

**Courthouse Lactation Room Installation Grant
AB196**

Policies and Guidelines

June 2022

**Administrative Office of the Courts
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Courthouse Lactation Room Installation Grant

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I. PURPOSE

This document sets forth the requirements for courts seeking grant funding through the Courthouse Lactation Room Installation Grant Program pursuant to AB196 as passed during the 2021 Legislative Session.

The Courthouse Lactation Room Installation Grant is open to Nevada trial courts seeking funds to comply with the requirements of AB196. Applicant courts may request up to \$7,500 in grant funding for the purposes of installing a lactation room that members of the public may use to express breast milk. Per the requirements of AB196, courts seeking grant funding will be required to commit matching funds to the completion of the grant project. The Administrative Office of the Courts will not allocate or award grant funds without proof that matching money in an equivalent amount to that being requested has been committed by the applicant court.

The goal of this document is to provide a vehicle for all Nevada trial courts to compete for the limited funds available on an equal basis and to ensure grant funding is allocated fairly and spent in accordance with AB196 requirements.

The following sections of this document identify:

- the documentation required of the requesting court for consideration of grant funding;
- the application review and approval process; and
- the responsibilities of the AOC and the Nevada trial court receiving the grant funding to ensure successful project completion and fiscal accountability.

II. SUBMISSION REQUIREMENTS

All applications for Courthouse Lactation Room Installation Grant funding must contain the information identified below. All applications must include the grant application form, the budget worksheet, a letter of request, a project schedule, the assurances form signed by an authorized court representative, and a current vendor quote.

A. Required Documents

- 1. Grant Application Form:** serves as a checklist of required documents for submittal. The intended use is to help the requester ensure all required documents are completed and included in the grant submission packet. This worksheet is available via the website.
- 2. Budget Worksheet:** The Courthouse Lactation Room Installation Grant Budget Worksheet must be included with the grant application. The budget worksheet must be complete and thorough and must specify the amount of cash matching funds that will be provided and from what source those funds will be supplied. This worksheet is available via the website.
- 3. Letter of Request:** shall be on court letterhead and contain the following information:
 - a. a title describing the project;
 - b. proof of resources to meet applicant match requirements as outlined in Sec. 1.5(2) of AB196;

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- c. the name and address of the court, organization, or individual submitting the application;
 - d. the name, title, address, and telephone number of a contact person who can provide further information about the application;
 - e. the estimated start and completion dates for the project; and
 - f. an authorizing signature.
 - The Judge(s), Chief Judge, or Court Administrator of the requesting court must sign the letter.
 - This signature denotes the proposed project has been approved by the court. If grant funding for the project is approved by the AOC, the authorizing official, or specified designee will receive, administer, and be accountable for the awarded funds and project reporting.
- 4. Project Timeline and Responsibilities Narrative:** shall outline the following considerations:
- a. Project Phases and Timeline
 - The proposal should present a management plan including start and end dates for the project, and the methodology that will be used to ensure that all tasks are performed on time, within budget, and at the highest level of quality.
 - b. Roles and Responsibilities
 - The proposal should describe the individual project roles and responsibilities of court staff in completing the grant project.
 - If third-party consultants or contractors will be used, include their names, qualifications, and their project roles and responsibilities.
- 5. Assurances Form:** is available via the website and must be completed and signed by the court judge or administrator.
- 6. Current Vendor Quote(s):** it is the applicant's responsibility to ensure that vendor quotes are valid, accurate, and current at the time of submittal to the AOC.

B. Submission Methods and Timeline

1. Grant requests must be post-marked or received between June 1, 2022 and June 30, 2022. Applications received outside of this window will not be accepted.
2. Grant awards are expected to be dispersed by the end of September, 2022. Grant funds are to be expended by the end of the fiscal year in which funding is received.
3. Courts seeking funding for multiple projects must submit a separate and complete application for each grant project; each application shall contain the original signature of judge or court administrator.
4. The Courthouse Lactation Room Installation Grant is open to Nevada trial courts only. Grant agreements must be between the AOC and selected Nevada trial courts via the judge or court administrator. No third party may enter into an AOC grant agreement on behalf of a trial court.
5. Please send all applications to:
 - a. AOC Grant Program Administrator
Administrative Office of the Courts
201 South Carson Street, Suite 250
Carson City, NV 89701

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- b. Or submit electronically to: aocgrant@nvcourts.nv.gov

III. REVIEW AND APPROVAL PROCESS

Grant requests are evaluated competitively against other requests received within the award submission period. AOC is committed to ensuring a fair and open process of awarding grant funds.

The Grant Review Board first reviews each request to assess completion of the required documents. A second review evaluates whether the request is reasonable, understandable, achievable, and within the parameters of the qualifying areas of the applicable grant. During this process, grant requests are evaluated and ranked based on several factors, including need and the requester's compliance with reporting requirements (MAS, USJR, previous grant cycle awards, etc.) Courts previously awarded grant funding through the AOC must be in compliance with all reporting requirements, as provided in the grant agreement, in order to be considered for funding in any future AOC grant programs.

The AOC Grant Review Board will compile a rating sheet for each application and will assign points for each relevant selection criterion; review results in one of the following recommendations to the State Court Administrator.

- Fund as requested,
- Fund with amendment, or
- Deny funding

The recommendation is submitted, in writing, to the State Court Administrator who will approve or deny the recommendation. The decision of the State Court Administrator is forwarded to the appropriate AOC Grant Program Administrator.

The AOC Grant Program Administrator will send written notice to each applicant concerning decisions to approve, conditionally approve, defer, or deny funding of their projects and the key issues and questions that were raised during the review process. A decision to deny funding of a project may not be appealed, but does not prohibit resubmission of a similar proposal in a subsequent funding cycle.

If conditionally approved or if additional information is needed, a notice requesting the additional information will be sent to the requesting court. Courts have until the date indicated in the notice to respond with the information or provide any requested revisions. If the requested revisions (or a reasonable schedule for submitting such revisions) have not been received by the date indicated in the notice, the conditional approval will be reconsidered and may be deferred or denied.

Approvals are based on available funding. The approved grant award may be made for an amount other than the amount requested. Once a request is approved, an agreement is prepared and forwarded to the requester for signature. The requester is asked to produce an original copy of the agreement, obtain authorized signature, and return to the AOC Grant Program Administrator for signature by the AOC Director. A conformed copy is returned to the requester.

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IV. RESPONSIBILITIES

- A.** The responsibilities of the Nevada Supreme Court, Administrative Office of the Courts, in relation to this grant are to:
1. Oversee expenditure and distribution of AB196 funds allocated for the Courthouse Lactation Room Installation Grant.
 2. Set standards and requirements for grant application processes.
 3. Set standards and processes for grant reporting in accordance with the requirements of AB196.
 4. Perform analysis and publish pertinent statewide judicial information.
- B.** The responsibilities of the local court receiving the grant are to:
1. Design and manage projects in accordance with the requirements of the Courthouse Lactation Room Installation Grant.
 2. Diligently manage funds in accordance with the grant agreement and the grant program policies.
 3. Ensure that grant projects are completed thoroughly and in accordance with both the grant agreement and with the project narrative for which funding was awarded. Absent extenuating circumstances, and written approval from the State Court Administrator, funding must be used for the purposes presented in the grant application or be returned to the AOC.
 4. Provide budget reports to the AOC Grant Administrator throughout the project time period in accordance with the terms outlined in the grant agreement.
 5. Make every effort to provide accurate, timely, consistent judicial information to all necessary state and local agencies according to Supreme Court information standards.
 6. Provide a final narrative report of project completion in accordance with the terms outlined in the grant agreement. This report should be an overview of the project on court letterhead confirming the successful completion of the project in accordance with the terms of the grant agreement. The final report should be thorough, yet brief. Receipts for the project shall be included with the final report. Additionally, the Final Budget Report Form shall also be included with the submission.
 7. Keep in mind that grant funds must be expended by the end of the fiscal year in which they were awarded. Should an amendment to the original grant agreement terms be necessary for any reason, the court will contact the AOC Grant Program Administrator no later than 30 days prior to the expiration of the original grant agreement.