



# CONTINUAL QUALITY IMPROVEMENT IMPLEMENTATION GUIDE

FY 2013

*This is a step-by-step guide to integrate the concepts of continual quality improvement into the daily functioning of the Court Improvement Project.*

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# IMPLEMENTING CQI INTO CIP PRACTICE

## Understanding and Implementing Continual Quality Improvement (CQI)

Continual quality improvement has been defined as “the complete process of identifying, describing, and analyzing strengths and problems and then testing, implementing, learning from, and revising solutions.” In an age of accountability, it is important for programs to be able to describe *how* they are functioning, to identify the strengths and weaknesses associated with program implementation and functioning, and to make efforts to improve their process to ensure that the program is meeting its goals. Only then can programs and practices be evaluated to determine if they are positively improving outcomes for children and families involved in the system. For the CQI process to be effective, it needs to include strong leadership, buy-in from systems stakeholders, a culture that is receptive to continual learning and change, and a concrete plan for how CQI can be woven into existing frameworks to ensure it is not only understood, but becomes a foundational part of practice.

The *Continual Quality Improvement (CQI) Implementation Guide* is meant to serve as a reference for integrating the concepts of continual quality improvement into Court Improvement Program practice. This *Guide* identifies concrete steps and recommendations to ensure the CQI principles are part of the CIP process.



# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 1: Train CIP Staff on CQI

As noted above, integrating CQI into practice requires strong leadership, buy-in from systems stakeholders, and a culture that is receptive to continual learning and change. As part of this, it will be important to have staff that understand the importance of CQI and have the time and dedication to integrate it into daily practice. It will be up to the CIP to determine what this may look like, but it is recommended that as many members of the staff as necessary are trained on CQI. Staff training on CQI could include topics such as the basics of evaluations, different perspectives on CQI (e.g., quality assurance or quality improvement work), or strategies on how to develop training and evaluation tools. In addition to training of staff, the CIP may also want to ensure that they have identified a neutral third party (who does not work for the CIP or child abuse and neglect court system) who is an expert in CQI, to advise on projects and make recommendations for enhancing CQI efforts.

The CQI-trained staff are important as they will be tasked with identifying the current CQI needs of the CIP; identifying the programs and practices that are a priority for evaluation; identifying data sources available; helping facilitate development of data collection tools; reviewing applications from a CQI focus; and working with sites to ensure reporting requirements are met and appropriately useful to continually improve the program. Training for the staff should occur periodically to continually improve knowledge and understanding of the CQI process, as well as to better understand recent developments, findings and methodologies that may affect systems change efforts.

# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 2: Review the Current Strategic Plan with a CQI Lens

While it would be optimal to begin implementing CQI into a new program or practice, the reality is that the process often involves retrofitting CQI to something that already exists. The Court Improvement Programs already have some of the foundation pieces that would facilitate the CQI process. For example, all CIPs have a strategic plan that includes the programs, trainings, and practices that have been implemented or are in the process of being implemented in the hopes of creating systems change. A review of the strategic plan by the CQI-trained staff is a good first step in the process.

The goals of the current strategic plan should be reviewed to identify areas of interest or in need of evaluation. It is important to consider that while CQI of all components is the goal, there will be many projects, and it will be important to identify programs/activities to begin this process. Once these goals have been identified, they must be conceptualized into measurable components. For example, if one of the goals is increased timeliness of case processing, what factors could be examined to identify whether this has been achieved? More specifically, what constitutes timeliness? Before proceeding with an evaluation, these questions must be answered clearly. Some questions to think about for the activities identified in the strategic plan include:

- Is the target improvement clearly defined? Is it measurable?
- Is there an identified data source? If not, how will (can) data be collected?
- How often will progress be tracked?
- How/when will feedback be given to the program?
- When will the program make adjustments to practice?
- When will the re-evaluation of the program begin?

Contracting with an expert who knows how to do research or program evaluation can be helpful in this step, as they will be able to identify the strengths and weaknesses of the current plan, help transition goals into something measurable, and conceptualize plans for evaluation.

# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 3: Identify Ways to Collect (or Find Existing) Data

After identifying the programs, practices, and activities that need to evaluate, it will be important to identify data sources. Identification of ways to obtain data that allows for the measurement of goals is vital in CQI'ing a process. This should include conversations with all systems stakeholders to determine the currently available data systems. The agency, for example, will have a data system in place, and may collect data on information that will be useful in assessing the current functioning of specific programs. Further, the agency reports the data to the Adoption and Foster Care Reporting System (AFCARS), which will have state level data (and larger jurisdiction data). Courts may also have their own case management systems that track specific variables of interest.

If data is not already available, it will be important to design a plan to collect data. This may include the collection of quantitative or qualitative data. Quantitative data involves collecting numerical information from various primary sources (e.g., court records or stakeholder surveys) or secondary sources (e.g., Adoption and Foster Care Analysis and Reporting System, the National Child Abuse and Neglect Data System, and the Statewide Automated Child Welfare Information Systems).

Qualitative data does not focus on numbers, but rather on descriptive information. Qualitative data gives a richer, more detailed description of the situation and can often be collected through parent or stakeholder interviews; open-ended survey questions; and parent or stakeholder focus groups. This information can help determine the perception of stakeholders and users regarding how well the program is working and what needs to be adjusted.

### **In Nevada, identified sources of data include:**

- Agency Data
  - Chapin Hall
- Adoption and Foster Care Reporting System (AFCARS)
- Court Management System

### **Data can also be collected through:**

- Case file review
- Court observation
- Surveys
- Focus groups
- Interviews

# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 4: Create a Data Collection Plan & Tools

After projects have been identified that should be assessed and data sources have been identified, it will be important for the CQI-trained staff to create a plan for collection of data. The *outcomes* and *impacts* columns of the strategic plan will help to identify the ways the activities have been conceptualized. If the outcome identified includes words like increase or decrease, it will be important to collect baseline data (before the intervention) and follow-up data (after the intervention) to determine if there was change. If the outcome is related to acquiring a skill or learning or exhibiting a behavior, this may be measurable once, at the conclusion of the intervention. Resources, like the *Training and Evaluation Guide* can be used to better understand data collection methods and facilitate creation of data collection tools. Larger evaluation projects can be outsourced to evaluation experts.

**Agency Data.** Agency data includes case level information on the children and families served, including some timeliness data, such as those requested by the Children's Bureau. Agency data may be useful in collecting pre and post data on a project.

**Case File Review.** For data that are not available in agency (or court) dataset, case file review may be ideal. Case file review includes examining the legal and/or social files of the cases. This will include information on petitions, and each hearing type, including parties present, dates, services ordered, and case outcomes.

**Court Observation.** Court observation allows for observation of current court practice, which can be useful in assessing the breadth of conversation, parental engagement in the process, or other areas of court practice that may not be reflected in a file.

**Surveys.** Surveys are ideal for assessing perceptions of stakeholders. This can include attitudinal measures, as well as assessments of current practice, changes in practice, or questions related to how effectively a program has been implemented. Online surveys are cost-efficient and can reach a broad range of stakeholders.

**Interviews.** Interviews require asking specific questions of stakeholder or program participants, and can provide more in-depth information and additional context to any quantitative data collected.

## IMPLEMENTING CQI INTO CIP PRACTICE

**Focus Groups.** Focus groups can be used to gather together a small group of persons to discuss their perceptions of practice or practice change.



# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 5: Ensure Application Process Has CQI Focus

As part of CQI'ing the process, it will be important to ensure that all new requests for funding clearly articulate how they will measure their progress and make changes. This can be achieved through an application process that requires potential fundees to include a plan for assessing the program, identify measurable outcomes and data sources, and articulate how the program will use information to continually improve the process. The application process for CIP funding in Nevada was recently modified to include these provisions. The application (available [here](#) and as an appendix to this guide) asks participants, among other requirements, to create a logic model with measurable goals, an evaluation plan, and a sustainability plan. Fundees should be required to CQI themselves, in order to receive funding.

### **Logic Model:**

Describe the link between the funding request and the requested *measurable* and *quantifiable* outcomes.

### **Evaluation Methodology:**

All proposals must include an evaluation component. Describe the performance indicators for the project and/or the process you will use to evaluate *whether the program has met its goals* and its impact on the system.

### **Sustainability Plan:**

Describe any other source of funding for the project and how the initiative will be sustained when CIP grant funding expires.

# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 6: Review of the Funding Application by CQI-trained Staff

After potential fundees have completed the application, it should be reviewed by the CQI-trained staff with a CQI focus. Important questions to consider are:

- Does the proposal identify measurable goals?
- Does the proposal identify data sources?
- Is the evaluation plan feasible?
- What data will they collect? How does the data relate back to the program goals?
- How will they measure the fidelity of program implementation?
- What mechanisms are in place for continued improvements to the program?

The proposal can also be sent to the neutral CQI-expert to review the CQI components. This individual should examine the application for several aspects, such as feasibility (e.g., is the evaluation plan doable) accuracy (e.g., is the language in the application accurate), and measurability (e.g., are the identified measures and data collection procedures appropriate for examining the goal). The CQI-expert should identify strengths and weaknesses of the application, help identify potential data sources, and make recommendations for improving the application, including how to collect and report data.

# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 7: Using Data Effectively in Reporting

As data collection is an integral part of the CQI process, it will be important to ensure that the data is being used in an efficient manner. Data will be collected by any CIP program fundees, the CQI-trained staff, and any organization that has been hired to evaluate programs and practices. Again, data can include qualitative and quantitative information about the programs. The data can be used for different purposes and should be reported in a way that is useful for the program and the CIP. Data reporting purposes include:

1. Identifying the strengths and weaknesses of a program. Both new and current programs can benefit from a process evaluation to examine how the program was implemented. This data can be used to identify both challenges to implementation and successful strategies that facilitated implementation of a program. Further, this is an essential first step necessary for documenting the program's development and identifying systems change needs.
2. Identifying the gaps between the expectations and performance. As with a process evaluation, it is important to determine how a program is performing, and whether it is meeting its goals. For example, a mediation program may have a goal of a 75% agreement rate and, but current rate is only 50% agreement. Data can be used not only to determine the current percentage of agreement, but may also be able to reflect why the program is not performing.
3. Examining the effects of the program on outcomes for children and families. After determining if the program was successfully implemented, and whether it is meeting its goals, data can be used to determine whether a program is successfully impacting outcomes for children and families involved in the system. For example, assuming a mediation program was fully implemented, and is meeting its goal of a 75% agreement rate, it will be important to determine if agreed mediations result in better outcomes for children and families, such as less time in foster care or increased reunification.

These data reports can be in multiple forms. Project fundees are required to submit quarterly reports to the CIP. These quarterly reports should report data collected during the reporting period, as well as a narrative of how the data is being used to inform practice. Other types of reporting may include reports from larger evaluations, and final reports. The CQI-trained staff can use these reports to work with project fundees to enhance their understanding of CQI and ensure they are using the information efficiently.

## Step 8: Implement Change

After data has been identified and reported in a way that identifies the strengths and weaknesses of the program, the gaps between expectations and performance, and/or the outcomes of the program on children and families, it will be important to consider any needed changes to the program. Ideally, program staff should convene a committee that includes a variety of key stakeholders (e.g., judicial leadership, Child Protective Service staff, parent attorneys, child attorneys, and program staff). This committee should discuss the findings, including problem areas of the program, and brainstorm possible solutions. If a committee is not available, this can be done locally by the program administrative staff. After vetting the solutions and agreeing upon a course of action, the changes to the program should be introduced to all stakeholders. A timeline should be created for when these changes will be implemented and any additional resource needs (e.g., staff) should be identified. As soon as the changes are implemented to the program, the CQI process begins anew.

## Step 9: Disseminate Findings

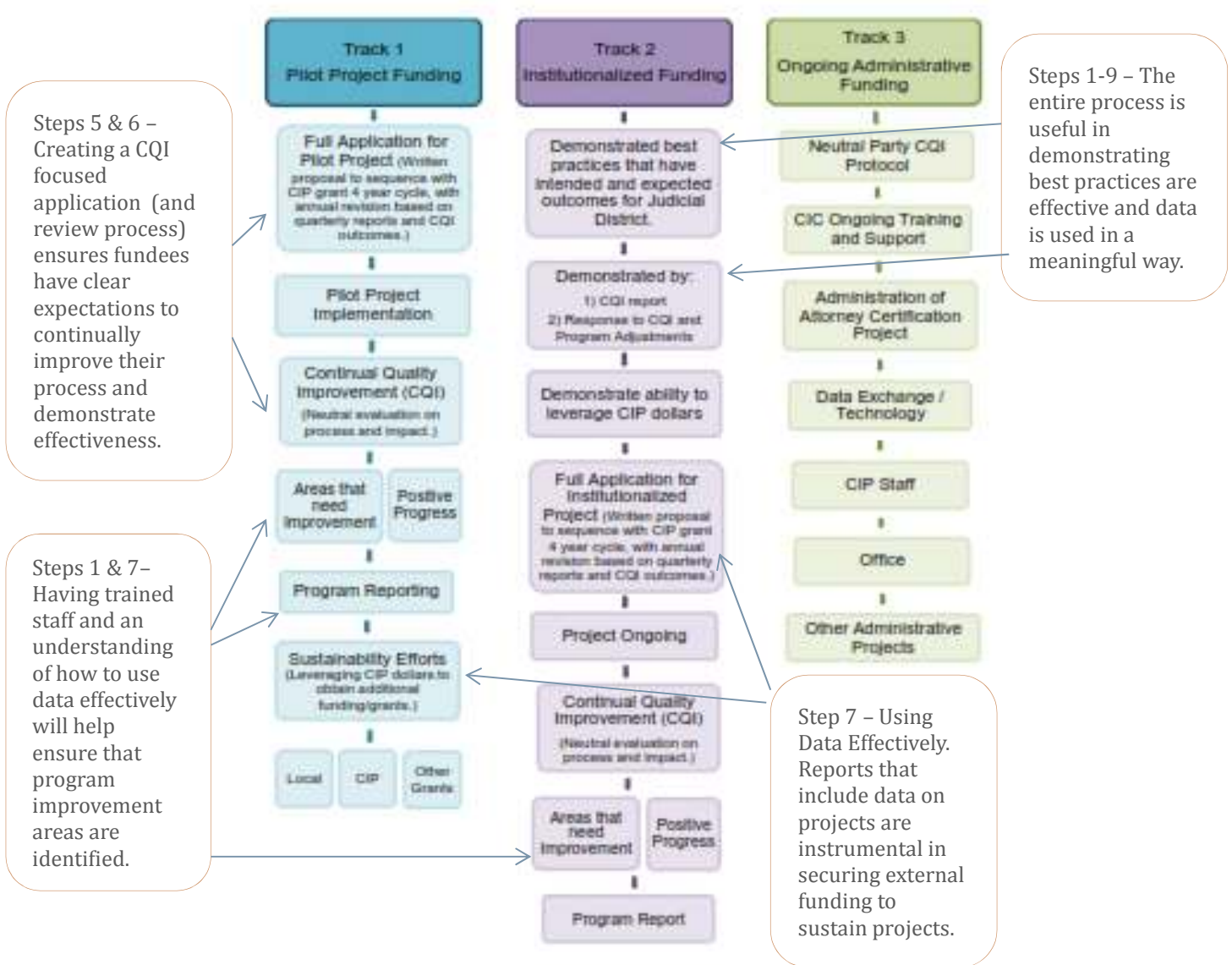
It will be important, as part of the larger CQI process, to disseminate findings from the CQI process. Data reports can be most effective if they are shared by multiple stakeholders so that others who wish to implement a similar program can learn from their challenges and successes. Data reports can also help to inform the larger stakeholder community about the effects of such programs, so that programs implemented on a local level may have national implications. Further, dissemination will allow programs to illustrate their positive outcomes to potential funders, which will be necessary if programs wish to achieve sustainability.

After reviewing the data reports and ensuring the accuracy, consistency, and clarity of the findings, the results should be disseminated to stakeholders and other interested parties (e.g., researchers and policymakers). The medium through which the findings are disseminated should reach a wide audience. This includes creating reader-friendly reports (e.g., one-page synopsis of the program, the program's goals, and the outcomes of the analysis); publishing the findings on a public website; and presenting the findings at local, state, and national conferences.

# IMPLEMENTING CQI INTO CIP PRACTICE

## Step 10: Build a Plan for Sustainability

Steps 1 through 9 of the process involve integrating CQI into current CIP practice. These steps are vital for ensuring that the process is continually improving and efforts are being made to track data and systems outcomes for the future of this work. These steps are also foundational and necessary for building a plan for sustainability of projects. Drawing from steps 1-9, a plan can be created to ensure forward movement. The NV CIP Business Process (see Appendix B for a larger version) can be used to illustrate the important CQI components and how they are influencing process and sustainability.



## General Recommendations for CQI'ing the CIP

This guide provides recommendations for a 9-Step process for CQI'ing the CIP. This includes how a CIP may retrofit the current strategic plan to include a CQI focus, as well as how to integrate CQI into new programs and practices that are funded by the CIP to improve outcomes for children and families involved in the child abuse and neglect court system. Some general recommendations for the CIP to facilitate CQI'ing of the process are:

1. **Training of CIP Staff.** Continuous quality improvement may be a new concept to some. As such, it will be important that all persons involved with decision-making related to CQI should be trained so that they have a basic understanding of the importance of CQI, and, when appropriate, a more in-depth understanding of evaluation. Training should be ongoing and discussions of CQI should occur at CIP Committee meetings to ensure all stakeholders understand its importance.
2. **Generating Buy-In with Committee Members and System Stakeholders.** The importance of CQI should be stressed to all stakeholders involved in the child abuse and neglect court system. Integrating the CQI components into the application process and expressing the need for measurement in systems change are both important ways to generate buy-in. This illustrates to stakeholders that measuring progress and making needed changes are important to the CIP.
3. **Ensuring CIP Application Process has a CQI Focus.** Ensuring that all applicants know what is expected of them is vital in the CQI process. By informing fundees early on of the requirements and expectations, they will be better able to track data and report as needed to facilitate a smooth CQI process.
4. **Working with an Expert on CQI (or Evaluation).** Training on CQI provides a basic understanding of the importance of CQI and some of the fundamental framework vital to facilitating CQI of a program. However, there are components of evaluation, data collection, and reporting that may be trickier and require some additional assistance. Building a relationship with a CQI expert, such as someone highly trained in evaluation and knowledgeable of the child welfare system, can help in ensuring the effective CQI'ing of the CIP. The expert can answer questions and advise as needed on projects.
5. **Hiring Evaluation Team for Large Project.** Some projects may be able to collect their own data, but not have the capacity for a larger evaluation that would help them identify processes and outcomes impacted by the program. It may be necessary to hire an independent evaluator to do larger evaluation, or even research with some of the key programs/activities identified by the CIP-trained staff.

# NEVADA Court Improvement Program





# Nevada Court Improvement Program

## Funding Notice

The Administrative Office of the Courts (AOC), on behalf of the Nevada Supreme Court and through its State Court Improvement Program (CIP), is currently accepting proposals to fund projects related to the goals and outcomes of the Court Improvement Program as outlined in the CIP current Strategic Plan (see link below). Nevada's Court Improvement Program is a federally funded initiative designed to improve the quality of the court process for children and families involved in abuse, neglect, and dependency proceedings. Attached please find an application for the federal CIP funds administered by AOC. These funds are available to develop and implement data-driven, evidence-based, and outcome-focused best practices that advance meaningful and ongoing collaboration among court, child welfare agency, and other stakeholders to achieve safety, permanency, and well-being for children and families in the child welfare system in a fair and timely manner.

<http://www.nevadajudiciary.us/index.php/viewdocumentsandforms/AOC-Files/Programs/Court-Improvement-Program/>

### Purpose and Background

The CIP was created as part of the Omnibus Budget Reconciliation Act of 1993, Public Law 103-66, which among other things, provided a portion of federal funds to state court systems to conduct assessments of their foster care and adoption laws and judicial processes, and to develop and implement a plan for system improvement. The Basic CIP grant was reauthorized in 1997, 2001, and 2006. Most recently, in October 2011, the Child and Family Services Improvement Act reauthorized CIP through FY 2016.

CIP is administered by the U.S. Department of Health and Human Services, Administration for Children, Youth, and Families. The Nevada Administrative Office of the Courts establishes priorities for, applies for, receives, allocates, disburses, and awards sub-grants or contracts of funds in accordance with federal and state guidelines and provisions.

CIP has existed in Nevada since 1995. It is overseen by the multi-disciplinary CIP Select Committee (Committee, chaired by Supreme Court Justice Nancy Saitta. This group is comprised of family court judges, a tribal representative, the three child welfare agency administrators, a deputy state attorney general, district attorneys, a public defender, legislator, the Director of the Administrative Office of the Courts, several attorneys who actively represent neglected and abused children, the president of the State's Youth Advisory Board, and a CASA (Court Appointed Special Advocates) program. As an ad hoc committee of the Judicial Council of the State of Nevada, the Committee serves in an advisory capacity to the Supreme Court.

## Eligibility

This solicitation is open to applicants that include, among others, family dependency courts, governmental agencies, educational institutions, and nonprofit organizations and legal services providing child welfare related services. Any applicant that is not a judicial branch agency must have collaborated with, and secured the support of, the affected dependency court presiding judge before proceeding with the application. CIP funding may not be used to supplant existing funding for an on-going project.

## Application Submission Instructions

The application, consisting of the Application Coversheet, Executive Summary and Proposal Narrative, Proposal Budget Summary, and signed Certifications must be submitted as a hard copy with original signatures to:

**Katherine Malzahn-Bass, CIP Coordinator**  
**Administrative Office of the Courts**  
**201 S. Carson St Carson City, NV 89702**  
[kmalzahn-bass@nvcourts.nv.gov](mailto:kmalzahn-bass@nvcourts.nv.gov)

## Application Format

All applications must include a signed coversheet, executive summary, narrative, and budget summary with the proposal narrative in the following format, as well as all completed forms found in the appendix.

- I. **Application Coversheet:** Please complete and sign the coversheet located in the appendix.
- II. **Executive Summary:** Provide a one page summary of the proposed project.
- III. **Proposal Narrative:** Provide a proposal narrative including items A through G described below.
  - A. **Description of Applicant Agency:** Briefly describe the agency's mission, the type of services provided, the number and type of staff working on related projects, and the relationship of the proposed project to other projects operated by the agency (not to exceed ½ page).
  - B. **Program/Issue:** Describe the problem(s) and/or issue(s) to be addressed by the project and how it (they) correspond(s) to specific outcomes in the current CIP strategic plan (not to exceed ½ page). Please include the outcome number, description of activity, and issue from the current strategic plan.

**C. Program Description:** Briefly and clearly describe the proposed program and how it will address the problem. Include any anticipated barriers and strategies to address these barriers. Indicate which existing successful model or recognized best practice the program is based on.

- **Goal(s):** State the overall goal(s) of this project (an overarching statement about what the project expects to achieve logically linked to a problem and its causes). This section should clearly communicate how the goal(s) relate to the stated purpose of the Court Improvement Program and CIP funding by including the outcome number, description of activity, and issue from the current CIP strategic plan. Clearly state the intended outcome(s) and statistical impact of the project on the system.
- **Target Population:** Describe the recipient group to be served by the proposed project. State how many persons will be served and how they will be served.
- **Service Area:** Describe the specific geographic area to be served.
- **Proposed Project Staff:** Describe the staff needed for the proposed project including administrative, direct service, and support positions, as well as volunteers to the extent possible.
- **Collaboration for the Proposed Project:** Describe the current or anticipated collaborative efforts with the affected court, child welfare, and other stakeholders.

**D. Logic Model:** Describe the link between the funding requested and the anticipated measurable and quantifiable outcomes. Using the logic model as an implementation plan, describe the specific activities that will be conducted and the proposed timeframe for completion of the activities and the project. The template to be used is included in the appendix.

**E. Evaluation Methodology:** All proposals must include an evaluation component. Describe the performance indicators for the project and/or the process you will use to evaluate whether the program has met its goals and its impact on the system. Include activities, processes, outputs, and outcomes that are presented in the logic model.

**F. Sustainability Plan:** Describe any other sources of funding for the project and how the initiative will be sustained when CIP grant funding expires.

**IV. Budget Summary and Narrative:** On the budget forms included in the appendix, describe all the project expenditures, how they relate to the project.

A non-Federal share of the budget is required for each proposal submitted at the rate of 33.33% of the total CIP funds awarded as a sub-grant or contract. The 33.33% match may be cash or in-kind contributions. Federal funds may not be used as a match. Thus, if the proposal requests \$900, the applicant must contribute \$300 in non-Federal funds. In accordance with these provisions, funds to be used as the non-Federal share, among other things:

- Must not be Federal grant funds;
- Must not be used to match any other Federal grant;
- Must be used for costs that are otherwise allowable;
- May originate with a third party, public or non-public; and
- May be in-kind contributions of services, property, and/or supplies.

Please record the proposed match funds in the column provided on the Project Budget Summary form.

In the Budget Narrative, please explain the details of your budget, including, but not limited to a description of the match to be provided and details of how and when the funds will be spent.

## **V. Certifications**

The administration of CIP is based on:

- The provisions of Part B of Title IV of the Social Security Act (specifically, §438 of the Act);
- The approved State application and strategic plan, including all assurances, approved amendments or revisions; and
- Applicable Federal regulations, program policies, and instructions.

The applicable Federal regulations are represented in the following certifications:

- Certification 1: Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Certification 2: Drug-free Workplace Requirements
- Certification 3: Restrictions on Lobbying
- Certification 4: Smoking Prohibitions
- Certification 5: Equal Treatment for Faith-based Organizations
- Certification 6: Assurances

Please sign the six certifications found in the appendix and include with the proposal.

## **Selection Process**

A Grants Award Subcommittee will review applications and make recommendations to the CIP Select Committee, which will make the final decisions. The Subcommittee and Select Committee may consider the extent, to which proposal goals are realistic and measureable, whether the proposal meets the goals of the Court Improvement

Program, demonstration of need, demonstration that the applicant has met application requirements, and the overall quality of the application.

### **Distribution of Grant Funds**

The CIP reserves the right to reduce the grant award or terminate the grant at any time for non-compliance or if it becomes apparent that the grant funds are not being used or will not be expended by the end of the grant term.

### **Budget Adjustments**

Sub-grantees and/or contractors may be asked to submit an adjusted budget if the amount awarded did not equal the amount requested.

### **Reporting Requirements**

Sub-grantees will submit quarterly narrative, fiscal, and in-kind reports within the close of each calendar quarter and a final report within one month of the termination of the contract. All reports must be submitted on the forms provided.

## APPENDIX

### Application Forms:

- Application Cover Sheet
- Logic Model Graphic Explanation
- Logic Model Template
- Budget Summary
- Budget Narrative
- Certifications 1 – 6
- Application Checklist
- Payee Registration - Substitute Form IRS W-9

### Reporting Forms:

- Quarterly Program Report
- Quarterly Fiscal Report
- In-Kind Tracking Report
- Final Program Report

The Payee Registration - Substitute Form IRS W-9 can be found on-line at:

<http://www.nevadajudiciary.us/index.php/viewdocumentsandforms/func-startdown/569/>

All other forms can be found on the CIP web site under CIP 2012 Funding Announcement:

<http://www.nevadajudiciary.us/index.php/courtimprovementprogram>

**NEVADA COURT IMPROVEMENT PROGRAM  
APPLICATION COVER SHEET**

**APPLICANT INFORMATION**

Name of Entity: \_\_\_\_\_  
Entity Director: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Legal Status of Entity: \_\_\_\_\_  
Board of Directors: \_\_\_\_\_ Yes (If yes, attach list with names, affiliations, and addresses.) \_\_\_\_\_ No  
Federal Tax ID Number: \_\_\_\_\_

**PROJECT MANAGER CONTACT INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

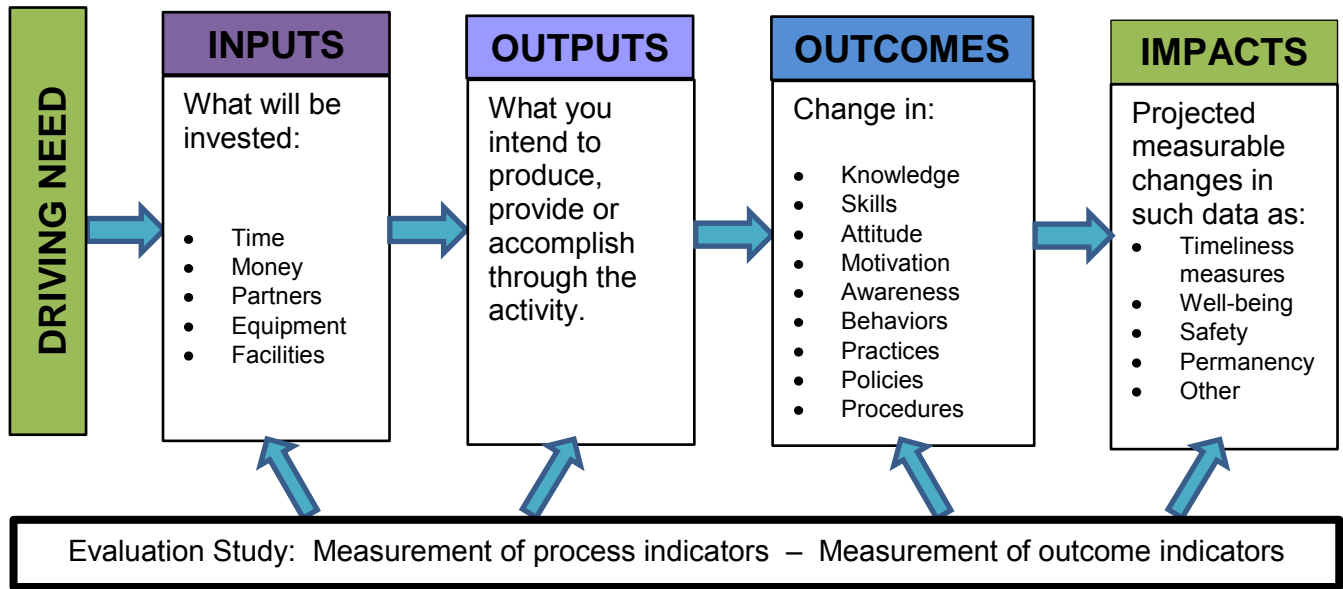
**PROJECT INFORMATION**

Title of Proposed Project: \_\_\_\_\_  
Is this a new Project? \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, how was this project previously funded, for what time period and for what amount :) \_\_\_\_\_  
Total Amount of CIP Funds Requested: \_\_\_\_\_  
Are There Other Funding Sources For This Project? \_\_\_\_\_ Yes (If Yes, please explain): \_\_\_\_\_ No  
What Outcome Number(s) and Activity/Project Description(s), in the CIP Strategic Plan, does this proposed project help move forward? (List all that apply.)  
Outcome Number: \_\_\_\_\_  
Activity/Project Description: \_\_\_\_\_  
Outcome Number: \_\_\_\_\_  
Activity/Project Description: \_\_\_\_\_  
Outcome Number: \_\_\_\_\_  
Activity/Project Description: \_\_\_\_\_

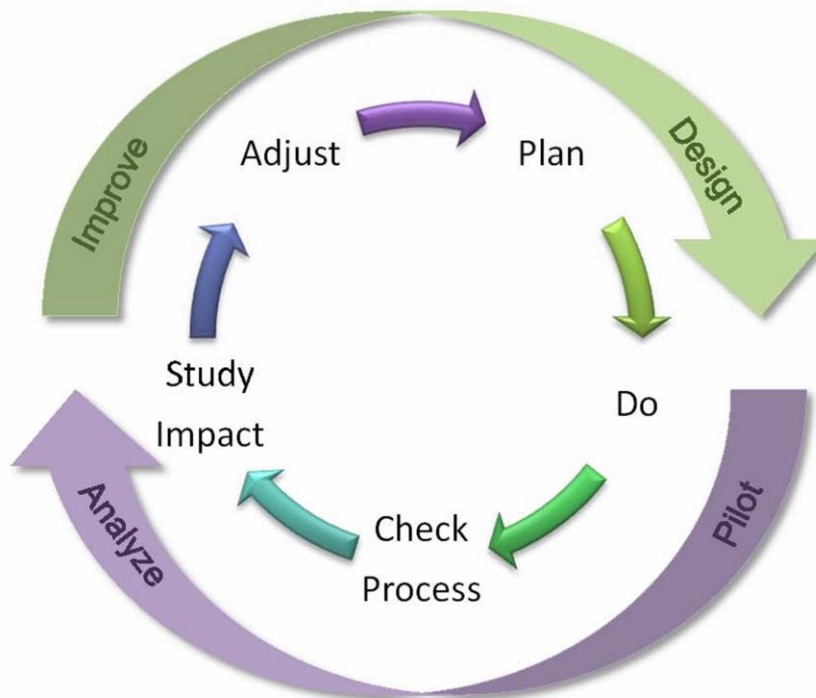
\_\_\_\_\_  
**Signature of Authorizing Official** **Date**

## LOGIC MODEL

Example



## PROJECT CONTINUAL QUALITY IMPROVEMENT (CQI)





# LOGIC MODEL TEMPLATE

**PROGRAM/INITIATIVE NAME:** \_\_\_\_\_

**Driving Need for Project:**

**Measurable Objectives:**

**Target Population:**

Evaluation Study: Measurement of process indicators --- Measurement of outcome indicators

Project / Activities	Processes	Outputs	Outcomes	Impacts
<i>Specific actions or project that will be completed to produce specific outputs and demonstrate progress toward the outcomes and impacts</i>	<i>How output is accomplished, by <b>whom</b> and by <b>when</b></i>	<i>What you intend to produce, provide or accomplish through the activity.</i>	<i>Changes in:</i> <ul style="list-style-type: none"> <li>• Knowledge</li> <li>• Skills</li> <li>• Attitude</li> <li>• Motivation</li> <li>• Awareness</li> <li>• Behaviors</li> <li>• Practices</li> <li>• Policies</li> <li>• Procedures</li> </ul>	<i>Projected measurable changes in such data as:</i> <ul style="list-style-type: none"> <li>• Timeliness measures</li> <li>• Well-being</li> <li>• Safety</li> <li>• Permanency</li> <li>• Other</li> </ul> Example: From x% to y

**NEVADA COURT IMPROVEMENT PROGRAM**

**PROPOSAL BUDGET SUMMARY**

**Applicant Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

Category	Total Project Costs	Funding Amount Requested from CIP	Amount of Cash / In-Kind Match for Each Category *	Revenue Received from Other Funding Sources
Consultants (Contract Services)				
Personnel Costs				
Rent / Utilities / Telephone				
Technology / Equipment				
Copy / Printing				
Postage				
Supplies				
Other Expenses (Please specifically list)				
<b>Total Budget</b>				

\*Approved applications will be required to document a 33.33% match of the CIP funded award amount. This match may be cash or in-kind time contributions.

**NEVADA COURT IMPROVEMENT PROGRAM**

**PROPOSAL BUDGET NARRATIVE**

**Applicant Name:**

**Project Name:**

**Budget Narrative:**

Administrative Office of the Courts/Nevada Supreme Court  
Court Improvement Program (CIP)

**CERTIFICATION # 1**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion -  
Lower Tier Covered Transactions**

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal” and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549: 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations or the definitions.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, the prospective lower tier participant shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” will be included, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon the certification of a prospective participant in a lower tier covered transaction that the prospective participant is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant in a covered transaction knows that the certification is erroneous. A participant may decide the method and frequency of determining the eligibility of the principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other

remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including debarment and/or suspension.

**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion –  
Lower Tier Covered Transactions**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither the prospective participant or the prospective participant's principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Suspension. An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in a covered transaction for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended".

Voluntary Exclusion or Voluntarily Excluded. A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

Signature	Title
Grantee Legal/Corporate Name	Date

**CERTIFICATION # 2**

**Certification Regarding Drug-Free Workplace Requirements**

**Instructions for Certification**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If grantee does not identify the workplace at the time of the application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in the office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other areas where work under the grant take place. Categorical descriptions may be used (e.g. all vehicles of a mass authority of State highway department while in operation, State employees in each local unemployment office, performance in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s) if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to the certification. Grantee's attention is called, in particular, to the following definitions from these rules:

Controlled substances means a controlled substance in Schedules I through V of the Controlled Substance Act (21 U.S.C. #12) and as further defined by regulations (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of Nolo Contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (I) All direct charge employees; (II) All indirect charge employees under their impact or involvement is insignificant to the performance of the grant; and (III) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

**Alternate I - Grantees Other Than Individuals**

The grantee certifies that it will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee’s policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs;
  - (4) The penalties that may be imposed upon employees or drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency; Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (g) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

**PLACE OF PERFORMANCE:**

STREET ADDRESS	CITY	COUNTY	STATE	ZIP CODE
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Are there workplaces on file that are not identified here?  YES  NO

**Alternate II - Grantees Who Are Individuals**

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include identification number(s) of each affected grant.

[55 FR 2160, 21702, May 25, 1990]

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Signature

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Title

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Grantee Legal/Corporate Name

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Date



Administrative Office of the Courts/Nevada Supreme Court  
Court Improvement Program (CIP)

**CERTIFICATION # 3**

**CERTIFICATION REGARDING LOBBYING**  
**Department of Health and Human Services**  
**Administration for Children and Families**

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form 111, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature

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Title

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Grantee Legal/Corporate Name

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Date

Administrative Office of the Courts/Nevada Supreme Court  
Court Improvement Program (CIP)

**CERTIFICATION #4**

**Certification Regarding Environmental Tobacco Smoke**

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (ACT), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision or health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the applicant/grantee certifies compliance with the requirements of the Act. The applicant/grantee further agrees that the language of this certification will be included in any sub-awards which contain provisions for children’s services and that all sub-grantees shall certify accordingly.

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Signature

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Title

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Grantee Legal/Corporate Name

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Date

Administrative Office of the Courts/Nevada Supreme Court  
Court Improvement Program (CIP)

**CERTIFICATION # 5**

**Certification Regarding  
Equal Treatment for Faith-Based Organizations**

A final rule of the Department of Health and Human Services (DHHS) went into effect on August 16, 2004, which created, among other things, a new Part 87 Equal Treatment for Faith-Based Organizations, and revised the Department's uniform administrative requirements at 45 CFR Parts 74, 92 and 96 to incorporate the requirements of Part 87.

The Administration of Children and Families (ACF) is committed to providing State Administrators, State Grant Managers and subsequently sub grantees with the most accurate and concise information to help guide program activities. This regulation addresses several key Equal Treatment issues that require full compliance by Federally-funded State Programs, sub grantees, grantees and contractors.

Issues include:

- Nondiscrimination against religious organizations;
- Ability of religious organizations to maintain their religious character, including the use of space in their facilities, without removing religious art, icons, scriptures, or other religious symbols;
- Prohibition against the use of Federal funds to finance inherently religious activities, except where Federal funds are provided to religious organizations as a result of a genuine and independent private choice of a beneficiary or through other indirect funding mechanisms, such as certificates or vouchers; and
- Application of State or local government laws to religious organizations.

**NOTE:** Neither the Department (DHHS) nor any State or local government and other intermediate organizations receiving funds under any Department (DHHS) program shall, in the selection of service providers, discriminate for or against an organization on the basis of the organization's religious character or affiliation.

It is imperative that State sub grantees, grantees and contractors policies reflect the Equal Treatment Regulations.

The full text of the final rule may be accessed via the Internet at <http://www.hhs.gov/fbci/regulations/index.html>

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 45 CFR Part 87, Equal Treatment for Faith-Based Organizations as revised in the Department's uniform Administrative requirements identified above. Any organization that fails to file the required certification shall be subject to disqualification of their application.

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Signature

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Title

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Grantee Legal/Corporate Name

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Date

Administrative Office of the Courts/Nevada Supreme Court  
Court Improvement Program (CIP)

**CERTIFICATION # 6**

**Certification of Assurances**

The applicant certifies that: To the best of my knowledge and belief, information in this proposal is true and correct, the document has been duly authorized by the governing body of the applicant and applicant will comply with the following assurances if the assistance is approved.

1. The entity is a non-profit organization, or government agency, incorporated and qualified in the State of Nevada and has filed all required reports with the Secretary of State, **OR**,
2. The entity is an incorporated for-profit organization, qualified to conduct business in the State of Nevada.
3. The non-profit organization is governed by a board of trustees, which reflects the racial, ethnic, economic and social composition of the State of Nevada.
4. The entity has access to and can document a 33.33% match from sources other than the Federal Government, if applicable.
5. The entity requires employees, volunteers and trustees to maintain the confidentiality of any information, which would identify dependent children, parents of dependent children, or foster parents.
6. The entity provides services without any discrimination on the basis of race, religion, color, handicap, age, sex, marital status, national origin or ancestry.
7. The entity will complete required financial reports, as well as a final performance report and will cooperate with the AOC regarding any financial audits or program reviews. The entity has workman's compensation coverage, and other proof of insurance as required, and has supplied the AOC with evidence of this coverage.
8. The entity has a research confidentiality policy that states that dependent children's and parents of dependent children's identity will not be released for research purposes.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of the Board

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION CHECKLIST**

To ensure that you have included all of the following items in your proposal, please place a check mark next to each item listed below. The application should be assembled in the order in which these items are listed. Place this form at the back of the proposal packet.

- Completed and Signed Cover Sheet
- Proposal Executive Summary and Narrative
- Completed Budget Summary and Narrative
- Proof of Liability Insurance
- Signed Certifications 1 thru 6
- Payee Registration - Substitute Form IRS W-9
- One Completed Application with Original Signatures
- Application Checklist

# STATE OF NEVADA

## VENDOR REGISTRATION



Mail or fax to:  
**STATE CONTROLLER'S OFFICE**  
 555 E WASHINGTON AVE STE 4300  
 LAS VEGAS NV 89101-1071  
 PHONE: 702/486-3810 or 702/486-3856  
 FAX: 702/486-3813

*All sections are mandatory and require completion. IRS Form W-9 will not be accepted in lieu of this form.*

**1. NAME** For proprietorship, provide proprietor's name in first box and DBA in second box.

Legal Business Name, Proprietor's Name or Individual's Name	Doing Business As (DBA)
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**2. ADDRESS/CONTACT INFORMATION**

Address A – Physical address of

Company Headquarters  Individual's Residence  
 Is this a US Post Office deliverable address?  Yes  No

Address B

Additional Remittance – PO Box, Lockbox or another physical location.

Address			Address		
Address			Address		
City	State	Zip Code	City	State	Zip Code
E-mail Address			E-mail Address		
Phone Number	Fax Number		Phone Number	Fax Number	
Primary Contact			Primary Contact		

**3. ORGANIZATION TYPE AND TAX IDENTIFICATION NUMBER (TIN)** Check only **one** organization type and supply the applicable Social Security Number (SSN) or Employee Identification Number (EIN). **For proprietorship, provide SSN or EIN, not both.**

<input type="checkbox"/> Individual (SSN)	<input type="checkbox"/> LLC tax classification:	<b>SSN</b>
<input type="checkbox"/> Sole Proprietorship (SSN or EIN)	<input type="checkbox"/> Disregarded Entity	Name associated with SSN:
<input type="checkbox"/> Partnership (EIN)	<input type="checkbox"/> Partnership	<b>EIN</b>
<input type="checkbox"/> Corporation (EIN)	<input type="checkbox"/> Corporation	New TIN? <input type="checkbox"/> No <input type="checkbox"/> Yes – Provide previous TIN & effective date.
<input type="checkbox"/> Government (EIN)		Previous TIN: _____ Date: _____
<input type="checkbox"/> Tax Exempt/Nonprofit (EIN)		
<input type="checkbox"/> Trust/estate (SSN or EIN)		

**OTHER INFORMATION** Check all that apply.

<input type="checkbox"/> Doctor or Medical Facility	<input type="checkbox"/> In-State (Nevada)	<input type="checkbox"/> Nevada Business License Number:
<input type="checkbox"/> Attorney or Legal Facility	<input type="checkbox"/> DBE Certificate #:	

**4. ELECTRONIC FUNDS TRANSFER** *Per NRS 227, payment to all payees of the State of Nevada will be electronic.*

Complete the following information **AND** provide a copy of a voided imprinted check for the account. If there are no checks for the account, restate the bank information on company letterhead. Individuals may provide a signed letter. **A deposit slip will not be accepted.** For a savings account, provide a signed letter with the bank information. Information on this form and the support documentation **must match**. Allow 10 working days for activation.

The information is for address <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Both		
Bank Name	Bank Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Provide an e-mail address for receiving Direct Deposit Remittance Advices.
Transit Routing Number	Bank Account Number	

Do not have a bank account.

**5. IRS FORM W-9 CERTIFICATION AND SIGNATURE**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (as defined by IRS Form W-9 rev January 2011).

Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

Signature	Print Name & Title of Person Signing Form	Date
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<b>FOR STATE CONTROLLER'S OFFICE USE ONLY</b>		<b>Name of State agency contact &amp; phone number:</b>	
Primary 1099 Vendor <input type="checkbox"/>	1099 Indicator <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered By	Date	Comments	

KTLVEN-01 Rev 07/11

## Registration Instructions

### General Instructions:

1. The substitute IRS Form W-9 is for the use of United States entities only. Non-US entities must submit an IRS Form W-8.
2. Type or legibly print all information except for signature.
3. All sections are mandatory and require completion.

### Specific Information:

#### 1. NAME

- a. Partnership, Corporation, Government or Nonprofit – Enter legal business name as registered with the Internal Revenue Service (IRS) in first box. If the company operates under another name, provide it in the second box.
- b. Proprietorship – Enter the proprietor's name in the first box and the business name (DBA) in the second box.
- c. Individual – Name must be as registered with the Social Security Administration (SSA) for the Social Security number (SSN) listed in Section 3.

#### 2. ADDRESS/CONTACT INFORMATION

- a. Address A – *If the address is non-deliverable by the United States Postal Service, complete both Address A and B sections.*  
Company – Provide physical location of company headquarters.  
Individual – Provide physical location of residence.  
E-mail – Provide complete e-mail address when available.  
Telephone Number – Include area code.  
Fax Number – Include area code.  
Primary Contact – Person (and phone number or extension) to be contacted for payment-related questions or issues.
- b. Address B – Provide additional remittance address and related information when appropriate.

#### 3. ORGANIZATION TYPE AND TAX IDENTIFICATION NUMBER (TIN)

- a. Individual – A person that has no association with a business.
- b. Proprietorship – A business owned by one person.
- c. Partnership – A business with more than one owner and not a corporation.
- d. Corporation – A business that may have many owners with each owner liable only for the amount of his investment in the business.
- e. LLC – Limited Liability Company. **Must mark appropriate classification – disregarded entity, partnership or corporation.**
- f. Government – The federal government, a state or local government, or instrumentality, agency, or subdivision thereof.
- g. Tax Exempt/Nonprofit – Organization exempt from federal income tax under section 501(a) or 501(c)(3) of the Internal Revenue Code.
- h. Doctor or Medical Facility – Person or facility related to practice of medicine.
- i. Attorney or Legal Facility – Person or facility related to practice of law.
- j. In-state – Nevada entity.
- k. Disadvantaged Business Enterprise (DBE) – A small business enterprise that is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals. **Provide certification number.** See <http://www.nevadadbe.com> for certification information.
- l. Nevada Business License number – Current NV business license number which was issued by the NV Secretary of State.
- m. The Taxpayer Identification Number (TIN) is always a 9-digit number. It will be a Social Security Number (SSN) assigned to an individual by the SSA or an Employer Identification Number (EIN) assigned to a business or other entity by the IRS.  
**Per the IRS, use the owner's social security number for a proprietorship.**

#### 4. ELECTRONIC FUNDS TRANSFER

Per NRS 227, payment to all payees of the State of Nevada will be electronic. Provide a copy of a voided imprinted check or restate bank information on letterhead. **A deposit slip will not be accepted.** Information on this form and the support documentation **must match.**

- a. Bank Name – The name of the bank where account is held.
- b. Bank Account Type – Indicate whether the account is checking or savings.
- c. Transit Routing Number – Enter the 9-digit Transit Routing Number.
- d. Bank Account Number – Enter bank account number.
- e. Direct Deposit Remittance Advice – Direct Deposit Remittance Advices are sent via e-mail when possible. Companies should provide an address that will not change, i.e. [accounting@business.com](mailto:accounting@business.com).

#### 5. IRS FORM W-9 CERTIFICATION AND SIGNATURE

- a. The Certification is copied from IRS Form W-9 (rev. January 2011). See IRS Form W-9 for further information.
- b. The Signature should be provided by the individual, owner, officer, legal representative or other authorized person of the entity listed on the form.
- c. Print the name and title, when applicable, of the person signing the form.
- d. Enter the date the form was signed. Forms over three years old will not be processed.

**Do not complete any remaining areas. They are for State of Nevada use only.**

Mail or Fax signed form to:

NEVADA STATE CONTROLLER'S OFFICE  
555 E WASHINGTON AVE STE 4300  
LAS VEGAS NV 89101-1071  
Fax: 702/486-3813

**Sending to any other location will delay processing.**

Questions can be directed to 702/486-3810 or 702/486-3856 or e-mailed to [vendor@controller.state.nv.us](mailto:vendor@controller.state.nv.us).

**NEVADA COURT IMPROVEMENT PROGRAM**

**QUARTERLY PROGRAM REPORT**

**PROGRAM NAME:**

**Contract #**

- Reporting for:**
- January - March (due April 30<sup>th</sup>)
  - April - June (due July 30<sup>th</sup>)
  - July – September (due October 30<sup>th</sup>)
  - October - December (due January 30<sup>th</sup>)

As outlined in the proposal logic model, describe the project activities during the quarter. For example: the project plan, design and pilot; impact analysis; study of project impact; project improvement and adjustment.

Describe the progress in terms of achieving measurable objectives of the grant award: What specific objective changes have occurred. Please provide data and process of collecting data.

Describe any problems, delays or adverse conditions you have experienced in achieving the stated objectives. Include a statement of action taken, or contemplated and any assistance needed to resolve the situation.



Describe any activities scheduled for the next reporting period.

---

Print Name

Title

---

Signature

Date

**NEVADA COURT IMPROVEMENT PROGRAM**

**QUARTERLY FISCAL REPORT**

**Program Name:** \_\_\_\_\_

**Contract #** \_\_\_\_\_

**Date Report Prepared:** \_\_\_\_\_

Reporting for:

- January - March (due April 30th)
- April - June (due July 30th)
- July - September (due October 30th)
- October - December (due January 30th)

Category	Total Amount Received from CIP To Date	Total Amount Spent Previous Reporting Periods	Total Amount Spent Current Reporting Period	Total Amount Spent to Date
Consultants (Contract Services)				
Personnel Costs				
Rent / Utilities / Telephone				
Technology / Equipment				
Copy / Printing				
Postage				
Supplies				
Other Expenses (Please specifically list)				
Misc.				
<b>Total</b>				

**IN-KIND TRACKING REPORT**

Subgrantee Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Awarded Amount: \_\_\_\_\_

In-Kind Required: \_\_\_\_\_

- Reporting for:  January - March (due April 30th)  
 April - June (due July 30th)  
 July - September (due October 30th)  
 October - December (due January 30th)

NAME / DESCRIPTION / CASH MATCH	MEETING / PROJECT / EVENT	# HRS	Hourly Amount	Date	Total
<b>TOTAL FOR THIS REPORT PERIOD</b>					

**NEVADA COURT IMPROVEMENT PROGRAM**

**FINAL PROGRAM REPORT**

**PROGRAM NAME:**

**Contract #**

- Reporting for:**
- January - March (due April 30<sup>th</sup>)
  - April - June (due July 30<sup>th</sup>)
  - July – September (due October 30<sup>th</sup>)
  - October - December (due January 30<sup>th</sup>)

As outlined in the proposal logic model, describe the project activities during the quarter. For example: the project plan, design and pilot; impact analysis; study of project impact; project improvement and adjustment

Describe evaluations conducted and the results, including all relevant statistics concerning planned outcomes and impact, in the logic model.

1) Outcomes:

2) Impact:

Explain your progress in terms of achieving the project’s stated measurable objectives, in the logic model.

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Print Name Title

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Signature Date

# FOUNDATIONAL NEVADA CIP BUSINESS PROCESS

