



Lauren Belaustegui Ohlin, MA GPC  
Director of Grants  
Washoe County School District  
P.O. Box 30425 Reno, NV 89520-3425

Via Email: [LOhlin@washoeschools.net](mailto:LOhlin@washoeschools.net)

Dear Ms. Ohlin:

I am pleased to inform you that the City of Sparks has awarded the Washoe County School District (WCSD) a grant in the amount of \$58,600. The grant is intended to support WCSD's efforts in meeting the food and nutrition needs of students attending WCSD schools in Sparks facing increased food insecurity as a result of the COVID-19 pandemic. The funds shall be used to acquire the nutrition services materials and equipment, or substantially similar materials and equipment, identified in Exhibit 1, attached to this agreement.

The grant is made from the CARES Act Coronavirus Relief Fund and use of the funds must be in accordance with the provisions of the CARES Act and pertinent federal regulations. Specifically, spending must be related to responding to the public health emergency created by the COVID-19 pandemic. The funding period is March 27, 2020 through December 30, 2020. Although this award will be made after the beginning of the funding period, you are able to use the funds for expenses for nutrition services dating back to March 27, 2020 if expenses were related to the pandemic. However, if you are unable to expend the awarded funds in accordance with the CARES Act within the spending period, please return the unspent portion to the City by December 11, 2020 to allow us time to repurpose the unspent funds.

Due to the emergency nature of the COVID-19 pandemic, the full amount of the award consisting of fifty-eight thousand six hundred dollars (\$58,600.00) shall be dispersed via electronic funds transfer (EFT) to the WCSD upon execution of this agreement. Once this agreement is finalized, Derek Haren, an Accountant from the City of Sparks Financial Services Department, will contact you to process the transfer of funds.

The WCSD will provide the City of Sparks Financial Services Department monthly measurement reports detailing how the funds were used. Please email these monthly expense reports to Derek Haren ([dharen@cityofsparks.us](mailto:dharen@cityofsparks.us)) no later than the fifteenth (15<sup>th</sup>) of each month for expenses incurred during the previous month. Since the WCSD will be a sub-recipient of federal assistance passed through the City of Sparks from the State of Nevada, monitoring of compliance with the CARES Act and federal regulations will be in accordance with 2 C.F.R. §§

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Grant Award Agreement  
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200.330 through 200.332. The Catalogue of Federal Domestic Assistance identification number for this federal assistance is CFDA 21.019.


City of Sparks Point of Contact: Armando Ornelas  
Assistant Community Services Director  
775.544.0396 / [aornelas@cityofsparks.us](mailto:aornelas@cityofsparks.us)

City of Sparks Signature:

  
\_\_\_\_\_  
Neil C. Krutz, ICMA-CM  
City Manager

Date: 10/29/20

Approved as to Legal form:

By:   
\_\_\_\_\_  
City Attorney's Office

Washoe County School District Point of Contact: Lauren Belaustegui Ohlin, MA GPC  
Director of Grants  
775-348-0254 / [LOhlin@washoeschools.net](mailto:LOhlin@washoeschools.net)

Washoe County School District signature:

  
\_\_\_\_\_  
Date: 10/29/20

cc: Darek Haren, City of Sparks



## Exhibit 1

### Washoe County School District – Support of City of Sparks Schools for Nutrition Services

For SY 2020-21, Washoe County School District has all 64 elementary schools open and all middle and high schools have a hybrid model, meaning each day one-half of the 33,000+ middle and high school students attend school in person, while the other half attend school online. Within the City of Sparks, there are 16 elementary, four middle and two high schools.

District-wide, 48.57% of all students qualify for the Free and Reduced Lunch (FRL) program. Recognizing that each school is unique, WCSD's Nutrition Services Department is implementing three food delivery models in addition to the traditional cafeteria lunch service model to accommodate the new social distancing practices. This will allow Nutrition Services to partner with each school to meet students' needs and continue to enhance food security and student safety. All three service models provide for social distancing service line protocol and identifiers to aid in reducing the chance of COVID-19 transmission. These models include:

1. **Lunch in the Classroom:** Used in most elementary schools.
2. **Second Chance Lunch:** Serves meals at staggered times and is used at most secondary campuses. In higher grades, where the school day starts earlier, Second Chance Lunch proves successful, as many older children are not hungry when they first wake and this option allows access to a meal at school if a student missed breakfast at home.
3. **Grab and Go Lunch:** Assists with speed of service and allows for social distancing of students at various locations on a school campus rather than having a central point for meal distribution. This model can also be used if Nutrition Services is permitted to serve multi-day packed meals at the end of school days if the District implements a "two days on/two days away" blended attendance model.

#### Request for Funds:

To successfully implement these three meal delivery models, the following equipment is required:

- **Insulated Food Bags to bring good to classrooms.**
- **Carts - to deliver food to classrooms.**
- **Oxivir wipes for food worker to wipe down areas at point of food distribution.**
- **Cardboard packaging for meals.**
- **Milk Coolers for safe storage and handling of products in unitized packaging.**

#### Grants Management

Presently, WCSD's Grants Department manages more than \$68 million in federal, state and local funds. Fiscal administration of this grant will be under the direction of the WCSD Director of Grants and Grants Fiscal Administrator. WCSD has been in compliance with federal agencies and applicable regulations in documenting and/or reporting, and making progress toward grant goals and/or objectives for achieving expected results or grant outcomes/outputs. The Grants Department is also responsible for tagging all grant funded assets and follows the federal regulations outlined in EDGAR (US Education Department General Administrative Regulations) that include: funding source; acquisition date, cost and vendor; serial number; location of item, including use and condition district issued asset; physical inventory; records to support steps followed if property is lost, stolen or damage; and final disposition of property. The Grants Department will work in collaboration with the City of Sparks to ensure all federal reporting requirements are met and that money is fully expended by December 30, 2020. For more information about the Grants Department please contact Lauren Ohlin, Director of Grants [lohlin@washoeschools.net](mailto:lohlin@washoeschools.net) 775-348-0254 or Jill Murdock, Grants Fiscal Administrator [jmurdock@washoeschools.net](mailto:jmurdock@washoeschools.net) 775-348-0212.



**Nutrition Services Equipment for WCSD Schools located within City of Sparks**

**City of Sparks**

Item	Quantity	Unit Price	Total
Insulated Food Bags (3EW171) 12.75"x14"x7.75", Insulated, zipper top. By the case.	3	\$ 75.00	\$ 225.00
Oxivir Wipes (#DVO4599516). By the canister.	166	\$ 161.00	\$ 26,726.00
Cardboard Box Packaging (#100961): RSC 16"x12"x8" GI 200# SW CKPI. By the case.	5	\$ 800.00	\$ 4,000.00
Stainless Steel 3-Tier Heavy Duty Cart (#37786): 40"x20", 350-lb. capacity.	22	\$ 534.00	\$ 11,748.00
Milk Coolers (#SM58HC-5) 58" x 30" x 41", 22.63 cu. ft.	6	\$ 2,642.00	\$ 15,852.00
<b>Total</b>			<b>\$ 58,551.00</b>

**Elementary Schools:** Beasley, Bohach, Diedrichsen, Drake, Dunn, Greenbrae, Juniper, Lincoln Park, Maxwell, Mitchell, Moss, Risley, Supelveda, Kate Smith, Van Gorder, and Whitehead.

**Middle Schools:** Dilworth, Mendive, Sky Ranch, and Sparks.

**High Schools:** Reed and Sparks