

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

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 through grant number 1701NVAIPP from the Adoption and Legal Guardianship Incentive. 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 1701NVAIPP from the Adoption and Legal Guardianship Incentive.

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	\$		Please see attached Budget Narrative
		\$	
2. Travel/Training	\$ 11,000		
		\$	
3. Operating	\$ 3,000		
		\$	
4. Equipment	\$		
		\$	
5. Contractual Consultant	\$ 124,000		
		\$	
6. Other	\$ 10,561		
		\$	
7. Indirect	\$		
		\$	
Total Cost	\$ 148,561		

- 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 October 1, 2018 through September 30, 2019;
- The maximum available through subaward is \$ 148,561.00
- Obligations incurred prior to the beginning of the performance period cannot be paid from grant funds;

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- 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.