



State of Nevada  
Department of Health and Human Services  
**Division of Child & Family Services**  
(hereinafter referred to as the Division)

Subaward # **93556-20-303**  
Budget 3146  
Account: 3145  
Category: 65  
GL: \_\_\_\_\_  
Job Number: 9355620F

## SUBAWARD AMENDMENT #5

Grants Management Unit (GMU) Child Welfare Grants			
<input type="checkbox"/> (Chafee) Chafee Independent Living <input type="checkbox"/> (FAFFY) Transition from Foster Care <input type="checkbox"/> (ETV) Educational Training Voucher <input type="checkbox"/> (IVB-1) Title IV-B, Subpart 1 <input type="checkbox"/> (IVB-2) Title IV-B, Subpart 2 <input type="checkbox"/> (IVB-2) Caseworker Visitation <input type="checkbox"/> (DR) Differential Response	<input type="checkbox"/> (AI) Adoption Incentive <input type="checkbox"/> (CJA) Children's Justice Act <input type="checkbox"/> (CANS) Child Abuse and Neglect <input type="checkbox"/> (CDR) Child Death Review <input type="checkbox"/> (CTF) Children's Trust Fund <input type="checkbox"/> (CBCAP) Community Based Child Abuse <input checked="" type="checkbox"/> (IVB2-FF) Title IVB-2, Family First Transition Act		
<b>Email to:</b> DCFS GMU <a href="mailto:DCFSgrants@dcfs.nv.gov">DCFSgrants@dcfs.nv.gov</a>		<b>Subrecipient Name:</b> Washoe County Human Services Agency	
<b>Address:</b> 4126 Technology Way, Suite 100 Carson City, Nevada 89706		<b>Address:</b> 350 South Center Street, Reno NV 89501 <b>Contact Person:</b> Ryan Gustafson or Pamela Mann	
<b>Subaward Period:</b> October 1, 2020-September 30, 2024		<b>Amendment Effective Date:</b> (Upon approval by all parties)	
<b>This amendment reflects a change to:</b>		<input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Term <input checked="" type="checkbox"/> Budget	
<b>Reason for Amendment:</b> To provide accurate reimbursement under appropriate categories.			
<b>Reference</b> GIR-21-18- BUDGET MODIFICATIONS			
<b>Required Changes:</b> Request funding remaining in five-year award added to budget and award extended through year 4 of award. Funding for continued support of Early Head Start PAT implementation and TF-CBT & EMDR Evaluation, as well as continued support for TF-CBT training and certification for clinical staff.			

Approved Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$0.00	\$0.00	\$0.00
2. Travel/Training	\$4,849.99	\$0.00	\$4,849.99
3. Operating	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00
5. Contractual/Consultant	\$632,433.52	\$69,858.49	\$702,292.01
6. Other	\$1,020.00	\$0.00	\$1,020.00
<b>TOTAL DIRECT COSTS</b>	<b>\$638,303.51</b>	<b>\$69,858.49</b>	<b>\$708,162.00</b>
7. Indirect Costs	\$0.00	\$0.00	\$0.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$638,303.51</b>	<b>\$69,858.49</b>	<b>\$708,162.00</b>

**Incorporated Documents:**

Exhibit A: Original Notice of Subaward and all previous amendments

By signing this Amendment, the Authorized Subrecipient Official or their designee, Grants and Projects Analyst II, and Division of Child and Family Services Administrator acknowledge the above as the new standard of practice for the above referenced Subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subaward and all of its Attachments.

Authorized Subrecipient Official	Signature	Date
Ryan Gustafson, WCHSA Interim Agency Director	Ryan Gustafson <small>Digitally signed by Ryan Gustafson Date: 2023.10.10 09:05:56 -07'00'</small>	
Grants and Projects Analyst II	<i>M. Husina</i>	10-10-23
For <del>Emily Black</del> <b>MARLA McDade - WILLIAMS</b> Deputy Administrator, Division of Child and Family Services	<i>Ed Kemmer</i>	10/10/23
Division of Child and Family Services Fiscal Authority	<i>Kendra Miller</i>	10/11/23

**NOTICE OF SUBAWARD ADDITIONAL FEDERAL FUNDING SHEET**

<b>Federal Award Computation</b>				
Total Obligated by this Action:	\$			69,858.49
Cumulative Prior Awards this Budget Period:	\$			638,303.51
Total Federal Funds Awarded to Date:	\$			708,162.00
Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N				
Amount Required this Action:	\$			0.00
Amount Required Prior Awards:	\$			0.00
Total Match Amount Required:	\$			0.00
Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N				
<b>Federal Budget Period:</b>				
October 1, 2019 through September 30, 2025				
<b>Federal Project Period:</b>				
October 1, 2019 through September 30, 2025				
<b>FOR AGENCY USE ONLY</b>				
<b>Source of Funds:</b>	<b>% Funds:</b>	<b>CFDA:</b>	<b>FAIN:</b>	<b>FEDERAL GRANT #:</b>
Promoting Safe and Stable Families program Title IV-B, Subpart 2 of the Social Security Act	100	93.556	2001NVFFTA	2001NVFFTA
<b>Federal Grant Award Date by Federal Agency:</b>		October 1, 2019		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**SECTION B**

**Description of Services, Scope of Work and Deliverables**

Washoe County Human Services Agency, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**Scope of Work for Washoe County Human Services Agency (WCHSA)**

<b>Goal 1: Implement the Trauma-Focused Cognitive Behavioral Therapy model in Washoe County</b>				
<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
The objectives of this program are to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. In order to achieve this goal, WCHSA proposes to train and certify 15 WCHSA staff and 20 community partners through Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) National Therapist Certification Program. TF-CBT is an evidence-based treatment that has been evaluated and refined during the past 25 years to help children and adolescents recover after trauma.	1. Recognizing the need for a community-based approach to most effectively implement the TF-CBT model, we will identify multiple community partners to assist in the implementation of TF-CBT.	08/31/2021	1. Training participation records, consultation call logs, TF-CBT certification documents	1. 35 people in Washoe County will receive TF-CBT certification
	2. Up to 35 individuals from WCHSA and community partners will participate in a three-day TF-CBT training and 12 follow-up consultation calls, as well as meet all other requirements in order to receive TF-CBT certification.	09/30/2024	2. Client records for families who participate in TF-CBT 3. Evaluation report from external evaluator	2. 100 clients in Washoe County will participate in the TF-CBT model
	3. Trained individuals will begin implementation of the TF-CBT model with families throughout Washoe County.	10/31/2021		
	4. WCHSA will identify a local core supervisory group to provide program guidance, ensure model fidelity and move toward completing the TF-CBT Train the Trainer program in future years.	09/30/2023		
	5. TF-CBT is rated as a promising practice by the Title IV-E Prevention Services Clearinghouse. Thus, we will contract with a professional evaluator to formally evaluate the efficacy of this model locally.	09/30/2023		

SUBAWARD #: \_\_\_\_\_  
PROGRAM: \_\_\_\_\_

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 2: Implement the Parents as Teachers model in Washoe County**

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
Parents as Teachers (PAT) is a home-visiting parent education program that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. PAT will be provided to Washoe County families through a partnership with UNR Early Head Start. Parents as Teachers is rated as a well-supported practice by the Title IV-E Prevention Services Clearinghouse as of June 2019.	<ol style="list-style-type: none"> <li>1. Recognizing the need for a community-based approach to most effectively implement the Parents as Teachers model, we will enter into a contract with Early Head Start to partner in implementation.</li> <li>2. Early Head Start will provide implementation consultation to facilitate efficacy in model implementation.</li> <li>3. Early Head Start will hire up to three new workers to implement PAT in conjunction with WCHSA, acting as a referral agency for WCHSA families.</li> <li>4. Early Head Start will provide PAT services for qualified families in Washoe County, including home visits/assessments, screening and support.</li> </ol>	<p>02/28/2022</p> <p>09/30/2024</p> <p>09/30/2024</p>	<ol style="list-style-type: none"> <li>1. Contract with UNR Early Head Start</li> <li>2. Client records for families who participate in PAT</li> </ol>	<ol style="list-style-type: none"> <li>1. Up to three new workers will be hired by Early Head Start to implement PAT</li> <li>2. 12 qualified families will receive participate in the PAT model through Early Head Start</li> </ol>

**Goal 3: Enhance internal systems to better support the implementation of Families First Prevention Services**

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
Internal enhancements, which encompass staff and participant safety as well as data tracking, are necessary in order to support successful and impactful FFPSA-aligned programming into the future. These enhancements will provide the tools to create new policies, processes and procedures agency-wide that align with FFPSA guidance and requirements.	<ol style="list-style-type: none"> <li>1. Identify and contract with a vendor to provide tools and staff training in data tracking programs as well as strategies and best practices for data tracking and usage.</li> <li>2. Contract with Collaborative Safety to provide systems review, technology and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. This contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.</li> </ol>	<p>09/30/2023</p> <p>09/30/2023</p>	<ol style="list-style-type: none"> <li>1. Contractual agreements from vendors.</li> </ol>	<ol style="list-style-type: none"> <li>1. WCHSA policies and procedures will be updated to incorporate enhanced strategies around safety and data collection/usage.</li> </ol>

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 4: Increase type and number of evidence-based practices available for families under FFPSA**

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
FFPSA requires that evidence-based programs and practices are utilized for program implementation. Programs that are not currently rated at a sufficient level according to the Federal Clearinghouse must have a local-level program evaluation completed. To add an additional FFPSA tool at Washoe County, we will conduct a program evaluation for Eye Movement Desensitization and Reprocessing (EMDR).	1. EMDR is rated as a supported practice by the Title IV-E Prevention Services Clearinghouse. Thus, we will contract with a professional evaluator to formally evaluate the efficacy of this model locally.	09/30/2024	1. Contractual agreement with external evaluator. 2. Evaluation report from external evaluator	1. Completion of evaluation report.

**Total Personnel Costs**

List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

Total Personnel Costs				Including Fringe	Total:	\$	-	
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.								
				Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
Name of Employee (if known, otherwise state new position).								
Title of position & Position Control Number								
Length of time in Position								
*Insert details to describe position duties as it relates to the funding (specific program objectives).								\$ -
Name of Employee (if known, otherwise state new position).								
Title of position & Position Control Number								
Length of time in Position								
*Insert details to describe position duties as it relates to the funding (specific program objectives).								\$ -
Name of Employee (if known, otherwise state new position).								
Title of position & Position Control Number								
Length of time in Position								
*Insert details to describe position duties as it relates to the funding (specific program objectives).								\$ -
Name of Employee (if known, otherwise state new position).								
Title of position & Position Control Number								
Length of time in Position								
*Insert details to describe position duties as it relates to the funding (specific program objectives).								\$ -
*Insert new row for each position funded or delete this row.								
Total Fringe Cost \$				-				Total: \$ -

\*revise this formula as needed to include each position listed

**Travel/Training**

Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to [www.gsa.gov](http://www.gsa.gov)) and State rates for mileage (\$4.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

<b>Travel/Training</b>	<b>Total:</b>	<b>\$</b>	<b>4,849.99</b>
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to <a href="http://www.gsa.gov">www.gsa.gov</a> ) and State rates for mileage (\$4.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.			
<b><u>Out-of-State Travel</u></b>			
<b><u>Title of Trip &amp; Destination such as CDC Conference: San Diego, CA</u></b>	<b><u>Cost</u></b>	<b><u># of Trips</u></b>	<b><u># of Days</u></b>
<b><u>Airfare: Cost per trip (origin &amp; destination) x # of trips x # of staff</u></b>			<b><u># of Staff</u></b>
Baggage fee: \$ amount per person x # of trips x # of staff			
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff			

\*revise as needed to include costs of multiple trips.

Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff		\$	-
Ground Transportation: \$ per r/trip x # of trips x # of staff		\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff		\$	-
Parking: \$ per day x # of trips x # of days x # of staff		\$	-

**Justification:**

Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

<b>In-State Travel</b>						
<u>Origin &amp; Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$	4,849.99
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Motor Pool (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days					\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-
Training fees: Parents as Teachers, Foundational Module + Ages 3-5 Add-On Module	\$	-			0	\$
Training fees: Parents as Teachers, Ages 3-5 Add-on Module only	\$	-			0	\$
Training fees: Acceptance and Commitment Therapy	\$	249.99			49	\$
Training fees: Trauma-Focused Cognitive Behavioral Therapy	\$	546.00				4,849.99

**Justification:**

With Families First Transition Act funding, Washoe County Human Services Agency (WCHSA) proposes to integrate new, evidence-based models into our local child welfare system to promote improved outcomes among children and families in Washoe County. Funds are budgeted to provide training for these models in order for WCHSA staff as well as individuals from relevant community partners to become certified in these models and implement them throughout the community. These trainings are provided online.

**Acceptance and Commitment Therapy (ACT)** will be used to improve the outcomes for children and families with whom WCHSA is working to prevent entry into the child welfare system, or once in the child welfare system, those in need of individual or family therapy. Funds are included for 50 individuals from WCHSA and relevant community partners to complete a three-day ACT training in order to earn certification. (COMPLETED JUNE 2021)

**Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)** is an evidence-based treatment designed to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. Funds are included for 24 individuals from WCHSA and relevant community partners to complete an online pre-training in the TF-CBT model. Funding for the full TF-CBT training is included under Contractual.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

<b>Operating</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.			

Reverse as needed to include costs of multiple trips.

Office supplies: \$ Amount x # of FTE staff x # of months	\$	-
Occupancy	\$	-
Communications	\$	-
Rent: \$ per month x 12 months x # of FTE	\$	-
Utilities: \$ per quarter x 4 quarters	\$	-
State Phone Line: \$ per month x 12 months x # of FTE	\$	-
Voice Mail: \$ per month x 12 months x # of FTE	\$	-
Conference Calls: \$ per month x 12 months	\$	-
Long Distance: \$ per month x 12 months	\$	-
Email: \$ per month x 12 months x # of FTE	\$	-

**Justification:**

**Equipment**

List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment

\$ -

**Total: \$ -**

**Contractual**

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

**Total: \$ 702,292.01**

Revise this formula as needed to include each Contractor listed

Name of Contractor/Subrecipient: UNR Early Head Start

\$ 334,898.67

Method of Selection: Sole source

Period of Performance: February 1, 2022 - September 30, 2023

Scope of Work: Parents as Teachers (PAT) is a home-visiting parent education model that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. This contract will provide UNR Early Head Start with resources in order to partner in the implementation of the Parents as Teachers model. This contract includes program start-up costs, including the hiring of personnel, implementation/consultation support and affiliate fees. The contract also incorporates funding for the first year of program implementation for up to 12 families.

\*Sole Source Justification: UNR Early Head Start is the only approved user of the Parents as Teachers model in the region.

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

\$ 17,273.75

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment for children and adolescents impacted by trauma and their parents or caregivers. Research shows that TF-CBT successfully resolves a broad array of emotional and behavioral difficulties associated with single, multiple and complex trauma experiences. This contract includes a two-day, in person TF-CBT training for selected WCHSA staff and community partners in order to gain TF-CBT certification and implement the model locally. The contract also includes six months of follow-up consultation in order to provide support as the model is implemented.



<u>*Sole Source Justification:</u> N/A	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> Collaborative Safety	\$ 126,875.00
<u>Method of Selection:</u> Sole source	
<u>Period of Performance:</u> August 1, 2021 - September 30, 2023	
<u>Scope of Work:</u> Collaborative Safety will provide systems review, technology, and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. Safety science is used to determine the causes of safety incidents in a way that is non-blaming and gets to the root causes of accidents. The science is applied in child welfare to evaluate both worker level and systemic barriers that can contribute to child safety. The contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.	
<u>*Sole Source Justification:</u> Collaborative Safety provides a proprietary model that utilizes evidence-based practices designed specifically for health and human service agencies.	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> SafeSignal	\$ 18,240.00
<u>Method of Selection:</u> Competitive bid	
<u>Period of Performance:</u> April 1, 2021 - September 30, 2022	
<u>Scope of Work:</u> SafeSignal will provide an emergency notification system to lend to overall worker safety while in the field. SafeSignal technology utilizes a worker's cell phone to create a "panic button" that can be deployed quickly and easily in an emergency situation to dispatch law enforcement. SafeSignal will provide equipment and 24/7 monitoring to support WCHSA staff at all times.	
<u>*Sole Source Justification:</u> N/A	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> TBD	\$ 40,000.00
<u>Method of Selection:</u> Competitive bid	
<u>Period of Performance:</u> May 1, 2021 - September 30, 2022	
<u>Scope of Work:</u> Contractor will provide technical assistance to support the implementation of FFPSA, including updating Title IV-E claiming process and documents, prevention service and administrative cost claiming, collection of evidence-based practices service delivery data, and program evaluation and continuous quality improvement efforts.	
<u>*Sole Source Justification:</u> N/A	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> Multiple	\$ 98,760.00
<u>Method of Selection:</u> Competitive bid	
<u>Period of Performance:</u> July 1, 2021 - September 30, 2022	

Scope of Work: WCHSA is in the process of developing emergency out-of-home, family-based care models that align with FFPSA goals and requirements. This process will take time and resources in order to scale up and completely transition to this new model. As such, funds are budgeted to support start-up costs, as well programmatic and administrative expenses, in order to ensure placements are available 24/7 to replace the current congregate emergency shelter model. These essential expenses will afford the agency the time to solidify a budgetary model to sustain these enhanced services into the future.

\*Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

\$ 56,244.59

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2023

Scope of Work: Per FFPSA guidance, formal program evaluations are required for programs that do not meet Title IV-E Prevention Services Clearinghouse criteria. Funds are budgeted to contract with a vendor to evaluate Trauma-Focused Cognitive Behavior Therapy (currently rated as Promising) and Eye Movement Desensitization and Reprocessing (currently rated as Supported).

\*Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

\$ 10,000.00

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: As processes and procedures are updated to align with FFPSA guidance, we are moving toward more online, cloud-based data monitoring. Funds are budgeted to work with a vendor to obtain staff training on data tracking programs as well as strategies and best practices for data tracking and usage.

\*Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Other	Total:	\$	1,020.00
Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.			
Printing Services: \$ amount/month x 12 months	\$	-	
Copier/Printer Lease: \$ amount/month x 12 months	\$	-	
Property and Contents Insurance per year	\$	-	
Car Insurance: \$ per month x 12 months	\$	-	
Postage: \$ per month x 12 months	\$	-	
Audit	\$	-	
Trauma Focused Cognitive Behavioral Therapy application and certification fees	\$	1,020.00	

Justification: Funds are budget for TF-CBT application and certification fees. These fees are in conjunction with the training fees included under Contractual and Travel/Training and will ensure that participants receive the full benefit of TF-CBT certification.

<b>TOTAL DIRECT CHARGES</b>	<b>\$</b>	<b>708,162.00</b>
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<b>Indirect</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in Cell F112 will automatically calculated 10%. Applicants may override this formula only to request a lower indirect rate.			
Identify Indirect Expenses		\$	-
Add more as necessary and adjust formula in F112		\$	-
to reflect changes		\$	-
<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$</b>	<b>708,162.00</b>



State of Nevada  
Department of Health and Human Services  
**Division of Child & Family Services**  
(hereinafter referred to as the Division)

Subaward # 93556-20-303  
Budget Account 3146 245  
Category 65  
GL \_\_\_\_\_  
Job Number 9355620F

## SUBAWARD AMENDMENT #4

Grants Management Unit (GMU) Child Welfare Grants			
<input type="checkbox"/> (Chafee) Chafee Independent Living <input type="checkbox"/> (FAFFY) Transition from Foster Care <input type="checkbox"/> (ETV) Educational Training Voucher <input type="checkbox"/> (IVB-1) Title IV-B, Subpart 1 <input type="checkbox"/> (IVB-2) Title IV-B, Subpart 2 <input type="checkbox"/> (IVB-2) Caseworker Visitation <input type="checkbox"/> (DR) Differential Response		<input type="checkbox"/> (AI) Adoption Incentive <input type="checkbox"/> (CJA) Children's Justice Act <input type="checkbox"/> (CANS) Child Abuse and Neglect <input type="checkbox"/> (CDR) Child Death Review <input type="checkbox"/> (CTF) Children's Trust Fund <input type="checkbox"/> (CBCAP) Community Based Child Abuse <input checked="" type="checkbox"/> (IVB2-FF) Title IVB-2, Family First Transition Act	
Email to: DCFS GMU <a href="mailto:DCFSgrants@dcfs.nv.gov">DCFSgrants@dcfs.nv.gov</a>		Subrecipient Name: Washoe County Human Services Agency	
Address: 4126 Technology Way, Suite 100 Carson City, Nevada 89706		Address: 350 South Center Street, Reno NV 89501 Contact Person: Ryan Gustafson or Pamela Mann	
Subaward Period: October 1, 2020-September 30, 2023		Amendment Effective Date: (Upon approval by all parties)	
This amendment reflects a change to: <input type="checkbox"/> Scope of Work		<input type="checkbox"/> Term <input checked="" type="checkbox"/> Budget	
Reason for Amendment: To provide accurate reimbursement under appropriate categories.			
Reference: GIR-21-18- BUDGET MODIFICATIONS			
Required Changes: Request to move funding from Travel/Training and Other to Contractual for completion of our Family First Transition Act program. Additional funds will support the UNR/Parents as Teachers program. Request does not affect SOW.			
Approved Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$0.00	\$0.00	\$0.00
2. Travel/Training	\$14,979.51	(\$10,129.52)	\$4,849.99
3. Operating	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00
5. Contractual/Consultant	\$614,189.00	\$18,244.52	\$632,433.52
6. Other	\$9,135.00	(\$8,115.00)	\$1,020.00
TOTAL DIRECT COSTS	\$638,303.51	\$0.00	\$638,303.51
7. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL APPROVED BUDGET	\$638,303.51	\$0.00	\$638,303.51

### Incorporated Documents:

Exhibit A: Original Notice of Subaward and all previous amendments

By signing this Amendment, the Authorized Subrecipient Official or their designee, Grants and Projects Analyst II, and Division of Child and Family Services Administrator acknowledge the above as the new standard of practice for the above referenced Subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subaward and all of its Attachments.

	Signature	Date
Authorized Subrecipient Official Ryan Gustafson, WCHSA Interim Agency Director Grants and Projects Analyst II	 Digitally signed by Ryan Gustafson Date: 2023.09.20 14:26:00 07200	9-21-23
For Cindy Pitlock Deputy Administrator, Division of Child and Family Services		9/25/23
Division of Child and Family Services Fiscal Authority		9/21/23

**Total Personnel Costs** **Including Fringe** **Total:** \$ -

Reverse this formula as needed to include each position listed

List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number Length of time in Position *Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number Length of time in Position *Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number Length of time in Position *Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number Length of time in Position *Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -
<b>Total Fringe Cost \$ -</b>					<b>Total: \$ -</b>

**Travel/Training**

Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to [www.gsa.gov](http://www.gsa.gov)) and State rates for mileage (\$4.0 cents) as a guide unless the organization's policies specify lower rates for those expenses. Out-of-state travel or non-standard fares require special justification.

Out-of-State Travel						Total:
Title of Trip & Destination such as CDC Conference, San Diego, CA	Cost	# of Trips	# of Days	# of Staff		\$ -
Airfare: Cost per trip (origin & destination) x # of trips x # of staff						\$ -
Baggage fee: \$ amount per person x # of trips x # of staff						\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff						\$ -

\*Reverse as needed to include costs of multiple trips.

Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$	-
Ground Transportation: \$ per rtrip x # of trips x # of staff	\$	-
Mileage: (rate per mile x # of miles per rtrip) x # of trips x # of staff	\$	-
Parking: \$ per day x # of trips x # of days x # of staff	\$	-

**Justification:**

Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel Origin & Destination	Cost	# of Trips	# of Days	# of Staff	\$	4,849.99
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$	-
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Motor Pool: (\$ car/day + # miles/day x \$ rate per mile) x # trips x # days					\$	-
Mileage: (rate per mile x # of miles per rtrip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-
Training fees: Parents as Teachers, Foundational Module + Ages 3-5 Add-On Module	\$	-		0	\$	-
Training fees: Parents as Teachers, Ages 3-5 Add-on Module only	\$	-		0	\$	-
Training fees: Acceptance and Commitment Therapy	\$	249.99		49	\$	-
Training fees: Trauma-Focused Cognitive Behavioral Therapy	\$	546.00			\$	4,849.99

Revise as needed to include costs of multiple trips.

**Justification:**

With Families First Transition Act funding, Washoe County Human Services Agency (WCHSA) proposes to integrate new, evidence-based models into our local child welfare system to promote improved outcomes among children and families in Washoe County. Funds are budgeted to provide training for these models in order for WCHSA staff as well as individuals from relevant community partners to become certified in these models and implement them throughout the community. These trainings are provided online.

Acceptance and Commitment Therapy (ACT) will be used to improve the outcomes for children and families with whom WCHSA is working to prevent entry into the child welfare system, or once in the child welfare system, those in need of individual or family therapy. Funds are included for 50 individuals from WCHSA and relevant community partners to complete a three-day ACT training in order to earn certification. (COMPLETED JUNE 2021)

Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment designed to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. Funds are included for 24 individuals from WCHSA and relevant community partners to complete an online pre-training in the TF-CBT model. Funding for the full TF-CBT training is included under Contractual

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

<b>Operating</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.			

Office supplies: \$ Amount x # of FTE staff x # of months	\$	-
Occupancy	\$	-
Communications	\$	-
Rent: \$ per month x 12 months x # of FTE	\$	-
Utilities: \$ per quarter x 4 quarters	\$	-
State Phone Line: \$ per month x 12 months x # of FTE	\$	-
Voice Mail: \$ per month x 12 months x # of FTE	\$	-
Conference Calls: \$ per month x 12 months	\$	-
Long Distance: \$ per month x 12 months	\$	-
Email: \$ per month x 12 months x # of FTE	\$	-

Justification:

**Equipment**  
List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment

\$ -

Total: \$ -

**Contractual**  
Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-grants or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

Total: \$ 632,433.52

Name of Contractor/Subrecipient: UNR Early Head Start

\$ 277,678.52

Method of Selection: Sole source

Period of Performance: February 1, 2022 - September 30, 2023

Scope of Work: Parents as Teachers (PAT) is a home-visiting parent education model that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. This contract will provide UNR Early Head Start with resources in order to partner in the implementation of the Parents as Teachers model. This contract includes program start-up costs, including the hiring of personnel, implementation/consultation support and affiliate fees. The contract also incorporates funding for the first year of program implementation for up to 12 families.

\*Sole Source Justification: UNR Early Head Start is the only approved user of the Parents as Teachers model in the region.

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

\$ 17,273.75

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment for children and adolescents impacted by trauma and their parents or caregivers. Research shows that TF-CBT successfully resolves a broad array of emotional and behavioral difficulties associated with single, multiple and complex trauma experiences. This contract includes a two-day, in person TF-CBT training for selected WCHSA staff and community partners in order to gain TF-CBT certification and implement the model locally. The contract also includes six months of follow-up consultation in order to provide support as the model is implemented.

\*Review this formula as needed to include each Contractor listed

<u>*Sole Source Justification:</u> N/A	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> Collaborative Safety	\$ 126,875.00
<u>Method of Selection:</u> Sole source	
<u>Period of Performance:</u> August 1, 2021 - September 30, 2023	
<u>Scope of Work:</u> Collaborative Safety will provide systems review, technology, and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. Safety science is used to determine the causes of safety incidents in a way that is non-blaming and gets to the root causes of accidents. The science is applied in child welfare to evaluate both worker level and systemic barriers that can contribute to child safety. The contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.	
<u>*Sole Source Justification:</u> Collaborative Safety provides a proprietary model that utilizes evidence-based practices designed specifically for health and human service agencies.	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> SafeSignal	\$ 18,240.00
<u>Method of Selection:</u> Competitive bid	
<u>Period of Performance:</u> April 1, 2021 - September 30, 2022	
<u>Scope of Work:</u> SafeSignal will provide an emergency notification system to lend to overall worker safety while in the field. SafeSignal technology utilizes a worker's cell phone to create a "panic button" that can be deployed quickly and easily in an emergency situation to dispatch law enforcement. SafeSignal will provide equipment and 24/7 monitoring to support WCHSA staff at all times.	
<u>*Sole Source Justification:</u> N/A	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> TBD	\$ 40,000.00
<u>Method of Selection:</u> Competitive bid	
<u>Period of Performance:</u> May 1, 2021 - September 30, 2022	
<u>Scope of Work:</u> Contractor will provide technical assistance to support the implementation of FFPSA, including updating Title IV-E claiming process and documents, prevention service and administrative cost claiming, collection of evidence-based practices service delivery data, and program evaluation and continuous quality improvement efforts.	
<u>*Sole Source Justification:</u> N/A	
<u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<u>Name of Contractor/Subrecipient:</u> Multiple	\$ 98,760.00
<u>Method of Selection:</u> Competitive bid	
<u>Period of Performance:</u> July 1, 2021 - September 30, 2022	



Scope of Work: WCHSA is in the process of developing emergency out-of-home, family-based care models that align with FFPSA goals and requirements. This process will take time and resources in order to scale up and completely transition to this new model. As such, funds are budgeted to support start-up costs, as well programmatic and administrative expenses. In order to ensure placements are available 24/7 to replace the current congregate emergency shelter model. These essential expenses will afford the agency the time to solidify a budgetary model to sustain these enhanced services into the future.

Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2023

Scope of Work: Per FFPSA guidance, formal program evaluations are required for programs that do not meet Title IV-E Prevention Services Clearinghouse criteria. Funds are budgeted to contract with a vendor to evaluate Trauma-Focused Cognitive Behavior Therapy (currently rated as Promising) and Eye Movement Desensitization and Reprocessing (currently rated as Supported).

Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: As processes and procedures are updated to align with FFPSA guidance, we are moving toward more online, cloud based data monitoring. Funds are budgeted to work with a vendor to obtain staff training on data tracking programs as well as strategies and best practices for data tracking and usage.

Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

## Other

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Supports or scholarships that are a component of a larger project or program may be included here, but require special justification.

	<b>Total:</b>	<b>\$</b>	<b>1,020.00</b>
Printing Services: \$ amount/month x 12 months	\$	-	
Copier/Printer Lease: \$ amount/month x 12 months	\$	-	
Property and Contents Insurance per year	\$	-	
Car Insurance: \$ per month x 12 months	\$	-	
Postage: \$ per month x 12 months	\$	-	
Audit	\$	-	
Trauma Focused Cognitive Behavioral Therapy application and certification fees	\$	1,020.00	

Justification: Funds are budget for TF-CBT application and certification fees. These fees are in conjunction with the training fees included under Contractual and Travel/Training and will ensure that participants receive the full benefit of TF-CBT certification

<b>TOTAL DIRECT CHARGES</b>	<b>\$</b>	<b>638,303.51</b>
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<b>Indirect</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in Cell F112 will automatically calculated 10%. Applicants may override this formula only to request a lower indirect rate.			

Identify Indirect Expenses	\$	-
Add more as necessary and adjust formula in F112 to reflect changes	\$	-

<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$</b>	<b>638,303.51</b>
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Vendor Number:	740783400A	Job Number	9341003
Fund		Agency	409
Budget:	3145	Cat Number	67
Q1 \$:	6708	Job \$	299092
Sub Account:			

100

FUNDS AWARDED		Personnel	Travel	Operating	Equipment	Construction	Other	Interest	TOTAL AWARDED	Match	Federal Grant #
Amendment #1	5/27/2021 to 6/4/2021	\$	\$ 64,075.00	\$	\$ 7,500.00	\$	\$ 725,000.00	\$	750,000.00	5	201555-00
Amendment #2	11/22/2022	\$	\$410,000.00	\$	\$ 67,500.00	\$	\$ 32,500.00	\$	410,000.00	5	200197FA
Amendment #3	3/24/2023 award term	\$	\$456,835.49	\$	\$	\$	\$ 456,835.49	\$	456,835.49	5	
Total awarded		\$	\$ 1,447,910.51	\$	\$	\$ 814,485.00	\$ 814,485.00	\$	2,262,395.51	5	

[illegible]



State of Nevada  
Department of Health and Human Services  
**Division of Child & Family Services**  
(hereinafter referred to as the Division)

Subaward # 93556-20-303  
Budget Account: 3145  
Category: 65  
GL \_\_\_\_\_  
Job Number: 9355620F

## SUBAWARD AMENDMENT # 3

Grants Management Unit (GMU) Child Welfare Grants			
<input type="checkbox"/> (Chafee) Chafee Independent Living <input type="checkbox"/> (FAFFY) Transition from Foster Care <input type="checkbox"/> (ETV) Educational Training Voucher <input type="checkbox"/> (IVB-1) Title IV-B, Subpart 1 <input type="checkbox"/> (IVB-2) Title IV-B, Subpart 2 <input type="checkbox"/> (IVB-2) Title IVB-2, Caseworker Visitation <input checked="" type="checkbox"/> (IVB2-FF) Title IVB-2, Family First Transition Act	<input type="checkbox"/> (AI) Adoption Incentive <input type="checkbox"/> (CJA) Children's Justice Act <input type="checkbox"/> (CANS) Child Abuse and Neglect <input type="checkbox"/> (CDR) Child Death Review <input type="checkbox"/> (DR) Differential Response <input type="checkbox"/> (CTF) Children's Trust Fund <input type="checkbox"/> (CBCAP) Community Based Child Abuse		
<b>Email to:</b> DCFS Grants Management Unit <u>DCFSgrants@dcfs.nv.gov</u>		<b>Subrecipient Name:</b> Washoe County Human Services Agency	
<b>Address:</b> 4126 Technology Way, Suite 100 Carson City Nevada 89706		<b>Address:</b> 350 S. Center Street Reno, NV 89501-2103 <b>Contact Person:</b> Amber Howell	
<b>Subaward Period:</b> October 1, 2020-September 30, 2023		<b>Amendment Effective Date:</b> (Upon approval by all parties)	
This amendment reflects a change to: <input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Term <input checked="" type="checkbox"/> Budget			
<b>Reason for Amendment:</b> To provide accurate reimbursement under appropriate categories.			
<b>Reference:</b> GIR-22-19- SUBAWARD AMENDMENTS			
<b>Required Changes:</b> Extend performance period to September 30, 2023 and adjust budget categories. Funds will continue efforts started in year one as well as fund new initiatives in support of our overall FFPSA goals			
Approved Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$0.00	\$0.00	\$0.00
2. Travel/Training	\$13,089.51	\$1,890.00	\$14,979.51
3. Operating	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00
5. Contractual/Consultant	\$616,079.00	(\$1,890.00)	\$614,189.00
6. Other	\$9,135.00	\$0.00	\$9,135.00
<b>TOTAL DIRECT COSTS</b>	<b>\$638,303.51</b>	<b>\$0.00</b>	<b>\$638,303.51</b>
7. Indirect Costs	\$0.00	\$0.00	\$0.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$638,303.51</b>	<b>\$0.00</b>	<b>\$638,303.51</b>
<b>Incorporated Documents:</b> Exhibit A: Original Notice of Subaward and all previous amendments			

By signing this Amendment, the Authorized Subrecipient Official or their designee, Grants and Projects Analyst II, and Division of Child and Family Services Administrator acknowledge the above as the new standard of practice for the above referenced Subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subaward and all of its Attachments.

Authorized Subrecipient Official		<b>Signature</b> <b>Date</b> 3/10/2023
Grants and Projects Analyst II		<b>Signature</b> <b>Date</b> 3-20-23
Deputy Administrator, Division of Child and Family Services		<b>Signature</b> <b>Date</b> 3/20/23

DCFS F23CAL

Cheryl Reeves

3/24/23

Applicant Name: Washoe County Human Services Agency

## BUDGET NARRATIVE - SFY23

Form 1

Total Personnel Costs		Including Fringe	Total:	\$	-
Method of Selection			Total:	\$	14,979.51
In-State Travel				\$	14,979.51
Origin & Destination	Cost	# of Trips	# of Days	# of Staff	
Training fees: Parents as Teachers, Foundational Module + Ages 3-5 Add-On Module	\$ -			0	\$ -
Training fees: Parents as Teachers, Ages 3-5 Add-on Module only	\$ -			0	\$ -
Training fees: Acceptance and Commitment Therapy	\$ 249.00			49	\$ 12,349.51
Training fees: Trauma-Focused Cognitive Behavioral Therapy	\$ 540.00			6	\$ 2,730.00
<p><b>Justification:</b>            With Families First Transition Act funding, Washoe County Human Services Agency (WCHSA) proposes to integrate new, evidence-based models into our local child welfare system to promote improved outcomes among children and families in Washoe County. Funds are budgeted to provide training for these models in order for WCHSA staff as well as individuals from relevant community partners to become certified in these models and implement them throughout the community. These trainings are provided online.</p> <p>Acceptance and Commitment Therapy (ACT) will be used to improve the outcomes for children and families with whom WCHSA is working to prevent entry into the child welfare system, or once in the child welfare system, those in need of individual or family therapy. Funds are included for 50 individuals from WCHSA and relevant community partners to complete a three-day ACT training in order to earn certification.</p> <p>Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment designed to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. Funds are included for 24 individuals from WCHSA and relevant community partners to complete an online pre-training in the TF-CBT model. Funding for the full TF-CBT training is included under Contractual.</p>					
Description			Total:	\$	-
Equipment			Total:	\$	-
Contractual			Total:	\$	614,199.60
Name of Contractor/Subrecipient: UNR Early Head Start				\$	269,434.00
Method of Selection: Sole source					
Period of Performance: February 1, 2022 - September 30, 2023					
Scope of Work: Parents as Teachers (PAT) is a home-visiting parent education model that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. This contract will provide UNR Early Head Start with resources in order to partner in the implementation of the Parents as Teachers model. This contract includes program start-up costs, including the hiring of personnel, implementation/consultation support and affiliate fees. The contract also incorporates funding for the first year of program implementation for up to 12 families.					
Sole Source Justification: UNR Early Head Start is the only approved user of the Parents as Teachers model in the region.					
Method of Accountability:					
Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.					
Name of Contractor/Subrecipient: TBD				\$	17,273.75
Method of Selection: Competitive bid					
Period of Performance: October 1, 2021 - September 30, 2022					

**Scope of Work:** Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment for children and adolescents impacted by trauma and their parents or caregivers. Research shows that TF-CBT successfully resolves a broad array of emotional and behavioral difficulties associated with single, multiple and complex trauma experiences. This contract includes a two-day, in person TF-CBT training for selected WCHSA staff and community partners in order to gain TF-CBT certification and implement the model locally. The contract also includes six months of follow-up consultation in order to provide support as the model is implemented.

**\*Sole Source Justification:** N/A

**Method of Accountability:**

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

**Name of Contractor/Subrecipient:** Collaborative Safety

\$ 128,875.00

**Method of Selection:** Sole source

**Period of Performance:** August 1, 2021 - September 30, 2023

**Scope of Work:** Collaborative Safety will provide systems review, technology, and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. Safety science is used to determine the causes of safety incidents in a way that is non-blaming and gets to the root causes of accidents. The science is applied in child welfare to evaluate both worker level and systemic barriers that can contribute to child safety. The contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.

**\*Sole Source Justification:** Collaborative Safety provides a proprietary model that utilizes evidence-based practices designed specifically for health and human service agencies.

**Method of Accountability:**

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

**Name of Contractor/Subrecipient:** SafeSignal

\$ 18,240.00

**Method of Selection:** Competitive bid

**Period of Performance:** April 1, 2021 - September 30, 2022

**Scope of Work:** SafeSignal will provide an emergency notification system to lend to overall worker safety while in the field. SafeSignal technology utilizes a worker's cell phone to create a "panic button" that can be deployed quickly and easily in an emergency situation to dispatch law enforcement. SafeSignal will provide equipment and 24/7 monitoring to support WCHSA staff at all times.

**\*Sole Source Justification:** N/A

**Method of Accountability:**

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

**Name of Contractor/Subrecipient:** TBD

\$ 40,000.00

**Method of Selection:** Competitive bid

**Period of Performance:** May 1, 2021 - September 30, 2022

**Scope of Work:** Contractor will provide technical assistance to support the implementation of FFPSA, including updating Title IV-E claiming process and documents, prevention service and administrative cost claiming, collection of evidence-based practices service delivery data, and program evaluation and continuous quality improvement efforts.

**\*Sole Source Justification:** N/A

**Method of Accountability:**

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

<b>Name of Contractor/Subrecipient:</b> Multiple	\$ 98,780.00
<b>Method of Selection:</b> Competitive bid	
<b>Period of Performance:</b> July 1, 2021 - September 30, 2022	
<b>Scope of Work:</b> WCHSA is in the process of developing emergency out-of-home, family-based care models that align with FFPSA goals and requirements. This process will take time and resources in order to scale up and completely transition to this new model. As such, funds are budgeted to support start-up costs, as well programmatic and administrative expenses, in order to ensure placements are available 24/7 to replace the current congregate emergency shelter model. These essential expenses will afford the agency the time to solidify a budgetary model to sustain these enhanced services into the future.	
<b>*Sole Source Justification:</b> N/A	
<b>Method of Accountability:</b>	
Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<b>Name of Contractor/Subrecipient:</b> TBD	\$ 43,606.25
<b>Method of Selection:</b> Competitive bid	
<b>Period of Performance:</b> October 1, 2021 - September 30, 2023	
<b>Scope of Work:</b> Per FFPSA guidance, formal program evaluations are required for programs that do not meet Title IV-E Prevention Services Clearinghouse criteria. Funds are budgeted to contract with a vendor to evaluate Trauma-Focused Cognitive Behavior Therapy (currently rated as Promising) and Eye Movement Desensitization and Reprocessing (currently rated as Supported).	
<b>*Sole Source Justification:</b> N/A	
<b>Method of Accountability:</b>	
Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<b>Name of Contractor/Subrecipient:</b> TBD	\$ 10,000.00
<b>Method of Selection:</b> Competitive bid	
<b>Period of Performance:</b> October 1, 2021 - September 30, 2022	
<b>Scope of Work:</b> As processes and procedures are updated to align with FFPSA guidance, we are moving toward more online, cloud-based data monitoring. Funds are budgeted to work with a vendor to obtain staff training on data tracking programs as well as strategies and best practices for data tracking and usage.	
<b>*Sole Source Justification:</b> N/A	
<b>Method of Accountability:</b>	
Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.	
<b>Other</b>	<b>Total:</b> \$ 9,135.00
Trauma Focused Cognitive Behavioral Therapy application and certification fees	\$ 9,135.00
<b>Justification:</b> Funds are budget for TF-CBT application and certification fees. These fees are in conjunction with the training fees included under Contractual and Travel/Training and will ensure that participants receive the full benefit of TF-CBT certification.	
<b>TOTAL DIRECT CHARGES</b>	<b>Total:</b> \$ 638,303.61
<b>Indirect</b>	<b>Total:</b> \$ -
<b>TOTAL BUDGET</b>	<b>Total:</b> \$ 638,303.61

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**SECTION B**

**Description of Services, Scope of Work and Deliverables**

Washoe County Human Services Agency, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**Scope of Work for Washoe County Human Services Agency (WCHSA)**

**Goal 1: Implement the Trauma-Focused Cognitive Behavioral Therapy model in Washoe County**

<b>Objective</b>	<b>Activities</b>	<b>Due Date</b>	<b>Documentation Needed</b>	<b>How will this Goal be measured (quantitative)</b>
The objectives of this program are to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. In order to achieve this goal, WCHSA proposes to train and certify 15 WCHSA staff and 20 community partners through Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) National Therapist Certification Program. TF-CBT is an evidence-based treatment that has been evaluated and refined during the past 25 years to help children and adolescents recover after trauma.	1. Recognizing the need for a community-based approach to most effectively implement the TF-CBT model, we will identify multiple community partners to assist in the implementation of TF-CBT.	08/31/2021	1. Training participation records, consultation call logs, TF-CBT certification documents	1. 35 people in Washoe County will receive TF-CBT certification
	2. Up to 35 individuals from WCHSA and community partners will participate in a three-day TF-CBT training and 12 follow-up consultation calls, as well as meet all other requirements in order to receive TF-CBT certification.	09/30/2023	2. Client records for families who participate in TF-CBT 3. Evaluation report from external evaluator	2. 100 clients in Washoe County will participate in the TF-CBT model
	3. Trained individuals will begin implementation of the TF-CBT model with families throughout Washoe County.	10/31/2021		
	4. WCHSA will identify a local core supervisory group to provide program guidance, ensure model fidelity and move toward completing the TF-CBT Train the Trainer program in future years.	09/30/2023		
	5. TF-CBT is rated as a promising practice by the Title IV-E Prevention Services Clearinghouse. Thus, we will contract with a professional evaluator to formally evaluate the efficacy of this model locally.	09/30/2023		



**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 2: Implement the Parents as Teachers model in Washoe County**

<b>Objective</b>	<b>Activities</b>	<b>Due Date</b>	<b>Documentation Needed</b>	<b>How will this Goal be measured (quantitative)</b>
Parents as Teachers (PAT) is a home-visiting parent education program that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. PAT will be provided to Washoe County families through a partnership with UNR Early Head Start. Parents as Teachers is rated as a well-supported practice by the Title IV-E Prevention Services Clearinghouse as of June 2019.	1. Recognizing the need for a community-based approach to most effectively implement the Parents as Teachers model, we will enter into a contract with Early Head Start to partner in implementation.	02/28/2022	1. Contract with UNR Early Head Start	1. Up to three new workers will be hired by Early Head Start to implement PAT
	2. Early Head Start will provide implementation consultation to facilitate efficacy in model implementation.	09/30/2023	2. Client records for families who participate in PAT	2. 12 qualified families will receive participate in the PAT model through Early Head Start
	3. Early Head Start will hire up to three new workers to implement PAT in conjunction with WCHSA, acting as a referral agency for WCHSA families.	09/30/2023		
	4. Early Head Start will provide PAT services for qualified families in Washoe County, including home visits/assessments, screening and support.	09/30/2023		

**Goal 3: Enhance internal systems to better support the implementation of Families First Prevention Services**

<b>Objective</b>	<b>Activities</b>	<b>Due Date</b>	<b>Documentation Needed</b>	<b>How will this Goal be measured (quantitative)</b>
Internal enhancements, which encompass staff and participant safety as well as data tracking, are necessary in order to support successful and impactful FFPSA-aligned programming into the future. These enhancements will provide the tools to create new policies, processes and procedures agency-wide that align with FFPSA guidance and requirements.	1. Identify and contract with a vendor to provide tools and staff training in data tracking programs as well as strategies and best practices for data tracking and usage.	09/30/2023	1. Contractual agreements from vendors.	1. WCHSA policies and procedures will be updated to incorporate enhanced strategies around safety and data collection/usage.
	2. Contract with Collaborative Safety to provide systems review, technology and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. This contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.	09/30/2023		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 4: Increase type and number of evidence-based practices available for families under FFPSA**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
FFPSA requires that evidence-based programs and practices are utilized for program implementation. Programs that are not currently rated at a sufficient level according to the Federal Clearinghouse must have a local-level program evaluation completed. To add an additional FFPSA tool at Washoe County, we will conduct a program evaluation for Eye Movement Desensitization and Reprocessing (EMDR).	1. EMDR is rated as a supported practice by the Title IV-E Prevention Services Clearinghouse. Thus, we will contract with a professional evaluator to formally evaluate the efficacy of this model locally.	09/30/2023	1. Contractual agreement with external evaluator.  2. Evaluation report from external evaluator	1. Completion of evaluation report.







State of Nevada  
Department of Health and Human Services  
**Division of Child & Family Services**  
(hereinafter referred to as the Division)

Subaward # 93556-20-303  
Budget Account: 3145  
Category: 05  
GL: \_\_\_\_\_  
Job Number: 9355620F

## SUBAWARD AMENDMENT # 2

Grants Management Unit (GMU) Child Welfare Grants			
<input type="checkbox"/> (Chafee) Chafee Independent Living <input type="checkbox"/> (FAFFY) Transition from Foster Care <input type="checkbox"/> (ETV) Educational Training Voucher <input type="checkbox"/> (IVB-1) Title IV-B, Subpart 1 <input type="checkbox"/> (IVB-2) Title IV-B, Subpart 2 <input type="checkbox"/> (IVB-2) Title IVB-2, Caseworker Visitation <input checked="" type="checkbox"/> (IVB2-FF) Title IVB-2, Family First Transition Act	<input type="checkbox"/> (AI) Adoption Incentive <input type="checkbox"/> (CJA) Children's Justice Act <input type="checkbox"/> (CANS) Child Abuse and Neglect <input type="checkbox"/> (CDR) Child Death Review <input type="checkbox"/> (DR) Differential Response <input type="checkbox"/> (CTF) Children's Trust Fund <input type="checkbox"/> (CBCAP) Community Based Child Abuse		
Email to: DCFS Grants Management Unit DCFSgrants@dcfs.nv.gov	Subrecipient Name: Washoe County Human Services Agency		
Address: 4126 Technology Way, Suite 100 Carson City, Nevada 89706	Address: 350 South Center Street Reno, NV 89501-2103 Contact Person: Amber Howell		
Subaward Period: October 1, 2020-September 30, 2022	Amendment Effective Date: (Upon approval by all parties)		
This amendment reflects a change to: <input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Term <input checked="" type="checkbox"/> Budget			
Reason for Amendment: To provide accurate reimbursement under appropriate categories.			
Reference: GIR-21-18- BUDGET MODIFICATIONS			
Required Changes: Additional funding is requested to support year two (October 1, 2021-September 30, 2022) of our Family First Transition Act program. Funds will continue efforts started in year one as well as fund new initiatives in support of our overall FFPSA goals. Details are included in the attached budget narrative and scope of work.			
Approved Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$0.00	\$0.00	\$0.00
2. Travel/Training	\$74,025.00	(\$60,935.49)	\$13,089.51
3. Operating	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00
5. Contractual/Consultant	\$157,500.00	\$458,579.00	\$616,079.00
6. Other	\$0.00	\$9,135.00	\$9,135.00
<b>TOTAL DIRECT COSTS</b>	<b>\$231,525.00</b>	<b>\$406,778.51</b>	<b>\$638,303.51</b>
7. Indirect Costs	\$0.00	\$0.00	\$0.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$231,525.00</b>	<b>\$406,778.51</b>	<b>\$638,303.51</b>
Incorporated Documents: Exhibit A: Original Notice of Subaward and all previous amendments			

By signing this Amendment, the Authorized Subrecipient Official or their designee, Grants and Projects Analyst II, and Division of Child and Family Services Administrator acknowledge the above as the new standard of practice for the above referenced Subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subaward and all of its Attachments.

Authorized Subrecipient Official		Date 11/03/2021
Grants and Projects Analyst II		11/17/2021
Deputy Administrator, Division of Child and Family Services		11/22/21
Division of Child and Family Services Fiscal Authority		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

SUBAWARD #: 93556-20-303-Amendment #2  
PROGRAM#: \_\_\_\_\_

**SECTION B**

**Description of Services, Scope of Work and Deliverables**

Washoe County Human Services Agency, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**Scope of Work for Washoe County Human Services Agency (WCHSA)**

**Goal 1: Implement the Trauma-Focused Cognitive Behavioral Therapy model in Washoe County**

<b>Objective</b>	<b>Activities</b>	<b>Due Date</b>	<b>Documentation Needed</b>	<b>How will this Goal be measured (quantitative)</b>
The objectives of this program are to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. In order to achieve this goal, WCHSA proposes to train and certify 10 WCHSA staff and 20 community partners through Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) National Therapist Certification Program. TF-CBT is an evidence-based treatment that has been evaluated and refined during the past 25 years to help children and adolescents recover after trauma.	1. Recognizing the need for a community-based approach to most effectively implement the TF-CBT model, we will identify multiple community partners to assist in the implementation of TF-CBT	08/31/2021	1. Training participation records, consultation call logs, TF-CBT certification documents	1. 30 people in Washoe County will receive TF-CBT certification
	2. Up to 30 individuals from WCHSA and community partners will participate in a three-day TF-CBT training and 12 follow-up consultation calls, as well as meet all other requirements in order to receive TF-CBT certification.	10/31/2021	2. Client records for families who participate in TF-CBT	2. 100 clients in Washoe County will participate in the TF-CBT model
	3. Trained individuals will begin implementation of the TF-CBT model with families throughout Washoe County.	10/31/2021	3. Evaluation report from external evaluator	
	4. WCHSA will identify a local core supervisory group to provide program guidance, ensure model fidelity and move toward completing the TF-CBT Train the Trainer program in future years.	06/30/2022		
	5. TF-CBT is rated as a promising practice by the Title IV-E Prevention Services Clearinghouse. Thus, we will contract with a professional evaluator to formally evaluate the efficacy of this model locally.	06/30/2022		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 2: Implement the Acceptance and Commitment Therapy model in Washoe County**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
Acceptance and Commitment Therapy will be used to improve the outcomes for children and families with whom WCHSA is working to prevent entry into the child welfare system, or once in the child welfare system, those in need of individual or family therapy. WCHSA will achieve this objective by training 15 WCHSA staff and 35 community partners in Acceptance and Commitment Therapy (ACT). ACT is an evidence-based treatment that has been evaluated with multiple populations for various behavioral health issues.	1. Recognizing the need for a community-based approach to most effectively implement the ACT model, we will identify multiple community partners to assist in the implementation of ACT	03/31/2021	1. Training participation records, ACT certification documents	1. 50 people in Washoe County will receive ACT certification
	2. Up to 50 individuals from WCHSA and community partners will participate in a three-day ACT training and meet all other requirements in order to receive ACT certification.	04/30/2021	2. Client records for families who participate in ACT	2. 100 clients in Washoe County will participate in the ACT model
	3. Trained individuals will begin implementation of the ACT model with families throughout Washoe County.	04/30/2021	3. Evaluation report from external evaluator	
	4. WCHSA will identify a local core supervisory group to provide program guidance, ensure model fidelity and move toward completing the ACT Train the Trainer program in future years.	06/30/2022		
	5. ACT is not currently rated by the Title IV-E Prevention Services Clearinghouse. Thus, we will contract with a professional evaluator to formally evaluate the efficacy of this model locally.	06/30/2022		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 3: Implement the Parents as Teachers model in Washoe County**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
<p>Parents as Teachers (PAT) is a home-visiting parent education program that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. PAT will be provided to Washoe County families through a partnership with UNR Early Head Start. Parents as Teachers is rated as a well-supported practice by the Title IV-E Prevention Services Clearinghouse as of June 2019</p>	<p>1. Recognizing the need for a community-based approach to most effectively implement the Parents as Teachers model, we will enter into a contract with Early Head Start to partner in implementation.</p>	12/31/2021	1. Contract with UNR Early Head Start	1. Up to three new workers will be hired by Early Head Start to implement PAT
	<p>2. Early Head Start will provide implementation consultation to facilitate efficacy in model implementation.</p>	12/31/2021	2. Client records for families who participate in PAT	2. 12 qualified families will receive participate in the PAT model through Early Head Start
	<p>3. Early Head Start will hire up to three new workers to implement PAT in conjunction with WCHSA, acting as a referral agency for WCHSA families.</p>	06/30/2022		
	<p>4. Early Head Start will provide PAT services for qualified families in Washoe County, including home visits/assessments, screening and support.</p>	09/30/2022		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 4: Enhance internal systems to better support the implementation of Families First Prevention Services**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
Internal enhancements, which encompass staff and participant safety as well as data tracking, are necessary in order to lay the foundation for successful and impactful FFPSA-aligned programming into the future. These enhancements will provide the tools to create new policies, processes and procedures agency-wide that align with FFPSA guidance and requirements.	1. Implement SafeSignal, which provides an emergency notification system to lend to overall worker safety while in the field. SafeSignal technology utilizes a worker's phone to create a "panic button" that can be deployed quickly and easily in an emergency situation to dispatch law enforcement.	08/30/2021	1. Contractual agreements from vendors.	1. WCHSA policies and procedures will be updated to incorporate enhanced strategies around safety and data collection/usage
	2. Identify and contract with a vendor to provide tools and staff training in data tracking programs as well as strategies and best practices for data tracking and usage.	08/30/2022		
	3. Contract with Collaborative Safety to provide systems review, technology and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. This contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.	09/30/2022		

**DIVISION OF CHILD AND FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Goal 5: Build systems that will enable WCHSA to provide FFPSA-aligned programs and services**

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
WCHSA is already making progress toward modifying and enhancing services to align with FFPSA goals and requirements. This lengthy process will require a range of transitional support in order to build a foundation for future success. Thus, WCHSA intends to contract with qualified vendors and providers to begin building systems that will enable the agency to provide FFPSA-aligned programs and services both now and into the future.	1. Contract with qualified vendor to provide technical assistance to support the implementation of FFPSA, including updating Title IV-E claiming process and documents, prevention service and administrative cost claiming, collection of evidence-based practice service delivery data, and program evaluation and continuous quality improvement efforts.	05/01/2021	1 Contractual agreements with vendors.	1. A minimum of 25 youth will be placed in an out-of-home, family-based care model.
	2. Ensure 24/7 placement availability to replace WCHSA's current congregate emergency shelter model. This will support WCHSA's efforts of developing emergency out-of-home, family-based care models that align FFPSA goals and requirements as well as afford our agency the time to solidify a budgetary model to sustain these enhanced services into the future.	07/01/2021	2 Documentation for placements in out-of-home, family-based care models.	



Applicant Name: Washoe County Human Services Agency

Form 1

## BUDGET NARRATIVE - SFY21

Total Personnel Costs		Including Fringe		Total	
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.					
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
Name of Employee (if known, otherwise state new position).					
Title of position & Position Control Number					
Length of time in Position					
*Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
Name of Employee (if known, otherwise state new position).					
Title of position & Position Control Number					
Length of time in Position					
*Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
Name of Employee (if known, otherwise state new position).					
Title of position & Position Control Number					
Length of time in Position					
*Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
Name of Employee (if known, otherwise state new position).					
Title of position & Position Control Number					
Length of time in Position					
*Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
*Insert new row for each position funded or delete this row.					
Total Fringe Cost: \$					Total \$

\* revise this formula as needed to include each position listed

Travel/Training		Total	
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to <a href="http://www.gsa.gov">www.gsa.gov</a> ) and State rates for mileage (\$4.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.		\$	13,089.61
Out-of-State Travel		\$	-
Title of Trip & Destination such as GRC Conference: San Diego, CA	Cost	# of Trips	# of Days
Airfare: Cost per trip (origin & destination) x # of trips x # of staff			
Baggage fee: \$ amount per person x # of trips x # of staff			
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff			

\* revise as needed to include costs of multiple trips.

Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$	-
Ground Transportation: \$ per trip x # of trips x # of staff	\$	-
Mileage: (rate per mile x # of miles per trip) x # of trips x # of staff	\$	-
Parking: \$ per day x # of trips x # of days x # of staff	\$	-

**Justification:**

Who will be traveling, when and why, tie into program objective(s) or indicate required by funder

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel					\$	13,089.51
<b>Origin &amp; Destination</b>	<b>Cost</b>	<b># of Trips</b>	<b># of Days</b>	<b># of Staff</b>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$	-
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Motor Fuel: (\$ car/day + fill miles/day x \$ rate per mile) x # trips x # days					\$	-
Mileage: (rate per mile x # of miles per trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-
Training fees: Parents as Teachers, Foundational Module + Ages 3-5 Add-On Module	\$			0	\$	-
Training fees: Parents as Teachers, Ages 3-5 Add-on Module only	\$			0	\$	-
Training fees: Acceptance and Commitment Therapy	\$ 249.00			48	\$	12,249.51
Training fees: Trauma-Focused Cognitive Behavioral Therapy	\$ 35.00			24	\$	840.00

Provide as needed to include costs of multiple trips.

**Justification:**

With Families First Transition Act funding, Washoe County Human Services Agency (WCHSA) proposes to integrate new, evidence-based models into our local child welfare system to promote improved outcomes among children and families in Washoe County. Funds are budgeted to provide training for these models in order for WCHSA staff as well as individuals from relevant community partners to become certified in these models and implement them throughout the community. These trainings are provided online.

Acceptance and Commitment Therapy (ACT) will be used to improve the outcomes for children and families with whom WCHSA is working to prevent entry into the child welfare system, or once in the child welfare system, those in need of individual or family therapy. Funds are included for 50 individuals from WCHSA and relevant community partners to complete a three-day ACT training in order to earn certification.

Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment designed to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system. Funds are included for 24 individuals from WCHSA and relevant community partners to complete an online pre-training in the TF-CBT model. Funding for the full TF-CBT training is included under Contractual.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

<b>Supplies</b>	<b>Total:</b>	<b>\$</b>	<b>-</b>
List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.			

Office supplies: \$ Amount x # of FTE staff x # of months	\$ -
Occupancy	\$ -
Communications	\$ -
Rent: \$ per month x 12 months x # of FTE	\$ -
Utilities: \$ per quarter x 4 quarters	\$ -
State Phone Line: \$ per month x 12 months x # of FTE	\$ -
Voice Mail: \$ per month x 12 months x # of FTE	\$ -
Conference Calls: \$ per month x 12 months	\$ -
Long Distance: \$ per month x 12 months	\$ -
Email: \$ per month x 12 months x # of FTE	\$ -

Justification:

**Equipment** Total: \$  
 List Equipment purchase or lease costing \$4,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$4,000 should be listed under Supplies.

Describe equipment

**Contracts** Total: \$ 814,079.00  
 Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expend this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

Please use this formula as needed to include each Contractor listed.

Name of Contractor/Subrecipient: UNR Early Head Start \$ 188,169.00

Method of Selection: Sole source

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: Parents as Teachers (PAT) is a home-visiting parent education model that teaches new and expectant parents skills intended to promote positive child development and prevent child maltreatment. This contract will provide UNR Early Head Start with resources in order to partner in the implementation of the Parents as Teachers model. This contract includes program start-up costs, including the hiring of personnel, implementation/consultation support and affiliate fees. The contract also incorporates funding for the first year of program implementation for up to 12 families.

Sole Source Justification: UNR Early Head Start is the only approved user of the Parents as Teachers model in the region.

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: T80 \$ 1,880.00

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: WCHSA staff members have completed the initial training in Acceptance and Commitment Therapy. These funds have been budgeted to hire a contractor to provide ongoing consultation and technical assistance as the WCHSA team implements this model.

Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

\$ 16,060.00

Method of Selection: Competitive bid

Period of Performance: October 1, 2021 - September 30, 2022

Scope of Work: Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is an evidence-based treatment for children and adolescents impacted by trauma and their parents or caregivers. Research shows that TF-CBT successfully resolves a broad array of emotional and behavioral difficulties associated with single, multiple and complex trauma experiences. This contract includes a two-day, in person TF-CBT training for selected WCHSA staff and community partners in order to gain TF-CBT certification and implement the model locally. The contract also includes six months of follow-up consultation in order to provide support as the model is implemented.

\*Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: Collaborative Safety

\$ 131,750.00

Method of Selection: Sole source

Period of Performance: August 1, 2021 - September 30, 2022

Scope of Work: Collaborative Safety will provide systems review, technology, and extensive staff training to establish a culture of safety while simultaneously building a systemic review process of safety incidents using contemporary safety science. Safety science is used to determine the causes of safety incidents in a way that is non-blaming and gets to the root causes of accidents. The science is applied in child welfare to evaluate both worker level and systemic barriers that can contribute to child safety. The contract also includes additional training and support for Advanced Practical Training Institute and Human Factors Debriefing.

\*Sole Source Justification: Collaborative Safety provides a proprietary model that utilizes evidence-based practices designed specifically for health and human service agencies

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: SafeSignal

\$ 18,240.00

Method of Selection: Competitive bid

Period of Performance: April 1, 2021 - September 30, 2022

Scope of Work: SafeSignal will provide an emergency notification system to lend to overall worker safety while in the field. SafeSignal technology utilizes a worker's cell phone to create a "panic button" that can be deployed quickly and easily in an emergency situation to dispatch law enforcement. SafeSignal will provide equipment and 24/7 monitoring to support WCHSA staff at all times.

\*Sole Source Justification: N/A

Method of Accountability:

Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.

Name of Contractor/Subrecipient: TBD

\$ 40,000.00

Method of Selection: Competitive bid

Period of Performance: May 1, 2021 - September 30, 2022

<p><u>Scope of Work:</u> Contractor will provide technical assistance to support the implementation of FFPSA, including updating Title IV-E claiming process and documents, prevention service and administrative cost claiming, collection of evidence-based practices service delivery data, and program evaluation and continuous quality improvement efforts.</p> <p><u>*Sole Source Justification:</u> N/A</p> <p><u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.</p>	
<p><u>Name of Contractor/Subrecipient:</u> Multiple</p> <p><u>Method of Selection:</u> Competitive bid</p> <p><u>Period of Performance:</u> July 1, 2021 - September 30, 2022</p> <p><u>Scope of Work:</u> WCHSA is in the process of developing emergency out-of-home, family-based care models that align with FFPSA goals and requirements. This process will take time and resources in order to scale up and completely transition to this new model. As such, funds are budgeted to support start-up costs, as well programmatic and administrative expenses, in order to ensure placements are available 24/7 to replace the current congregate emergency shelter model. These essential expenses will afford the agency the time to solidify a budgetary model to sustain these enhanced services into the future.</p> <p><u>*Sole Source Justification:</u> N/A</p> <p><u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.</p>	\$ 157,000.00
<p><u>Name of Contractor/Subrecipient:</u> TBD</p> <p><u>Method of Selection:</u> Competitive bid</p> <p><u>Period of Performance:</u> October 1, 2021 - September 30, 2022</p> <p><u>Scope of Work:</u> Per FFPSA guidance, formal program evaluations are required for programs that do not meet Title IV-E Prevention Services Clearinghouse criteria. Funds are budgeted to contract with a vendor to evaluate Trauma-Focused Cognitive Behavior Therapy (currently rated as Promising) and Acceptance and Commitment Therapy (not currently rated).</p> <p><u>*Sole Source Justification:</u> N/A</p> <p><u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.</p>	\$ 55,000.00
<p><u>Name of Contractor/Subrecipient:</u> TBD</p> <p><u>Method of Selection:</u> Competitive bid</p> <p><u>Period of Performance:</u> October 1, 2021 - September 30, 2022</p> <p><u>Scope of Work:</u> As processes and procedures are updated to align with FFPSA guidance, we are moving toward more online, cloud-based data monitoring. Funds are budgeted to work with a vendor to obtain staff training on data tracking programs as well as strategies and best practices for data tracking and usage.</p> <p><u>*Sole Source Justification:</u> N/A</p> <p><u>Method of Accountability:</u> Program staff as well as Grants Management staff will monitor for both grant and contract compliance and fulfillment.</p>	\$ 10,000.00

Other: Total: \$ 9,135.00

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Printing Services: \$ amount/month x 12 months	\$ -
Copier/Printer Lease: \$ amount/month x 12 months	\$ -
Property and Contents Insurance per year	\$ -
Car Insurance: \$ per month x 12 months	\$ -
Postage: \$ per month x 12 months	\$ -
Audit	\$ -
Trauma Focused Cognitive Behavioral Therapy application and certification fees	\$ 9,135.00

Justification: Funds are budget for TF-CBT application and certification fees. These fees are in conjunction with the training fees included under Contractual and Travel/Training and will ensure that participants receive the full benefit of TF-CBT certification.

**TOTAL DIRECT CHARGES** **\$ 938,303.51**

Indirect: Total: \$

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in CFS F112 will automatically calculate 10%. Applicants may override this formula only to request a lower indirect rate.

Identify Indirect Expenses	\$ -
Add more as necessary and adjust formula in F112	\$ -
to reflect changes.	\$ -

**TOTAL BUDGET** **Total: \$ 938,303.51**



State of Nevada  
Department of Health and Human Services  
**Division of Child & Family Services**  
(hereinafter referred to as the Division)

Subaward # 93556-20-303  
Budget Account: 3145  
Category: 65  
GL: \_\_\_\_\_  
Job Number: 9355620F

## SUBAWARD AMENDMENT # 1

Grants Management Unit (GMU) Child Welfare Grants			
<input type="checkbox"/> (Chafee) Chafee Independent Living <input type="checkbox"/> (FAPFY) Transition from Foster Care <input type="checkbox"/> (ETV) Educational Training Voucher <input type="checkbox"/> (IVB-1) Title IV-B, Subpart 1 <input type="checkbox"/> (IVB-2) Title IV-B, Subpart 2 <input type="checkbox"/> (IVB-2) Title IV-B-2, Caseworker Visitation <input checked="" type="checkbox"/> (IVB2-FP) Title IVB-2, Family First Transition Act		<input type="checkbox"/> (AI) Adoption Incentive <input type="checkbox"/> (CJA) Children's Justice Act <input type="checkbox"/> (CANS) Child Abuse and Neglect <input type="checkbox"/> (CDR) Child Death Review <input type="checkbox"/> (DR) Differential Response <input type="checkbox"/> (CTF) Children's Trust Fund <input type="checkbox"/> (CBCAP) Community Based Child Abuse	
Email to: DCFS Grants Management Unit <a href="mailto:DCFSgrants@dcfs.nv.gov">DCFSgrants@dcfs.nv.gov</a>		Subrecipient Name: Washoe County Human Services Agency	
Address: 4126 Technology Way, Suite 100 Carson City, Nevada 89706		Address: 350 S. Center Street Reno, Nevada 89501 Contact Person: Amber Howell	
Subaward Period: October 1, 2020-September 30, 2021		Amendment Effective Date: (Upon approval by all parties)	
This amendment reflects a change to: <input checked="" type="checkbox"/> Scope of Work <input type="checkbox"/> Term <input checked="" type="checkbox"/> Budget Reason for Amendment: To provide accurate reimbursement under appropriate categories. Reference: <b>GIR-21-18- BUDGET MODIFICATIONS</b>			
<b>Required Changes:</b> Our FFPSA implementation plan continues to evolve, which has impacted our needs in relation to transition funding. Our original budget included funds to support QRTF certification for local providers; however, we do not yet have interested providers and we request reallocating those funds. We also reduced the anticipated cost associated with the evaluation of two new program models given the programs are not yet fully operational and we expect any evaluation efforts conducted this fiscal year to be minimal. We thus request to reallocate funds to new contractual line items that will enhance safety for workers and families as well as better prepare our agency to meet FFPSA requirements.			
Approved Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$0.00	\$0.00	\$0.00
2. Travel/Training	\$84,025.00	(\$10,000.00)	\$74,025.00
3. Operating	\$7,600.00	(\$7,500.00)	\$1,100.00
4. Equipment	\$0.00	\$0.00	\$0.00
5. Contractual/Consultant	\$125,000.00	\$32,500.00	\$157,500.00
6. Other	\$15,000.00	(\$15,000.00)	\$0.00
<b>TOTAL DIRECT COSTS</b>	<b>\$226,625.00</b>	<b>\$17,000.00</b>	<b>\$243,625.00</b>
7. Indirect Costs	\$0.00	\$0.00	\$0.00
<b>TOTAL APPROVED BUDGET</b>	<b>\$226,625.00</b>	<b>\$17,000.00</b>	<b>\$243,625.00</b>
<b>Incorporated Documents:</b> Exhibit A: Amended Budget Narrative or Scope of Work Exhibit B: Original Notice of Subaward and all previous amendments			
By signing this Amendment, the Authorized Subrecipient Official or their designee, Grants and Projects Analyst I, and Division of Child and Family Services Administrator acknowledge the above as the new standard of practice for the above referenced Subaward. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subaward and all of its Attachments.			
Authorized Subrecipient Official	Signature <i>[Signature]</i>		Date 5/3/2021
Grants and Projects Analyst II	Kelsey McCann-Navarro		5/25/2021
Deputy Administrator, Division of Child and Family Services	Mandi Davis		5/26/21
Division of Child and Family Services Fiscal Authority	Cheri Reeves		5-27-21

Subaward Amendment Template 11.2020.docx  
Updated 02/12/2020

**NOTICE OF SUBAWARD ADDITIONAL FEDERAL FUNDING SHEET**

<b>Federal Award Computation</b>			
Total Obligated by this Action:	\$		406,778.51
Cumulative Prior Awards this Budget Period:	\$		231,525.00
Total Federal Funds Awarded to Date:	\$		638,303.51
Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	\$		0.00
Amount Required this Action:	\$		0.00
Amount Required Prior Awards:	\$		0.00
Total Match Amount Required:	\$		0.00
Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N			
<u>Federal Budget Period:</u>			
October 1, 2019 through September 30, 2026			
<u>Federal Project Period:</u>			
October 1, 2019 through September 30, 2025			
<b>FOR AGENCY USE ONLY</b>			
<u>Source of Funds:</u>	<u>% Funds:</u>	<u>CFDA:</u>	<u>FEDERAL GRANT #:</u>
Promoting Safe and Stable Families program, Title IV-b, Subpart 2 of the Social Security Act	100	93.556	2001NVFFTA
<u>Federal Grant Award Date by Federal Agency:</u>		10/01/2019	





State of Nevada  
Department of Health and Human Services  
**Division of Child & Family Services**  
(hereinafter referred to as the Department)

Agency Ref #: 93556-20-303  
Budget Account: 3145  
Category: 65  
GL: \_\_\_\_\_  
Job Number: 9355620F

**NOTICE OF SUBAWARD**

<b>Program Name:</b> Promoting Safe and Stable Families program, Title IV-B, Subpart 2 FFPSA Transition Act DCFS Grants Management Unit DCFSGrants@dcs.nv.gov	<b>Subrecipient's Name:</b> Washoe County Human Services Agency Amber Howell ahowell@washoecounty.us
<b>Address:</b> 4126 Technology Way, 3rd Floor Carson City, NV 89706-2009	<b>Address:</b> Mailing: P.O. Box 11130, Reno, NV 89520-0027 Physical: 350 South Center Street, Reno, NV 89501-2103
<b>Subaward Period:</b> October 1, 2020 through September 30, 2021	<b>Subrecipient's:</b> EIN: <u>88-6000138</u> Vendor #: <u>T40283400A</u> Dun & Bradstreet: <u>073786998</u>

**Purpose of Award:** The objectives of this program are to prevent entrance into the child welfare system as well as improve outcomes for children and families affected by trauma in the child welfare system.

**Region(s) to be served:** ☐ Statewide ☒ Specific county or counties: Washoe

Approved Budget Categories:		FEDERAL AWARD COMPUTATION:	
1. Personnel	\$0.00	Total Obligated by this Action	\$ 231,525.00
2. Travel/Training	\$84,025.00	Cumulative Prior Awards this Budget Period:	\$ 0.00
3. Operating	\$7,500.00	Total Federal Funds Awarded to Date:	\$ 231,525.00
4. Equipment	\$0.00	Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
5. Contractual/Consultant	\$125,000.00	Amount Required this Action:	\$ 0.00
6. Other	\$15,000.00	Amount Required Prior Awards:	\$ 0.00
<b>TOTAL DIRECT COSTS</b>	<b>\$231,525.00</b>	Total Match Amount Required:	\$ 0.00
7. Indirect Costs	\$0.00	Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
<b>TOTAL APPROVED BUDGET</b>	<b>\$231,525.00</b>	<b>Federal Budget Period:</b>	October 1, 2019 through September 30, 2025
		<b>Federal Project Period:</b>	October 1, 2019 through September 30, 2025

FOR AGENCY USE, ONLY

Source of Funds	% Funds:	CFDA:	FAIN:	Federal Grant #:	Federal Grant Award Date by Federal Agency:
Promoting Safe and Stable Families program, Title IV-B, Subpart 2 of the Social Security Act	100	93.556	2001NVFFTA	2001NVFFTA	10/01/2019

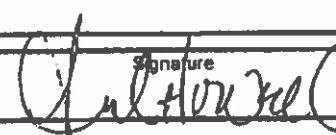
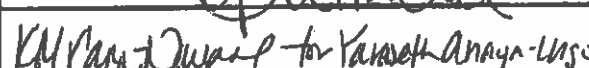
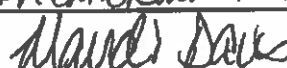
**Agency Approved Indirect Rate:** 0.00%

**Subrecipient Approved Indirect Rate:** 0.00%

**Terms and Conditions:**  
 In accepting these grant funds, it is understood that:

- This award is subject to the availability of appropriate funds.
- Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
- Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented.
- Subrecipient must comply with all applicable Federal regulations.
- Quarterly progress reports are due by the 15th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
- Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.
- Budget and Scope of Work encompasses Year 1 activities. Additional funding will be awarded for years 2-4 for a total amount of \$708,162.00.

Incorporated Documents:	Section E: Audit Information Request;
Section A: Grant Conditions and Assurances;	Section F: Current/Former State Employee Disclaimer;
Section B: Description of Services, Scope of Work and Deliverables;	Section G: DHHS Confidentiality Addendum.
Section C: Budget and Financial Reporting Requirements;	
Section D: Request for Reimbursement;	

Authorized Subrecipient Official's Name and Title Amber Howell, Director	Signature 	Date 3/24/2021
Yareeth Anaya-Lugo Social Services Program Specialist III		3/25/2021
For Ross E. Armstrong Administrator, Division of Child & Family Services		4/1/21