



State of Nevada
Department of Health and Human Services
Aging and Disability Services Division
(hereinafter referred to as the Department)

Agency Ref. #: **16-000-59-BC3X-20**
Budget Account: 3266
Category: 45
GL: 8580
Job Number: 93044203

NOTICE OF SUBAWARD

Program Name: ADSD Planning, Advocacy and Community Services (PAC) Unit Grants Management Contact Name: Alexandra Crocket, ACrocket@adsd.nv.gov	Subrecipient's Name: Washoe County Contact Name: Amber Howell, Director, Washoe County Human Services Agency / ahowell@washoecounty.us
Address: 3416 Goni Road, #D-132 Carson City, NV 89706	Address: 1001 E. 9th Street Reno, NV 89512
Subaward Period: 04/01/2020 - 09/30/2021 Subaward Type: Categorical	Subrecipient's: <div style="display: flex; justify-content: space-between;"> <div>EIN:</div> <div><u>88-60000138</u></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Vendor #:</div> <div><u>T40283400</u></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Dun & Bradstreet:</div> <div><u>073786998</u></div> </div>

Purpose of Award: Fiscal Year 2020 funding to provide Health Promotion Services (COVID-19) to individuals deemed eligible per the ADSD Service Specifications.

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

Approved Budget Categories:	
1. Personnel	\$32,172.57
2. Travel	\$0.00
3. Operating	\$15,652.18
4. Equipment	\$0.00
5. Contractual/Consultant	\$0.00
6. Training	\$0.00
7. Other	\$0.00
TOTAL DIRECT COSTS	\$47,824.75
8. Indirect Costs	\$2,175.25
TOTAL APPROVED BUDGET	\$50,000.00

AWARD COMPUTATION:	
Total Obligated by this Action:	\$ 50,000.00
Cumulative Prior Awards this Budget Period:	\$ 0.00
Total Federal Funds Awarded to Date:	\$ 50,000.00
Total State Funds Awarded to Date:	\$ 0.00
Total Funds Awarded:	\$ 50,000.00

Match Required ☐ Y ☒ N
 Amount Required this Action: \$ 0.00
 Amount Required Prior Awards: \$ 0.00
 Total Match Amount Required: \$ **0.00**

Research and Development (R&D) ☐ Y ☒ N

Federal Budget Period:

04/01/2020 - 09/30/2021

Federal Project Period:

04/01/2020 - 09/30/2021

FOR AGENCY USE, ONLY

Source of Funds: Administration for Community Living (ACL); CARES Act for Supportive Services under Title III-B of the Older Americans Act (SSC3)	% Funds: 100%	CFDA: 93.044	FAIN: 2001NVSSC3	Federal Grant #: 2001NVSSC3-00	Federal Grant Award Date by Federal Agency: 04/20/2020
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Agency Approved Indirect Rate: N/A

Subrecipient Approved Indirect Rate: 4.55%

Terms and Conditions:

In accepting these grant funds, it is understood that:

1. This award is subject to the availability of appropriated funds.
2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, ADSD Requirements and Procedures for Grant Programs (RPGPs), and the State Administrative Manual.
3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented.
4. Subrecipient must comply with all applicable Federal and State regulations.
5. 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.
6. Financial Status Reports and Requests for Reimbursements must be submitted monthly or quarterly, unless specific exceptions are provided in writing by the grant administrator.

Incorporated Documents:

Section A: Grant Conditions and Assurances;
 Section B: Description of Services, Scope of Work and Deliverables;
 Section C: Budget and Financial Reporting Requirements;
 Section D: Request for Reimbursement;

Section E: Audit Information Request;
 Section F: Current/Former State Employee Disclaimer; and
 Section G: DHHS Confidentiality Addendum

Authorized Sub-Recipient Official's Name, Title: Amber Howell, Director, Washoe County Human Services Agency	Signature 	Date 06/18/2020
Jeffrey S. Duncan, Chief II For Dena Schmidt, ADSD Administrator		

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SECTION A

GRANT CONDITIONS AND ASSURANCES

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Department of Health and Human Services (hereafter referred to as "Department") shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Recipient is an independent entity.
2. The Recipient shall hold harmless, defend and indemnify the Department from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Recipient's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The Department or Recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the Department or Recipient from its obligations under this Agreement.
 - The Department may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the Department and Recipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the Department. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Recipient under this Agreement shall, at the option of the Department, become the property of the Department, and the Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The Department may also suspend or terminate this Agreement, in whole or in part, if the Recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Department may declare the Recipient ineligible for any further participation in the Department's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Recipient is in noncompliance with any applicable rules or regulations, the Department may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing

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Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).

10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
12. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
13. An organization receiving grant funds through the Nevada Department of Health and Human Services shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
 - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation;
 - The enactment or modification of any pending federal, state or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, **by preparing, distributing or using** publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
 - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
14. An organization receiving grant funds through the Nevada Department of Health and Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
 - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the sub-grantee agrees to provide the Department with copies of all contracts, sub-grants, and or amendments to either such documents, which are funded by funds allotted in this agreement.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION B

Description of Services, Scope of Work and Deliverables

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

Scope of Work for Washoe County

Indicate the staff responsible for each of the following:

Compliance Item	Due Date	Indicate Subrecipient Staff Responsible (Name and Title)
Reporting Schedule	Each report applicable to funded service, as outlined at http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/Reporting/ReportingSchedule.pdf	
SAMS and/or Service-Specific Report	10 th calendar day following the month of service	
Request for Reimbursement	15 th calendar day following the month or quarter of service	
Request for Reimbursement – Advance	15 th calendar day before the month of service	
General Service Specifications	Ongoing throughout subaward period – General guidelines for service provision, with approved exceptions for COVID-19	
Requirements and Procedures for Grant Programs (RPGPs)	Ongoing throughout subaward period – General guidelines for management of the subaward	
Provision of service as described in the approved subaward application	Ongoing throughout subaward period	

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Explain the need for this funding: (Expand rows as needed).	
Enter response:	<p>In light of the unprecedented Covid-19 worldwide pandemic, Washoe County Human Services Agency (WCHSA) has ramped up services to meet the growing needs in our community. This is especially true among our senior population, who remain most at-risk for the coronavirus and its potentially deadly effects. To better serve local seniors, we have significantly expanded our home delivered meal service and maintained essential services such as in-home care (Homemaker). As circumstances continue to evolve, so too do community needs. We request ADSD funding to support the following efforts, which will enable WCHSA to meet additional pressing needs and ensure seniors are well served through this challenging time.</p> <p>(1) Personal Protective Equipment for Homemaker Program:</p> <p>The WCHSA Homemaker program provides necessary in-home services such as light housekeeping, laundry, changing linens, and shopping for groceries and prescriptions to seniors who are unable to perform these functions on their own. These clients do not have a support system, and thus, Homemaker plays an important role in avoiding premature institutionalization, homelessness, and decline in their overall health. Approximately 160 individuals currently utilize the Homemaker program through weekly, bi-weekly or monthly visits. These visits have continued despite the virus outbreak in order to ensure homebound and disabled seniors still receive the care and support needed.</p> <p>WCHSA currently contracts with two companies who provide Homemaker services to our clients. Typically, all required supplies are provided by these companies under their contract, including personal protective equipment (PPE) and sanitization supplies (i.e. hand sanitizer, disinfectant cleaner). Now more than ever, PPE and sanitization supplies are essential as workers enter our clients' homes. Thus, in order to centralize an ongoing supply and ensure every worker has the necessary supplies, WCHSA requests ADSD funds to purchase PPE and sanitization supplies for our Homemaker workers. This will mitigate any challenges with supply shortages faced by our contractors as well as leverage WCHSA's buying power as a local government to maintain the highest safety standards for our clients and workers.</p> <p>(2) Create Home-Delivered Grocery Program</p> <p>As mentioned earlier, our home delivered meal program has seen a substantial increase in demand as a result of the Covid-19 pandemic. Since mid-March, the number of meals served weekly has increased by 35%. At the same time, while the program is highly effective, it does have some limitations. Seniors typically receive one, and in certain circumstances two, meals per day. And while we develop senior-friendly menus, some individuals' strict dietary needs limit their ability to use this service.</p> <p>To resolve this need, we request ADSD funding to establish a home-delivered grocery program utilizing grocery store delivery services. As requests are made to WCHSA, our staff can quickly reach out to a nearby store and schedule the delivery right to seniors' doors without the need for face-to-face contact. This service will provide supplemental food items to low-income seniors for whom our home delivered meal would otherwise be the only meal they would eat each day. This program will also allow us to better meet the needs of individuals with specific dietary restrictions and eliminate their need to visit the grocery store and place themselves at risk for virus exposure. In short, a grocery delivery program will ensure the most vulnerable and highest needs seniors maintain consistent access to nutritious food during the pandemic.</p> <p>(3) Expand Wellness Checks</p> <p>Currently, WCHSA staff are making weekly wellness screening calls to all seniors registered for home delivered meal service. These brief screenings are intended to assess the exposure risk for our staff at each home they visit; however, we have also discovered that these calls are a welcome source of encouragement and connection for isolated seniors. Measures such as social distancing and self-isolation, while beneficial for our community at this time, have been especially difficult for older adults. The activities seniors have relied upon for regular social interaction have been canceled, and the risk of virus exposure keeps many completely homebound. Especially for those who live alone or who lack a family support system, this is an especially trying time.</p> <p>To address this critical need, ADSD funding will support the additional staff time necessary to expand this program, extending the calls from a quick screening to a more comprehensive wellness check. Through these conversations, our trained staff are prepared to employ other county services, such as mental health, as needed. For most seniors, however, we expect that these calls will simply provide a much-needed outlet to connect with another person on a regular basis. Through this program, we will help to reduce isolation, depression and anxiety among older adults in Washoe County.</p>

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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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 Department of Health and Human Services through Grant Number 16-000-59-BC3X-20 from the Aging and Disability Services Division (ADSD). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department nor ADSD.

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number 16-000-59-BC3X-20 from Aging and Disability Services Division (ADSD).

Subrecipient agrees to adhere to the following budget:

Applicant Name:	Washoe County Human Services Agency	Subaward & Service Type:	This will copy from the 1st tab (#s 6 and 9).
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PROPOSED BUDGET NARRATIVE
Short Form Subaward Application - Emergency Requests

Personnel Costs		Fringe Only: \$10,420.04		Total: \$32,172.57		
List staff, positions, salaries/rate of pay, fringe rate, percent of direct-service time to be spent on the project and the number of months to calculate the amount requested.						
A. Position: Staff Name (if known, otherwise state new position), Title, Position Control Number (PCN)		Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
B. Provide a breakdown of the type of fringe benefits provided, such as health insurance, Medicare, FICA, worker's compensation, retirement, etc. -AND- Briefly describe duties as they relate to the funding proposal. Expand rows as needed.						
A. Ryan Crane, Administrative Secretary Supervisor, 70000950		\$70,324.80	46.50%	25.00%	4.00	\$8,585.49
B. Fringe benefits include medical insurance, retirement, Medicare, workman's compensation and unemployment compensation. This position supervises senior services administrative staff, and for the purposes of this request, will make daily wellness check calls.						
A. TBD, Community Health Aide		\$52,681.55	52.00%	25.00%	4.00	\$6,673.00
B. Fringe benefits include medical insurance, retirement, Medicare, workman's compensation and unemployment compensation. For the purposes of this request, this position will make daily wellness check calls.						
A. TBD, Community Health Aide		\$52,681.55	52.00%	25.00%	4.00	\$6,673.00
B. Fringe benefits include medical insurance, retirement, Medicare, workman's compensation and unemployment compensation. For the purposes of this request, this position will make daily wellness check calls.						
A. TBD, Office Assistant II		\$42,671.20	44.00%	25.00%	4.00	\$5,120.54
B. Fringe benefits include medical insurance, retirement, Medicare, workman's compensation and unemployment compensation. For the purposes of this request, this position will make daily wellness check calls.						
A. TBD, Office Assistant II		\$42,671.20	44.00%	25.00%	4.00	\$5,120.54
B. Fringe benefits include medical insurance, retirement, Medicare, workman's compensation and unemployment compensation. For the purposes of this request, this position will make daily wellness check calls.						

Travel/Training	Total: \$0.00
Identify staff who will travel, the purpose, frequency and projected costs. Utilize GSA rates (www.gsa.gov) for travel unless the organization's policies specify lower rates for these	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

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Applicant Name:	Washoe County Human Services Agency	Subaward & Service Type:	This will copy from the 1st tab (#s 6 and 9).
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Operating	Total: \$15,652.18
Include any facility and vehicle costs associated with the proposed program (not the agency as a whole), such as rent, maintenance expenses, insurance, fuel, as well as utilities	
Enter Description(s) Below:	Amount:
Personal protective equipment (masks, disposable gloves and booties)	\$1,600.00
Sanitization supplies (disinfectant spray, hand sanitizer)	\$2,802.18
Home grocery delivery (\$75 per delivery x 10 deliveries per week x 15 weeks)	\$11,250.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Justification: Personal protective equipment and sanitization supplies will be used by workers in our Homemaker program to protect both workers and clients as workers provide in-home services such as housekeeping and laundry. Home grocery delivery encompasses the use of grocery store delivery services. Through this service, WCHSA will be able to place and fund grocery orders on behalf of low-income and homebound seniors in need and arrange for the items to be delivered to their door without face-to-face contact. All supplies have been budgeted for a 16-week program period.	

Equipment	Total: \$0.00
List equipment to 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	
	\$0.00
	\$0.00
	\$0.00

Contractual	Total: \$0.00
Explain the need and/or purpose for the contractual or consultant service. Only include costs for which there is a written agreement or contract. Identify and justify these costs.	
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

Applicant Name:	Washoe County Human Services Agency	Subaward & Service Type:	This will copy from the 1st tab (#s 6 and 9).
Other	Total: \$0.00		
Identify and justify other direct expenditures that cannot be identified within another category, such as audit costs, dues, other insurance, printing and promotional costs, etc.			
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
	\$0.00		
Justification: (Enter below, expand row as needed) Provide narrative to justify these expenditures and how each budget item supports the project.			

TOTAL DIRECT PROJECT COSTS	\$47,824.75
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Administrative Expenses or Federal Indirect Cost Rate (FICR)	Total: \$2,175.25
Administrative expenses and FICR are to be used to help cover expenses that are not easily assignable to a specific program or unit within an organization. These costs are associated with	
Choose ONE type of rate according to funding source and provide calculation or explanations:	
1. State Funding: 8% (ILG, State Volunteer, State Transportation funding)	RATE:
2. Federal Funding: 10% of Modified Direct Costs (maximum allowable rate)	10.00%
3. Federal Indirect Cost Rate (FICR): Identify approved FICR & attach letter to application. In cell below, describe how the total indirect amount was calculated based on letter guidance and exceptions. Expand row as needed.	
FICR Calculation:	

TOTAL BUDGET REQUEST	\$50,000.00
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Applicant Name:	Washoe County Human Services Agency	Type of Service:	This will copy from the 1st tab (#s 6 and 9).
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PROPOSED BUDGET SUMMARY

Short Form Subaward Application - Emergency Requests

PATTERN BOXES ARE FORMULA DRIVEN: Enter info in orange cells.

A. FUNDING SOURCES	ADSD Funds	MATCH - N/A	[Enter name of Other Funding, if applicable]	[Enter name of Other Funding, if applicable]	[Enter name of Other Funding, if applicable]	[Enter name of Other Funding, if applicable]	[Enter name of Other Funding, if applicable]	TOTAL
PENDING OR SECURED	Pending	N/A						
ENTER TOTAL FUNDING	\$50,000.00	\$0.00						\$50,000.00

EXPENSE CATEGORY

Personnel	\$32,172.57	\$0.00						\$32,172.57
Travel/Training	\$0.00	\$0.00						\$0.00
Operating	\$15,652.18	\$0.00						\$15,652.18
Equipment	\$0.00	\$0.00						\$0.00
Contractual/Consultant	\$0.00	\$0.00						\$0.00
Other Expenses	\$0.00	\$0.00						\$0.00
Indirect	\$2,175.25	\$0.00						\$2,175.25

TOTAL EXPENSE	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
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These boxes should equal zero	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Total Indirect Cost	\$2,175.25						Total Program Budget	\$50,000.00
Indirect % of Budget	10.00%						ADSD Percent of Program Budget	100%

B. Comments regarding budget summary, if applicable.

C. Identify specific source(s) of Match, as applicable, and indicate whether each source of match is Secured or Pending.

N/A

D. List potential amounts and sources of program income (required); and describe if the project plans to have a sliding fee scale or voluntary contributions.

HSA expects to receive approximately \$100 in voluntary contributions. We do not anticipate any other program income.

- Department of Health and Human Services policy allows no more than 10% flexibility of the total, not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total not to exceed amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Equipment purchased with these funds belongs to the federal or state 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).

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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 subaward period.

- Total reimbursement through this subaward will not exceed \$50,000.00;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Additional expenditure detail will be provided upon request from the Department.

Additionally, the Subrecipient agrees to provide:

- A complete financial accounting of all expenditures to the Department within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to the Department at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the Department may not be able to provide reimbursement.
- If a credit is owed to the Department after the 45-day closing period, the funds must be returned to the Department within 30 days of identification.

The Department agrees:

- Identify specific items Aging and Disability Services Division must provide or accomplish to ensure successful completion of this project, such as:
 - Providing technical assistance, upon request from the Subrecipient;
 - Providing prior approval of reports or documents to be developed;
 - Forwarding a report to another party, i.e. Administration for Community Living (ACL).
- The Department reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Department.

Both parties agree:

- Aging and Disability Services Division will conduct programmatic and financial monitoring of the project on an annual basis or as determined necessary based on a risk assessment.
- 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 Section G, 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 Department 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 Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due on a monthly or quarterly 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.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
NOTICE OF SUBAWARD**

Agency Ref. #: _____

Budget Account: _____

GL: _____

Draw #: _____

**SECTION D
Request for Reimbursement**

Program Name:	Subrecipient Name:
Address:	Address:
Subaward Period:	Subrecipient's: EIN: Vendor #:

FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT

(must be accompanied by expenditure report/back-up)

Month(s)

Calendar year

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
2. Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3. Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
8. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

MATCH REPORTING	Approved Match Budget	Total Prior Reported Match	Current Match Reported	Year to Date Total	Match Balance	Percent Completed
INSERT MONTH/QUARTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

I, a duly authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.

Authorized Signature

Title

Date

FOR DEPARTMENT USE ONLY

Is program contact required? ____ Yes ____ No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____

Scope of Work review/approval date: _____

ASO or Chief (as required): _____

Date

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
NOTICE OF SUBAWARD**

SECTION E

Audit Information Request

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).
2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year? YES ☐ NO ☐
3. When does your organization's fiscal year end? _____
4. What is the official name of your organization? _____
5. How often is your organization audited? _____
6. When was your last audit performed? _____
7. What time-period did your last audit cover? _____
8. Which accounting firm conducted your last audit? _____

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
NOTICE OF SUBAWARD**

SECTION F

Notification of Utilization of Current or Former State Employee

For the purpose of State compliance with NRS 333.705, subrecipient represents and warrants that if subrecipient, or any employee of subrecipient who will be performing services under this subaward, is a current employee of the State or was employed by the State within the preceding 24 months, subrecipient has disclosed the identity of such persons, and the services that each such person will perform, to the issuing Agency. Subrecipient agrees they will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this subaward without first notifying the Agency and receiving from the Agency approval for the use of such persons. This prohibition applies equally to any subcontractors that may be used to perform the requirements of the subaward. The provisions of this section do not apply to the employment of a former employee of an agency of this State who is not receiving retirement benefits under the Public Employees' Retirement System (PERS) during the duration of the subaward.

Are any current or former employees of the State of Nevada assigned to perform work on this subaward?

- YES ☐ If "YES", list the names of any current or former employees of the State and the services that each person will perform.
- NO ☐ Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name

Services

<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>
<hr/>	<hr/>

Subrecipient agrees that any employees listed cannot perform work until approval has been given from the Department.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
NOTICE OF SUBAWARD**

SECTION G

Confidentiality Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as "Department"

and

Washoe County

Hereinafter referred to as "Subrecipient"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Department and Subrecipient.

WHEREAS, Subrecipient may have access, view or be provided information, in conjunction with goods or services provided by Subrecipient to Department that is confidential and must be treated and protected as such.

NOW, THEREFORE, Department and Subrecipient agree as follows:

I. DEFINITIONS

The following terms shall have the meaning ascribed to them in this Section. Other capitalized terms shall have the meaning ascribed to them in the context in which they first appear.

1. **Agreement** shall refer to this document and that agreement to which this addendum is made a part.
2. **Confidential Information** shall mean any individually identifiable information, health information or other information in any form or media.
3. **Subrecipient** shall mean the name of the organization described above.
4. **Required by Law** shall mean a mandate contained in law that compels a use or disclosure of information.

II. TERM

The term of this Addendum shall commence as of the effective date of the primary inter-local or other agreement and shall expire when all information provided by Department or created by Subrecipient from that confidential information is destroyed or returned, if feasible, to Department pursuant to Clause VI (4).

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Subrecipient hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Department for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY SUBRECIPIENT

Subrecipient shall be permitted to use and/or disclose information accessed, viewed or provided from Department for the purpose(s) required in fulfilling its responsibilities under the primary agreement.

V. USE OR DISCLOSURE OF INFORMATION

Subrecipient may use information as stipulated in the primary agreement if necessary for the proper management and administration of Subrecipient; to carry out legal responsibilities of Subrecipient; and to provide data aggregation services relating to the health care operations of Department. Subrecipient may disclose information if:

1. The disclosure is required by law; or
2. The disclosure is allowed by the agreement to which this Addendum is made a part; or
3. The Subrecipient has obtained written approval from the Department.

VI. OBLIGATIONS OF SUBRECIPIENT

1. **Agents and Subcontractors.** Subrecipient shall ensure by subcontract that any agents or subcontractors to whom it provides or makes available information, will be bound by the same restrictions and conditions on the access, view or use of confidential information that apply to Subrecipient and are contained in Agreement.

**STATE OF NEVADA
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2. **Appropriate Safeguards.** Subrecipient will use appropriate safeguards to prevent use or disclosure of confidential information other than as provided for by Agreement.
3. **Reporting Improper Use or Disclosure.** Subrecipient will immediately report in writing to Department any use or disclosure of confidential information not provided for by Agreement of which it becomes aware.
4. **Return or Destruction of Confidential Information.** Upon termination of Agreement, Subrecipient will return or destroy all confidential information created or received by Subrecipient on behalf of Department. If returning or destroying confidential information at termination of Agreement is not feasible, Subrecipient will extend the protections of Agreement to that confidential information as long as the return or destruction is infeasible. All confidential information of which the Subrecipient maintains will not be used or disclosed.

IN WITNESS WHEREOF, Subrecipient and the Department have agreed to the terms of the above written Addendum as of the effective date of the agreement to which this Addendum is made a part.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.