

**BRIAN SANDOVAL**  
Governor

**STEVE CANAVERO, Ph.D.**  
Superintendent  
of Public Instruction

STATE OF NEVADA



DEPARTMENT OF EDUCATION  
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Teri White, Superintendent  
Douglas County School District  
1638 Mono Avenue  
Minden, Nevada 89423

Dear Superintendent White,

On behalf of the Nevada Department of Education (NDE), let me congratulate you for receiving the award for the Project Aware Grant program.

The Project Aware Grant will allow you to successfully implement your goals of providing a safe and respectful learning environment for all students by increasing mental health literacy of adults who interact with school-aged children; promote positive behavior and mental health of students at all schools; and build awareness and connections between schools and Douglas County mental health resources to provide needed access to mental health supports for students and families identified in need.

### **Subaward**

The official Subaward will be available in NDE's Electronic Plans, Applications, Grants and Expenditures (ePAGE) grant application software once the electronic application has been submitted by the Douglas County School District and approved by NDE in ePAGE.

### **Request for Funds**

Request for Funds must ensure that funds are expended in a timely manner and before the end of the grant cycle. In addition, please ensure that the proper forms are used for requesting funds. *Project Aware Grant* funds will be distributed on a reimbursement system with the supporting source documentation.

### **Critical Dates**

- **September 30, 2016** – Funds not committed for expenditures by September 30, 2016, will revert to the State General Fund after all payments of money committed have been made.

- **September 30, 2016** – The funded organization will submit Request for Funds Reimbursement Form to the Nevada Department of Education (NDE) monthly. The final date for Request for Funds to be submitted is September 30, 2016.
- **October 15, 2016** – Annual Financial Report is due to NDE.

**Contact Information**

Request for Funds and budget questions should be submitted to Soni Bigler, Grants Analyst, at [sonibigler@doe.nv.gov](mailto:sonibigler@doe.nv.gov). If you have any program specific questions or need further assistance, please contact the Education Programs Professional working with the Project Aware Grant, Marco Erickson (775) 687-9161 or [merickson@doe.nv.gov](mailto:merickson@doe.nv.gov).

Sincerely,



Dr. Steve Canavero  
Superintendent of Public Instruction  
Nevada Department of Education

cc: Edward Ableser, Director, Office of Safe and Respectful Learning  
Marco Erickson, Education Programs Professional  
Soni Bigler, Grants Analyst