



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

Agency Ref. #: **CC2105**
Budget Account: 3267
Category: 20
GL: 8781
Job Number: 9357520

NOTICE OF SUBAWARD

Program Name: Child Care Licensing Division of Welfare and Supportive Services Dave Goldstein/dmgoldstein@dwss.nv.gov		Subrecipient's Name: Washoe County Human Service Agency (County of Washoe) Cara Paoli, Director/ CPaoli@washoecounty.us																							
Address: 1470 College Parkway Carson City, NV 89706		Address: 350 S Center Street Reno NV 89501																							
Subaward Period: Retroactively to July 1, 2020 through June 30, 2021		Subrecipient's: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">EIN:</td> <td>*****0138</td> </tr> <tr> <td>Vendor #:</td> <td>T40283400</td> </tr> <tr> <td>Dun & Bradstreet:</td> <td>073786998</td> </tr> </table>		EIN:	*****0138	Vendor #:	T40283400	Dun & Bradstreet:	073786998																
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Purpose of Award: This subaward is to provide licensing, monitoring, inspections and background checks to all licensed and non-licensed providers in the Child Care & Development Program (CCDP) under the provisions granted in the Nevada Revised Statutes (NRS) 432A.																									
Region(s) to be served: <input checked="" type="checkbox"/> Statewide <input type="checkbox"/> Specific county or counties:																									
Approved Budget Categories: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Personnel</td> <td style="text-align: right;">\$374,228.00</td> </tr> <tr> <td>2. Travel</td> <td style="text-align: right;">\$3,795.00</td> </tr> <tr> <td>3. Training</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>4. Supplies/Operating</td> <td style="text-align: right;">\$8,600.00</td> </tr> <tr> <td>5. Equipment</td> <td style="text-align: right;">\$2,520.00</td> </tr> <tr> <td>6. Contractual/Consultant</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>7. Construction</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>8. Other Expenses</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>TOTAL DIRECT COSTS</td> <td style="text-align: right;">\$389,143.00</td> </tr> <tr> <td>9. Indirect Costs</td> <td style="text-align: right;">\$19,457.00</td> </tr> <tr> <td>TOTAL APPROVED BUDGET</td> <td style="text-align: right;">\$408,600.00</td> </tr> </table>		1. Personnel	\$374,228.00	2. Travel	\$3,795.00	3. Training	\$0.00	4. Supplies/Operating	\$8,600.00	5. Equipment	\$2,520.00	6. Contractual/Consultant	\$0.00	7. Construction	\$0.00	8. Other Expenses	\$0.00	TOTAL DIRECT COSTS	\$389,143.00	9. Indirect Costs	\$19,457.00	TOTAL APPROVED BUDGET	\$408,600.00	FEDERAL AWARD COMPUTATION: Total Obligated by this Action: \$ 408,600.00 Cumulative Prior Awards this Budget Period: \$ 0.00 Total Federal Funds Awarded to Date: \$ 408,600.00 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: Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Federal Budget Period: July 01, 2020 through June 30, 2021 Federal Project Period: July 01, 2020 through June 30, 2021 FOR AGENCY USE, ONLY	
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Source of Funds: Administration for Children & Families, Child Care and Development Block Grant		% Funds: 100%	CFDA: 93.575																						
Agency Approved Indirect Rate: N/A		Subrecipient Approved Indirect Rate: N/A																							
Terms and Conditions: In accepting these grant funds, it is understood that: <ol style="list-style-type: none"> 1. This award is subject to the availability of appropriate funds. 2. Expenditures must comply with any statutory guidelines, the DHHS 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. Subrecipient must comply with all applicable Federal regulations 5. Quarterly progress reports are due by the 30th 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 Funds must be submitted monthly, 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: Confidentiality Addendum.																							

Washoe County Human Services Agency Amber Howell, Director		Date 8-7-2020
DWSS Child Care: Christell Askew, Chief		
DWSS Administrator: Steve H. Fisher		

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
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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 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.
3. 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 subgrants 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 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.

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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

OVERVIEW

The Child Care Development Fund (CCDF) is the primary Federal program devoted to providing families with child care subsidies. The CCDF enables low-income parents and parents receiving Temporary Assistance for Needy Families (TANF) subsidies to work or participate in education or training programs.

The CCDF is jointly financed by Federal and State governments and consists of three component funding streams designated by the Federal Department of Health and Human Services (DHHS), Administration for Children and Families (ACF):

- **Discretionary Funds**
CCDF Discretionary funds are provided under section 658B of the Child Care and Development Block Grant (CCDBG) act of 1990 as amended (42 U.S.C. 9858, et seq.) and appropriated annually.
- **Mandatory Funds**
CCDF Mandatory funds were enacted by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Pub. Law 104-193, and are appropriated under Section 418 of the Social Security Act (SSA) (42 U.S.C. 618).
- **Matching Funds**
CCDF Matching funds were enacted by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Pub. Law 104-193, and are appropriated under Section 418 of the Social Security Act (SSA) (42 U.S.C. 618).

The three component funding streams of the CCDF signify the unification of the CCDBG and child care subsidy funding under the Social Security Act.

CCDF Activities in Nevada

In Nevada, The Department of Health and Human Services, Division of Welfare and Supportive Services (DWSS) acts as the Lead Agency for the CCDF. Program activities are accomplished through the Child Care and Development Program (CCDP) staff and sub-recipient that are responsible for administration, management, and daily operations for the program which include:

Washoe County Human Services is responsible for licensing and monitoring child care facilities in the Washoe County area. Washoe County follows the same code as State Child Care Licensing, under the provisions granted in Nevada Revised Statutes (NRS) 432A, Services and facilities for Care of Children, and Nevada Administrative Code (NAC) 432A, Regulations and Standards for Child Care Facilities; however, they may adopt standards that are not less restrictive than those adopted under the standards required for State Child Care Licensing per NRS 432A.131. Under NRS 432A, the Washoe County, Child Care Licensing has responsibility to reduce the risk of harm to children placed in care outside of their home, through initial licensing, continued monitoring, and providing technical assistance to child care facilities caring for five or more children not licensed by local entities.

Facilities include child care center, on-site centers, facilities that provide care for ill children, special needs centers, pre-schools, nurseries for infants and toddlers, accommodation facilities, family care homes, group care homes, institutions, and outdoor youth programs. These functions are within the Washoe County area, and designated federal, state, and county operated programs for children. All areas of responsibility are also monitored for illegal, unlicensed child care operations with complaints investigated to bring facilities into compliance with state laws by licensing or reducing the number of children in care. In addition, the Washoe County, Child Care Licensing is required to provide criminal background checks on all licensed child care providers and their staff members, including child care staff members who don't care directly for children but have unsupervised access to children.

The Washoe County Human Services, Child Care Licensing, hereinafter referred to as Sub-recipient, agrees to provide the following services and reports according to the identified timeframes:

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Goal 1: The Sub-recipient must provide Child care Licensing activities in accordance with the Child Care Development Block Grant Act (CCDBG) of 2014.			
Objective	Activities	Due Date	Documentation Needed
Establish and Maintain Child Care Licensing activities in accordance with NRS 432A and CCDBG.	1. Provide initial licensing, as well as ongoing monitoring and inspections for all providers in the Washoe County area.	Throughout the term of the sub-award	Sub-recipient's website and any other requested documentation.
	2. Provide technical assistance and consultation to child care providers related to applicable regulations and standards.	As needed	Requested documentation.
	3. Gather statistics in the field of child care which other federal and state agencies are not collecting.	Throughout the term of the Sub-award	Requested documentation.
	4. Maintain a registry of complaints related to child care providers.	Throughout the term of the Sub-award	Sub-recipient's website and any additional documentation requested.
	5. Provide monitoring of licensing and regulatory requirements: <ul style="list-style-type: none"> The Washoe County, Child Care Licensing must have policies in place relating to licensing and regulating child care providers that serve children receiving CCDF subsidies and the facilities of those providers, that: <ul style="list-style-type: none"> Ensure individuals who are hired as licensing inspector are qualified and received training. Maintain the ratio of licensing inspectors to providers and facilities at a level sufficient to perform inspections on a timely basis For licensed providers: <ul style="list-style-type: none"> At least conduct 1 pre-licensure visit for compliance with fire, health, and safety standards; and At least conduct annual, unannounced inspections for compliance with licensing, health, safety and fire standards Provide the results of monitoring and inspections that must be posted to the public by electronic means, in a consumer-friendly and easily accessible format, organized by provider, the results of monitoring and inspection reports, including those due to major substantiated complaints about failure to comply with CCDF requirements and State child care policies. 	Throughout the term of the Sub-award	Review of NRS/NAC and subrecipient's website for verification of compliance and any other requested documentation.

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GOAL 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.			
Objective	Activities	Due Date	Documentation Needed
Maintain Child Care Licensing Program Integrity	1. Provide comprehensive criminal background checks on all licensed child care staff members and all licensed child care providers.	Throughout the term of the Sub-award	Requested documentation.
	2. Provide pre-service and ongoing training for all CCDF child care providers in 10 basic health and safety areas: <ul style="list-style-type: none"> • Signs of illness (Bloodborne Pathogens), Prevention and control of infectious diseases, including immunizations; • Prevention and of sudden infant death syndrome and safe sleeping practice; • Administration of medication; • Prevention and response to food and other allergic reactions in the Child Care environment; • Building and physical premises safety, including the handling and storage of bio-contaminants and hazardous materials; • Prevention of shaken baby syndrome and abusive head trauma; • Emergency preparedness and response planning for emergencies, resulting from a natural or man-made event; • First aid and CPR, including pediatric; and • Recognizing and reporting child abuse and neglect. • Precautions in transporting children (applicable staff only) 	Throughout the term of the Sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	3. Permit authorized State and Federal personnel full access to business records and provider files to monitor and/or audit the activities, procedures, cases, and accounting records that are subject to this agreement.	Throughout the term of the sub-award	Requested documentation.
	4. All reports of expenditures and requests for reimbursement processed by the DWSS CCDF staff are subject to audit. Provide all requested information during audit processes.	Throughout the term of the sub-award	Requested documentation.
	5. Within required timeframes, develop corrective action plans to rectify any exceptions noted in monitoring and/or audit reports that place any office out of compliance with this agreement, Federal/State statutes, or regulations.	Upon request	Corrective action plan and appropriate backup documentation.
	6. All books, records, reports, and statements relevant to this sub-award must be retained for a minimum of five (5) years after the Federal award period ends. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.	Throughout the term of the sub-award	Requested documentation.
	7. Provide a proposed budget for the following fiscal year to DWSS program staff.	April 1 st of each year	Budget narrative and proposed budget summary using authorized form(s).

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GOAL 2: Ensure accurate and thorough programmatic record keeping and compliance with all levels of governmental oversight.			
Objective	Activities	Due Date	Documentation Needed
	8. Manage the current State Fiscal Year Budget by tracking actual expenditures and projecting future expenditures to ensure that DWSS is alerted when and amendment will be required to avoid depletion of funds. If it is determined that funds will be depleted, DWSS must be alerted within 15 business days of the projection depletion.	15 business days from the projection date	Written request submitted via email.
	9. Salaries for employees paid for with CCDF funds must be comparable to salaries for State employees involved in similar work.	Monthly: by the 20 th of each month	Payroll documentation

GOAL 3: As the lead agency, DWSS will administer program funds, interpret and properly implement federal and state regulations, and provide oversight, guidance, and technical assistance to sub-recipients.			
Objective	Activities	Due Date	Documentation Needed
Provide Programmatic Oversight	1. DWSS will maintain overall administrative responsibility as Lead Agency and serve as liaison between the US Department of Health and Human Services (USDHHS), Administration for Children and Families (ACF), CCDF, and the sub-recipient, pursuant to 45 CFR 98.10 et seq.	On a triennial basis	Publication and submission of the Child Care and Development State Plan.
	2. DWSS will maintain eligibility for the maximum allotment of the CCDF, the Lead Agency will complete and submit the Child Care and Development State Plan in accordance with all current State and Federal regulations.	On a triennial basis	Publication and submission of the Child Care and Development State Plan.
	3. Draw down Federal funds to reimburse the sub-recipient for operation of CCDF, up to the sub-award allotment.	Within the first 3 business days of the week after CCDF submits a bill to Accounting	Requested documentation.
	4. DWSS will provide answers to questions related to Federal and State statutes and regulations covering program policies and appropriate expenditures.	As needed	Policy and Procedure (P&P) documents, Informational Memos (IMs), email, telephone, phone conferences, and in person meetings.

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GOAL 3: As the lead agency, DWSS will administer program funds, interpret and properly implement federal and state regulations, and provide oversight, guidance, and technical assistance to sub-recipients.			
Objective	Activities	Due Date	Documentation Needed
	5. DWSS will monitor implementation of the CCDF as required.	Throughout the term of the sub-award	CCDF policy manual, state plan, and any other reports or documentation required by the Administration for Children and Families (ACF) or any other interested parties.
	6. DWSS will prepare and submit all required federal program and financial reports.	As required	Various formats including but not limited to online reporting mechanisms, surveys, fillable documents provided by the feds, and the triennial State Plan.
	7. DWSS will process invoices for payment.	Within 30 working days of the receipt of the invoice	Requested documentation.
	8. DWSS will provide technical assistance, upon request from the Sub-recipient.	As needed	Policy and Procedure (P&P) documents, Informational Memos (IMs), email, telephone, phone conferences, and in person meetings.
	9. Reserve the right to hold reimbursement under this sub-award until any delinquent forms, reports or expenditure documentation are submitted and accepted by the Division.	As needed	Requested documentation.

GOAL 4: As the sub-recipient, the entity will maintain controls for program funds, facilitate the interpretation and proper implementation of state policies, and provide oversight of the daily operations for the Child Care and Development Program regarding Child Care Licensing Activities.			
Objective	Activities	Due Date	Documentation Needed
Provide Programmatic Oversight	1. Implement the 2014 CCDF program in Nevada as approved by USDHHS-Administration for Children and Families in accordance with the Office of Early Child Care and Education Guidance located at http://www.acf.hhs.gov .	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	2. Comply with all the applicable sections in the Child Care and Development Block Grant Act of 2014 (P.L. 113-186).	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.

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GOAL 4: As the sub-recipient, the entity will maintain controls for program funds, facilitate the interpretation and proper implementation of state policies, and provide oversight of the daily operations for the Child Care and Development Program regarding Child Care Licensing Activities.			
Objective	Activities	Due Date	Documentation Needed
	3. Provide management and oversight of the daily operations for the Washoe County, Child Care Licensing Program.	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	4. Build and improve the supply and quality of licensed child care businesses in the Washoe County area.	Throughout the term of the sub-award	Requested documentation.
	5. Maintain adequate controls and documentation of expenditures in accordance with Federal and State regulations and provide additional expenditure detail upon request from the Division.	Throughout the term of the sub-award	Review of NRS/NAC for verification of compliance and any other requested documentation.
	6. Request reimbursement for the actual expenses incurred related to the Scope of Work during the sub-award period. Request for reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred.	Monthly, no later than the 10 th calendar day of the month following the month service was provided	Request for Reimbursement using the authorized form(s) with required backup documentation.
	7. Submit invoices to the Division of Welfare and Supportive Services, Child Care Unit, 1470 College Parkway, Carson City, Nevada, 89706, for reimbursement of expenses for all Washoe County, child care licensing activities.	Throughout the term of the sub-award	Request for Reimbursement using the authorized form(s) with required backup documentation.
	8. All invoices for dates of services prior to July 1 must be submitted to the State. Any costs that cannot be substantiated by source documents or any costs which not allowable costs are as defined in CCDF Plan will be disallowed.	Annually, no later than the third week of July	Request for Reimbursement using the authorized form(s) with required backup documentation; and final annual reconciliation report; reimbursement of any overpayment.
	9. Work with DWSS CCDF staff to resolve any identified billing discrepancies.	Within one business day from notification of discrepancy	Requested documentation.
	10. Provide a complete financial accounting of all expenditures to DWSS. Any un-expended funds shall be returned, or if not already requested, shall be deducted from the final award.	On the third week of each month by 10am on the last business day	Request for Reimbursement using the authorized form(s) with required backup documentation.

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GOAL 4: As the sub-recipient, the entity will maintain controls for program funds, facilitate the interpretation and proper implementation of state policies, and provide oversight of the daily operations for the Child Care and Development Program regarding Child Care Licensing Activities.			
Objective	Activities	Due Date	Documentation Needed
	11. Submit any proposed program or budget changes to the Division for review of compliance with federal program requirements. This includes significant changes in program goals and objectives, scope of work, text or content of materials and messages developed with CCDF funds.	As needed	Requested documentation.

GOAL 5: Together, the lead agency and the sub-recipient will cooperate to continually identify and implement various activities and program policies that are essential to the ongoing development and success of the Child Care and Development Program.			
Objective	Activities	Due Date	Documentation Needed
Foster an Environment of Teamwork for the Overall Success of the CCDF	1. Plan together and have open lines of communication regarding all Washoe County, child care licensing activities.	Throughout the term of the sub-award	Requested documentation.
	2. Share communication materials regarding all Washoe County, child care licensing activities as necessary	Throughout the term of the sub-award	Requested documentation.
	3. All reports for expenditures and requests for reimbursement processed by the Division are subject to audit.	Throughout the term of the sub-award	Requested documentation.
	4. This sub-award agreement may be terminated by either party prior to the date set forth on the Notice of Sub-award, provided the termination shall not be effective until 30 calendar days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties to unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Division of Welfare and Supportive Services, State of Nevada, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.	Throughout the term of the sub-award	Requested documentation.

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SECTION C

Budget and Financial Reporting Requirements

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number CC2105 from Division of Welfare and Supportive Services.

Subrecipient agrees to adhere to the following budget:

Applicant Name: Washoe County Human Services Agency

**BUDGET NARRATIVE
(Form Revised June 2019)**

Total Personnel Costs	including fringe	Total:	\$374,228
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List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

	<u>Annual Salary</u>	<u>Fringe Rate</u>	<u>% of Time</u>	<u>Months</u>	<u>Percent of Months worked Annual</u>	<u>Amount Requested</u>
Amy Clift, Human Services Coordinator, 70010400	\$111,815.15	64.300%	70.000%	12	100.00%	\$128,599

Under limited supervision, incumbent trains, supervises, and evaluates the performance of three or more Human Services Case Worker III surveyors. Incumbents address issues that have been escalated by subordinates and surveyed facilities; review and interpret laws, regulations, policies and procedures; prepare summary or detailed reports of surveys and actions taken by subordinates; and participate in the development of laws, regulations, policies and procedures as required.

Katie Nichols, Human Services Case Worker III 70010401	\$85,666.86	58.215%	100.000%	12	100.00%	\$135,538
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Under general supervision, incumbents perform the duties including regulating and monitoring child care facilities in accordance with NRS 432A, providing child care consultation and training to child care facility operators, and investigating complaints concerning licensed and unlicensed facilities from citizens and public agencies.

Margaret Moore, Human Services Case Worker III 70010402	\$70,472.00	56.220%	100.000%	12	100.00%	\$110,091
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Under general supervision, incumbents perform the duties including regulating and monitoring child care facilities in accordance with NRS 432A, providing child care consultation and training to child care facility operators, and investigating complaints concerning licensed and unlicensed facilities from citizens and public agencies.

Total Fringe Cost	\$139,818	Total Salary Cost:	\$234,409
Total Budgeted FTE	2.70000		

Travel	Total:	\$3,795
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Identify staff who will travel, the purpose, frequency and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 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.

In-State Travel

<u>Origin & Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>	
Mileage: (0.575 rate per mile x 275 miles per month x 12 trips x 2 staff	\$158	12		2	\$3,795

Justification: The childcare licensing staff have one assigned vehicle; they often utilize their own vehicles when needed to visit childcare facilities for licensing inspections or to address complaints.

Training	Total:	\$0
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Supplies/Operating	Total:	\$8,600
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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.

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Licenses and Permits 3 staff @ \$100 per year for Licensing	\$300.00
Network and Data Lines 3 staff @ \$25 per month x 12 months	\$900.00
Sanswrite License 3 staff @ \$1140 per year	\$3,420.00
Cellular Phone 3 staff @ \$55 per month x 12 months	\$1,980.00
Office Supplies: \$55.56 per month for 3 staff x 12 months	\$2,000.02

Justification: the three caseworkers are licensed social workers, the licenses are for the Nevada State Board of Social Work annual license renewal. The Sanswrite licenses are annual licensing renewals for the database that WCHSA utilizes to store information for all childcare providers, license information and complaint history. The Network and Data Lines are expenses related to MIFI accessibility so that staff can remotely access Sanswrite and Department Records while in the field.

Equipment	Total:	\$2,520
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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.

Laptops: \$840.00 per unit x 3 staff	\$2,520.00
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Contractual/ Consultant	Total:	\$0
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Construction	Total:	\$0
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Other	Total:	\$0
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TOTAL DIRECT CHARGES	Total:	\$389,143
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Indirect Charges	Indirect Rate:	5.000%	\$19,457
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Indirect Methodology: Washoe County Human Services Agency calculates 5% of all salaries and wages.

TOTAL BUDGET (Direct + Indirect)	Total:	\$ 408,600
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Form 2

Applicant Name: Washoe County Human Services Agency
PROPOSED BUDGET SUMMARY
(Form Revised May 2019)

A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

<u>FUNDING SOURCES</u>	DWSS	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
SECURED								
ENTER TOTAL REQUEST	\$408,600							\$408,600

EXPENSE CATEGORY

Personnel	\$374,228							\$374,228
Travel/ Per Diem	\$3,795							\$3,795
Training	\$0							
Supplies/Operating	\$8,600							\$8,600
Equipment	\$2,520							\$2,520
Contractual/Consultant	\$0							\$0
Construction	\$0							
Other Expenses	\$0							\$0
Indirect	\$19,457							\$19,457

TOTAL EXPENSE	\$408,600	\$0	\$0	\$0	\$0	\$0	\$0	\$408,600
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These boxes should equal 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Total Indirect Cost	\$19,457		
		Total Agency Budget	\$408,600
		Percent of Subrecipient Budget	100%

B. Explain any items noted as pending:

C. Program Income Calculation:

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- 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 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 program Contract Monitor or Program Manager shall, when federal funding requires a specific match, maintenance of effort (MOE), "in-kind", or earmarking (set-aside) of funds for a specific purpose, have the means necessary to identify that the match, MOE, "in-kind", or earmarking (set-aside) has been accomplished at the end of the grant year. If a specific vendor or subrecipient has been identified in the grant application to achieve part or all of the match, MOE, "in-kind", or earmarking (set-aside), then this shall also be identified in the scope of work as a requirement and a deliverable, including a report of accomplishment at the end of each quarter to document that the match, MOE, "in-kind", or earmarking (set-aside) was achieved. These reports shall be held on file in the program for audit purposes, and shall be furnished as documentation for match, MOE, "in-kind", or earmarking (set-aside) reporting on the Financial Status Report (FSR) 90 days after the end of the grant period."*

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 **\$408,600.00**
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Subsidy Request Provider Payments will be accompanied with the Requests for Reimbursement;
- 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 the program or Bureau must provide or accomplish to ensure successful completion of this project, such as:
 - Providing technical assistance, upon request from the Subrecipient; DWSS/CCDP will provide answers to questions related to Federal and State statutes and regulation covering program policies and appropriate expenditures;
 - DWSS/CCDP will prepare and submit all required Federal program and financial reports;
 - DWSS/CCDP will complete and submit the Child Care and Development State Plan in accordance with all current State and Federal regulations in order to maintain eligibility for the maximum allotment of the CCDF;
- 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:

- DWSS/CCDP will conduct an on-site monitoring visit to the Subrecipient on a yearly basis.
- 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 monthly, based on the terms of the subaward agreement, no later than the 10th calendar day of the month following the month service was provided.
- 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.

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Agency Ref. #: **CC2105**
Budget Account: 3267
GL: 8781
Draw #: _____

**SECTION D
Request for Reimbursement**

Program Name: Child Care Licensing Division of Welfare and Supportive Services	Subrecipient Name: Washoe County Human Service Agency
Address: 1470 College Parkway Carson City, NV 89706	Address: 350 S Center Street Reno NV 89501
Subgrant Period: Retroactively to July 01, 2020 through June 30, 2021	Subrecipient's: EIN: *****0138 Vendor #: T40283400

FINANCIAL REPORT AND REQUEST FOR FUNDS

(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	\$374,228.00	\$0.00	\$0.00	\$0.00	\$374,228.00	0.0%
2 Travel/Per Diem	\$3,795.00	\$0.00	\$0.00	\$0.00	\$3,795.00	0.0%
2 Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 Supplies/Operating	\$8,600.00	\$0.00	\$0.00	\$0.00	\$8,600.00	0.0%
4 Equipment	\$2,520.00	\$0.00	\$0.00	\$0.00	\$2,520.00	0.0%
5 Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6 Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7 Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
8 Indirect	\$19,457.00	\$0.00	\$0.00	\$0.00	\$19,457.00	0.0%
Total	\$408,600.00	\$0.00	\$0.00	\$0.00	\$408,600.00	0.0%
MATCH REPORTING	Approved Match Budget	Total Prior Reported Match	Current Match Reported*	Year to Date Total	Match Balance	Percent Match 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 _____

OFFICE USE ONLY - DEPARTMENT OF HEALTH AND HUMAN SERVICE - OFFICE USE ONLY

Program contact necessary? ☐ Yes ☐ No Contact Person: _____

Reason for contact: _____

Scope of Work/approval date: _____ Signed: _____

Fiscal Review/approval date: _____ Signed: _____

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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? June 30
4. What is the official name of your organization? Washoe County Human Services Agency
5. How often is your organization audited? Annually
6. When was your last audit performed? November 2019
7. What time-period did your last audit cover? July 1, 2018 - June 30, 2019
8. Which accounting firm conducted your last audit? Eide Bailly CPAs

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

**STATE OF NEVADA
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SECTION F

Confidentiality Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as "Department"

and

Washoe County Human Services Agency

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.

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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.