



# Washoe County Notice of Award

Period of Performance	Project Name	Federal Award Date	ALN (CFDA)	Dollar Amount	WC Internal Order (IO) #	Award ID #
02/17/26 – 11/30/26	CFNN Nonprofit Capacity Building	N/A	21.027	\$100,000	IO12309	IO12309

**Purpose of Award:**

To support the funder led nonprofit Capacity Building Community initiative to strengthen infrastructure, leadership and long-term sustainability of Northern Nevada's nonprofit sector.

<p><b><u>Office of the County Manager</u></b>          UEI #: TH74SE96JVC7</p> <p><b><u>Federal Awarding Agency Name</u></b> (if applicable):          U.S. Treasury Department</p> <p><b><u>ALN with Name:</u></b>          21.027 State and Local Fiscal Recovery Funds</p>	<p><b><u>Recipient Name</u></b> (must match UEI registration)          Community Foundation of Northern Nevada</p> <p><b><u>Fiscal Manager:</u></b>          Maricela Gutiérrez Rodríguez          maricela@nevadafund.org</p> <p><b><u>Program Manager:</u></b>          Maricela Gutiérrez Rodríguez          maricela@nevadafund.org</p>																		
<p><b><u>Washoe County Address:</u></b>          1001 E. 9<sup>th</sup> Street, Building D          Reno, Nevada 89512</p> <p><b><u>Program Manager</u></b>          Gabrielle Enfield,          Community Reinvestment Manager          genfield@washoecounty.gov</p>	<p><b><u>Recipient Address:</u></b>          50 Washington Street          Reno, NV 89503</p> <p><b><u>UEI #:</u></b> JQ1KRY7FNBG2  <b><u>Payee Vendor #:</u></b> XXXX  <b><u>Tax ID #:</u></b> 88-0370179</p>																		
<p><b><u>Budget &amp; Performance Period:</u></b>  <b><u>Beginning Date:</u></b> February 17, 2026  <b><u>Ending Date:</u></b> November 30, 2026</p>	<p><b><u>Award Match Summary</u></b> (if applicable): N/A  <b><u>Percentage:</u></b> N/A and <b><u>Total Match Amt:</u></b> N/A  <b><u>Match category:</u></b> N/A</p>																		
<p style="text-align: center;"><b><u>Award Budget Summary</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Budget Category</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Contractual</td> <td style="text-align: right;">\$100,000.00</td> </tr> <tr> <td>Indirect</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b><u>Grant Total</u></b></td> <td style="text-align: right;"><b><u>\$100,000.00</u></b></td> </tr> </tbody> </table> <p>Source of Funds: State and Local Fiscal Recovery Funds (signed into law March 11, 2021)</p> <p>This Award is not for Research &amp; Development</p>	Budget Category		Personnel	\$0.00	Travel	\$0.00	Equipment	\$0.00	Supplies	\$0.00	Contractual	\$100,000.00	Indirect	\$0.00	Other	\$0.00	<b><u>Grant Total</u></b>	<b><u>\$100,000.00</u></b>	<p><b><u>State Pass Through Entity:</u></b> (if applicable) NA</p> <p><b><u>Federal Funds Obligated, This Action:</u></b>          \$100,000</p> <p><b><u>Federal Funds Obligated, All Actions:</u></b>          \$100,000</p> <p><b><u>Indirect Cost Rate:</u></b>  <input type="checkbox"/> On File    OR    <input type="checkbox"/> DeMinimus    <input checked="" type="checkbox"/> None</p> <p><b><u>Disbursement of Funds as follows:</u></b>          Payment will be made upon receipt and acceptance of reimbursement request, and any requested supporting documentation. A reimbursement request can only be made for actual expenditures specific to this award. Total reimbursement will not exceed \$100,000 during the award period. Carryover of funding from year to year is not permitted.</p>
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## Section A – Assurances, Terms, and Conditions

As a condition of receiving awarded funds from Washoe County, the Recipient agrees to the following:

1. Recipient will collaborate with Washoe County to ensure that project activities and objectives are met.
2. Recipient may not use awarded funds for anything other than the awarded purpose. In the event recipient expenditures do not comply with this condition, the portion not in compliance must be returned to Washoe County.
  - o Change Orders: Projects (preexisting obligations) experiencing increased costs are permitted to request a change order provided the initial award date was prior to 12/31/24.
3. Recipient shall submit reimbursement requests for expenditures only as approved in Section C – Budget Narrative. Any additional expenditure beyond the approved detail in the categorical budget amounts, without prior written approval by Washoe County, and/or by an award amendment, may result in denial of reimbursement.
4. Transferring funds between budgeted categories without written prior approval from Washoe County is prohibited under the terms of this award. Requests to revise approved budgeted amounts must be made in writing to Washoe County and provide sufficient narrative detail to determine justification. Changes to the budget must be approved by the Community Reinvestment Manager.
5. Recipients are required to maintain **accounting records**, identifiable and trackable by the award number. Such records shall be maintained in accordance with the following:
  - a. Records may be destroyed not less than five years (unless otherwise stipulated) plus 120 calendar days post-performance period.
  - b. In all cases an overriding requirement exists to retain records until the resolution of any audit questions relating to individual awards.
  - c. All records are subject to audit from local, state or federal personnel or designee.

**Accounting records** are defined as all records relating to the expenditure and reimbursement of funds associated with this award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to award activity.

6. Recipients are required to maintain **all project and programmatic records** including eligibility supporting documents, procurement supporting documentation, and progress/program reporting. These records must be maintained in accordance with accounting record requirements.
7. This award may be amended at any time when both parties agree to the amendment(s) in writing. Any amendment is subject to approval by both parties. Neither party may assign the amendment(s) without the express written consent of the other party.
8. Nevada Revised Statutes (NRS) Chapter 239 declares certain records and documents to be public documents. Unless documents or records are confidential or privileged, the recipient agrees that this award and any records related to the performance of the duties described in this award and which are required to be provided to Washoe County by agreement may be public documents and may be available for distribution. The recipient gives express permission to make copies of the award and related documents.

9. The recipient shall timely disclose, in writing to the Washoe County program contact of this award, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this subgrant award. Failure to make the required disclosures can result in termination of the award.
10. Any activities Recipient performs under this award will acknowledge the source of funds and that funding was provided through Washoe County.
11. When applicable, recipient agrees that any and all printed documents purchased or produced within the scope of this award will include the printed statement: "This publication (journal, article, etc.) was supported by Washoe County with U.S. Treasury Department federal funds for the State and Local Fiscal Recovery Funds - signed into law March 11, 2021, and is solely the responsibility of the authors. It does not necessarily represent the official views of Washoe County or the U.S. Treasury Department.
12. No funding associated with this award will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
  - a. any federal, state, County, or local agency, legislature, commission, council or board;
  - b. any federal, state, County, or local legislator, commission member, council member, board member, or other elected official; or
  - c. any officer or employee of any federal, state, County, or local agency, legislature, commission, council or board.
13. Recipients of this award must respond to all auditor inquiries. Washoe County is subject to inspection and audit by representatives of federal, state, and local audit agencies, or other appropriate entity required by law to audit the award to:
  - a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
  - b. ascertain whether policies, plans and procedures are followed;
  - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
  - d. determine reliability of financial aspects of the conduct of the project.
14. Any audit of recipient expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of awarded funds. It is the policy of Washoe County (as well as federal requirement as specified in the required 2 CFR 200, **Subpart F**, all U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations) that each grantee annually expending \$1,000,000 or more in federal assistance have an annual audit prepared by an independent auditor in accordance with the terms and requirements of **Subpart F**.
15. Under the terms and conditions of this award, the recipient and contractors will maintain an active Unique Entity Identifier (UEI) throughout the entire approved period of performance.
16. Recipient certifies, by signing this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state or federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549 (3 CFR Part 1986 Comp., p.189), Executive Order 12689 (3 CFR Part 1989 Comp., p. 235) and 2 CFR part 1400, Government-wide Debarment and Suspension. This provision shall be required of every recipient receiving any payment in whole or in part from federal funds. The use of federal

funds will be referenced on page 1 of this award. The Recipient must notify the award manager within 30 days if debarred by any governmental entity during the Agreement period.

17. Recipient must comply with all other applicable federal requirements, including:
- a. 2 CFR Part 25, Universal Entity Identifier and Central Contractor Registration
  - b. 2 CFR Part 175, Award Term for Trafficking in Persons
  - c. 2 CFR Part 1401, Requirements for Drug-free Workplace
  - d. 41 U.S.C. § 6306, Prohibition on members of Congress Making Contracts with Federal Government: No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any funds made to a corporation for the public's general benefit.
  - e. Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving: recipients are encouraged to adopt and enforce policies that ban text messaging while driving.
  - f. Pursuant to Executive Order 13043, 62 FR 19217, recipient agrees to adopt, and encourage its contractors to adopt and enforce, seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
  - g. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and Treasury's implementing regulations at 31 CFR Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance.
  - h. Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
  - i. The Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability.
  - j. 41 U.S.C. § 4712 (a), Enhancement of Recipient and Subrecipient Employee Whistleblower Protection. This award, related awards, and related contracts over the simplified acquisition threshold and all employees working on this award, related awards, and related contracts are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712 (c).
  - k. 2 CFR Part 200, Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
  - l. Recipient agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
  - m. Recipient agrees to comply with the Equal Employment Opportunity clause and abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on basis of age; Section 504 of the

Rehabilitation Act of 1973 which prohibits discrimination on the basis of disabilities; and Nevada Revised Statute (NRS) 613.330 Equal Employment Opportunity.

- n. All recipient contractors will comply with Davis-Bacon Act, as amended (40 U.S.C. 3141-3144) (40 U.S.C. 3141-3148). When required by Federal program legislation, all contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Federally Financed or Assisted Construction).
- o. All recipient contractors will comply with Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by a non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
- p. Environmental Quality, the recipient and its contractors shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Title 42 U.S.C. 7401-7671q., Section 508 of the Clean Air Act, Title 33 U.S.C. 1368, Executive Order 11738 and, Title 40 CFR part 15 as well as Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Washoe County program contact and the Regional Office of the Environmental Protection Agency (EPA).
- q. The recipient shall comply with the Procurement of Recovered Materials, 2 CFR 200.322. A non-Federal entity that is a state agency or agency of political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- r. Recipient agrees to comply with all applicable requirements in 2 CFR Part 200, Subparts A Through D; 2 CFR Part 200, Subpart E Cost Principles; 2 CFR Part 25; 2 CFR Part 183 and 184.
- s. Recipient agrees to the Rights to Inventions made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement", the recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made By Nonprofit Organizations and Small Business Firms under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by the awarding agency.

- 18. Any recipient receiving funding from Washoe County shall enroll and enter demographic data (including social security number) into the County's Homeless Management Information System (HMIS) if the majority of individuals receiving services operated by the funded program are experiencing homelessness).

HMIS is a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of all individuals experiencing homelessness, while also protecting client confidentiality. This includes but is not limited to all emergency shelter, transitional housing, bridge housing or other residential programs for people experiencing homelessness. Data for the purpose of this policy, refers to all relevant client information collected by programs serving the majority of individuals experiencing homelessness. This data includes demographics, enrollment and exit data, income and benefit changes, services provided and exit destination to the maximum extent practical. Programs may identify a need to also collect additional program data beyond the basic data set to meet the requirements of a specific funder or to measure additional program outcome measures.

19. Recipient shall disclose any existing or potential conflicts of interest relative to the performance of services resulting from this award. Washoe County reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Recipients are responsible for notifying their program contact at Washoe County in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient employees, or the recipient's grantees in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Failure to resolve conflicts of interest in a manner that satisfies Washoe County may result in termination of award.
20. Recipient represents that it has obtained all rights, grants, assignments, conveyances, licenses, permissions, and authorizations necessary for or incidental to any materials owned by third parties supplied or specified by it for deliverables under this award, and that the use of any such third-party intellectual property does not infringe upon, violate, or constitute a misappropriation of any copyright, trademark, trade secret, or any other proprietary right of any third party. The recipient will release Washoe County, its officers, agents and employees harmless from liability of any kind or nature, including the subrecipients use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or applicant, and any other intellectual property furnished or used in the performance of this agreement.
21. This award may be immediately terminated by Washoe County at any time during the performance period for the following reasons: 1) conduct that interferes with the administration of the grant; 2) illegal activity of any kind; 3) insolvency; 4) failure to disclose a conflict of interest; 5) influence by gratuity; 6) any other violations of the terms of the grant agreement; 7) performance below expectations without action to improve; and 8) substantiated fraud, abuse, or misappropriation of grant funds.
22. This award may be terminated by either party prior to the date set forth on the Notice of Award, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this award shall be terminated immediately if for any reason Washoe County, state, and/or federal funding ability to satisfy this award is withdrawn, limited or impaired.
23. No party shall be liable or responsible to the other Party nor be deemed to have defaulted under or breached the terms of this award for any failure or delay in fulfilling or performing any term of this award, when and to the extent such Party's (the impacted Party) failure or delay was caused by or results from the following force majeure event(s):
  - a) Acts of God;
  - b) Flood, fire, earthquake or other potential disasters or catastrophes such as epidemics, explosion or pandemics (such as COVID-19);
  - c) War, invasion, hostilities (war declared or not), terrorist threats or acts, riot or other civil unrest;
  - d) Government order, law or action;

- e) Embargos or blockades in effect during the performance period of award;
- f) National or regional emergency;
- g) Strikes, labor shortages or slowdowns or other industrial disturbances; and
- h) Shortage of adequate power or transportation facilities, and other similar events beyond the reasonable control of the impacted Party.

24. The County requires all recipients to establish and maintain appropriate licensing and insurance requirements consistent with federal, state and local regulations for activities, personnel etc. This is intended as the recipient organization accepting these funds are responsible to pay for loss or liability related any and all actions resulting from the receipt of these funds.
25. The County will not waive and intends to assert available defenses and limitations contained in Chapter 41 of the Nevada Revised Statutes. Any liability of both parties shall not be subject to punitive damages. Actual damages for County breach of this Agreement shall never exceed the amount of funds that have been appropriated for payment under this Agreement, but not yet paid, for the fiscal year budget in existence at the time of the breach.
26. All sections of this Agreement which by their nature should survive termination will survive termination, including without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, duties of indemnification and limitations of liability.
27. All recipients are required to comply with applicable local, state, and federal confidentiality and privacy rules. Recipients shall collect, maintain, and transmit personal information about services in a manner that ensures security and protects individual privacy (e.g., use of identifiers instead of names or Social Security numbers on information submitted to the County (or other). Any recipient that is a covered entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) shall also comply with the security and privacy safeguards set forth in Public Law 104-191. Such safeguards shall not restrict the County's access to protected health information which may be necessary to determine program compliance [45 CFR 164.512(d)(1)(iii)].

Change Order: Projects (preexisting obligations) experiencing increased costs are permitted to request a change order provided the initial award date was prior to 12/31/24.

28. **Recipient Reporting Requirements**

- a. recipient agrees to submit quarterly progress reports on or before the 10<sup>th</sup> day of the month following the end of the quarter
- b. recipient agrees to submit quarterly financial reimbursement requests on or before the 10<sup>th</sup> day of the month following the end of the quarter.
- c. recipient agrees to submit final program and financial report within 15 days after the performance period ending date.

Unless otherwise directed, the recipient must liquidate all obligations no later than 15 days after the end date of the performance period.

29. **Recipient Monitoring**

Recipients are monitored through quarterly progress reports that are reviewed and approved, ensuring completion of required scope of work and deliverables and/or outputs are being accomplished as expected. Recipient quarterly financial reimbursement requests will be reviewed and approved to ensure compliance with budget and cost principles. Washoe County conducts risk assessments to determine any additional monitoring necessary (i.e., site visits, desk audits etc.) and will be bulleted below.

30. **Recipient Reimbursement**

Recipient quarterly reimbursement must be submitted, in the manner prescribed, to the recipient's program manager, or designee and in accordance with dates prescribed in Section A.3.

31. **Recipient Match**

If the award requires cash/in-kind match, all request for reimbursements must have supporting documentation that includes proof of match payment that is reasonable, allocable, and allowable under the terms of the award. Match must be separated and clearly labeled. A match 'dollar' (in-kind or cash) may not be used to provide match for more than one program.

Match provided by volunteer hours or equipment rental/usages must follow an established rate units/hours and the rates are determined by the local market. All equipment must be in good mechanical condition to be allowable. The volunteer per hour calculation is determined by the local market for the **specific volunteer activity** being provided.

## Section B – Scope of Work

Description of services, scope of work, deliverables, and reimbursement

### **1. Scope of Work**

#### **Program Description:**

Northern Nevada’s nonprofit sector is the backbone of community well-being. Delivering essential, life-changing services across health, housing, youth development, arts, the environment, and more. Yet many nonprofits lack access to capacity building opportunities and investments.

The Nonprofit Capacity Building Collaborative emerged from a series of interconnected efforts to better understand and respond to nonprofit capacity needs in Northern Nevada. The Nonprofit Capacity Landscape Analysis, commissioned by the Community Foundation of Northern Nevada, revealed that capacity building remains a critical yet under-resourced area.

In Washoe County, the findings highlighted a clear mismatch between demand for capacity building services, availability of providers, and the cost of support. These insights helped shape a strategic planning process funded by Washoe County, which further defined the need for a coordinated, systems-level response. Collectively, this work informed and inspired the launch of the Nonprofit Capacity Building Collaborative as a pilot initiative designed to address the identified gaps.

The Nonprofit Capacity Building Collaborative (NCBC), led by the Community Foundation of Northern Nevada, exists to solve this problem through a coordinated, multi-year funder-led initiative that strengthens Washoe County nonprofits from the inside out. The goal is to educate organizations and provide tools to help them sustain their mission in a rapidly changing environment. This three-year collaboration aims to:

- Increase organizational resilience
- Strengthen leadership and governance
- Build diversified, sustainable revenue models
- Improve operational and financial systems
- Foster shared learning

Through carefully designed cohort experience, nonprofits receive organizational health assessments, technical assistance, fundraising training, mini-grants, and donor-facing opportunities that position them for long-term sustainability and greater impact.

The Nonprofit Capacity Building Collaborative is a three-year, multi-phase program combining four critical phases to strengthen nonprofit performance:

1. **Phase 1: Organizational Health Assessments** – to understand where organizations stand
2. **Phase 2 (Part 1): Technical Assistance & Systems Building** – to strengthen internal infrastructure
3. **Phase 2 (Part 2): Leadership Development & Training** – to improve operational systems.
4. **Phase 3: Fundraising & Development Training** – to grow skills that increase individual donations and financial resilience

Each year, 20–25 mid-sized nonprofits with annual budgets of \$500K–\$5M will participate. The initiative will support three cohorts in total. This award supports expenses during year one of the pilot project.

**This award will support:**

1. Organizational Health Assessments- \$25,000  
Standardized assessment, facilitation, and structured debriefs to help participating, Washoe County, organizations identify strengths, gaps, and priority capacity needs.
2. Technical Assistance – \$50,000  
Customized consulting and one-on-one coaching to 20-25 Washoe County participating nonprofits. It will be tailored to each organization’s priority areas identified through assessments.
3. Leadership Development & Training – \$25,000  
Group learning experiences, including cohort-based workshops and peer learning sessions. Focused on improving operational systems.

**Total Award: \$100,000**

The Nonprofit Capacity Building Collaborative is a pilot initiative. As such, the program will be closely monitored, evaluated, and assessed throughout its implementation to inform learning, continuous improvement, and potential future scaling. This is a three-year project with an annual budget of \$200,000 funded collaboratively by Washoe County, the CFNN, the NV Energy Foundation and the Redfield Foundation. This award partially funds the first year of the project.

2. Recipient Required Deliverables and/or Outcomes.

<u>Goal</u>	<u>Objective</u>	<u>Outputs</u>	<u>Outcomes</u>	<u>Metrics Used</u>
<b>Goal #1</b> Increase Organizational Resilience	Conduct standardized organizational health assessments to establish a clear baseline of organizational capacity and identify priority areas for improvement.	<ul style="list-style-type: none"> <li>Administration of a standardized nonprofit organizational assessment tool</li> <li>Review of leadership, governance, operations, financial systems, and fundraising readiness</li> <li>Facilitated assessment debrief with expert consultant</li> </ul>	<ol style="list-style-type: none"> <li>Completed organizational health assessment for 20 –25 participating Washoe County nonprofits</li> <li>Individualized assessment summary and findings</li> <li>Identification of top 2–3 organizational priority areas per nonprofit</li> </ol>	<ul style="list-style-type: none"> <li>% of participating nonprofits completing assessments</li> <li>Identification of priority capacity gaps across cohort</li> <li>Baseline organizational health scores</li> <li>Pre self-reported confidence in leadership &amp; governance practices</li> </ul>
<b>Goal #2</b> Strengthen Internal Infrastructure	Provide customized, practical support that helps nonprofits implement improvements identified through assessments.	<ul style="list-style-type: none"> <li>One-on-one technical assistance tailored to organizational needs</li> <li>Coaching to support the implementation and adoption of new practices</li> </ul>	<ol style="list-style-type: none"> <li>Customized technical assistance plans per nonprofit</li> <li>Direct consulting and coaching hours delivered</li> <li>Implementation of priority systems or practices</li> </ol>	<ul style="list-style-type: none"> <li>Total technical assistance hours delivered</li> <li>% of nonprofits implementing at least one priority improvement</li> <li>Self-reported organizational improvement pre/post assistance</li> </ul>

<p><b>Goal #3</b> Strengthen Leadership &amp; Governance</p>	<p>Provide structured group training opportunities that help improve operational systems and address common capacity challenges identified through the administered assessments.</p>	<ul style="list-style-type: none"> <li>• Delivery of cohort-based workshops</li> <li>• Facilitation of peer learning sessions to foster collaboration</li> <li>• Development and distribution of resource toolkit</li> </ul>	<ol style="list-style-type: none"> <li>1. Governance &amp; leadership improvement plan</li> <li>2. Participation in cohort-based workshops</li> <li>3. Resource toolkit including peer-identified challenges and best practices</li> </ol>	<ul style="list-style-type: none"> <li>• % reporting peer learning impact on leadership or governance</li> <li>• Post self-reported confidence in leadership and governance practices</li> <li>• Post organizational health scores</li> </ul>
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## Section C – Budget Narrative

1. Organizational Health Assessments- \$25,000  
Standardized assessment, facilitation, and structured debriefs to help participating Washoe County organizations identify strengths, gaps, and priority capacity needs.
2. Technical Assistance & Systems Building – \$50,000  
Customized consulting and one-on-one coaching to 20-25 Washoe County participating nonprofits. It will be tailored to each organization's priority areas identified through assessments.
3. Leadership Development & Training – \$25,000  
Group learning experiences, including cohort-based workshops and peer learning sessions. Focused on improving operational systems.

<b>Applicant Name:</b>	<b>Community Foundation of Northern Nevada</b>
<b>Name of Project:</b>	<b>Nonprofit Capacity Building Collaborative</b>

**F. Contractual:** Contractual covers the costs of subcontractors or subrecipients other than the Prime Applicant. This also includes the services such as janitorial services, rent, utilities, facility maintenance fees, etc.

Description	Purpose and Need	Unit Cost	Months	Total
Organizational Health Assessments	<i>Provides a standardized, evidence-based framework to assess nonprofit operational capacity.</i>	\$ 25,000.00	3	\$ 25,000.00
Technical Assistance	<i>Provides tailored technical assistance aligned to each organization's needs identified through assessments</i>	\$ 50,000.00	3	\$ 50,000.00
Leadership & Training	<i>Provides group learning opportunities for leadership, governance, and operational challenges identified through assessments. Fosters shared learning.</i>	\$ 25,000.00	6	\$ 25,000.00
				\$ -
<b>Contractual Subtotal:</b>				<b>\$ 100,000.00</b>

*No indirect costs are requested under this proposal; all requested funds will directly support contractual program activities.*

	Total Direct Costs \$ 100,000.00
	MTDC Indirect Costs
<b>Project Budget Total</b>	<b>\$ 100,000.00</b>

**Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs

1. **Additional Conditions for Equipment and Travel - NA**

- a) Equipment purchased with these funds belongs to the federal, state, or the Washoe County divisional program from which this funding was appropriated. Recipient must receive disposal instructions from Washoe County prior to equipment transfer, disposal etc. All equipment purchased using funds from this award must comply with Recipient organization's written procurement policies or Washoe County's whichever is more strict. All equipment purchases must be maintained for their useful life for the purpose under the terms of this award.
- b) Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed in your organization's travel policy, or the Washoe County Travel Policy, whichever is more restrictive.

2. **Additional Conditions for Reimbursement**

The recipient agrees to request reimbursement according to the schedule specified in Section A.3 of this award. The reimbursement request must be for actual expenses incurred related to the Scope of Work identified in Section B and during the period of performance of this award.

- a) Requests for reimbursement, shall be accompanied by supporting documentation for the expense, including a line-item description of expenses incurred including details of recipient's non-cash match, and a line-item description of expenses incurred for each category as defined in Section C, Budget Narrative.
- b) The recipient agrees to provide additional expenditure details upon request from Washoe County.
- c) If there are no expenditures for the required reporting period, the subrecipient will send an email to notify the Washoe County program contact that there is "No reimbursement request for (insert reporting period)".
- d) Reimbursement for any allocable costs conducted in a fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>, must be received by Washoe County no later than July 15<sup>th</sup>, following the fiscal year in which the expenditures occurred. Any reimbursement request received after this time period will be returned to the recipient and will not be reimbursed by Washoe County and all costs associated with the returned reimbursement will be absorbed by the recipient.
- e) All reports of expenditures and requests for reimbursements processed by Washoe County are SUBJECT TO AUDIT.
- f) The recipient agrees to have written financial management, procurement, travel, human resources, and inventory policies and a conflict of interest standard consistent (or more restrictive) with Washoe County's standards and policies.

**Additionally, the recipient agrees to provide:**

- g) A negotiated indirect rate (if applicable) consistent with the Washoe County Grant Policy.
- h) A final financial accounting of all expenditures to Washoe County within 30 days of the close of the period of performance. Any unobligated funds shall be returned, or if not already requested, shall be deducted from the final reimbursement.

- i) Upon production of all publications and materials produced with this award, copies will be sent to the Washoe County program manager, including electronic copies.
- j) In the event of termination, the recipient shall: 1) repay any outstanding advance; 2) not be reimbursed any expenditures that occurred after the termination effective date; 3) maintain equipment purchased with grant funds during the period of performance, through-out the life of the program, returning capital assets upon program closure; 4) surrender any and all documents related to the grant that Washoe County deems necessary; and 5) repay Washoe County all grant funds found to be unallowable costs.

## **Section D – Insurance, Hold Harmless and Indemnification Requirements for Award**

### **Indemnification**

As respects acts, errors or omissions in the performance of (sub)recipient services, (sub)recipient agrees to indemnify and hold harmless Washoe County, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, or liability to the extent caused by (sub)recipient's negligent acts, errors or omissions in the performance of its (sub)recipient services under the terms of this Agreement.

### **General Liability**

As respects all acts or omissions which do not arise directly out of the performance of (sub)recipient services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, (sub)recipient agrees to indemnify, defend (at County's option), and hold harmless County, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, or liability arising out of any acts or omissions of (sub)recipient (or (sub)recipient, if any) while acting under the terms of this Agreement; excepting those which arise out of the negligence of County.

### **General Requirements**

County requires that (sub)recipient procure and maintain the following insurance conforming to the minimum requirements specified against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work here under by (sub)recipient, its agents, representatives, employees or SUB-(sub)recipients. The cost of all such insurance shall be borne by (sub)recipient.

### **Industrial**

It is understood and agreed that County shall be not provide Industrial Insurance coverage for (sub)recipient or any (sub)recipient. (sub)recipient agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the COUNTY to make any payment under this Agreement to provide COUNTY with a certificate issued by an insurer in accordance with NRS 6168.627 and NRS 617.210.

### **Workers Compensation**

The (sub)recipient shall provide proof of worker's compensation insurance meeting the statutory requirements of the State of Nevada, including but not limited to NRS 616B.627 and NRS 617.210 or provide proof that compliance with the provisions of Nevada Revised Statutes, Chapters 616A-D and all other related chapters is not required. Employer's Liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

If the (sub)recipient is a sole proprietor, coverage for the sole proprietor must be purchased and evidence of coverage must appear on the Certificate of Insurance. Such requirement may be waived for a sole proprietor who does not use the services of any employees, (sub)recipients, or independent (sub)recipients and completes an Affirmation of Compliance pursuant to NRS 616B627.

#### Commercial General Liability Insurance (CGL)

The (sub)recipient shall procure and maintain, during the term of this Agreement, occurrence commercial general liability, and, if necessary, commercial umbrella insurance, for limits of not less than One Million Dollars (\$1,000,000) for bodily injury and property damage per occurrence. and Two Million Dollars (\$2,000,000) general aggregate. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location or project. Coverage shall be written on an occurrence form at least as broad as an unmodified ISO occurrence form CG 00 0 1 04 13 (or a substitute form providing coverage at least as broad )and shall cover liability arising from premises, operations, independent (sub)recipients, products and completed operations, personal and advertising injury, civil lawsuits, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

#### Waiver of Subrogation

The (sub)recipient waives all rights against County, its agents, officers, directors and employees and any other indemnitees listed in this this Agreement for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this Agreement. (sub)recipient's insurer shall endorse CGL policy to waive subrogation against County with respect to any loss paid under the policy.

## Award Signature Page:

Period of Performance	Project Name	Federal Award Date	ALN (CFDA)	Dollar Amount	WC Internal Order (IO) #	Award ID #
02/17/26 – 11/30/26	CFNN Nonprofit Capacity Building	N/A	21.027	\$100,000	IO12309	IO12309
<b>Purpose of Award:</b> To support the funder led nonprofit Capacity Building Community initiative to strengthen infrastructure, leadership and long-term sustainability of Northern Nevada’s nonprofit sector.						

By accepting this award, it is understood that:

1. Activities and Expenditures must comply with 2 CFR part 200; part 25; part 183 and 184 in addition to all other appropriate local, state, and federal regulations.
2. The recipient of these funds agrees to comply with **Washoe County’s Grant Instructions and Requirements**.
3. This award is subject to the availability of appropriate funds.
4. The recipient of these funds agrees to all assurances, terms and conditions in Sections A, B, C, and, D.

This agreement may be signed by the Parties hereto in counterparts with the same effect as if the signatories to each counterpart signed as a single instrument. All counterparts (when taken together) constitute an original of this award, with an effective date as approved by the Washoe County Board of County Commissioners.

Maricela Gutiérrez Rodríguez Director of Community Engagement Community Foundation of Northern Nevada	(signature)	(Date)
Kate Thomas, Washoe County Manager	(signature)	(Date)

By **resolution R26-018**, approved by Washoe County, Board of County Commissioners (BCC):

BCC Member Name	TMP Reference	BCC Meeting Date
Chair, Clara Andriola	10916	09/17/2024