



State of Nevada
Office of the Secretary of State
(hereinafter referred to as the Department)

Agency Ref. #: 90.404-0017
Appr Unit: 105116
GL: 8518
Job Number: 8040418

NOTICE OF SUBAWARD

Program Name: FFY2018 HAVA Election Security Ashley Griffiths - alea@sos.nv.gov 775-684-5738	Subrecipient's Name: Deanna Spikula dsplikula@washoecounty.us (775) 328-3670
Address: 101 N. Carson Street, Suite 3 Carson City, NV 89701	Address: 1001 E. Ninth St., Bldg A-220, Reno, NV 89512
Subaward Period: 8/15/2020 12/31/2020	Subrecipient's: EIN: 88-600138 Vendor #: T40283400 Dun & Bradstreet: 73786998

Purpose of Award: Risk Limiting Audit Pilot

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

Approved Budget Categories:		FEDERAL AWARD COMPUTATION:	
1. Personnel		Total Obligated by this Action:	\$ 2995.00
2. Travel		Cumulative Prior Awards this Budget Period:	\$ 499873.80
3. Operating	\$195.00	Total Federal Funds Awarded to Date:	\$ 502868.80
4. Equipment	\$2,800.00	Match Required <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	\$ 0.00
5. Contractual/Consultant		Amount Required this Action:	\$ 0.00
6. Training		Amount Required Prior Awards:	\$ 0.00
7. Other		Total Match Amount Required:	\$ 0.00
TOTAL DIRECT COSTS	\$2,995.00	Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
8. Indirect Costs	\$0.00	Federal Budget Period:	03/23/2018 through 03/22/2023
TOTAL APPROVED BUDGET	\$2,995.00	Federal Project Period:	03/23/2018 through 03/22/2023

Source of Funds: US Election Assistance Commission 1335 East West Highway - Suite 4300 Silver Spring, MD 20910	% Funds: 100	CFDA: 90.404	FAIN: n/a	Federal Grant #: NV18101001	Grant Award Date by Federal Agency: 03/23/2018
Agency Approved Indirect Rate: N/A		Subrecipient Approved Indirect Rate: N/A			

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

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with any statutory guidelines 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. Financial Status Reports and Requests for Funds must be submitted by [Publish Date], 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;
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Name	Signature	Date
Deanna Spikula Washoe County Clerk		September 21, 2020
Wayne Thorey Deputy Secretary for Elections		9/29/2020

BARBARA K. CEGAVSKE
Secretary of State

STATE OF NEVADA

SCOTT W. ANDERSON
Chief Deputy Secretary of State

GAIL J. ANDERSON
Deputy Secretary for Southern Nevada



ERIN HOUSTON
Deputy Secretary for Securities

MARK A. WLASCHIN
Deputy Secretary for Operations

KIMBERLEY PERONDI
Deputy Secretary for Commercial Recordings

WAYNE THORLEY
Deputy Secretary for Elections

**OFFICE OF THE
SECRETARY OF STATE**

LETTER OF INTENT

To: Deanna Spikula, *Registrar of Voters, Washoe County Nevada*
From: Wayne Thorley, *Deputy Secretary for Elections; Patric Starr, HAVA ITP II*
Date: September 18, 2020
Subject: Elections Risk Limiting Audit (RLA) Project, Washoe County

The following is prepared and submitted per the conversation that took place on September 8, 2020 during the Confirm the Vote Working Group meeting. The purpose of the meeting was to plan the implementation of an RLA pilot after the general election on November 3, 2020, as required by SB123 from the 2019 Legislative Session.

In order to conduct the RLA pilot, each ballot needs a unique number assigned to and imprinted on it during the ballot scanning process. For an RLA to be successful, the ballots are pulled during the audit by this unique number as part of the audit sample. Washoe County uses 5 mail-ballot scanners from Dominion, and they currently do not have this capability. This sub award notification and letter of intent is to have the printing capability installed on the Washoe County scanners and to purchase enough ink to ensure the pilot will be completed without running out. Washoe County requests this expenditure be reimbursed to the county from the HAVA Grant funding.

I, Wayne Thorley, agree to reimburse Washoe County for the installation of the printing capability on their Dominion scanners and the necessary ink required to complete the RLA pilot. In the terms of this agreement, Washoe County will coordinate this installation with Dominion and provide the receipt received once they have paid the Dominion invoice. Reimbursement for Washoe County expenses are not to exceed \$3,000. After the work is completed, Washoe County Registrar of Voters will submit the Request for Reimbursement, with the invoice/receipts attached to begin the reimbursement process. The following is the Estimated Bill of Materials:

Estimated Bill of Materials

Name	Estimated Price	Quantity Needed	Extended Price
Printer Installed on Dominion Scanner	\$560.00	5	\$2,800.00
Printer Ink	\$39.00	5	\$195.00

The goal for completion of this installation is September 30, as to not interfere with the general election on November 3, 2020.

This letter of intent is written from the Secretary of State's Office to enable Washoe County move forward and coordinate the purchase and installation of the printer on the Dominion scanners.

Thank you,


Wayne Thorley
Deputy Secretary of State for Elections
Office of Nevada Secretary of State Barbara K. Cegavske
101 North Carson Street, Suite 3
Carson City, NV 89701
Office: (775) 684-5720
Cell: (775) 230-8688
wthorley@sos.nv.gov

NEVADA STATE CAPITOL
101 N. Carson Street, Suite 3
Carson City, Nevada 89701-3714

MEYERS ANNEX
COMMERCIAL RECORDINGS
202 N. Carson Street
Carson City, Nevada 89701-4201

LAS VEGAS OFFICE
2250 Las Vegas Blvd North, Suite 400
North Las Vegas, Nevada 89030-5873



State of Nevada
Office of the Secretary of State
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Agency Ref. #: 90.404-0017
Appr Unit: 105116
GL: 8516
Job Number: 9040418

NOTICE OF SUBAWARD

Program Name: FFY2018 HAVA Election Security Ashley Griffiths – dalea@sos.nv.gov 775-684-5738	Subrecipient's Name: Deanna Spikula dspikula@washoecounty.us (775) 328-3670
Address: 101 N. Carson Street, Suite 3 Carson City, NV 89701	Address: 1001 E. Ninth St., Bldg A-220, Reno, NV 89512
Subaward Period: <div style="border: 1px solid black; padding: 2px; display: inline-block;">8/15/2020</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">12/31/2020</div>	Subrecipient's: <div style="margin-left: 40px;">EIN: <div style="border: 1px solid black; padding: 2px; display: inline-block;">88-600138</div></div> <div style="margin-left: 40px;">Vendor #: <div style="border: 1px solid black; padding: 2px; display: inline-block;">T40283400</div></div> <div style="margin-left: 40px;">Dun & Bradstreet: <div style="border: 1px solid black; padding: 2px; display: inline-block;">73786998</div></div>

Purpose of Award: Risk Limiting Audit Pilot

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

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7. Other		Total Match Amount Required:	\$ 0.00
TOTAL DIRECT COSTS	\$2,995.00	Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
8. Indirect Costs	\$0.00	Federal Budget Period:	
TOTAL APPROVED BUDGET	\$2,995.00	03/23/2018 through 03/22/2023	
		Federal Project Period:	
		03/23/2018 through 03/22/2023	

Source of Funds: US Election Assistance Commission 1335 East West Highway – Suite 4300 Silver Spring, MD 20910	% Funds: 100	CFDA: 90.404	FAIN: n/a	Federal Grant #: NV18101001	Grant Award Date by Federal Agency: 03/23/2018
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Agency Approved Indirect Rate: N/A

Subrecipient Approved Indirect Rate: N/A

Terms and Conditions:

In accepting these grant funds, it is understood that:

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2. Expenditures must comply with any statutory guidelines 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. Financial Status Reports and Requests for Funds must be submitted by [Publish Date], 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;

Name	Signature	Date
Deanna Spikula		September 21, 2020
Wayne Thorley Deputy Secretary for Elections		

**STATE OF NEVADA
OFFICE OF THE SECRETARY OF STATE
NOTICE OF SUBAWARD**

**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 Office of the Secretary of State (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 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.**
8. 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).
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

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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.
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 Office of the Secretary of State 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 Office of the Secretary of State 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/Election Department, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Washoe County

Goal 1: Describe the primary goal the program wishes to accomplish with this subaward.

Objective	Activities	Due Date	Documentation Needed
Successfully conduct RLA Pilot at 4 locations after the general election.	1. Install imprinter on Dominion scanners.	TBD	Receipts from vendors.

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

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number **NV18101001** from

Subrecipient agrees to adhere to the following budget:

BUDGET NARRATIVE-SFY21

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.			
Description of Expenses	Quantity	Unit Price	Total Cost
Inprinter installed on Dominion Tabulators at Washoe County	5	\$560	\$2,800.00
Imprinter Ink	5	\$39.00	\$195.00
TOTAL BUDGET		Total:	\$2,995.00

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- Office of the Secretary of State 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).

Ownership of Data and Intellectual Property

All data (including without limitation, written, printed, graphic, video and audio material, and information contained in any computer database or computer readable form) generated in the course of conducting the Services (the "Data") and related to the Services will be the State's property. Any copyrightable work created in connection with performance of the Services and contained in the Data will be considered work made for hire, whether published or unpublished, and all rights therein will be the property of the State as employer, author and owner of copyright in such work. Subrecipient understands and agrees that the underlying rights to the intellectual property and materials that are the subject of each Project Agreement, including, without limitation, all intellectual property rights in the State's products, are owned solely by the State. Neither the subrecipient, its Affiliates nor any of their respective Subcontractors will acquire any rights of any kind whatsoever with respect to the State's products as a result of conducting Services hereunder. All rights to any know-how, trade secrets, developments, discoveries, inventions or improvements (whether or not patentable) conceived or reduced to practice in the performance of work conducted under this Agreement by the subrecipient's or its Affiliates' employees, or independent contractors, either solely or jointly with employees, agents, consultants or other representatives of the State (the "Intellectual Property"), will be owned solely by the State. The subrecipient, its Affiliates and their respective employees and Subcontractors will sign and deliver to the State all writings and do all such things as may be necessary or appropriate to vest in the State all right, title and interest in and to such Intellectual Property. The subrecipient will promptly disclose to the State any such Intellectual Property arising under this Agreement. The State may, in its sole discretion, file and prosecute in its name and at its expense, patent applications on any patentable inventions within the Intellectual Property. Upon the request of the State, and at the sole expense of the State, the subrecipient will execute and deliver any and all instruments necessary to transfer its ownership of such patent applications to the State and to enable the State to file and prosecute such patent applications in any country. Notwithstanding the foregoing, the State agrees that the subrecipient possesses or may in the future possess analytical methods, computer technical expertise and software, which have been independently developed by the subrecipient and which will remain the sole and exclusive property of the subrecipient, except to the extent that improvements or modifications include, incorporate or are based upon the State's information. Improvements or enhancements made to the subrecipient's processes or methods which are independently developed incidental to the provision of Services hereunder will remain the sole property of the subrecipient. The State may use this information of the subrecipient free of charge for interpretation purposes or regulatory authorities' purposes or for any purposes required for the achievement of the scope and objectives of a Project Agreement.

Data Security

The subrecipient shall implement safeguards and procedures to prevent unauthorized access to, and the destruction, loss, misuse or improper alteration of, all Confidential Information provided as part of this subgrant. If the subrecipient becomes aware of any unauthorized access to the State's Confidential Information, it shall report immediately in detail such incident to the State and take appropriate remedial actions. The subrecipient will comply with all NRS and NAC requirements relating to data or information security. In addition to such requirements, the subrecipient will also adhere to data security requirements and procedures, that provide for, without limitation: (i) the highest industry standard security systems, computers and technologies, including firewalls and encryption; (ii) physical security procedures, including security guards and regular monitoring of all work areas if applicable; (iii) background checks on appropriate personnel; (iv) restriction of use and copying of Confidential Information on a "need-to-know" basis and only at authorized locations; (v) regular monitoring of the transport and storage of Confidential Information; (vi) regular monitoring of password procedures; and (vii) regular and random monitoring of other employees providing services.

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 the total approved budget listed on page 1.
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- **Procurement documentation (RFP, PO, etc.), Invoices, and Proof of Payment**
- Additional expenditure detail will be provided upon request from the Department.

Additionally, the Subrecipient agrees to provide:

- 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 due date, 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 15 days of identification.

The Department agrees:

- 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.

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Both parties agree:

- 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 no later than **mm/dd/yy**
- 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. #: 90.404-001
Appr Unit: 105116
GL: 8516
Job Number: 9040418
ADV Desc:

SECTION D

Request for Reimbursement

Program Name: FFY2018 HAVA Election Security Ashley Griffiths – dalea@sos.nv.gov 775-684-5738	Subrecipient's Name: Deanna Spikula dspikula@washoeconomy.us (775) 328-3670
Address: 101 N. Carson Street, Suite 3 Carson City, NV 89701	Address: 1001 E. Ninth St., Bldg A-220, Reno, NV 89512
Subaward Period: 8/15/2020 to 12/31/2020	Subrecipient's: EIN: 88-600138 Vendor #: T40283400

FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT

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

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	\$195.00	\$0.00	\$0.00	\$0.00	\$195.00	0.0%
4. Equipment	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	0.0%
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$2,995.00	\$0.00	\$0.00	\$0.00	\$2,995.00	0.0%

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.

Carson City Clerk

Authorized Signature	Title	Date
FOR Department USE ONLY		

**STATE OF NEVADA
OFFICE OF THE SECRETARY OF STATE
NOTICE OF SUBAWARD**

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

Reason for contact: _____

Fiscal review/approval date: _____

Scope of Work review/approval date: _____

Chief (as required): _____

_____ Date

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? _____ County of Washoe
5. How often is your organization audited? _____ Annually
6. When was your last audit performed? _____ November 30, 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 LLP

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

STATE OF NEVADA
OFFICE OF THE SECRETARY OF STATE
NOTICE OF SUBAWARD

SECTION F

Current or Former State Employee Disclaimer

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

BARBARA K. CEGAVSKE

Secretary of State

SCOTT W. ANDERSON

Chief Deputy Secretary of State

STATE OF NEVADA



**OFFICE OF THE
SECRETARY OF STATE**

WAYNE THORLEY

Deputy Secretary for Elections