	\$ -
Justification: <i>Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie</i>	

TOTAL DIRECT CHARGES \$ 23,331.97

TOTAL BUDGET Total: \$ 23,331.97

**DIVISION OF CHILD AND FAMILY SERVICES
NOTICE OF SUBAWARD**

SUBAWARD #: _____
PROGRAM: _____

SECTION B

Description of Services, Scope of Work and Deliverables

The Parenting Project will offer a series of free, evidence-based parent education programs in English and Spanish that build on family strengths, increase parental skills and competence and reduce the risk of child maltreatment. A minimum of **90 programs** will be offered reaching at least **900 parents, caregivers, and youth**. Participants will choose services based upon their family needs from low intensity seminars to higher intensity group programs. Partnering organizations and agencies will support services with convenient and accessible locations and assist in recruiting families. A cost-effective part-time staffing model ensures that program scheduling is flexible and responsive to the needs of families. Performance data from pre- and post-assessments and satisfaction surveys will demonstrate that families benefit from the evidence-based programs.

Clark County Department of Family Services Parenting Project, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Clark County Department of Family Services Parenting Project

Goal 1: To enhance parent and caregiver knowledge, skills and practices related to the safe, nurturing care of children by providing a series of free, evidenced-based parent education programs and services to families in Clark County

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. A minimum of 900 participants will attend a minimum of 90 Parenting Project programs	<ol style="list-style-type: none"> 1. Collaborate with partners to schedule and host programs 2. Conduct outreach activities 3. Conduct 90 evidence-based parent education programs and seminars for families in Clark County 4. Recruit and hire five Facilitation/Mediation Specialists to teach programs and ensure continuity of services 5. Establish three new partnerships to enhance or expand services 	<p>7/1/2021-ongoing</p> <p>7/1/2021-ongoing</p> <p>7/1/2021-ongoing</p> <p>7/1/2021-ongoing</p> <p>7/1/2021-ongoing</p>	<ol style="list-style-type: none"> 1. Parenting Scheduler; master calendar; grant documentation spreadsheets 2. Master calendar; spreadsheet of activities 3. Sign-in sheets, program files 4. CC Human Resources, job posting, personnel records 5. Community schedule, master calendar 	<ol style="list-style-type: none"> 1. Number of programs tracked per quarterly report; program locations will be tracked 2. Logged outreach activities 3. Program data tallied by class; consolidated on spreadsheet for quarterly reports 4. Personnel, training and payroll records reflect new staff 5. 3 new partners will offer at least one program

**DIVISION OF CHILD AND FAMILY SERVICES
NOTICE OF SUBAWARD**

Goal 2: To increase parental confidence of parents and caregivers for those attending and completing a program

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
1. 90% of participants completing a program will report feeling more competent as a parent by agreeing or strongly agreeing with the statement, "As a result of this program, I feel I will be better able to solve problems I might encounter as a parent."	<ol style="list-style-type: none"> 1. Compile data from each program, tally Likert-scale data, record open-ended question responses. 2. Score and record pre- and post - assessment data including the AAP, Parenting Scale, Conflict Behavior Questionnaire and Protective Factor Survey-2 (PFS-2) 3. Attend and complete the FRIENDS Data Management course 4. Submit timely quarterly and year-end reports 	7/1/2021-ongoing	<ol style="list-style-type: none"> 1. Satisfaction surveys, grant documentation spreadsheets 2. Assessment scores website printouts, program files 3. Training records, certificate, emails 4. Email records, grant file 	<ol style="list-style-type: none"> 1. Data compiled quarterly from programs ending that quarter will show percent agreeing with statement. 2. Assessment scores will be recorded by program 3. Training completed by timeline provided 4. Timeliness of submissions

Agency Self-Assessment: Section D

APPENDIX D: AGENCY SELF-ASSESSMENT

**DEPARTMENT OF HEALTH & HUMAN SERVICES
ANNUAL SUBRECIPIENT QUESTIONNAIRE**

This questionnaire is used for monitoring fiscal and program compliance requirements as well as determining risk of our subrecipients.

Section A: GENERAL INFORMATION		
Organization Name: Clark County Department of Family Services		
Fiscal Point of Contact		
Name: Alfonso Castaneda	Title: Administrative Specialist	
Address: 121 South Martin Luther King Blvd		
Phone: 702-455-4723	Email: <u>Castanda@ClarkCountyNV.gov</u>	Fax: 702-382-2004
Program Point of Contact		
Name: Sarah Beers	Title: Training Coordinator	
Address: 3900 Cambridge St Suite 203 . Las Vegas, NV 89106		
Phone: 702-455-5295	Email: <u>SRB@ClarkCountyNV.gov</u>	Fax: 702-455-8699
Organization Info		
DUNS #: 08-3782953	EIN #: 88-6000028	URL: <u>Clarkcountynv.gov</u>
State Vendor #: T81026920A	# of Employees: <u>Approx 800</u>	
Registered with SAM.gov? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Expiration Date: <u>06/24/21</u>		
Is your organization or its principles presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions by any federal department or agency? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, please skip the rest of questionnaire, sign and return)		
1. Type of Organization (check all that apply):		
<input type="checkbox"/> University <input type="checkbox"/> Foundation <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For-Profit <input type="checkbox"/> Government Entity – City <input type="checkbox"/> Government Entity – District <input checked="" type="checkbox"/> Government Entity – County <input type="checkbox"/> Government Entity – State <input type="checkbox"/> Other: _____		
2. Organizational Fiscal Year (Month and Year): <u>July 2020 - June 2021</u>		
3. Name of Cognizant Federal Agency (if applicable): <u>HSS</u>		Approved Indirect Rate: <u>N/A</u>
4. Approximate total organization-wide annual operating budget:		
	Previous Fiscal Year	Current Fiscal Year
Federal Funds	<u>\$ 60,916,153</u>	<u>\$ 64,935,207</u>
Non-Federal Funds	<u>\$ 120,737,061</u>	<u>\$ 113,194,175</u>
5. Did your organization expend more than \$750,000 annually in Federal funds combined? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

6. Has your organization annual financial statements been audited by an independent audit firm? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
7. Has your organization received funds for activities which are like, or the same as the currently proposed subaward? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
8. Has your organization managed federal or state funds in the last 5 years? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
9. Organization Director has been in place for:
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input checked="" type="checkbox"/> 3-5 years <input type="checkbox"/> 5+ years
10. Fiscal key personnel have been in place for:
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5+ years
11. Program key personnel have been in place for:
<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input checked="" type="checkbox"/> 5+ years
12. Certify that checked policies and procedures exist within your organization:
<input checked="" type="checkbox"/> Personnel (including Time and Attendance, Pay Rate & Benefits, Time and Effort, Discipline and Conflict of Interest)
<input checked="" type="checkbox"/> Travel <input checked="" type="checkbox"/> Financial Management (including Purchasing, Receivables, and Payables) <input checked="" type="checkbox"/> Internal Controls
<input checked="" type="checkbox"/> Equipment & Inventory <input checked="" type="checkbox"/> All National Policy Regulations (i.e., Civil Rights, Disability etc.)
Section B: BUDGET FORMATION & ADMINISTRATION
1. Does the organization have an operating budget for each of its grants?(UG §200.302) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Who are the people responsible for developing and reviewing the budget(s) for your organization?
Names and titles: : Deborah Watson, Accountant II, Vicki Malone, Principal Analyst II, Pamela Kowalski, Financial Analyst, Jeff Share, Director of Budget, Various Comptroller Accountants
3. Does the organization have fiscal controls that result in (UG §200.303):
a. Control of expenditures within the approved operating budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Management review and approval prior to issuing budget amendments or incurring obligations or expenditures that deviate from the operating budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4. Is there timely, periodic financial reporting to management that permits (UG §200.308):
a. Comparison of actual expenditures with the budget for the same period? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Comparison of revenue estimates with actual revenue (including program income, if applicable) for the same period? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
5. Is the responsibility for maintain budget control established at all appropriate levels? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
6. What steps are taken if projected revenues were insufficient to cover actual expenditures?
Describe: Either steps would be taken to reduce expenditures if possible, or if the grant is over budget at the end of the grant period, excess costs would be journaled and absorbed by the County General Fund.
Section C: INTERNAL CONTROLS
1. Describe your organization-wide segregation of responsibilities in context of checks and balances and advise where they reside within your policies or procedures regarding segregation of responsibilities:
Since we are a government agency we follow the all accounting standards. All responsibility is broken down in the SAP workflow chart. This policy is located in our Fiscal Directive # 13 policy
2. Are specific officials designated to approve payrolls and financial transactions at various dollar levels? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. Do the procedures for cash receipts and disbursements include the following safeguards?
a. Receipts are promptly logged, restrictively endorsed and deposited in an insured bank account. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Bank statements are promptly reconciled to the accounting records and are reconciled by someone other than the individuals handling cash, disbursements and maintaining accounting records. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. All disbursements (except petty cash and electronic disbursements) are made with pre-numbered checks. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

d. Supporting documents (e.g., purchase orders, invoices, etc.) accompany the checks submitted for signature, and are marked paid or otherwise prominently noted after payments are made. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
e. Checks drawn to "cash" and advance signing of checks are prohibited. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
f. Multiple signatures are required on checks. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
4. Are individuals of trust required to take leave and delegate their duties to others while on leave? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Section D: ACCOUNTING	
1. Does the organization have written accounting policies and procedures to assure uniform practice in the following areas?	
a. Procurement	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Contract Administration	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. Payroll	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
d. Records to justify costs of salaries and wages	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
e. Inventory	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
f. Vendor payments	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
g. Federal draws	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
h. Grants budgeting and accounting	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
i. Cash management	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
j. Audit resolution	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
k. Cash receipts	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
l. Disbursements	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
m. Records retention	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the organization use the same policies and procedures for accounting for, and expending federal funds as it does for its organization funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
3. Are all appropriate accounting staff trained on current federal policies, procedures and instructions on accounting for, and expending, federal funds? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
4. What accounting system does your organization use (e.g. QuickBooks, Peachtree, Socrates Media or custom)? Describe: SAP How long has it been in use? Since NOV,2005	
5. Which accounting basis is used by your organization? <input type="checkbox"/> Cash basis <input type="checkbox"/> Accrual basis <input checked="" type="checkbox"/> Modified Accrual	
6. Are grant funds accounting for separately in your financial management system? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Describe. Separate grant fund, separate grant name, separate funded program – corresponding to Internal Order Number for all revenues/expenses to one grant award	
7. Does your organization use a chart of accounts and accounting manual? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
8. For each grant, does the accounting system provide the following information?	
a. Authorizations	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Obligations	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. Funds received	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
d. Program income	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
e. Subawards	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
f. Outlays	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
g. Unobligated balances	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
9. Are obligations records by:	
a. Funding source	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Object codes	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
10. Are accounting records supported by source documentation (e.g. canceled checks, paid bills, payrolls, contract and subaward documents, etc.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

11. Are purchasing and payment functions separate? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
12. Do accounting staff review the following items prior to entry into the system:	
a. Authorizations	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Purchase Orders	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. Payments	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
13. Are there controls to preclude:	
a. Over-obligation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Under-or overstatement of unliquidated obligations	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. Duplicate payments	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
d. Inappropriate charges to grants	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
14. Does the organization have effective control over, and accountability for, all funds, property and other assets? The organization must adequately safeguard all assets and assure they are used solely for authorized purposes (UG §200.302) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
15. Does the organization reconcile bank statements (at least) monthly? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
16. Are vouchers or supporting documents identified by grant, number, date and expense classifications? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
17. Are checks submitted for signature accompanied by supporting documents? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
18. Are invoices and vouchers approved in advance by authorized officials, prior to payment? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
19. For credit cards:	
a. Does the bank provide the subrecipient with a list of credit-card users?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
b. Are the balances of credit cards capped?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
c. Are credit card purchases used for business purposes only?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Organization Authorized Representative	
By signing below, the authorized representative certifies, all information submitted on this form is accurate and complete.	
<u>Margaret LeBlanc</u>	<u>2/17/21</u>
(Signature)	(Date)
<u>Margaret LeBlanc, Assistant Director</u>	
(Printed Name & Title)	

For DHHS Use Only	
Risk Level Determination	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High
Notes:	

Independent Auditor's Report: Section E

INDEPENDENT AUDITOR'S REPORT

To the Honorable Board of Commissioners
And the County Manager
Clark County, Nevada

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Clark County, Nevada (County), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the following:

- The financial statements of the University Medical Center of Southern Nevada and the Clark County Water Reclamation District, which are both major funds and which, when combined, represent 34 percent of the assets, 50 percent of the net position and 56 percent of the revenues of the business-type activities.
- The financial statements of the Las Vegas Valley Water District, the Big Bend Water District and the Clark County Stadium Authority, which are discretely presented component units and which, when combined, represent 80 percent of the assets, 116 percent of the net position and 44 percent of the revenues of the discretely presented component units.
- The financial statements of the Las Vegas Valley Water District Pension and Other Employee Benefit Plans, which is a fiduciary fund of the County and represents 14 percent of the assets, 18 percent of the net position, and 7 percent of the combined additions and revenues of the aggregate remaining fund information.

Those statements were audited by other auditors whose reports have been furnished to us, and our opinion, insofar as it relates to the amounts included for the above-mentioned funds and entities, is based solely on the reports of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

(Continued)

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the reports of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedules of OPEB and pension contributions, schedule of changes in OPEB and pension liabilities and related ratios, and schedule of investment returns on pages 4-14 and 144-175 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit for the year ended June 30, 2019 was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County's basic financial statements. The introductory section, combining and individual fund statements and schedules, schedule of business license fees and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements and schedules and schedule of business license fees for the year ended June 30, 2019 are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements for the year ended June 30, 2019 and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us and other auditors. In our opinion, based on our audit, the procedures performed as described above, and the reports of other auditors, the combining and individual fund statements and schedules and schedule of business license fees for the year ended June 30, 2019 are fairly stated, in all material respects, in relation to the basic financial statements as a whole for the year ended June 30, 2019.

(Continued)

The basic financial statements of the County as of and for the year ended June 30, 2018 (not presented herein), were audited by other auditors, whose report thereon dated January 25, 2019, expressed unmodified audit opinions on the respective financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information. The report of the other auditors dated January 25, 2019, stated that the individual fund statements and schedules and schedule of business license fees for the year ended June 30, 2018 were subjected to the auditing procedures applied in the audit of the 2018 basic financial statements and certain additional auditing procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those basic financial statements or the those basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and, in their opinion, was fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended June 30, 2018.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 23, 2019 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering County's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Crowe LLP". The signature is written in a cursive, professional style.

Crowe LLP

Costa Mesa, California
December 23, 2019

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Board of County Commissioners
And the County Manager
Clark County, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Clark County, Nevada (County) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated December 23, 2019. Our report includes a reference to other auditors who audited the financial statements of the University Medical Center of Southern Nevada, the Clark County Water Reclamation District, the Clark County Stadium Authority, the Las Vegas Valley Water District and the Big Bend Water District as described in our report on the County's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Crowe LLP". The signature is written in a cursive, flowing style.

Crowe LLP

Costa Mesa, California
December 23, 2019

Key Personnel Resumes

SARAH BEERS

702-455-5295

srb@clarkcountyNV.gov

Clark County Department of Family Services (Parenting Project)

EXPERIENCE

10/01/93 – TO PRESENT

TRAINING COORDINATOR -MANAGEMENT ANALYST II, CCDFS (PARENTING PROJECT)

Plans, directs and organizes the administrative, operational and budgetary activities of the Parenting Project. Independently coordinates county-wide parent education programs ensuring service accessibility and consistent, regular programs for self- and agency-referred families. Supervise a staff of 25 and oversee 300+ evidence-based and age-based programs for over 3,000 participants annually. Works in partnership with a variety of agencies and services to secure funds and provide services that best meet client needs. Has effectively and consistently secured funding to train staff in up-to-date, effective parent education programs.

1990 – 1993

FAMILY AND CHILD TREATMENT (FACT)

Supervised office staff, coordinated work of 15 therapists, program staff and two executives. Managed agency finances including payroll, accounting, client and grant billings and insurance billings. Monitored multiple programs and procedures, providing reports and recommendations to executive staff and Board of Directors. Implemented and maintained a computerized client and insurance billing program increasing agency collections by 40% and improving agency cash flow.

1985 – 1990

CHILD SEXUAL ABUSE TREATMENT PROGRAM

Ensured staffing for twelve weekly counseling groups for victims of sexual abuse and their families, monitored the progress of 120 weekly clients, networked and coordinated with other treatment providers, county and state agencies and recruited and trained therapists for the group treatment program. In addition to the management functions listed in the Program Coordinator position below, in 1989, with a loan from United Way, planned and directed the acquisition and absorption of a failed counseling service into the agency. This project involved many complex issues ranging from consolidation of work forces and agency boards to managing an agency with a client base that immediately more than doubled.

EDUCATION

DECEMBER 1982

BACHELOR OF SCIENCE, UNIVERSITY OF NEVADA RENO

Sociology major, Criminal Justice minor

SARAH BEERS RESUME/PAGE 2

GRANT WRITING/GRANT MANAGEMENT

- Veteran grant writer with 30+ years of experience writing and managing grants.
- Experience as a grant reviewer for the State of Nevada Substance Abuse Prevention and Treatment Agency (1997-2000)
- At-Home reviewer for the 1997 and 1998 Exemplary Substance Abuse Prevention Program Awards project for the National Association of State Alcohol and Drug Abuse Directors (NASADAD)

CERTIFICATIONS/TRAININGS

- Substance Abuse Prevention Specialist, 2001
- Secured funding for staff and attended Triple P training 2012, 2013, 2016, 2018 and 2020: Triple P, Teen Triple P, Stepping Stones Triple P, Primary Care Triple P, Triple P Seminars 0-11 and Triple P Seminars-Teens, Pathways Triple P

NATIONAL AWARDS

- 1998 SAMHSA (Substance Abuse and Mental Health Services Administration) and Center for Substance Abuse Prevention Exemplary Program Award for the Parenting Project
- 1999 NACo Achievement Award for the Parenting Project

**Deborah Watson
358 Sunward Drive
Henderson, NV 89014
(702) 419-2506**

EXPERIENCE

2015 – Present ACCOUNTANT II, CLARK COUNTY DEPT OF FAMILY SERVICES, LAS VEGAS, NV

- Forecast revenues and expenditures to prepare and monitor Department grant annual budget approximately \$5 - \$6 million
- Maintain detailed record of grant expenditures, prepare and submit financial reports for reimbursement and for management review
- Analyze budget to actual expenditures in SAP, prepare and submit appropriation adjustment and transfer journals as necessary
- Analyze grant contract budget to actual expenditures, prepare and submit budget and/or scope of work modifications as necessary to ensure maximum return to the County
- Audit grant expenditures for compliance with Agency and County contracts
- Ensure departmental grant expenditure compliance with federal and state regulations and county fiscal directives
- Assist with grant applications and reporting requirements
- Facilitate state, local independent and internal audits of departmental grant funding

2012-2014 ACCOUNTANT – VEGAS TV, 6760 SURREY ST, LAS VEGAS, NV

- Prepare, maintain and reconcile receivables, payables, cash, general journal and all other financial information for multiple broadcast stations
- Create and maintain financial reports for senior management information and review
- Implement and manage policies for credit applications, terms of credit and collections to substantially lower uncollectible debt
- Create and maintain records and reports to ensure compliance with FCC/EEO regulations
- Support other departments in contract development, database management and interaction with clients and agencies

1984 – 1994 STAFF ACCOUNTANT – COUNTY OF ERIE PLANNING DEPT., ERIE, PA

- Financial administration and accounting of more than 40 federal and state grant programs and county general funds including the maintenance and reconciliation of accounts payable, accounts receivable, cash and general ledger through Post Closing Trial Balance in accordance with GAAP and Governmental Accounting Standards
- Design and implement Microsoft Access cost accounting database program to maintain grant funding detail
- Forecast revenues and expenditures to prepare, present and monitor departmental annual budget \$3-\$4 million annually
- Recommend and develop policies to ensure financial compliance with federal and state regulations
- Audit contractor expenses for federal compliance
- Assist with grant application process for federal, state and local programs
- Assist federal, state, local independent and internal auditors with annual and periodic reviews

EDUCATION

Bachelor of Science in Accounting, Western Governors University, Nevada

Associate of Arts in Business Administration/Accounting, Erie Business College, Pennsylvania

PROFESSIONAL CERTIFICATION

Enrolled to Practice Before the Internal Revenue Service

Donna Acosta, MS, MFT-I, RDN, LDN, ACE-CHC

donna.acosta.rd@gmail.com

(702) 238-4748

Education and Licenses

June 2018 Licensed Marriage and Family Therapist Intern, State of Nevada
May 2018 M.S., Marriage, Couple, and Family Counseling, Walden University
April 2014 Health Coach Certification, American Council on Exercise
May 1998 Dietetic Internship, California State University, Long Beach
June 1996 B.S., Dietetics and Food Administration, California State University, Long Beach

Honors, Awards, Achievements and Associations

December 2017 Student Member, Student Advisory Council, Walden University
October 2017 Student Member, American Counseling Association
November 1999 Nutrition Volunteer of the Year, American Cancer Society
November 1998 Nutrition Volunteer of the Year, American Cancer Society
November 1994 Member, Kappa Upsilon Nu, Omicron Alpha Psi Chapter

Professional Experience

July 2018- Present Therapist, Serenity Mental Health, Las Vegas, NV/Pahrump, NV
Assess, diagnose, develop treatment plans, and provide therapeutic interventions for children, adolescents, adults, couples, and families with a wide range of diagnoses

May 2017- May 2018 Practicum, Serenity Mental Health, Las Vegas, NV
Assessed, diagnosed, developed treatment plans, and provided therapeutic interventions for children, adolescents, adults, couples, and families with a wide range of diagnoses

May 2017- May 2018 Practicum, Montevista Outpatient Program, Las Vegas, NV
Developed and implemented therapeutic group activities for children, adolescents, and adults participating in intensive outpatient programs
Conducted individual assessments and family therapy sessions

January 2005 - Present Registered Dietitian/Fitness Instructor (Independent Contractor), Las Vegas, NV
Facilitate on-line cooking class titled "Luscious, Low-Fat, Lightning-Quick Meals"
Facilitate on-line weight management class titled "Lose Weight and Keep It Off"
Provide contract nutrition counseling services in weight management and diabetes
Teach dance-based exercise classes and choreography classes

January 2004 - Present Facilitator, Parenting Project (Clark County Dept. of Family Services), Las Vegas, NV
Facilitate parenting classes (*Triple P Programs, Nurturing Parents Programs*)
Monitor attendance and maintain accurate participant records

August 2001 - July 2002 Health Educator, Mission Hospital Regional Medical Center, Mission Viejo, CA
Developed and presented cardiac rehabilitation nutrition classes

May 2000 - August 2001 Outpatient Dietitian, Mission Hospital Regional Medical Center, Mission Viejo, CA
Developed and taught weight loss and weight management classes
Provided individual nutrition counseling

- February 1999 - Nutrition Educator, HealthCare Partners Medical Group, Torrance, CA
May 2000
Developed and taught weight loss and weight management classes
Provided individual nutrition counseling
- October 1998 - Outpatient Dietitian, Fountain Valley Regional Hospital, Fountain Valley, CA
October 1999
Provided outpatient counseling and presented cardiac rehabilitation classes
As part of "Sweet Success" team, counseled low-income gestational diabetes patients
- June 1998 - Instructor, North Orange County Community College District, Fullerton, CA
April 1999
Developed, prepared and presented food demonstrations
Maintained student attendance and reimbursement records

Glenda Thompson Bona, M.S. & CFLE

glenda.bona@gmail.com

(661) 212-5156

CAREER HIGHLIGHTS

- Trainer for Online Facilitators, Clark County, NV
- Facilitator for Parenting Project in Clark County, NV
- Parent Educator, City of Santa Clarita and College of the Canyons, Santa Clarita, CA
- Senior Learning Consultant for Kaiser Permanente, Pasadena, CA & Southern California
- Adjunct Instructor in Sociology/Multiculturalism, College of the Canyons, Santa Clarita, CA
- Owner GTB Productions – produced training for corporate, academic and public settings - LA, CA
- Television and radio anchor, reporter, writer and news director – MO, KS, and Los Angeles, CA

EXPERIENCE

Clark County Department of Family Services, Las Vegas, NV 12/11 – present

Trainer for Online Classes

- Transformed classroom training materials to online courses
- Coached facilitators as they convert from classroom to online delivery methods
- Trained new facilitators for online and face-to-face classes

Facilitation Mediation Specialist

- Facilitator for the Clark County Parenting Project in Baby Care, Triple P, Nurturing Parents & Families, ABC's of Parenting, Staying Connected, Parenting During Covid and more
- Guide parents in the use of positive communication and conflict management techniques
- Assist parents with behavior management and positive discipline methods
- Help parents understand appropriate expectations based on child development

City of Santa Clarita / College of the Canyons, Santa Clarita, CA 02/02 – 9/11

Program Developer / Facilitator / Consultant

- Produced coursework and conducted in-class training for parents, teens, divorcing parents, foster parents and high-conflict families
- Created and presented "Monitoring the Rage Gauge in Your Home", "Media Kids", and "Blended Families" workshops for the City of Santa Clarita's "Parent University" program
- Conducted assessments, marketed programs, evaluated programs and revised materials to improve learning outcomes

Kaiser Foundation Educational Theater Program, Southern CA Region 02/09 – 07/09

Educational Consultant

- Using theatre and a wide variety of interactive learning methods, developed engaging health education programs promoting better communication skills for elementary school parents
- Piloted the program in five elementary schools across Southern California, administering assessments, conducting focus groups and evaluating and revising the program

Kaiser Permanente, Southern CA Region 03/06 – 12/08

Senior Learning Consultant

- Trained over 1,200 doctors, nurses and staff on an enterprise-wide conversion to electronic medical records, an initiative that transformed the entire organization and the patient experience
- Managed 'MD Scheduling' training project in San Diego region with three trainers and 19 locations, training 566 doctors and advanced practitioners in a 3 month period
- Created content for web-based training in collaboration with instructional design team
- Coached team in program content and handling resistance to corporate change

Studio Exchange, Inc., Burbank, CA 01/91 – 06/09

President/Co-Owner/Marketing Director

- As co-founder and promoter, helped steer the company from idea stage to a \$5 million/year in sales
- Analyzed changes in professional video technology and product innovations to create marketing materials for print advertising in national and local trade publications, newsletters, and web updates
- Coordinated trade show exhibitions, including National Association of Broadcasters convention

College of the Canyons, Santa Clarita and California State University, Northridge 08/03 – 02/06

Adjunct Professor / Lecturer / Graduate Assistant

- Taught Sociology and Multiculturalism
- Facilitator for the Foster Care Education Program in the Early Childhood Education Department at College of the Canyons
- Guest lecturer for California State University, Northridge's Educational Psychology Department
- Graduate Assistant in Family & Consumer Sciences Department at CSUN

OTHER RELEVANT EXPERIENCE

GTB Productions, Diamond Bar, CA

Training Developer and Producer - print and video / Founder

- Managed the development of large-scale training programs for corporate merger partners including Von's, Builder's Emporium and Robinson-May
- Retrained over 2,500 employees who would have otherwise lost their jobs - the State of California's Employment Training Panel funded these multi-million dollar programs
- Created transition, performance improvement, and leadership training programs for major California corporations
- Designed video-based curricula and managed creative teams to produce videos and training materials

Prudential-Bache Securities: Los Angeles, CA

Financial TV Host and Stockbroker

- Represented Prudential Bache on financial news station KWHY TV
- Wrote, produced and presented live daily financial shows
- Acquired licenses as Registered Representative Stockbroker (Series 7), Mutual Funds and Variable Annuities and Life & Disability Insurance Agent

KWHY TV: Hollywood, CA. WIBW AM/FM/TV: Topeka, KS. WDAF AM/FM: Kansas City, MO

Television Anchor/Producer/News Director

- Over 10 years experience in television and radio news as anchor, producer, writer, talk show host, program developer and news director

United Methodist Social Ministries: Las Vegas, NV

Executive Director

- Coordinated programs with 14 UMCs in the Las Vegas area including food pantry on Maryland Pkwy

EDUCATION

California State University, Northridge, CA

12/03

M.S. Family & Consumer Sciences

Baker University, Baldwin, Kansas

B.S. Speech/Theatre

VOLUNTEER LEADERSHIP

United Methodist Social Ministries, Las Vegas, NV, Board of Directors 11/2011 to 2/2015

Master Gardeners of Southern Nevada, Herb Committee Chair 3/2012 to present

PAOLA CHARTRAND

Phone: 702.767.6630

Email: paolachartrand@gmail.com

CAREER PROFILE

Versatile professional with 16+ years of leadership experience in conducting and facilitating parent education programs, international business sectors, including tourism, humanitarian missions and food and beverage with specialization in communications, public relations, and technical writing. Bi-lingual in English & Spanish with keen ability to lead projects and work collaboratively among teams while delivering exceptional customer service to clients. Proven background in teaching, administration and fast-paced, deadline driven environments to exceed results.

AREAS OF EXPERTISE

- | | | |
|------------------------------------|---------------------------------|--------------------------|
| - Facilitator/Teacher of parenting | - Bi-lingual, Spanish & English | - Highly Organized |
| - Educational programs | - Public & Media Relations | - Attention to Detail |
| - International Relations | - Staff development training | - Administrative Support |
| - Working with families at risk | - Team Player, Goal-Driven | - Humanitarian Efforts |

COMMUNICATIONS EXPERIENCE

- Conducts parenting education to general public, court-referred individuals and professional organizations
- Program representative at engagements, community outreach efforts and professional gatherings
- Oversaw media and events programs for corporations in various sectors, including healthcare, foreign relations and tourism
- Worked internationally and spearheaded effective programs from International Press Center within the Foreign Office of the Republic of Bolivia
- Managed communications team working as Editor and Writer for in-flight magazine "Palabras"

PUBLIC RELATIONS EXPERIENCE

- Boosted corporate image & brand awareness working as magazine staff writer published in Spanish
- Directed assignments for wine tourism company, including wine tastings and special event programs
- Coordinated public relations for the "Operation Smile" and "The Flying Hospital" missions for International Humanitarian Organization in Bolivia

LEADERSHIP EXPERIENCE

- Assisted Chief Executive Officer in leading all administrative and communications projects for a company specializing in cultural and educational support services
- Facilitated wine tours and classes at various international venues. expertise in South American wine
- Chief Editor of the in-flight magazine of Lloyd Aereo Boliviano

WORK HISTORY

CLARK COUNTY PARENTING PROJECT MANAGEMENT ASSISTANT, LAS VEGAS, NV	2015 - 2021
CLARK COUNTY PARENTING PROJECT FACILITATOR, LAS VEGAS, NV	2015 - 2021
TOTAL WINE & MORE, WINE SPECIALIST, INSTRUCTOR, LAS VEGAS, NV	2010 - 2011
WINE REPUBLIC MAGAZINE, STAFF WRITER, PUBLIC RELATIONS, ARGENTINA	2006 - 2007
AMPORA WINE TOURS, DIRECTOR OF WINE TOURISM, ARGENTINA	2006 - 2007
LLOYD AEREO BOLIVIANO AIRLINE, PUBLIC RELATIONS & COMM. MANAGER, ARGENTINA	1996 - 2006
PATINO FOUNDATION, DIRECTOR OF COMMUNICATIONS, BOLIVIA	1995 - 1996

EDUCATION

Masters Degree in Enterprise Communications, Catholic University of Bolivia
Bachelor of Science, Social Communication & Public Relations, Catholic University of Bolivia
Leadership & Management Diploma, Enterprise Development Institute of Argentina, Buenos Aires
English as a Second Language Courses, College of Southern Nevada, Las Vegas, NV
Wine School Studies, Cuvo University, Mendoza, Argentina