

Administering Agency: Nevada County – County Executive Office

Grant Award Allocation No. _____

Description: Coronavirus Relief Fund (CRF) “Economic & Community Resiliency Grants” Program

GRANT AWARD RECIPIENT AGREEMENT

THIS AGREEMENT is made at Nevada City, California, as of September 22, 2020 by and between the County of Nevada, ("County"), and Sierra Community House ("Grant Recipient"), who agree as follows:

1. **Use of Funds:** Grant award recipient agrees to use the Coronavirus Relief Fund (CRF) “Economic & Community Resiliency Grants” Program funds (“CRF Funds”) provided to cover those costs identified in the submitted Application received from the Entity and attached hereto and incorporated herein. Eligible uses of award funds include costs of business interruption caused by required closures due to the COVID-19 public health emergency and any necessary expenditures incurred due to the COVID-19 public health emergency during the period that begins on March 1, 2020, and ends on December 30, 2020 and in accordance with federal guidance, as specified here: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Grant Recipient agrees to comply with the all CRF Fund expenditure requirements, and shall reimburse County any grant funding provided under this Agreement that was determined by federal, state or local audit to be unauthorized expenditures under the CRF Funds program.

In addition, Grant Recipient shall maintain strict adherence to all orders and guidance pertaining to the COVID-19 pandemic issued by the Governor of California, the State Public Health Officer, County Public Health Officer, and/or the Nevada County Director of Environmental Health. Failure to comply with this Section shall constitute a Material Breach of this Agreement and a basis upon which County may immediately terminate this Agreement without notice. In amplification of Section 7 (“Hold Harmless and Indemnification Agreement”), Grant Recipient’s material breach herein shall entitle County to any/all damages, including the amounts of judgments, reimbursements, penalties, interest, court costs, legal fees, and all other expenses incurred by County resulting therefrom.

2. **Grant Fund Allocation** County shall allocate CRF Funds designated specific to the coronavirus relief efforts the time and in the amount set forth in herein. The allocation specified in herein shall be the only payment made to Entity for Coronavirus relief effort pursuant to this Agreement. **The amount of the CRF Funding shall not exceed One Hundred Thousand Dollars (\$100,000).**
3. **Term** This Agreement shall commence on September 22, 2020. All grant funds provided by this Agreement shall be expended before December 30, 2020 and reported on per the requirements stated in Section 10. **Agreement Termination Date** of: January 31, 2021.
4. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
5. **Electronic Signatures** The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

6. **Time for Performance** Time is of the essence. Failure of Grant Recipient to expend any allocated funding prior to December 30, 2020 shall constitute a return of unspent funds to the County as of the termination date. Grant Recipient shall devote such time to the Coronavirus relief effort pursuant to this Agreement. Grant Recipients unauthorized expenditure of CRF Funds shall constitute a material breach of this Agreement, and in addition to any other remedy available at law, shall serve as a basis upon which the County may elect to immediately suspend CRF Fund payments, or terminate this Agreement, or both without notice.
7. **Hold Harmless and Indemnification Agreement** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Agreement and the expenditures of the CRF funding. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Agreement. These Hold Harmless and Indemnification provisions shall survive the termination of this Agreement.
8. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
9. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
10. **Reporting Requirements:** Each grant award recipient of CRF Funds shall report COVID-19 related "costs incurred" during the "covered period" (the period beginning on March 1, 2020 and ending on December 30, 2020). Each grant award recipient shall report data according to these requirements.
- 10.1 County-required Reporting**
- A "mid-term" report will be due October 31, 2020, and a final report will be due by January 31, 2021.
- Data required to be reported includes, but is not limited to, the following:
1. the total amount of CRF Fund payments received from County;
 2. the amount of CRF Funds received that were expended or obligated for each project or activity;
 3. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the project or activity;
 - b. a description of the project or activity;

- c. detailed information on any loans issued; contracts and grants awarded; transfers made to other entities; and direct payments made by the recipient that are greater than \$50,000.

10.2 Records of Support

Records to support compliance may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of CRF Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using CRF Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using CRF Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of CRF Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after grant award is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of CRF Fund payments from prime recipients.

11. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Contractor agrees that no such person will be employed in the performance of this agreement unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code.
12. **Entirety of Agreement** This Agreement contains the entire agreement of County and Contractor with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
13. **Alteration** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.
14. **Governing Law and Venue** This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Agreement shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.

15. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
16. **Subrecipient** To the extent applicable Grant Recipient is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
17. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

COUNTY OF NEVADA:

Nevada County
County Executive Office
Attn: Caleb Dardick
Address
950 Maidu Ave.
Nevada City, CA 95959

Phone: (530) 470-2649
Email: Caleb.dardick@co.nevada.ca.us

AWARD RECIPIENT

Sierra Community House

Attn: Kristy Oriol
Address
11695 Donner Pass Road.
Truckee, CA 96161

Phone: (530) 587-2513
Email: koriol@sierracommunityhouse.org

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Honorable Heidi Hall, Chair, of the Board of Supervisors

By: _____

Attest: Julie Patterson Hunter, Clerk of the Board of Supervisors

Approved as to From:

By: _____

GRANT RECIPIENT: Sierra Community House

By: _____ Date: _____

Name: _____

* Title: _____

****If Contractor is a corporation, this agreement must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Application received in response to
RFA No. 130794
Coronavirus Relief Fund (CRF)
“Economic & Community Resiliency Grants”
Program

TAB A: Entity Description (maximum of 1 page plus 1-page principal's statement of qualifications or resume):**a. Provide a brief description of your entity including mission, goals, and history in Nevada County.**

Sierra Community House is the organization resulting from the July 1, 2019 consolidation of Tahoe SAFE Alliance, Project MANA (Hunger Relief), the North Tahoe Family Resource Center, and the Family Resource Center of Truckee. Our mission is to connect and empower our community through family strengthening, crisis intervention, hunger relief, and legal services. Our goal is to serve families in need of food; individuals seeking safety from child abuse, domestic and sexual violence; parents seeking meaningful employment, education, and healthcare for their children; and elderly community members striving to find relief from isolation, poverty, and chronic disease. As one organization, we are a stronger voice for those we serve.

Tahoe SAFE Alliance has been providing services to North Lake Tahoe & Truckee Communities since 1985; Project MANA, the local hunger relief agency has been providing hunger relief services since 1991; NTFRC since 1991; and the FRCOT since 2001. The longevity of these four organizations demonstrates their commitment to serving our community.

b. Provide the name(s) of the principal responsible for the entities' organizational operations. Be sure to include their qualifications. (see next page)**c. Describe how many employees or jobs your entity provides opportunities for**

Sierra Community House employees 58 staff members and maintains between 120-130 active volunteers.

d. Describe the community served by your entity.

Sierra Community House is a critical non-profit organization serving Eastern Placer County, Eastern Nevada County, North Lake Tahoe (Including Washoe County, Nevada) & Truckee communities. Sierra Community House's service area is rural and community members experience difficulty in accessing services, especially during winter months. According to the Community Collaborative of Tahoe Truckee (CCTT), North Lake Tahoe Community Report Card, over 30,000 full time residents live in our service area. Of those, Sixty percent (60%) of the working residents are employed by low-wage tourism jobs and fifty percent (50%) spend more than half of their income on housing. A significant portion of the population of this region is Latino (37%), with many (32%) speaking Spanish as their primary or only language (2010 Census). Members of this immigrant community are often isolated from friends and family, working for minimum wage, and living in substandard housing.

e. Describe how your entity plays a "vital and enduring role in the local community."

Sierra Community House is the only agency providing holistic crisis intervention, family support, legal advocacy, and hunger relief in our local community. During our first year as Sierra Community House, we helped make our community safer, healthier and more connected by delivering coordinated services to more than 4,000 local households. Perhaps most importantly, the challenges presented by COVID-19 have revealed the passion, ingenuity, flexibility and spirit of collaboration among staff, volunteers and partners. Though devastating on many levels, the pressure cooker that is COVID-19 accelerated the integration of Sierra Community House services, programs, systems and culture. The benefit of consolidating Project MANA, the North Tahoe Family Resource Center, the Family Resource Center of Truckee, and Tahoe SAFE Alliance, has never been more apparent. We are committed to delivering consistent and holistic services throughout this crisis and beyond.

Principal's Statement of Qualifications

Executive Director, Paul Bancroft: Paul started working with the Prevention Program at Tahoe SAFE Alliance in 2008, became the Client Services and Prevention Director in 2011, and became the Executive Director of Tahoe SAFE Alliance in 2016. Paul Bancroft was born in Truckee, California and grew up in North Lake Tahoe. He earned his bachelor's degree in Modern Languages and Literature with an emphasis in Spanish and Education from Montana State. He also holds a master's degree in Latin American and Iberian Studies with an emphasis on Adult Literacy from UC Santa Barbara. In 2012, Paul was the first recipient of the Truckee-Tahoe Peace Award. Paul currently serves as a Trustee on the Board for Sierra College.

Deputy Executive Director, Teresa Crimmens: Teresa began her career at the non-profit Bronx River Alliance as Environmental Coordinator and then Ecology Program Director. In the Lake Tahoe region, Teresa served as Operations Director for the Tahoe Rim Trail Association, Project Coordinator for the Tahoe Resource Conservation District, and, most recently, as Executive Director for the Family Resource Center of Truckee. Teresa holds a Master of Public Administration in Earth Systems Science, Policy, and Management and a Bachelor of Science in Biology and Environmental Science.

Fiscal Director, James McHugh: James has been with Tahoe SAFE Alliance since 2015, holds a Bachelor of Arts in Economics from the Whitmore School of Business and earned the CFA Charter in 2006. James has over twenty years of experience in accounting and finance, he worked as a Financial Analyst for Northstar California and in the financial markets over his professional career.

Operations Director, Deidre Ledford: Deidre moved to Lake Tahoe in 2011 and began working for Project MANA as an AmeriCorps member. After two years of AmeriCorps volunteer service, Deidre became the Program Coordinator in 2013 and went through four additional staff roles within Project MANA before becoming the Executive Director in 2017. Deidre facilitated the merger of Project MANA with three other local nonprofits to form Sierra Community House and became the Operations Director of the new entity in 2019. She was born and raised in the Appalachian Mountains of North Carolina and holds a master's in environmental management and a Bachelor of Science in Environmental Sciences.

Controller, Virginia Kantz: Virginia was the Fiscal Director of the North Tahoe Family Resource Center from 2014 until July 2019, when she joined the fiscal team of the newly formed Sierra Community House. Prior to serving as the Fiscal Director of the North Tahoe Family Resource Center, Virginia operated a bookkeeping business for both non-profit and for-profit clients, including the NTFRC. In addition to accounting, Virginia's previous work experience includes archaeological field work and outdoor education. Virginia holds a bachelor's degree in Art and a master's degree in Anthropology, both from the University of California at Davis. Virginia continued her education after the completion of her degrees with college courses in accounting.

Grants Manager, Kristy Oriol: Kristy began at Tahoe SAFE Alliance in April of 2018. Prior to her time at Tahoe SAFE Alliance, Kristy spent just under four years at the Nevada Coalition to End Domestic and Sexual Violence (NCEDSV) as the Policy and Communications Coordinator. In this position, Kristy directed the coalitions' legislative advocacy and media efforts. Kristy also previously worked for Tahoe SAFE Alliance as the Crisis Advocacy Manager. Kristy holds a bachelor's degree in Communications Studies and Women's Studies and Master's in Public Policy and Administration.

Senior Accountant, Jessica Haller: Jessica grew up in Southern California, moving to the Reno/Tahoe area in May 2017. Her work experience includes over 18 years in the Child Development field working with young children and their families, including increasing supervisory roles and mentoring Caregivers. Jessica had the privilege of studying the Human Development field, specializing in Child Development at the Bachelor's level and specializing in Adult Leadership at the Master's Level. After gaining employment at Tahoe SAFE Alliance in May 2018 as the Fiscal and Administrative Assistant, Jessica gained and developed accounting skills and in July 2019, was promoted to the Senior Accountant in the Fiscal Department.

TAB B: COVID-19 Impacts (maximum of 1 page):

- a. **With regards to COVID, explain how the pandemic has impacted your operation, describe how your entity has adapted to the current situation, and outline your plans for adaptation for future sustainability.**
- i. **Describe the direct impacts your entity has suffered from COVID:** Sierra Community House rapidly transformed our service delivery to continue supporting those who are most vulnerable and impacted by COVID-19. All programs at Sierra Community house experienced a sharp increase in service demand. *Hunger Relief* saw 216% increase in number of community members. Since March, we have delivered almost 5,000 food boxes equating to 90,000 meals to nearly 600 families. *Family Support and Community Engagement* staff mobilized more than \$230,000 in direct assistance payments for housing costs from mid-March to mid-June with \$130,000 of that going to families in Nevada County (94 out of 166 applications were from Nevada County). This reflects an overall increase of 1,418%. In addition, we processed \$94,000 in credits for 191 community members in the Truckee Donner Public Utility District. We also shifted to providing virtual mental health support groups, health classes and early learning classes, engaging 110 community members. *Mediation and Legal Assistance* saw a significant increase in community members seeking guidance and information related to landlord-tenant law, particularly interpretations of eviction rules. Immigration advocates worked with community members to resolve concerns about immigration consequences of accepting benefits, including COVID-19 related housing assistance. *Crisis Intervention and Prevention* responded to a 200% increase in Helpline calls (averaging 150 calls a month), particularly those related to mental health and basic needs. Additionally, the team worked closely with public health officials to adapt our Safehouse operations.
- ii. **Describe the indirect impacts your entity has suffered from COVID:** The indirect impacts on Sierra Community House due to COVID-19 are significant. Working remotely to deliver seamless services required immediate financial support and action to order laptops, integrate phone systems, and move all files to a cloud system seemingly overnight. Additionally, the greatly expanded financial support provided to community members from Sierra Community House exponentially increased the workload of our Fiscal Team and Grants Manager. Adapting grant and fiscal policies to continue funding for life saving services resulted in many dedicated hours. Most devastating is the cancellation of our two largest fundraisers originally scheduled for June and November 2020. We expected to raise an estimated \$520,000 from these events, filling a funding gap for programs and staff not covered by grants. Salaries for administrative staff and some direct service staff at Sierra Community House rely heavily on general fund dollars to maintain operations, and we now lack the main revenue sources (fundraising) to meet this need. The generosity from our community and other funders in support of COVID-19 have been significant and wonderful, yet many of these funds are restricted to specific programmatic activities and do not cover salaries allocated to general fund. Sierra Community House identifies administrative staff as being “substantially dedicated” to mitigating and responding to COVID-19, as the abovementioned supports are foundational to delivering life-saving services.
- b. **If relevant, describe the impact COVID has had on your consortiums or partnership resources:** COVID-19 has impacted our partner and referral organizations considerably, including partner non-profits, contract therapists, motel and rental partners, and court activities.
- c. **What specific impact(s) caused by the COVID-19 public health emergency does this proposal address?** This proposal addresses the need discussed above and would allow Sierra Community House to continue serving community members in Nevada County impacted by COVID-19. This includes supporting staff covered by general fund dollars which keep our programs operational and thriving, technology needs, and rental support to keep community members in their homes.
- d. **How does this proposal address the impact(s) you have identified that were caused by COVID-19?** Sierra Community house is requesting \$240,975 to cover salaries funded through the general fund. Staff included in this allocation are critical in maintaining operations that were necessitated by COVID-19. The forced cancellation of our two largest fundraisers created this gap. The staff salaries covered by this award would be under our Administration Team, Family Support and Community Engagement Program, Hunger Relief Program, and Legal and Mediation Program. Sierra Community House is requesting \$150,000 for Nevada County rental support. We estimate a \$350,000 funding gap for future rental support if trends continue. Finally, we are requesting \$9,025 for laptop and associated technology purchases to aid in remote service delivery.

TAB C: Economic Impact (maximum of 1 page):**a. Demonstrate a history of, and the potential for, a large and ongoing economic impact and/or measurable multiplier effects such as tax revenue (sales tax, Transient Occupancy Tax), jobs created or retained, etc.**

Truckee and Lake Tahoe are world-renowned resort communities with a tourism-based economy. Because of the reputation for wealth and beauty, visitors and community members find it hard to believe the area is impacted by intimate partner/domestic violence, sexual violence, child abuse, food insecurity, immigration issues, and access to medical services. These problems are exacerbated by the social pressures and limited services in an isolated mountain community. These include low wages, high unemployment, insufficient affordable housing, isolation due to extreme winter weather, inadequate public transportation, and high rates of suicide.

As explained by the housing data cited above from the Community Collaborative of Tahoe Truckee (CCTT), our region faced a housing crisis due to the high cost of living and limited availability even prior to COVID-19. Immigrants from Mexico and Central America relocate to Lake Tahoe/Truckee to work in the tourism industry. Members of this immigrant community are often isolated from friends and family, working for minimum wage, and living in substandard housing. COVID-19 is exacerbating an already challenging housing market with the influx of home purchases and people relocating to the region. This is making the rental market even more priced out and difficult to navigate. A recent article by CNBC, “*‘We’re running out of homes for sale,’ Lake Tahoe brokers say as tech workers flee Bay Area*” articulated this surge of property acquisition. Sierra Community House is concerned about the impact this will have on our most vulnerable community members. We have already noted trends of the community members we serve relocating to Reno where they can access more affordable housing. Without support for our workforce and those most disproportionately impacted by COVID-19, we risk losing the strong community culture that makes Truckee so special and desired.

The multiplier effect of COVID-19 on our local economy is dramatic. The impact on tourism, forced closure/reductions in bars and restaurants, and the uncertainty of our ski area operations will contribute to massive economic volatility in the Nevada County portion of our service area. Additionally, the uncertainty of extended unemployment benefits suggests our region will experience the economic impact of COVID-19 for many years.

b. Please explain how you document the impact. You may include links to annual reports or studies, etc.

Each program at Sierra Community House maintains a community member database to track services. The databases allow Sierra Community House to review progress with organizational goals and objectives. Currently, separate databases are utilized due to the varying needs and funding available for the former organizations. Merging databases to ensure seamless tracking without duplication is a long-term goal of Sierra Community House. Sierra Community House maintains over 60 private, state, county, and federal grants. Rigorous reporting is mandated by most of our funding, requiring constant monitoring of successes, progress, challenges, services and supports. All four former organizations maintained annual reports available for the public and provided to Board Members, donors, and funders. Sierra Community House is drafting its first annual report to document our first year of resounding success. A [Peak Impact Report](#) is available on our web site which was created in partnership with the Blue Shield of California Foundation and La Piana Consulting. This document discusses the success of the former organizations and the reasoning and impact behind consolidation.

TAB D: Leveraging Partnerships and Resources (maximum of 1 page):**a. Describe your track record of leveraging additional partnerships and resources.**

Collaboration is at the core of our work, and Sierra Community House exemplifies the community need of human services organizations integrating fully to provide the best possible services. The longevity of the four organizations is a testament to the expertise and services we have provided over time, and excellent reputations. As a collaborative partner with other community organizations, we benefit in having access to free and low-cost staff training; the ability to make/receive mutual referrals to agency partners for appropriate services; information sharing on new and diverse funding streams; and the ability to respond effectively to collaborative opportunities. These collaborative partnerships allow our staff to confidentially assist community members in navigating access to other resources and services.

b. Describe how you will leverage additional funding that in part will contribute to Covid19 recovery.

Sierra Community House has been fortunate to leverage multiple funding opportunities to aid in COVID-19 recovery from state funding, county funding, local foundations, community partnerships, and generous donations. These funds have enabled us to provide services throughout this crisis. We will continue to seek funds to meet a need for services that we anticipate will only grow as fall and winter arrive. This will include seeking donations for additional unrestricted funds to fill the general fund loss from COVID-19.

c. Describe how these funds will help you remain viable after 12/31/20?

Sierra Community House is fortunate to be in a strong financial position with federal, state, county, city, foundation, and private support. While our organization has faced significant challenges due to COVID-19, the diversification of our funding sources and our stellar finance team and Board of Directors place us in a strong financial position. With that, the general fund burden created by COVID-19 and the cancellation of our main fundraisers creates an undue stress on Sierra Community House. Funds from Nevada County CARES will help us support general fund salaries for staff through 12/31/20 and ensure other general fund dollars are protected and available as a safety net for our programs during the award period. This will relieve financial stress as we enter 2021 and will support viability of Sierra Community House as we weather this storm.

d. Describe your efforts to access other public and/or private funding for your operation such as Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), line of credit, board investment, loans, etc. (Note: Applicants who received other Federal CARES Act assistance, such as PPP or EIDL, are eligible so long as expenses are not duplicated.)

Sierra Community House is a recipient of the Paycheck Protection Program (PPP). While this support does cover salaries, the funding would not be duplicative if awarded Nevada County CARES Funds. The PPP funds are being included in Attachment C as we have not yet received confirmation that we will not need to pay back these funds. We expect that our PPP loan will turn into grant dollars, as we followed the PPP requirements on limiting expenses to utilities, rent and salary. However, in our financial records, these funds remain on the balance sheet and are not recorded in income, as we have not received final confirmation. Sierra Community House also applied for CARES funds through the Emergency Shelter and Food Program (EFSP) in Nevada County and Placer County to purchase food for our Hunger Relief Program. Funds from the Nevada County CARES funds would not be used to purchase food and therefore would not be duplicative.

Additionally, Sierra Community House received CARES Funds from the California Office of Emergency Services allocated to the Family Violence and Prevention and Services Act (FVPSA) in the amount of \$38,119. Sierra Community House also received funds from the California Family Resource Association (CFRA) in the amount of \$46,041. Both FVPSA funds and CFRA funds are being utilized for non-duplicative purposes than the request in this proposal.

TAB E: Management Capacity and Measurable Outcomes (maximum of 1 page):**a. Describe your entity's capacity to manage, oversee, implement and report on the use of the funds.**

Sierra Community House programs and services are funded through a variety of grants (government, foundation and corporate) and private donations. We hold multi-year grants and contracts through First 5 Commissions (Placer & Nevada Counties), Mental Health Services Act Funds (Placer & Nevada Counties), the Office of Violence Against Women, California Office of Emergency Services, and Nevada County Departments of Child Protective Services and Health & Human Services as well as grants from the state of Nevada. We work diligently to maintain our solid track record with these governmental funders. We also rely on grants from private foundations and corporate donations, notably S.H. Cowell Foundation, Blue Shield Foundation, Tahoe Truckee Community Foundation (TTCF), Parasol Tahoe Community Foundation, Martis Fund, Martis Camp Community Foundation, Lahontan Community Foundation, Richard R. Reed Foundation, Corrigan Walla Foundation, and van Löben Sels/RembeRock Foundation. This diverse funding demonstrates the capacity of Sierra Community House to successfully manage grant awards.

James McHugh (Fiscal Director), Virginia Kantz (Controller) and Jessica Haller (Senior Accountant) are responsible for grant invoicing, budgeting and financial reporting, reimbursement tracking, and providing internal tracking with managers. Kristy Oriol, Grants Manager is responsible for preparing all forms and reports, draft budgets, budget modifications and researching allowable costs. This team operates under the supervision of Paul Bancroft (Executive Director), Teresa Crimmens (Deputy Executive Director) and Deidre Ledford (Operations Director). All of the above-mentioned staff possess expertise to manage, oversee, implement, and report on these funds.

b. Describe how you will measure and report outcomes. Be specific about how you will collect data and report your use of funds.

Sierra Community House maintains detailed financial records on all agency expenditures. The Fiscal team will manage expense and budget tracking. Expenses and payroll allocations are accounted for using Quickbooks accounting software. Rental Assistance and payroll will be tracked through monthly Quickbooks reporting. . Sierra Community House tracks all service numbers and demographics and can report on outcomes for the Family Support and Community Engagement Program, Hunger Relief Program, and Legal and Mediation Program. All requests for assistance are recorded in the system, including date received, name and contact information of the community member assisted, county of residence, status of the process (application created/completed) and amount granted. The application packet for assistance completed by community members also include other demographic data such as number and age range of members of the household. A monthly report is created with these data, which allows for better monitoring of service numbers and trends in the demand. Supporting the salaries of staff responsible for administering and delivering critical services allows for these services to be provided to our community, and therefore service numbers will demonstrate successful use of the Nevada County CARES funds.

c. Be specific about how you will measure and report outcome data quarterly.

Quarterly salary expenditures will be measured and reported through timecards and Quickbooks. Service numbers can be pulled quarterly from the three databases. The Sierra Community House Hunger Relief Program utilizes an excel based database created by an IT expert, the Family Support and Community Engagement Program utilizes a database through Placer County called Persimmony, and the Legal and Mediation Program utilizes a database called New Org. All databases are capable of tracking and reporting quarterly data as it would pertain to this award. Sierra Community House is actively working to move all programs to one database. Rental support will be measured and reported through Quickbooks records and data maintained in Persimmony.

TAB F: Community Benefit (maximum of 1 page):**a. Describe how your entity has made a significant community benefit in the past.**

Tahoe SAFE Alliance was founded in 1983 by volunteers and incorporated in 1985. Tahoe SAFE Alliance provided direct services to victims of intimate partner/domestic violence, sexual violence, and child abuse. The agency maintained three office sites and the region's only safe house. Project MANA was founded in 1989 by a local Sierra Nevada College student who fed the local community out of her garage, eventually expanded across three counties in the region. The organization's mission was to reduce the incidence of hunger and its detrimental effects upon individuals, families, the community, and the region. The North Tahoe Family Resource Center (NTFRC) was first established in 1991, under the name La Comunidad Unida, for families and individuals seeking resources. In 2001, the organization became the Kings Beach Family Resource Center, then finally the North Tahoe Family Resource Center in 2007 to more accurately reflect its service to the Greater North Tahoe and West Shore communities. The Family Resource Center of Truckee was conceived in August 2001 to promote social and economic success by providing education, mobilizing resources, and advocating for change on behalf of Truckee's underserved families and individuals.

The long history of each organization now encompassed in Sierra Community House demonstrates the significant benefit to our community. On July 1, 2019, the long-held vision of four human services agencies merging to serve the Tahoe/Truckee region more holistically came to fruition. During our first year as Sierra Community House, we helped make our community safer, healthier and more connected by delivering coordinated services to more than 4,000 local households. Each of our programs - Hunger Relief; Crisis Intervention and Prevention; Family Support and Community Engagement; and, Mediation and Legal Assistance – experienced significant growth during a very rewarding and challenging first year.

b. Describe how your entity has made a significant community benefit in response to Covid19.

As described in Tab B, all programs at Sierra Community House experienced a sharp demand for services in response to COVID-19. The 216% increased demand for our Hunger Relief services, the 1,418% increase in rental support requests in our Family Support and Community Engagement Program, combined with the significant increase in support from our Legal and Mediation Program to advocate against potential evictions speak to the most impactful benefit Sierra Community House has provided to the community. Sierra Community House services are keeping community members sheltered, safe, and fed.

c. Describe how your proposal would benefit the community.

This proposal will benefit the Truckee community by enabling Sierra Community House to meet basic needs of community members. One of the greatest fears facilitated by COVID-19 is the forced relocation of Truckee community members who are no longer financially stable enough to remain in this high cost region. We are already seeing community members moving to lower cost areas such as Reno and Sparks. Sierra Community House meets a vital need in providing rental support, eviction advocacy, and hunger relief that will allow people to stay in Truckee. We feel the need to maintain a thriving local population and culture will only grow more important as many from more urban areas relocate to this region. COVID-19 exposed the precariousness of life in Truckee/Tahoe; the fragility of our economy and how many of us are one paycheck away from needing critical support. We cannot let this pandemic push out our most vulnerable residents. If funded through Nevada County CARES, Sierra Community House could direct the award funds to support staff who are dedicating countless hours to administering and operating these programs. This will allow us to maintain general fund dollars as a safety net for future and unanticipated needs. We are committed to delivering consistent and holistic services throughout this crisis and beyond. Now, more than ever, we are here to stand with our community.

TAB G: Budget and Financials (maximum of 1 page plus Budget Template- Attachment C):

- a. **Submit Attachment C with this section.**
- b. **What is your total funding request for this grant? \$400,000**
- c. **What is the timeframe for this program? (Keep in mind CARES funds must be expended by December 30, 2020) March 1, 2020-December 30,2020**
- d. **Describe specifically how the CARES funding will be used.**
 - i. **Provide an itemized funding request and brief funding narrative for the impacted time frame between March 1, 2020 and July 31, 2020.**
 - ii. **Provide an itemized funding request and brief funding narrative for the forecasted impacted time frame between August 1, 2020 and December 31, 2020.**

Expense	Cost 3/1/20-7/31/20	Cost 8/1/20-12/30/20	Funding Narrative
Technology Needs		9,025	Purchase of lap tops and other related technology needed to facilitate remote services
Rental Support	46,667	103,333	Rental support to an estimated monthly average of 20 Nevada County community members
Salary Support for Family Support and Community Engagement	6,700.47	40,202.82	Support for 1) Family Room necessitated service changes due to COVID-19 and, 2) Management local Latina based community advocates (Promotora's) supporting outreach to those most impacted by COVID-19 and service delivery
Salary Support for Hunger Relief	12,380.24	74,281.44	Hunger Relief staff responsible for acquiring, packing, and distributing food while maintaining communication and outreach to community
Salary Support for Legal and Mediation	3,621.50	21,729	Support for staff responsible for advocacy against unlawful evictions and for supporting vulnerable, immigrant community members
Salary Support for Administration	11,722.78	70,336.68	Support for financial disbursements for the abovementioned programs, fiscal reporting, and accounting, tracking of spending, grant reporting and data tracking, staff support for remote work, and unfunded community outreach

- e. **Attach the following financial documents (be sure to label your information as “Confidential” to allow redaction):**
 - i. **For Businesses: Federal Tax Returns, Profit & Loss Statements, and Balance Sheet Statements (3 years)**
 - ii. **For Nonprofits: Profit & Loss Statements and Balance Sheets, 990, (3 years), and current and prior year approved budgets, and recent audits.**
 - iii. **For Jurisdictions: Financial Reports (3 years) and current year budget**