Nevada Education Service Center
209 E. Musser St. Suite 102
Carson City, NV 89701

Notice of Subaward

AWARD & FINANCIAL SUMMARY

Subaward ID: SG26-CEP-DOECFO-DCSD (Job # 272)

Grant Title: DETR CEP Strategic Budgeting Training

Funding Source: DETR CEP State Funds (BA 2722 Cat 12)

Performance Period: Upon Approval– Jun 30, 2027

Payment Model: Advance (30-Day Limit)

Subaward: $73,340.22

Amendment: ☐ **No** ☐ **Yes Amendment #:**

ENTITY & CONTACT DIRECTORY

Subrecipient Entity: Douglas County School District

Entity Identifiers: UEI: M89NK72L49J3 | Vendor: T840192830

Subrecipient Lead: Frankie Alvarado

Contact Info: phone: 775-790-8818

email: falvarado@dcsd.k12.nv.us

Pass-Through Entity: Education Service Center (ESC)

ESC Program Lead: Steve Canavero

Contact Info: steve.canavero@doe.nv.gov| 775-781-1956

ESC Fiscal Lead: Megan Peterson

Contact Info: megan.peterson@doe.nv.gov | 775-434-4011

MASTER SUBAWARD AGREEMENT TERMS

1. Contractual Binding Nature: This Subaward Agreement is entered into by and between the State of Nevada, acting through the Education Service Center (hereinafter 'ESC' or 'PTE'), and the participating Local Education Agency (hereinafter 'SUBRECIPIENT'). By executing this agreement, the SUBRECIPIENT agrees to perform all project activities, deliver required verifiable milestones, and strictly adhere to all state and federal compliance mandates outlined in Attachments A, B, and C.

2. Statutory Authority & Governance: This subaward is authorized under the Nevada Career Enhancement Program (CEP) administered by the Department of Employment, Training and Rehabilitation (DETR) under Subaward SG26-CEP-DOECFO. The SUBRECIPIENT shall comply with Title 2 of the Code of Federal Regulations (2 CFR 200 - Uniform Guidance), EDGAR (34 CFR Parts 75, 76, 80), Nevada Governor's Office of Federal Assistance (OFA) Policies (088-001 through 088-021), Nevada Revised Statutes (NRS), and the State Administrative Manual (SAM 3022).

3. Order of Precedence: In the event of any conflict or inconsistency between the provisions of this agreement, the conflict shall be resolved by giving precedence in the following order: (a) Applicable Nevada Revised Statutes and State Administrative Manual mandates; (b) Attachment C - FY27 General Statement of State Assurances; (c) Attachment A - Scope of Work and Deliverables; and (d) Attachment B - Approved Subaward Budget. Nothing in this agreement shall be interpreted to require any act contrary to law.

SECTION A: SCOPE OF WORK AND DELIVERABLES

STRATEGIC PLANNING & BUDGETING PROJECT (FIRST COHORT)
Under DETR Career Enhancement Program (CEP) Subaward SG26-CEP-DOECFO

1. Overview & Program Objectives

This Scope of Work (SOW) describes the collaborative program between the State of Nevada, acting by and through the Education Service Center (ESC), and the participating School District (SUBRECIPIENT). This agreement supports the execution of the ongoing Strategic Planning Initiative, specifically funding a selected vendor to provide facilitation and training for the first cohort of school districts to develop and adopt a budget-integrated strategic plan. This project is financed via subaward funds transferred to the ESC from the Department of Employment, Training and Rehabilitation (DETR) under the Career Enhancement Program (CEP) (Subaward SG26-CEP-DOECFO).

The primary goal of this contract is to build school district capacity to develop strategic plans that integrate annual district budgets directly with long-term strategic priorities. By participating in a collaborative community of practice alongside expert vendors and ESC personnel, the District will develop a modernized, student-centered strategic plan aligned with the Department of Education's newly established District Performance Framework (DPF).

2. Contract Period of Performance

The active performance period for all services, activities, and deliverables under this SOW shall commence upon approval and terminate on June 30, 2027. All project phases and reporting timelines must adhere strictly to this performance window.

3. Responsibilities of the Education Service Center (ESC)

In support of this cooperative project, the ESC shall be responsible for:

- **Vendor Support:** Vetting and coordinating with the selected expert training vendor(s) responsible for curriculum design and delivery.
- **Resources & Frameworks:** Providing standardized planning frameworks, strategic budgeting templates, and a guided project timeline.
- **Training Delivery:** Hosting and facilitating three (3) virtual training sessions during Phase I (Insight) and four (4) cohort trainings (including two mandatory in-person sessions in a location to be determined) during Phase II (Development).
- **Technical Assistance:** Coordinating and providing up to five (5) days of specialized, direct one-on-one technical coaching support to District leadership teams per phase of the project.
- **Financial Support:** Providing necessary subaward funds to the District for vendor management, reimbursing participating educator contract days (teachers) at the approved flat rate of $150 per day for training completed outside contract hours, and reimbursing approved travel costs to on-site sessions up to the maximum contract limit.

4. Responsibilities of the School District (SUBRECIPIENT)

The participating School District shall be responsible for:

- **Core Team Assembly:** Assembling a dedicated leadership team comprising the Superintendent, Chief Financial Officer (CFO) or similar role, and up to two (2) lead educators/teachers to guide district-level learning and strategic formulation.
- **Active Participation:** Ensuring full team attendance and active participation in all cohort-based training sessions, including three (3) virtual sessions in Phase I and four (4) sessions in Phase II (inclusive of the on-site Reno and Las Vegas events).
- **Technical Engagement:** Engaging with the ESC and vendor coaching staff to utilize specialized one-on-one coaching days to resolve administrative and fiscal challenges.
- **Strategic Formulation:** Developing a comprehensive, modernized, and budget-integrated strategic plan that aligns with Nevada District Performance Framework (DPF) measures of success.
- **Local Board Adoption:** Securing formal School Board of Trustees presentation and official adoption of the finalized strategic plan and integrated budget on or before June 30, 2027.
- **Compliance & Documentation:** Submitting required monitoring documentation, including attendance sheets, signed logs, draft plans, and board resolutions, to the ESC for progress reporting to DETR.
- **Vendor Payment & Administration:** Processing payments owed to the selected vendor in accordance with SOW deliverables.
- **Mandatory DETR Funding Attribution:** Acknowledging DETR funding in all outreach, marketing, and project deliverables. The following statement MUST appear on all public materials: 'This program is supported in whole and/or in part with federal and/or state funds provided by Nevada DETR.'

5. Project Milestones & Budget Allocation Schedule

The project is structured into three overlapping phases with corresponding performance milestones and line-item budget caps:

Phase / Line Item Description	Budget Allocation
Phase I: Insight (Oct – Dec 2026)	
• Cohort Leadership Team Stipends (3 Virtual Sessions @ $150/day)	$900.00
• Design/Develop Planning Approach, Tools, Templates & Timeline	$12,558.33
• Direct Strategic Coaching Sessions (up to 5 days per LEA)	$8,000.00
Phase I Subtotal	**$21,458.33**
Phase II: Development (Jan – May 2027)	
• Direct Strategic Coaching Sessions (up to 5 days per LEA)	$8,000.00
• Cohort In-Person Workshop Attendance & In-State Travel (GSA Rates)	$2,358.00
• Strategic Planning Curriculum, Templates & Budget Frameworks	$5,583.33
• Cross-Functional Alignment Workshops (Reno / Las Vegas Cohort Events)	$16,397.22
Phase II Subtotal	**$32,338.55**
Phase III: Adoption (May – Jun 2027)	
• Direct Strategic Coaching Sessions (up to 5 days per LEA)	$8,000.00
• LEA Leadership Sustainability & Long-Term Implementation Planning	$11,543.33
Phase III Subtotal	**$19,543.33**
TOTAL AUTHORIZED SUBAWARD CONTRACT CAP	**$73,340.22**

6. Quarterly Milestones & Verifiable Deliverables Roadmap

To verify progress and release subaward funds, the District must collaborate with the ESC to complete and submit the following verifiable deliverables at the close of each reporting quarter:

Reporting Quarter	Quarterly Performance Milestones	Verifiable Deliverables Required
Quarter 1 (Sept 1 – Sep 30, 2026) Budget: $0.00	• Identify cohort participants. • Draft and execute inter-local agreements. • Formally establish ESC Steering Committee.	• Deliverable 1.1: Established Steering Committee charter. • Deliverable 1.2: Signed cohort inter-local agreements from district superintendents.
Quarter 2 (Oct 1 – Dec 31, 2026) Budget: $21,458.33	• Convene cohort teams (Supt, CFO, lead educators). • Selected vendor completes strategic planning curriculum, templates, and timeline. • Conduct 3 virtual training sessions.	• Deliverable 2.1: Roster of participating district teams. • Deliverable 2.2: Approved training slides, guides, and templates. • Deliverable 2.3: Agendas, attendance logs, and participant feedback reports.

Quarter 3 (Jan 1 – Mar 31, 2027) Budget: $32,338.55	• Launch budget-integrated training curriculum. • Conduct 2 major cohort sessions (inclusive of on-site Reno/Las Vegas event). • Deliver direct 1-on-1 technical coaching (up to 5 days).	• Deliverable 3.1: Sign-in rosters and agendas for Phase II cohort sessions. • Deliverable 3.2: Completed draft guides and planning toolkits for review. • Deliverable 3.3: Quarterly district outlines and progress tracking dashboard.
Quarter 4 (Apr 1 – Jun 30, 2027) Budget: $19,543.33	• Conduct final cohort sessions (2nd mandatory in-person event). • Conclude direct 1-on-1 coaching. • Guide final plan iteration and formal local school board presentations.	• Deliverable 4.1: Five completed, board-approved, budget-integrated strategic plans. • Deliverable 4.2: Finalized independent ESC strategic capacity toolkit. • Deliverable 4.3: Closeout narrative and financial reconciliation.

SECTION B: APPROVED SUBAWARD BUDGET & NARRATIVE JUSTIFICATION

All compensation and financial support provided under this Scope of Work are subject to the restrictions and guidelines governing the DETR CEP subaward. Advances are limited strictly to actual, allowable, and documented expenses in accordance with the following terms:

1. Educator Contract Day Stipend Claims

Reimbursements for participating teachers and lead educators completing strategic planning work outside contract hours shall be capped at a flat rate of $150.00 per day (or the equivalent prorated hourly rate) per teacher. Prior written approval, verified sign-in rosters, and participant attendance logs must accompany all teacher contract day claims.

2. In-State Travel Reimbursement

Reimbursements for travel to on-site training events are subject to State of Nevada travel reimbursement regulations (GSA rates for lodging, mileage, and meal per diems). All travel expense claims must be substantiated by original itemized receipts and maps verifying mileage.

3. Vendor & Professional Services

Direct strategic coaching, curriculum development, and alignment workshop facilitation costs shall be administered in accordance with approved SOW line items. The District shall ensure vendor invoices contain detailed descriptions of services rendered and corresponding deliverable references prior to processing payment.

4. Indirect Cost Rate Prohibition

Pursuant to Nevada State Administrative Policy, indirect costs are strictly prohibited for State-funded grant subawards issued to school districts, charter schools, or non-profit entities. The approved indirect cost rate for this subaward is 0.00%.

SECTION C: FY27 GENERAL STATEMENT OF STATE ASSURANCES

Uniform Administrative Requirements, Cost Principles, DETR CEP Funding Disclosures, and Advance Payment Rules

SUBSECTION I. GENERAL STATEMENT OF ASSURANCES & UNIFORM ADMINISTRATIVE STANDARDS

1. Authority and Statutory Applicability: The State Agency shall hold the SUBRECIPIENT to the provisions within the applicable Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), and State Administrative Manual (SAM) that govern funds passed through the ESC to the SUBRECIPIENT. Additionally, the State Agency shall hold all SUBRECIPIENTS to the provisions within Title 2 of the Code of Federal Regulations (2 CFR 200 - Uniform Guidance), Education Department General Administrative Regulations (EDGAR 34 CFR Parts 75, 76, 80), and Nevada Governor's Office of Federal Assistance (OFA) Policy Manuals (Policies 088-001 through 088-021).

2. Legislative Appropriation and Contingency: The SUBRECIPIENT acknowledges and agrees that all State funds granted to it are strictly conditioned upon the availability and appropriation of such funds by the Nevada State Legislature. These funds are subject to reduction or elimination by the Nevada State Legislature at any time, even following formal subaward execution and initial fund disbursement. Except as otherwise provided by law, the SUBRECIPIENT shall hold the ESC and the State of Nevada harmless for any reduction, elimination, or legislative reversion of State funds granted to it.

Subject to the availability of state grant funds, project performance shall be provided at no cost to SUBRECIPIENT, provided that all expenditures incurred or claimed by SUBRECIPIENT are allowable under the subaward terms, compliant with applicable state and federal grant regulations, and supported by verified documentation. In the event that any portion of funds disbursed to SUBRECIPIENT is subsequently determined by a state or federal audit, fiscal review, or DETR determination to be unallowable or unsupported due to SUBRECIPIENT non-compliance, SUBRECIPIENT agrees to repay or reimburse such disallowed amounts to ESC within thirty (30) calendar days of formal written notice.

3. Internal Controls and Financial Management Systems: The SUBRECIPIENT shall establish and maintain effective internal controls and accountability for all grant funds, property, equipment, and other assets pursuant to 2 CFR 200.303 and GAO Green Book / COSO standards. Internal control frameworks must feature: (a) Documented accounting policies ensuring accurate financial disclosures; (b) Written procurement procedures adhering to 2 CFR 200.318-326 and NRS 333 / SAM 1500; (c) Separation of duties across authorization, check custody, payroll, and ledger reconciliation; and (d) Demonstration of quality management systems ensuring program statutory compliance.

4. Record Retention and Audit Access: The SUBRECIPIENT shall maintain all financial records, source documentation, payroll logs, contracts, and performance files for a minimum of five (5) years following the official completion and closeout of grant activities (or longer if an audit/litigation finding remains open). The SUBRECIPIENT shall grant unrestricted access to records and personnel to representatives of the ESC, Nevada Department of Administration, LCB State Audit Division, Nevada State Controller, and U.S. Comptroller General.

5. Suspension, Debarment, and Excluded Parties (2 CFR 200.209): The SUBRECIPIENT certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal or state assistance programs. Compliance checks are verified via timestamped SAM.gov and FAPIIS.gov searches.

6. Time and Effort Personnel Documentation (2 CFR 200.430(i)): The SUBRECIPIENT shall maintain Personnel Activity Reports (PARs), semi-annual certifications, or approved automated time tracking documentation for all employees whose salaries/wages are paid in whole or in part with grant funds (2 CFR 200.430(i)(1)) or used to satisfy match/cost-sharing mandates.

7. Dispute Resolution and Administrative Reviews: If a SUBRECIPIENT disagrees with a fiscal disallowance, monitoring finding, or subaward decision, the SUBRECIPIENT has the right to dispute the determination by submitting a written appeal to ESC Leadership within thirty (30) calendar days of notice, pursuant to established ESC review procedures.

In the event of a disagreement regarding subaward funding allocations, allowable expenditures, or administrative performance, the parties agree to first attempt resolution through good-faith administrative review. If administrative review does not resolve the funding discrepancy, the parties agree to observe a mandatory fifteen (15) business day cure period to explore alternative performance scopes or funding adjustments before either party may exercise rights to terminate this agreement.

SUBSECTION II. STATE AGENCY REGULATIONS, DETR CEP DISCLOSURES & ADVANCE CASH MANAGEMENT

1. Prohibition of Indirect Costs on State-Funded Grants: Pursuant to State administrative policy, indirect costs are strictly prohibited for State-funded grant awards or contracts issued to school districts, charter schools, non-profit entities, or higher education institutions.

2. Budget Discipline & Prior Approval of Revisions: Grant expenditures shall not exceed approved budget line-item allocations. Any cumulative budget transfer exceeding ten percent (10%) or shifting funds between direct cost categories requires prior written approval from the ESC via a formal Subaward Amendment Request (Form 088-GP 10) prior to incurring expenses.

3. Mandatory Funding Disclosure: DETR Career Enhancement Program (CEP) Funds: This subaward is funded in whole or in part by Career Enhancement Program (CEP) funds administered through the Nevada Department of Employment, Training and Rehabilitation (DETR). The SUBRECIPIENT agrees to comply with explicit statutory and state attribution mandates:

a. Public Attribution Statement: The SUBRECIPIENT shall prominently include the following statement on all public announcements, press releases, media materials, promotional flyers,

training publications, websites, and project deliverables funded under this agreement: 'This project/program is funded in whole or in part by the Career Enhancement Program (CEP) funds through the Nevada Department of Employment, Training and Rehabilitation (DETR).'

d. Prohibition of Capital Expenditures: DETR CEP funds must be used strictly for allowable non-capital operational workforce development expenses (educator stipends, in-state travel, strategic coaching, curriculum templates, workshop logistics) and CANNOT be expended on land acquisition, facility construction, or building renovations.

4. Advance of Funds Schedule & Cash Management Rules: To reduce subrecipient administrative friction, eliminate mandatory monthly zero-dollar RFR filings, and support working cash requirements, this subaward is funded via an Advance of Funds Schedule pursuant to 2 CFR 200.305, EDGAR 34 CFR 74.22 / 80.21, and Nevada Grant Policy Manual Policy 088-013:

a. **Advance Schedule Approval:** SUBRECIPIENTS maintaining demonstrated financial management controls may request cash advances based on an approved Monthly Advance Payment Schedule. Initial advances are limited to estimated cash disbursement needs for an initial 30-day operating window.

b. **Immediate Cash Disbursement (30-Day Rule):** Cash advances shall be limited strictly to the minimum amounts needed and timed to accord with actual, immediate cash outlay requirements (disbursed within 30 days of receipt).

c. **Remittance of Interest on Advanced State Funds:** Advanced DETR CEP state funds must be deposited in an insured, interest-bearing bank accounts. Any interest earned on advanced DETR CEP state funds belongs to the State of Nevada and must be remitted annually to DETR for credit back to the State Career Enhancement Program Fund. Disbursement of advance installments under the schedule set forth in Section II.4 shall be managed to support subrecipient cash flow while meeting state grant oversight standards. Tranche 1 shall be released upon full execution of this agreement. Release of subsequent advance installments (Tranches 2 through 8) shall be contingent upon SUBRECIPIENT submitting itemized expenditure ledgers showing that at least eighty percent (80%) of all previously advanced funds have been spent and liquidated for allowable project costs. Fund release dates listed in the accompanying table are target disbursement windows, the 80% liquidation threshold remains a mandatory prerequisite for releasing funds.

d. **Prohibition of Excess Cash Accumulation:** SUBRECIPIENTS are prohibited from accumulating idle cash balances. Any unexpended advance balance exceeding 30-day operational needs must be offset against subsequent advance requests or returned to the ESC.

e. **Full Liquidation & Source Reconciliation:** Prior to releasing subsequent advance installments, the SUBRECIPIENT must submit an Advance Reconciliation & Expenditure Report accompanied by summary expenditure ledgers and certified source documentation proving full liquidation of prior advances.

f. **Reversion to Reimbursement:** The ESC reserves the absolute right to terminate advance payment schedules and revert a SUBRECIPIENT to a strict reimbursement basis if the SUBRECIPIENT fails to liquidate advances within 30 days, accumulates excess cash, or receives a High Risk rating under Nevada Policy 088-006.

In the event of termination by either party pursuant to this section or due to a reduction or delay in state grant funding, grant funds disbursed to and actually spent by SUBRECIPIENT prior to the effective date of termination shall not be subject to repayment or recoupment, provided that such expenditures: (a) were incurred in good faith for allowable project activities, (b) are supported by documented proof of expenditure, and (c) correspond to verified project milestones or deliverables completed prior to termination. Any advanced, unspent, or unliquidated cash balances remaining in SUBRECIPIENT's possession as of the effective date of termination shall be remitted back to the ESC within thirty (30) calendar days.

Standard Subrecipient Advance Payment Schedule:

Tranche / Quarter	Target Disbursement	Advance Amount	Prerequisite/Liquidation
Tranche 1 (Phase I)	November 20, 2026	$20,000.00	Execution of Agreement
Tranches 2-4 (Phase II)	Dec. 2026- Mar. 2027	$35,000.00	80% Liquidation of Prior Advance
Tranches 5-8 (Phase III)	Apr. 2027- Jun. 2027	$18,340.22	80% Liquidation of Prior Advance
Total Allocation	**FY27 Subaward**	**$73,340.22**	**Full Project Performance**

SUBSECTION III. SUBRECIPIENT CERTIFICATIONS & AUTHORIZED SIGNATURES

By signing below, the Authorized Representatives certify that the State Agency (ESC) and the Subrecipient Organization agree to comply with all provisions, terms, SOW deliverables, DETR CEP funding disclosures, advance cash management rules, and assurances detailed across this complete Subaward Agreement Package. The individuals signing below affirm that they possess legal statutory authority to execute this binding contract.

SUBRECIPIENT AUTHORIZED OFFICIAL	STATE AGENCY / ESC AUTHORIZED OFFICIAL
Subrecipient: Douglas County School District	State Agency: Education Service Center (ESC)
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: Superintendent / Authorized Official	Title: Executive Director / Grants Director
Date Signed: _____	Date Signed: _____