

State of Nevada
Department of Health and Human Services
Division of Child & Family Services


SUBRECIPIENT AGREEMENT

This Subrecipient Agreement is entered into between the Nevada Division of Child and Family Services (referred to as "Division") and Washoe County District Attorney's Office (referred to as "Subrecipient").

Program Name	VOCA Victim Assistance	Subrecipient Name	Washoe County District Attorney's Office
Federal Grant Number	2017-VA-GX-0085	Subaward Number	16575-17-053
Federal Amount	116,946	Contact Name	Victoria Jakubowski
Non-Federal (Match) Amount	29,237	Address	PO Box 11130 Reno, NV 89520
Total Award	146,183		
Performance Period	July 1, 2018 through June 30, 2019		

Under the terms and conditions of this Agreement, the Subrecipient agrees to complete the Project as described in the Description of Services, Scope of Work and Deliverables. Non-Federal (Match) funding will be required to be documented on the Monthly Financial Status and Request for Funds Request form and will be verified during subrecipient monitoring.

This subaward is subject to the requirements (federal, state financial and program assurances) established by the federal government, the State of Nevada and the Division as well as any local code, ordinances and policy. This subaward is subject to the availability of funding. Special Conditions: This project is approved subject to the conditions and limitations set forth on the following pages(s): Section A-Assurances and Certifications; Section B- Description of Services, Scope of Work and Deliverables; Section C- Budget and Financial Reporting Requirements; Section E- Audit Information Request; Section F- Current and Former State Employee Disclaimer; and Section G- Confidentiality Addendum.

Authorized Subrecipient Official Title	 Signature	Date 8.6.18
Michael Guerra GPA II		
for Ross E. Armstrong Administrator, Division of Child & Family Services		



State of Nevada
Department of Health and Human Services
Division of Child & Family Services

Subaward #: 16575-17-053
Budget Account: 3145
Category: 20
GL: _____
Job Number: 1657517

NOTICE OF SUBAWARD

Program Name: VOCA Victim Assistance		Subrecipient's Name: Washoe County District Attorney's Office Contact: Victoria Jakubowski	
Address: 4126 Technology Way, 3 rd Floor Carson City, NV 89706-2009		Address: PO Box 11130 Reno, NV 89520	
Project Period: July 1, 2018 through June 30, 2019 Budget Period: July 1, 2018 through June 30, 2019		Subrecipient's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400AG</u> Dun & Bradstreet: <u>073786998</u>	
Purpose of Award: Provide Direct Services to Victims of Crime			
Region(s) to be served: <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe			
Approved Budget Categories		Award Computation	
1. Personnel	\$50,624	Total Obligated by This Action:	\$116,946
2. Travel/Training	\$0	Cumulative Prior Awards this Budget Period:	\$0.00
3. Operating	\$0	Total Federal Funds Awarded to Date:	\$0.00
4. Equipment	\$0		
5. Contractual/Consultant	\$51,322	Match Required	Yes
6. Other	\$15,000	Amount Required this Action:	\$29,237
TOTAL DIRECT COSTS	\$116,946	Amount Required Prior Awards:	\$0.00
7. Indirect Costs	\$0.00	Total Match Amount Required:	\$29,237
TOTAL COSTS	\$116,946	Research and Development (R&D)	No
8. Match	\$29,237		
Source of Funds: VOCA – VICTIM ASSISTANCE		CFDA: 16.575	FAIN: 2017-VA-GX-0085
Federal Grant Award Date by Federal Agency:		Federal Grant #: 2017-VA-GX-0085	
		9-28-17	
Terms and Conditions: In accepting these grant funds, it is understood that: 1. This award is subject to the availability of appropriate funds. 2. Expenditures must comply with appropriate state statutory guidelines and/or federal regulations, the DCFS Grant Instructions and Requirements, and the State Administrative Manual. 3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented. 4. Quarterly progress reports are due by the 15 th of each month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator. 5. Financial Status Reports and Requests for Funds must be submitted by the 15 th of each month, unless specific exceptions are provided in writing by the grant administrator. 6. The recipient of these funds agrees to stipulations listed in the incorporated documents. 7. Match must be provided equal to 20% of the total award and described in the budget narrative.			
Incorporated Documents: Subrecipient Agreement Section A: Assurances; Section B: Description of Services, Scope of Work and Deliverables; Section C: Budget and Financial Reporting Requirements;		Section D: Financial Status Reports and Requests for Funds Section E: Audit Information Request; Section F: Current/Former State Employee Disclaimer; Section G: Confidentiality Addendum; and Section H: Program Specific Assurance	
Authorized Official Name	Signature		Date
Michael Guerra			8-6-18
Grants & Project Analyst II			
for Ross E. Armstrong			
Administrator,			
Division of Child & Family Services			

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SECTION C

Budget and Financial Reporting Requirements

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Division of Child and Family Services from VOCA award 2017-VA-GX-0085. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Division nor the State of Nevada."

Any activities performed under this subaward shall acknowledge the funding was provided through the Division by VOCA award 2017-VA-GX-0085 from VOCA Victim Assistance.

Subrecipient agrees to adhere to the following budget:

<u>Category</u>	<u>Total cost</u>	<u>Detailed cost</u>	<u>Details of expected expenses</u>
1. Personnel	\$ 50,624		
		\$	
2. Travel/Training	\$		
		\$	
3. Operating	\$		
		\$	
4. Equipment	\$		
		\$	
5. Contractual Consultant	\$ 51,322		
		\$	
6. Other	\$ 15,000		
		\$	
7. Indirect	\$		
		\$	
8.	\$		
		\$	
Total Cost	\$ 116,946		

- All changes greater than 10% in any Category within the approved Scope of Work must be approved in writing in advance by the granting agency.
- Equipment purchased with these funds belongs to the federal program from which this funding was appropriated and shall be returned to the program upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. It is the Policy of the Board of Examiners to restrict contractors/subrecipients to the same rates and procedures allowed State Employees. The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Administrative Manual 0200.0 and 0320.0).

The Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the performance period.

- Up to 12 payments/installments from July 1, 2018 through June 30, 2019;
- The maximum available through subaward is \$116,946;

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- Obligations incurred prior to the beginning of the performance period cannot be paid from grant funds;
- Obligations incurred during the performance period must be liquidated within 45 days after the end of the performance period;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Supporting documentation must be in sufficient detail to show the exact nature of expenditures;
- Expenditures must be prorated to each benefiting project;
- Expenditures must be cross referenced to the project using the subaward number; and
- Additional expenditure detail will be provided upon request from the Division.

Additionally, the subrecipient agrees to provide:

- A complete financial accounting of all expenditures to the Division within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to the Division at that time, or if not already requested, shall be deducted from the final award.

The Division agrees:

- The Grant Management Unit will provide the following to ensure successful completion of this project, such as:
 - Providing technical assistance, upon request from the Subrecipient; and
 - Providing prior approval of reports or documents to be developed.
- The Division reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Division.

Both parties agree:

Annual subrecipient monitoring will be scheduled after a risk assessment has been completed. The actual date will be negotiated with the subrecipient.

The subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the subrecipient is requested to fill out and sign Section F, which is specific to this subaward, and will be in effect for the term of this subaward.

All reports of expenditures and requests for reimbursement processed by the Division are SUBJECT TO AUDIT.

This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Division, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Monthly Financial Status and Request for Funds Report is due on a monthly basis, based on the terms of the subaward agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.
- Match must be reported monthly.