



# WASHOE COUNTY

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## STAFF REPORT

**BOARD MEETING DATE:** November 10, 2020

**DATE:** October 16, 2020

**TO:** Board of County Commissioners

**FROM:** Amber Howell, Director, Human Services Agency  
775-785-8600, ahowell@washoecounty.us

**THROUGH:** Kate Thomas, Assistant County Manager

**SUBJECT:** Recommendation to: (1) accept a sub-grant award from the Nevada Aging and Disability Services Division from the Independent Living Grant (ILG) in support of Washoe County Human Services Agency's Homemaker program [\$132,840; County match of \$19,926], retroactive from July 1, 2020 through June 30, 2021; (2) approve Amendment #1 to the contract currently awarded to Freedom Home Health, LLC. (awarded Request for Proposal RFP #3088-19) to support the Homemaker program, which (a) extends the initial contract term to November 1, 2019 through June 30, 2021 in amount up to [\$197,028], (b) provides for three (3) one (1) year renewal periods in amount not to exceed [\$127,500] per renewal period, and (c) increases the available service hours up to 10,875 hours for the initial term; (3) authorize the Director of the Human Services Agency to execute the Sub-grant Award and related documents; (4) direct the Comptroller's Office to make the necessary budget amendments; and (5) authorize the Purchasing and Contracts Manager to execute Amendment #1 and any subsequent renewals. (All Commission Districts)

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### **SUMMARY**

The receipt of grant awards and the execution of contracts in excess of \$100,000 requires acceptance by the Board of County Commissioners. Washoe County Human Services Agency ("HSA") is requesting that the Board accept a sub-grant award from the Nevada Aging and Disability Services Division in the amount of \$132,840 to support the Homemaker program. HSA is also requesting that the Board approve a contract amendment with Freedom Home Health, LLC in support of the Homemaker program, which (a) extends the initial contract term to November 1, 2019 through June 30, 2021 in amount up to [\$197,028], (b) provides for three (3) one (1) year renewal periods in amount not to exceed [\$127,500] per renewal period; and (c) increases the available service hours for the initial term up to 10,875 hours.

**County Priority/Goal supported by this item:** Safe, Secure and Healthy Communities.

**AGENDA ITEM #** \_\_\_\_\_

### **PREVIOUS ACTION**

On November 12, 2019, the Board of County Commissioners accepted sub-grant awards from the Nevada Aging and Disability Services Division for the following Older Americans Act Title III Programs: Representative Payee [\$31,218; County match of \$5,510 from ad valorem tax], Case Management [\$156,249; County match of \$27,577 from ad valorem tax] and Homemaker Services [\$72,200; County match of \$12,743 from ad valorem tax]; and the following State of Nevada Independent Living Programs: Homemaker Services [\$57,400; County match of 8,610 from ad valorem tax] and Adult Day Care [\$66,070; County match of \$9,911 from ad valorem tax], retroactive from July 1, 2019 through June 30, 2020.

On August 28, 2018, the Board of County Commissioners approved the Department's request to approve three Older Americans Act Title III Programs: Representative Payee [\$31,218 match of \$5,510 from ad valorem tax], Case Management [\$175,663 match of \$31,003 from ad valorem tax] and Homemaker Services [\$108,000 match of \$20,012 from ad valorem tax]; and two State of Nevada Independent Living Programs: Homemaker Services [\$21,600, no match required] and Adult Day Care [\$66,070 match of \$9,911 from ad valorem tax], retroactive from July 1, 2018 through June 30, 2019.

On August 8, 2017 the Board accepted various Older Americans Act Title III and independent living grant awards for the period of July 1, 2017 through June 30, 2018.

On July 12, 2016 the Board accepted various Older Americans Act Title III and independent living grant awards for the period of July 1, 2016 through June 30, 2017.

On July 14, 2015 the Board accepted various Older Americans Act Title III grant awards for the period of July 1, 2015 through June 30, 2016.

These are continuing grants that have been accepted by the Board of County Commissioners annually.

### **BACKGROUND**

The Aging and Disability Services Division awarded a total of \$231,779.30 for Adult Day Care, Homemaker, and Representative Payee programs within the Human Services Agency Senior Services Division. The funding from the Older American's Act and Nevada Aging and Disability Services Division has been the foundation of many important services that the department provides for many years.

The Agency received the Notice of Award for this grant on October 3, 2020 with an effective date of July 1, 2020. Therefore, the request to accept this award is retroactive.

Request for Proposal (RFP) #3088-19 was released on April 8, 2019 and bids were due on May 22, 2019. The bids were reviewed by Washoe County Human Services Agency, and Freedom Home Health, LLC. was found to have submitted the most responsive, responsible bid.

## **GRANT AWARD SUMMARY**

**Project/Program Name:** Homemaker

**Scope of the Project:** The Homemaker program is a component of Washoe County Human Services continuum of care programs. Services are provided by qualified, licensed and bonded sub-contracted service agencies through a competitive bid process. Examples of services provided to seniors are shopping for food, prescriptions or household goods, housework, bill paying, and writing letters.

**Benefit to Washoe County Residents:** The Homemaker program when combined with other Senior Services programs increase the ability of at-risk seniors to maintain their independence, avoid premature institutionalization and unnecessary hospitalization.

**On-Going Program Support:** The grant award is used to support Homemaker program costs. Funds are utilized to pay for contractor services and supplies. Additional resources that support the program are Washoe County Senior Citizen ad valorem tax funds and County General Funds.

**Award Amount:** \$132,840 (**\$132,840 Direct/ \$0 Indirect**)

**Grant Period:** July 1, 2020 through June 30, 2021

**Funding Source:** Independent Living Grant (ILG)

**Pass Through Entity:** Nevada Aging and Disability Services Division

**CFDA Number:** N/A

**Grant ID Number:** 16-000-02-LX-21

**Match Amount and Type:** ADSD requires \$19,926 cash match

**Sub-Awards and Contracts:** The Human Services Agency has contracted for Homemaker services with Freedom Home Health based on RFP 3088-19, following the County's competitive bid process, and federal grant procurement guidelines as defined in 2 CFR 200 – Uniform Guidance.

## **FISCAL IMPACT**

Should the Board accept this grant the Human Services Agency, Senior Services Fund (225) FY21 adopted budget will need to be increased and amended as follows:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
IO 11770 -432100	State Grants	\$ 132,840.00
	<b>Total Revenue</b>	<b>\$ 132,840.00</b>

IO 11770	-710100	Professional Services	\$	132,840.00
		<b>Total Expenditures</b>	<b>\$</b>	<b>132,840.00</b>

County match is included in the adopted FY21 budget in cost center: 250341-Homemaker Local.

Sufficient budget authority exists within Internal Order 11770 for the Freedom Home Heath, LLC. FY21 expenditures.

### **RECOMMENDATION**

Recommendation to: (1) accept a sub-grant award from the Nevada Aging and Disability Services Division from the Independent Living Grant (ILG) in support of Washoe County Human Services Agency's Homemaker program [\$132,840; County match of \$19,926], retroactive from July 1, 2020 through June 30, 2021; (2) approve Amendment #1 to the contract currently awarded to Freedom Home Health, LLC. (awarded Request for Proposal RFP #3088-19) to support the Homemaker program, which (a) extends the initial contract term to November 1, 2019 through June 30, 2021 in amount up to [\$197,028], (b) provides for three (3) one (1) year renewal periods in amount not to exceed [\$127,500] per renewal period, and (c) increases the available service hours up to 10,875 hours for the initial term; (3) authorize the Director of the Human Services Agency to execute the Sub-grant Award and related documents; (4) direct the Comptroller's Office to make the necessary budget amendments; and (5) authorize the Purchasing and Contracts Manager to execute Amendment #1 and any subsequent renewals.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to (1) accept a sub-grant award from the Nevada Aging and Disability Services Division from the Independent Living Grant (ILG) in support of Washoe County Human Services Agency's Homemaker program [\$132,840; County match of \$19,926], retroactive from July 1, 2020 through June 30, 2021; (2) approve Amendment #1 to the contract currently awarded to Freedom Home Health, LLC. (awarded Request for Proposal RFP #3088-19) to support the Homemaker program, which (a) extends the initial contract term to November 1, 2019 through June 30, 2021 in amount up to [\$197,028], (b) provides for three (3) one (1) year renewal periods in amount not to exceed [\$127,500] per renewal period, and (c) increases the available service hours up to 10,875 hours for the initial term; (3) authorize the Director of the Human Services Agency to execute the Sub-grant Award and related documents; (4) direct the Comptroller's Office to make the necessary budget amendments; and (5) authorize the Purchasing and Contracts Manager to execute Amendment #1 and any subsequent renewals."