



**State of Nevada**  
Department of Health and Human Services  
**Division of Public & Behavioral Health**  
(hereinafter referred to as the Department)

Agency Ref. #: **HD 17786**  
Budget Account: **3218**  
Category: **23**  
GL: **8516**  
Job Number: **9388921**

**NOTICE OF SUBAWARD**

<b>Program Name:</b> Public Health Preparedness Program (PHP) Bureau of Health Protection and Preparedness (BHPP) Malinda Southard / <a href="mailto:msouthard@health.nv.gov">msouthard@health.nv.gov</a>	<b>Subrecipient's Name:</b> Washoe County Health District (WCHD) Andrea Esp / <a href="mailto:AEsp@washoecounty.us">AEsp@washoecounty.us</a>
<b>Address:</b> 4150 Technology Way, Suite #200 Carson City, NV 89706-2009	<b>Address:</b> 1001 East Ninth Street / PO Box 11130 Reno, NV 89512-2845
<b>Subaward Period:</b> July 1, 2020 through June 30, 2021	<b>Subrecipient's:</b> EIN: <b>88-6000138</b> Vendor #: <b>T40283400Q</b> Dun & Bradstreet: <b>073786998</b>

**Purpose of Award:** Funds are intended to demonstrate achievement in the Hospital Preparedness Program (HPP) capabilities according to the HPP Cooperative Agreement. SFY20 Carryforward Funds.

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

<b>Approved Budget Categories:</b>		<b>FEDERAL AWARD COMPUTATION:</b>		
1. Personnel	\$0.00	Total Obligated by this Action:	\$	99,353.00
2. Travel	\$0.00	Cumulative Prior Awards this Budget Period:	\$	0.00
3. Operating	\$36,338.00	Total Federal Funds Awarded to Date:	\$	99,353.00
4. Equipment	\$0.00	Match Required <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	\$	
5. Contractual/Consultant	\$53,983.00	Amount Required this Action:	\$	9,935.30
6. Training	\$0.00	Amount Required Prior Awards:	\$	0.00
7. Other	\$0.00	Total Match Amount Required:	\$	9,935.30
<b>TOTAL DIRECT COSTS</b>	<b>\$90,321.00</b>	Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N		
8. Indirect Costs	<b>\$9,032.00</b>	<b>Federal Budget Period:</b>		
<b>TOTAL APPROVED BUDGET</b>	<b>\$99,353.00</b>	July 1, 2020 through June 30, 2021		
		<b>Federal Project Period:</b>		
		July 1, 2019 through June 30, 2021		
		<b>FOR AGENCY USE, ONLY</b>		

<b>Source of Funds:</b> Assistant Secretary for Preparedness and Response (ASPR)	<b>% Funds:</b> 100%	<b>CFDA:</b> 93.889	<b>FAIN:</b> U3REP190613	<b>Federal Grant #:</b> 6 U3REP190613-02-01	<b>Grant Award Date by Federal Agency:</b> 02/02/2021
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**Agency Approved Indirect Rate:** 10.3%

**Subrecipient Approved Indirect Rate:** 10.0%

**Terms and Conditions:**

In accepting these grant funds, it is understood that:

- This award is subject to the availability of appropriate funds.
- Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
- Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented
- Subrecipient must comply with all applicable Federal regulations
- 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.
- 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: Current/Former State Employee Disclaimer;  
Section G: DHHS Business Associate Addendum; and  
Section H: Matching Funds Agreement  
Section I: Acronym Key

Name	Signature	Date
Kevin Dick District Health Officer		2/11/2021
Karen Beckley, MPA, MS Bureau Chief, BHPP		2/18/2021
for Lisa Sherych Administrator, DPBH		2-22-21



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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 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 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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Response Gaps	<p>1) HCCs will submit a list of planned training activities relevant to identified risks, resource gaps, work plan priorities, and corrective actions from prior exercises and incidents; uploaded into the CAT. (see HPP FOA pg. 55)</p> <p>HCC will develop a list based on the 2019 and 2020 goals and objectives and appropriate improvement items from AARs.</p>	Training	Q4
<b>Output(s) for planned activities for Capability 1, Objective 4, Activity 2 (PHASE 2):</b> 1) MAEA plan updates			

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Form 2

Applicant Name: Washoe County Health District

PROPOSED BUDGET SUMMARY

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

FUNDING SOURCES	PHP	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
SECURED								
ENTER TOTAL REQUEST	\$99,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0

EXPENSE CATEGORY

Personnel	\$0							\$0
Travel	\$0							\$0
Operating	\$36,338							\$36,338
Equipment	\$0							\$0
Contractual/Consultant	\$53,983							\$53,983
Training	\$0							\$0
Other Expenses	\$0							\$0
Indirect	\$9,032							\$9,032

TOTAL EXPENSE	\$99,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$99,353
These boxes should equal 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Indirect Cost	\$9,032
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B. Explain any items noted as pending:

C. Program Income Calculation:

Total Agency Budget	\$99,353
Percent of Subrecipient Budget	100%



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**Both parties agree:**

- Based on the bi-annual narrative progress and financial reporting forms, as well as site visit findings, if it appears to the Nevada State Division of Public and Behavioral Health that activities will not be completed in time specifically designated in the Scope of Work, or project objectives have been met at a lesser cost than originally budgeted, the funding may be reallocated to other preparedness priorities within the state. This includes but is not limited to:
  - Reallocating funds between the subgrantee's categories, and
  - Reallocating funds to another subgrantee or funding recipient to address other identified PHP priorities, by removing it from this agreement through a subgrant amendment.
- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited or impaired.

**Financial Reporting Requirements**

- A Request for Reimbursement is due on a monthly basis, based on the terms of the subaward agreement, no later than the 30<sup>th</sup> of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.

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

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**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
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**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.**

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SECTION G

**Business Associate Addendum**

BETWEEN

**Nevada Department of Health and Human Services**

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Hereinafter referred to as the "Covered Entity"

and

**Washoe County Health District**

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Hereinafter referred to as the "Business Associate"

**PURPOSE.** In order to comply with the requirements of HIPAA and the HITECH Act, this Addendum is hereby added and made part of the agreement between the Covered Entity and the Business Associate. This Addendum establishes the obligations of the Business Associate and the Covered Entity as well as the permitted uses and disclosures by the Business Associate of protected health information it may possess by reason of the agreement. The Covered Entity and the Business Associate shall protect the privacy and provide for the security of protected health information disclosed to the Business Associate pursuant to the agreement and in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-5 ("the HITECH Act"), and regulation promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

**WHEREAS,** the Business Associate will provide certain services to the Covered Entity, and, pursuant to such arrangement, the Business Associate is considered a business associate of the Covered Entity as defined in HIPAA, the HITECH Act, the Privacy Rule and Security Rule; and

**WHEREAS,** Business Associate may have access to and/or receive from the Covered Entity certain protected health information, in fulfilling its responsibilities under such arrangement; and

**WHEREAS,** the HIPAA Regulations, the HITECH Act, the Privacy Rule and the Security Rule require the Covered Entity to enter into an agreement containing specific requirements of the Business Associate prior to the disclosure of protected health information, as set forth in, but not limited to, 45 CFR Parts 160 & 164 and Public Law 111-5.

**THEREFORE,** in consideration of the mutual obligations below and the exchange of information pursuant to this Addendum, and to protect the interests of both Parties, the Parties agree to all provisions of this Addendum.

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. **Breach** means the unauthorized acquisition, access, use, or disclosure of protected health information which compromises the security or privacy of the protected health information. The full definition of breach can be found in 42 USC 17921 and 45 CFR 164.402.
2. **Business Associate** shall mean the name of the organization or entity listed above and shall have the meaning given to the term under the Privacy and Security Rule and the HITECH Act. For full definition refer to 45 CFR 160.103.
3. **CFR** stands for the Code of Federal Regulations.
4. **Agreement** shall refer to this Addendum and that particular agreement to which this Addendum is made a part.
5. **Covered Entity** shall mean the name of the Department listed above and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to 45 CFR 160.103.
6. **Designated Record Set** means a group of records that includes protected health information and is maintained by or for a covered entity or the Business Associate that includes, but is not limited to, medical, billing, enrollment, payment, claims adjudication, and case or medical management records. Refer to 45 CFR 164.501 for the complete definition.
7. **Disclosure** means the release, transfer, provision of, access to, or divulging in any other manner of information outside the entity holding the information as defined in 45 CFR 160.103.
8. **Electronic Protected Health Information** means individually identifiable health information transmitted by electronic media or maintained in electronic media as set forth under 45 CFR 160.103.
9. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. Refer to 42 USC 17921.
10. **Health Care Operations** shall have the meaning given to the term under the Privacy Rule at 45 CFR 164.501.
11. **Individual** means the person who is the subject of protected health information and is defined in 45 CFR 160.103.
12. **Individually Identifiable Health Information** means health information, in any form or medium, including demographic information collected from an individual, that is created or received by a covered entity or a business associate of the covered entity and relates to the past, present, or future care of the individual. Individually identifiable health information is information that identifies the individual directly or there is a reasonable basis to believe the information can be used to identify the individual. Refer to 45 CFR 160.103.
13. **Parties** shall mean the Business Associate and the Covered Entity.
14. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 CFR Parts 160 and 164, Subparts A, D and E.
15. **Protected Health Information** means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Refer to 45 CFR 160.103 for the complete definition.



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Covered Entity, its administrators or workforce members upon a claimed violation of HIPAA, the Privacy and Security Rule, the HITECH Act, or other laws relating to security and privacy.

12. **Minimum Necessary.** The Business Associate and its agents and subcontractors shall request, use and disclose only the minimum amount of protected health information necessary to accomplish the purpose of the request, use or disclosure in accordance with 42 USC 17935 and 45 CFR 164.514(d)(3).
13. **Policies and Procedures.** The Business Associate must adopt written privacy and security policies and procedures and documentation standards to meet the requirements of HIPAA and the HITECH Act as described in 45 CFR 164.316 and 42 USC 17931.
14. **Privacy and Security Officer(s).** The Business Associate must appoint Privacy and Security Officer(s) whose responsibilities shall include: monitoring the Privacy and Security compliance of the Business Associate; development and implementation of the Business Associate's HIPAA Privacy and Security policies and procedures; establishment of Privacy and Security training programs; and development and implementation of an incident risk assessment and response plan in the event the Business Associate sustains a breach or suspected breach of protected health information.
15. **Safeguards.** The Business Associate must implement safeguards as necessary to protect the confidentiality, integrity, and availability of the protected health information the Business Associate accesses, maintains, creates, retains, modifies, records, stores, destroys, or otherwise holds, transmits, uses or discloses on behalf of the Covered Entity. Safeguards must include administrative safeguards (e.g., risk analysis and designation of security official), physical safeguards (e.g., facility access controls and workstation security), and technical safeguards (e.g., access controls and audit controls) to the confidentiality, integrity and availability of the protected health information, in accordance with 45 CFR 164.308, 164.310, 164.312, 164.316 and 164.504(e)(2)(ii)(B). Sections 164.308, 164.310 and 164.312 of the CFR apply to the Business Associate of the Covered Entity in the same manner that such sections apply to the Covered Entity. Technical safeguards must meet the standards set forth by the guidelines of the National Institute of Standards and Technology (NIST). The Business Associate agrees to only use or disclose protected health information as provided for by the agreement and Addendum and to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate, of a use or disclosure, in violation of the requirements of this Addendum as outlined under 45 CFR 164.530(e)(2)(f).
16. **Training.** The Business Associate must train all members of its workforce on the policies and procedures associated with safeguarding protected health information. This includes, at a minimum, training that covers the technical, physical and administrative safeguards needed to prevent inappropriate uses or disclosures of protected health information; training to prevent any intentional or unintentional use or disclosure that is a violation of HIPAA regulations at 45 CFR 160 and 164 and Public Law 111-5; and training that emphasizes the criminal and civil penalties related to HIPAA breaches or inappropriate uses or disclosures of protected health information. Workforce training of new employees must be completed within 30 days of the date of hire and all employees must be trained at least annually. The Business Associate must maintain written records for a period of six years. These records must document each employee that received training and the date the training was provided or received.
17. **Use and Disclosure of Protected Health Information.** The Business Associate must not use or further disclose protected health information other than as permitted or required by the agreement or as required by law. The Business Associate must not use or further disclose protected health information in a manner that would violate the requirements of the HIPAA Privacy and Security Rule and the HITECH Act.

III. **PERMITTED AND PROHIBITED USES AND DISCLOSURES BY THE BUSINESS ASSOCIATE.** The Business Associate agrees to these general use and disclosure provisions:

1. **Permitted Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, the Covered Entity as specified in the agreement, provided that such use or disclosure would not violate the HIPAA Privacy and Security Rule or the HITECH Act, if done by the Covered Entity in accordance with 45 CFR 164.504(e)(2)(i) and 42 USC 17935 and 17936.
- b. Except as otherwise limited by this Addendum, the Business Associate may use or disclose protected health information received by the Business Associate in its capacity as a Business Associate of the Covered Entity, as necessary, for the proper management and administration of the Business Associate, to carry out the legal responsibilities of the Business Associate, as required by law or for data aggregation purposes in accordance with 45 CFR 164.504(e)(2)(A), 164.504(e)(4)(i)(A), and 164.504(e)(2)(i)(B).
- c. Except as otherwise limited in this Addendum, if the Business Associate discloses protected health information to a third party, the Business Associate must obtain, prior to making any such disclosure, reasonable written assurances from the third party that such protected health information will be held confidential pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to the third party. The written agreement from the third party must include requirements to immediately notify the Business Associate of any breaches of confidentiality of protected health information to the extent it has obtained knowledge of such breach. Refer to 45 CFR 164.502 and 164.504 and 42 USC 17934.
- d. The Business Associate may use or disclose protected health information to report violations of law to appropriate federal and state authorities, consistent with 45 CFR 164.502(j)(1).

2. **Prohibited Uses and Disclosures:**

- a. Except as otherwise limited in this Addendum, the Business Associate shall not disclose protected health information to a health plan for payment or health care operations purposes if the patient has required this special restriction and has paid out of pocket in full for the health care item or service to which the protected health information relates in accordance with 42 USC 17935.
- b. The Business Associate shall not directly or indirectly receive remuneration in exchange for any protected health information, as specified by 42 USC 17935, unless the Covered Entity obtained a valid authorization, in accordance with 45 CFR 164.508 that includes a specification that protected health information can be exchanged for remuneration.

IV. **OBLIGATIONS OF COVERED ENTITY**

1. The Covered Entity will inform the Business Associate of any limitations in the Covered Entity's Notice of Privacy Practices in accordance with 45 CFR 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of protected health information.
2. The Covered Entity will inform the Business Associate of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect the Business Associate's use or disclosure of protected health information.



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**SECTION H  
Matching Funds Agreement**

This Matching Funds Agreement is entered into between the Nevada Department of Health and Human Services (referred to as "Department") and Washoe County Health District (referred to as "Subrecipient").

<b>Program Name</b>	Public Health Preparedness	<b>Subrecipient Name</b>	Washoe County Health District (WCHD)
<b>Federal Grant Number</b>	6 U3REP190613-02-01	<b>Subaward Number</b>	HD 17786
<b>Federal Amount</b>	\$99,353.00	<b>Contact Name</b>	Andrea Esp
<b>Non-Federal (Match) Amount</b>	\$9,935.30	<b>Address</b>	1001 East Ninth Street / PO Box 11130 Reno, NV 89512
<b>Total Award</b>	\$109,288.30		
<b>Performance Period</b>	July 1, 2020 to June 30, 2021		

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

**FINANCIAL SUMMARY FOR MATCHING FUNDS**

**Total Amount Awarded**                      **\$99,353.00**  
**Required Match Percentage**    10%  
**Total Required Match**                      **\$9,935.30**

Approved Budget Category			Budgeted Match
1	Personnel	\$	0.00
2	Travel	\$	0.00
3	Operating	\$	3,633.80
4	Equipment	\$	0.00
5	Contract/Consultant	\$	5,398.30
6	Training	\$	0.00
7	Other	\$	0.00
8	Indirect Costs	\$	903.20
	<b>Total</b>	\$	9,935.30

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

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<b>EPA:</b> Environmental Protection Agency	<b>HSPD:</b> Homeland Security Presidential Directive
<b>Epi:</b> Epidemiology/Epidemiologist	<b>HVA:</b> Hazard Vulnerability Assessment
<b>ESAR-EHP:</b> Emergency System for Advanced Registration of Volunteer Health Professionals	<b>I&amp;Q:</b> Isolation and Quarantine
<b>ESF:</b> Emergency Support Function	<b>IAP:</b> Incident Action Plan
<b>EVD:</b> Ebola Virus Disease	<b>IC:</b> Incident Commander
<b>ExPlan:</b> Exercise Plan	<b>ICAMS:</b> Incident Cause Analysis Method
<b>FAC:</b> Family Assistance Center	<b>ICP:</b> Incident Command Post
<b>FaR:</b> Frontier and Rural Health	<b>ICS:</b> Incident Command System
<b>FDA:</b> Food and Drug Administration	<b>IMT:</b> Incident Management Team
<b>FEMA:</b> Federal Emergency Management Agency	<b>IS:</b> Independent Study
<b>FOUO:</b> For Official Use Only	<b>IT:</b> Information Technology
<b>FSC:</b> Finance Section Chief	<b>ITERC:</b> Inter-Tribal Emergency Response Commission
<b>FSE:</b> Full Scale Exercise	<b>JAS:</b> Job Action Sheets
<b>GSA:</b> General Services Administration	<b>JFO:</b> Joint Field Office
<b>HAM:</b> Amateur Radio Operator	<b>JIC:</b> Joint Information Center
<b>HAN:</b> Health Alert Network	<b>JIS:</b> Joint Information System
<b>HAvBED:</b> Hospital Available Beds Tracking System	<b>JITT:</b> Just-in-time-training
<b>HAZMAT:</b> Hazardous Materials	<b>JRA:</b> Jurisdictional Risk Assessment
<b>HCC:</b> Hospital Command Center	<b>LEPC:</b> Local Emergency Planning Committee
<b>HCQC:</b> b	<b>LHA:</b> Local Health Authority
<b>HEPE:</b> Health Emergency Preparedness Evaluator	<b>LO or LNO:</b> Liaison Officer
<b>HF:</b> High Frequency	<b>LRN:</b> Laboratory Response Network
<b>HHS:</b> Health and Human Services	<b>LSC:</b> Logistics Section Chief
<b>HICS:</b> Hospital Incident Command System	<b>MAA:</b> Mutual Aid Agreement
<b>HIPAA:</b> Healthcare Information Portability and Accountability Act	<b>MAC:</b> Multiagency Coordination
<b>HPP:</b> Healthcare Preparedness Program	<b>MACS:</b> Multiagency Coordination System
<b>HRA:</b> Health Resource Analyst	<b>MAEA:</b> Mutual Aid Evacuation Annex
<b>HSEEP:</b> Homeland Security Exercise and Evaluation Program	<b>MCI:</b> Mass Casualty Incident
	<b>MCIP:</b> Multi-Casualty Incident Plan
	<b>MCM:</b> Medical Countermeasures



**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC & BEHAVIORAL HEALTH  
NOTICE OF SUBAWARD**

**RGHS:** Rural Community Health Services

**UHF:** Ultra-High Frequency

**RDS:** Regional Distribution Sites

**UVIS:** Unified Victim Identification System

**REMSA:** Regional Emergency Medical Services  
Authority

**VA:** Veterans Affairs

**RFR:** Request for Reimbursement

**VG:** Vigilant Guard

**RHPP:** Rural Health Preparedness Partners

**VHF:** Very High Frequency

**RN:** Registered Nurse

**VMF:** Volunteer Management System

**RP:** Release Point

**VRC:** Volunteer Reception Center

**RSS:** Receive, Stage, Store

**VSA:** Volunteer Staging Area

**RTAB:** Regional Trauma Advisory Board

**WCHD:** Washoe County Health District

**SCEMP:** State Comprehensive Emergency  
Management Plan

**WebEOC:** Web Based Emergency Operations Center

**SEOC:** State Emergency Operations Center

**WHO:** World Health Organization

**SERT:** State Emergency Response Team

**WIC:** Women, Infants and Children Program

**SERV-NV:** State Emergency Registry of Volunteers –  
Nevada

**SME:** Subject Matter Expert

**SNAMHS:** Southern Nevada Adult Mental Health  
Services

**SNHD:** Southern Nevada Health District

**SNHPC:** Southern Nevada Health Preparedness  
Coalition

**SNS:** Strategic National Stockpile

**SO:** Safety Officer

**SOP:** Standard Operating Procedure

**SP:** Start Point

**SUV:** Spontaneous Unaffiliated Volunteers

**SWAT:** Special Weapons and Tactics

**TEPW:** Training and Exercise Planning Workshop

**THIRA:** Threat Hazard Incident Risk Assessment

**TTX:** Tabletop Exercise

**UC:** Unified Command



DEPARTMENT OF  
HEALTH AND HUMAN SERVICES  
Division of Public and Behavioral Health  
*Helping people. It's who we are and what we do.*



DATE: 02/18/2021

**MEMORANDUM**

TO: Christina Hadwick, ASO IV  
Division of Public and Behavioral Health

THROUGH: Karen Beckley, MPA, MS, Bureau Chief  
Bureau of Health Protection and Preparedness

FROM: Malinda Southard, DC, CPM, Program Manager  
Public Health Preparedness Program

SUBJECT: REQUEST FOR RETROACTIVE APPROVAL

This memorandum requests that the following subgrants be approved for a retroactive start.

The following information is required:

- Name of Subrecipient:
  - Division of Emergency Management (DEM) HD #17781,
  - Southern Nevada Health District (SNHD) HD #17784,
  - Washoe County Health District (WCHD) HD #17786
- Services to be provided: Continue to build and sustain public health emergency preparedness capabilities and capacity.
- Funding source and expenditure category: BA#3218 - CAT 23; Assistant Secretary for Preparedness and Response, Hospital Preparedness Program (ASPR-HPP) Cooperative Agreement 6U3REP190613-02-01
- Requested start date of work: July 1, 2020
- Expected execution date of agreement (IFC approval date or N/A): N/A
- Detailed explanation as to why a retroactive agreement is necessary, including:
  - Reason(s) why the agreement was not submitted timely: The COVID19 pandemic has caused the involved entities to telecommute. This has made the communication and corrections of errors cumbersome and time consuming. It has also fostered an ability for the occasional item to be missed which delays the process further.
  - Describe the impact to the program/services if this work is not started prior to the execution of the agreement: Retroactive agreement is necessary for the above listed subgrantees show a continuity of efforts to complete the necessary actions to ensure the safety and health of our public communities.
  - Explain how the program/bureau will prevent future retroactive requests: In the future we know to instigate continuous communication to show support and assistance to get any documents and corrections submitted timely.

If you have any questions, please contact Malinda Southard at (775) 684-4039 or msouthard@health.nv.gov.

cc: Contract Unit  
Division of Public and Behavioral Health