



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

Agency Ref. #: 16575-20-062  
Budget Account: 3145  
Category: 20  
GL: \_\_\_\_\_  
Job Number: 1657519

**NOTICE OF SUBAWARD**

<b>Program Name:</b> VOCA Victim Assistance DCFS Grants Management Unit DCFSGrants@dcfs.nv.gov	<b>Subrecipient's Name:</b> Washoe County Human Services Agency Lauren Soulam lsoulam@washoecounty.us
<b>Address:</b> 4126 Technology Way, 3 <sup>rd</sup> Floor Carson City, NV 89706-2009	<b>Address:</b> 350 S. Center St. Reno, NV 89501
<b>Subaward Period:</b> July 1, 2021 through June 30, 2022	<b>Subrecipient's:</b> <div style="display: flex; justify-content: space-between;"> <div>EIN: <u>88-6000138</u></div> <div>Vendor #: <u>T40283400A</u></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Dun &amp; Bradstreet: <u>073786998</u></div> </div>

**Purpose of Award:** Provide emergency assistance, support, crisis intervention, and services to victims. Provide targeted services to children who are victims of commercial sexual exploitation.

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

<b>Approved Budget Categories:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;"><b>\$729,452.00</b></td></tr> <tr><td>2. Travel/Training</td><td style="text-align: right;"><b>\$18,150.00</b></td></tr> <tr><td>3. Operating</td><td style="text-align: right;"><b>\$0.00</b></td></tr> <tr><td>4. Equipment</td><td style="text-align: right;"><b>\$2,751.00</b></td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;"><b>\$116,693.00</b></td></tr> <tr><td>6. Other</td><td style="text-align: right;"><b>\$38,027.00</b></td></tr> <tr><td><b>TOTAL DIRECT COSTS</b></td><td style="text-align: right;"><b>\$905,073.00</b></td></tr> <tr><td>7. Indirect Costs</td><td style="text-align: right;"><b>\$45,984.00</b></td></tr> <tr><td><b>TOTAL APPROVED BUDGET</b></td><td style="text-align: right;"><b>\$951,057.00</b></td></tr> </table>	1. Personnel	<b>\$729,452.00</b>	2. Travel/Training	<b>\$18,150.00</b>	3. Operating	<b>\$0.00</b>	4. Equipment	<b>\$2,751.00</b>	5. Contractual/Consultant	<b>\$116,693.00</b>	6. Other	<b>\$38,027.00</b>	<b>TOTAL DIRECT COSTS</b>	<b>\$905,073.00</b>	7. Indirect Costs	<b>\$45,984.00</b>	<b>TOTAL APPROVED BUDGET</b>	<b>\$951,057.00</b>	<b>FEDERAL AWARD COMPUTATION:</b> Total Obligated by this Action: \$ 951,057.00 Cumulative Prior Awards this Budget Period: \$ 0.00 Total Federal Funds Awarded to Date: \$ 0.00  Match Required <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Amount Required this Action: \$ 237,765.00 Amount Required Prior Awards: \$ 0.00 Total Match Amount Required: \$ 0.00 Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <b>Federal Budget Period:</b> October 1, 2018 through September 30, 2022 <b>Federal Project Period:</b> October 1, 2018 through September 30, 2022
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**FOR AGENCY USE, ONLY**

<b>Source of Funds</b> U.S. Department of Justice Office of Justice Programs Office for Victims of Crime	<b>% Funds:</b> 100%	<b>CFDA:</b> 16.575	<b>FAIN:</b> 2019-V2-GX-0021	<b>Federal Grant #:</b> 2019-V2-GX-0021	<b>Federal Grant Award Date by Federal Agency:</b> 9/13/2019
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**Agency Approved Indirect Rate:** 0.00% **Subrecipient Approved Indirect Rate:** 10% de minimis

**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 15<sup>th</sup> 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 by the 15<sup>th</sup> of each month following the month requesting, unless specific exceptions are provided in writing by the grant administrator.

<b>Incorporated Documents:</b> 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 Confidentiality Addendum; and Section H: Matching Funds Agreement Addendum A: Victims of Crime Act (VOCA) Assurance Addendum B: Victims of Crime Act (VOCA) Special Conditions
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Authorized Subrecipient Official's Name and Title	Signature	Date
Jean Booth Grants & Project Analyst II		
For Ross E. Armstrong Administrator, Division of Child & Family Services		

**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD & FAMILY SERVICES  
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 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. Neither party waives any right or defense to indemnification that may exist in law or equity.
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 recipient or employee 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 part 35.
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 awardee 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 subrecipients that expend \$750,000 or more in Federal awards during the subrecipient'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.**

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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.
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.

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To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the subrecipient agrees to provide the Department with copies of all contracts, subgrants, 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 Human Services Agency**, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

**Scope of Work for: Washoe County Human Services Agency**

**Goal 1:** Provide emergency assistance support for victims.

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
Provide emergency assistance to 50 victims of crime.	Interview applicants and assess individual needs and services required. Utilize available resources to secure emergency housing/shelter as needed. Provide other emergency services as necessary to ensure the safety, security, and stability of the victim.	6/30/2022	Case notes, assessment reports, intake logs, receipts, fiscal reports, etc. will be used to support this objective and related activities.	Number of victims that have received assistance.

**Goal 2:** Support effective and immediate crisis intervention through the Crisis Stabilization & Intervention Team and the Placement Team

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
Provide 80 child welfare (safety) assessments to child welfare families. Provide 10 clinical interventions to child welfare families. Identify placements for 10 displaced children, including placements outside of foster care (relative and/or fictive kin) as possible and appropriate. Four staff will attend training for enhancement of skills and best practice usage for trauma and crisis response. Perform relative/fictive kin search for 200 children during a removal of the child from their home.	Continue operation of the Crisis Stabilization and Intervention Team currently funded by VOCA. This team is an immediate response team that responds to present danger situations of child welfare families, coupling welfare (safety) assessments and clinical interventions. Support day-to-day operating activities around the response and provision of services, including resources and removal support. These resources include services as well as physical needs such as diapers, wipes, emergency food vouchers, etc. Training has not been identified; however, staff will use GSA rates for travel and only staff under this team, providing 100% direct services, will attend trainings. Maintain one Human Services Caseworker III to perform an immediate search on potential relatives and fictive kin during an active removal of a child from their home. Complete a genogram, determined on a case-by-case basis, as part of the family assessment of the biological parents in an effort to identify support system resources, relatives and/or fictive kin during an active removal.	06/30/2022	Data reports, receipts, fiscal logs and case notes will indicate the services provided. Receipts, fiscal report and travel documents including agendas and curriculum. Case notes and data spreadsheet will be used to support this objective and related activities.	Number of victims served. Services provided. Number of staff members attending trainings. Number of trainings attended. Number of victims served. Services provided.

**Goal 3:** Provide personalized, professional assistance to victims of crime.

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
Victim Advocate will assist 200 victims with services.  Victim Advocate will provide 50 referrals to victims.	Maintain one Victim Advocate position to provide services and/or referrals for victims.  Through this position, offer victims information regarding legal rights and crime prevention, emotional support, help with safety planning, connection to resources (including the emergency assistance program), and provision of referral and linkage to services and help with completing paperwork for compensation benefits and public assistance.	06/30/2022	Victim logs, case notes and victim services database will be used to support this objective and related activities.	Number of victims served.  Services and referrals provided.

**Goal 4 (INNOVATIVE):** Provide targeted services to children who are victims of commercial sexual exploitation.

<b><u>Objective</u></b>	<b><u>Activities</u></b>	<b><u>Due Date</u></b>	<b><u>Documentation Needed</u></b>	<b><u>How will this Goal be measured (quantitative)</u></b>
Provide services to 10 child victims of sexual exploitation	Identify, screen, assess and refer children to services specific to their needs as a result of being a victim of commercial sexual exploitation. Commercial Sexually Exploited Children (CSEC) Unit will attend training to enhance and develop skills relative to the work with CSEC victims. Training will include the Shared Hope International Juvenile Sex	06/30/2022	Victim logs, case notes and information from the victim services database.	Number of victims served.  Services provided.  Number of trainings attended

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	<p>Trafficking Conference as well as other opportunities still to be identified; GSA rates will apply for travel. In-state and/or online trainings will be prioritized as appropriate.</p> <p>Contract with a specialist to provide case management, intervention, assessments, and prevention services to CSEC victims, including on-site assessments as needed.</p> <p>Contract with a residential treatment provider to offer residential programming for CSEC victims with 24/7 availability. This center will enable WCHSA workers to respond quickly to victims' needs as well as promote stability for victims utilizing the center over a period of time.</p>		<p>Travel documents including agenda and curriculum.</p> <p>Contracts with providers.</p>	
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**Goal 5 (INNOVATIVE):** Provide increased access to mental health services to children who have been victims of abuse or neglect.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>	<u>How will this Goal be measured (quantitative)</u>
Provide mental health services to 50 children who have been victims of abuse or neglect.	<p>Contract with a mental health clinician to meet with in Washoe County care in order to provide trauma-informed mental health services, support, intervention and guidance.</p> <p>Contract with a Board-Certified Behavioral Analyst to provide behavioral analysis assessments for children who have been victims of abuse or neglect, as well as provide caregiver training and case consultation to support ongoing mental health services and interventions.</p>	06/30/2022	<p>Fully executed service agreement between HSA and contractors</p> <p>Assessments, case notes, clinician reports and other service reports</p>	<p>Number of victims served</p> <p>Services provided</p>

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

**STATE OF NEVADA  
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**SECTION C**

**Budget and Financial Reporting Requirements**

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Department of Health and Human Services through 2019-V2-GX-0021 from the Office for Victims of Crime. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department nor the Office for Victims of Crime."

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by 2019-V2-GX-0021 from the Office for Victims of Crime.

Subrecipient agrees to adhere to the following budget:

<b>Applicant Name: Washoe County Human Services Agency</b>	<b>Form 1</b>																																																																																								
<b>SFY22 BUDGET NARRATIVE</b>																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b><u>Total Personnel Costs</u></b></td> <td style="width: 10%; text-align: center;">Including Fringe</td> <td style="width: 10%; text-align: center;"><b>Total:</b></td> <td style="width: 20%; text-align: right;">\$ 729,452.26</td> </tr> <tr> <td colspan="4"><b>List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.</b></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>Annual Salary</b></td> <td style="text-align: center;"><b>Fringe Rate</b></td> <td style="text-align: center;"><b>% of Time</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>Months</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>Amount Requested</b></td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"> <b>Madalena Vivolo</b>  Human Services Caseworker III - 70009779  13 months  Position will be funded from VOCA grant to perform immediate crisis intervention; referral; services for Crisis Stabilization Team (Fringe % varies due to staff, length of service, etc.) (Traditional - Goal #2) </td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 68,702.52</td> <td style="text-align: center;">55%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">12</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 106,488.91</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"> <b>Marcela Hlade</b>  Human Services Caseworker III - 70009778  19 months  Position will be funded from VOCA grant to perform immediate crisis intervention; referral; services for Crisis Stabilization Team (Fringe % varies due to staff, length of service, etc.) (Traditional - Goal #2) </td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 78,031.08</td> <td style="text-align: center;">53%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">12</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 119,387.55</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"> <b>Jeff Bryant</b>  Mental Health Counselor II - 70009781  6 months  Position will be funded 100% from VOCA grant to perform emergency and immediate mental health counseling for primary and secondary victims of crime for Crisis Stabilization Team. (Traditional - Goal #2) </td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 80,514.63</td> <td style="text-align: center;">64%</td> <td style="text-align: center;">100%</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">12</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">\$ 132,043.99</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"> <b>Marisol Rubio-Rodriguez</b>  Human Services Support Specialist II - 70009780  30 months </td> </tr> </table>		<b><u>Total Personnel Costs</u></b>	Including Fringe	<b>Total:</b>	\$ 729,452.26	<b>List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.</b>					<b>Annual Salary</b>	<b>Fringe Rate</b>	<b>% of Time</b>				<b>Months</b>				<b>Amount Requested</b>					<b>Madalena Vivolo</b> Human Services Caseworker III - 70009779 13 months Position will be funded from VOCA grant to perform immediate crisis intervention; referral; services for Crisis Stabilization Team (Fringe % varies due to staff, length of service, etc.) (Traditional - Goal #2)					\$ 68,702.52	55%	100%				12				\$ 106,488.91					<b>Marcela Hlade</b> Human Services Caseworker III - 70009778 19 months Position will be funded from VOCA grant to perform immediate crisis intervention; referral; services for Crisis Stabilization Team (Fringe % varies due to staff, length of service, etc.) (Traditional - Goal #2)					\$ 78,031.08	53%	100%				12				\$ 119,387.55					<b>Jeff Bryant</b> Mental Health Counselor II - 70009781 6 months Position will be funded 100% from VOCA grant to perform emergency and immediate mental health counseling for primary and secondary victims of crime for Crisis Stabilization Team. (Traditional - Goal #2)					\$ 80,514.63	64%	100%				12				\$ 132,043.99					<b>Marisol Rubio-Rodriguez</b> Human Services Support Specialist II - 70009780 30 months			
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			<b>Amount Requested</b>																																																																																						
<b>Madalena Vivolo</b> Human Services Caseworker III - 70009779 13 months Position will be funded from VOCA grant to perform immediate crisis intervention; referral; services for Crisis Stabilization Team (Fringe % varies due to staff, length of service, etc.) (Traditional - Goal #2)																																																																																									
	\$ 68,702.52	55%	100%																																																																																						
			12																																																																																						
			\$ 106,488.91																																																																																						
<b>Marcela Hlade</b> Human Services Caseworker III - 70009778 19 months Position will be funded from VOCA grant to perform immediate crisis intervention; referral; services for Crisis Stabilization Team (Fringe % varies due to staff, length of service, etc.) (Traditional - Goal #2)																																																																																									
	\$ 78,031.08	53%	100%																																																																																						
			12																																																																																						
			\$ 119,387.55																																																																																						
<b>Jeff Bryant</b> Mental Health Counselor II - 70009781 6 months Position will be funded 100% from VOCA grant to perform emergency and immediate mental health counseling for primary and secondary victims of crime for Crisis Stabilization Team. (Traditional - Goal #2)																																																																																									
	\$ 80,514.63	64%	100%																																																																																						
			12																																																																																						
			\$ 132,043.99																																																																																						
<b>Marisol Rubio-Rodriguez</b> Human Services Support Specialist II - 70009780 30 months																																																																																									

**DIVISION OF CHILD & FAMILY SERVICES  
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Position will be funded 100% from VOCA grant. Will provide services and support to victims when responding with Crisis Stabilization Team. (Traditional - Goal #2)	\$ 58,413.14	50%	100%	12	\$ 87,619.71
<b>Amanda Knight</b> Advocate - 70009676 8 months					
Position will be funded 100% from VOCA grant. Position will provide victim advocacy, services, referrals to all victims of crime for all types of crime. (Traditional - Goal #3)	\$ 87,089.60	63%	100%	12	\$ 141,956.05
<b>TBD</b> Advocate - Our Place					
Position will be funded 100% from VOCA grant. Position will provide victim advocacy, services, referrals to homeless victims of crime. (Innovative - Goal #3)	\$ 87,089.60	63%	100%	12	\$ 141,956.05
<b>Total Fringe Cost</b> <b>\$ 269,611.69</b>					
				<b>Total:</b>	<b>\$ 729,452.26</b>

<u>Travel/Training</u>					Total:	\$
						18,150.00
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to <a href="http://www.gsa.gov">www.gsa.gov</a> ) 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.						
<u>Out-of-State Travel</u>						\$
						12,150.00
<u>Shared Hope International's Juvenile Sex Trafficking (JuST) Conference</u>	<u>Washington DC - November 17-29, 2021 (Goal #4)</u>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>	
Airfare: Cost per trip (origin & destination) x # of trips x # of staff		\$ 600.00	1		6	\$ 3,600.00
Baggage fee: \$ amount per person x # of trips x # of staff		\$ -	1		6	\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff		\$ 50.00	1	4	6	\$ 1,200.00
Lodging: \$ per day +\$ tax = total \$ x # of trips x #of nights x # of staff		\$ 250.00	1	3	6	\$ 4,500.00
Ground Transportation: \$ per r/trip x # of trips x # of staff		\$ 25.00	1	2	6	\$ 300.00
Conference registration fee		\$ 425.00	1		6	\$ 2,550.00
Parking: \$ per day x # of trips x # of days x # of staff						\$ -
						\$
						2,000.00
<u>Title of Trip &amp; Destination: Conference/Training TBD (Goal #4)</u>		<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>	



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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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Airfare: Cost per trip (origin & destination) x # of trips x # of staff	\$	2	2	\$
	500.00			2,000.00
Baggage fee: \$ amount per person x # of trips x # of staff				\$
				-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff				\$
				-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff				\$
				-
Ground Transportation: \$ per r/trip x # of trips x # of staff				\$
				-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff				\$
				-
Parking: \$ per day x # of trips x # of days x # of staff				\$
				-

  

**Justification:**

CSEC Unit travel for victim related training (Innovative - Goal #4). Training will include skills and best practices relative to managing and interacting with victims of commercial sex trafficking and development of skills for working with the victim populations. Workers will attend as part of their position and will utilize GSA rates. This includes meetings with other states regarding CSEC projects seen as an emerging trends.

  

**Out-of-State Travel**

				<b>\$</b>
				<b>2,000.00</b>

**Staff travel for recovery of CSEC victims (Goal #4)**

	Cost	# of Trips	# of Days	# of Staff
Airfare: Cost per trip (origin & destination) x # of trips x # of staff	\$	4		1
	500.00			\$
				2,000.00
Baggage fee: \$ amount per person x # of trips x # of staff				\$
				-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff				\$
				-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff				\$
				-
Ground Transportation: \$ per r/trip x # of trips x # of staff				\$
				-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff				\$
				-
Parking: \$ per day x # of trips x # of days x # of staff				\$
				-

  

**Justification:**

WCHSA staff travel out-of-state to assist in the recovery of CSEC victims attempting to return home to Washoe County, or for placement of a CSEC victim outside of the area as deemed appropriate. Funds requested for last minute round-trip airfare for staff and victims. (Innovative - Goal #4)

  

**In-State Travel**

				<b>\$</b>
				<b>2,000.00</b>

**Origin & Destination: Training TBD (Goals #2-3)**

	Cost	# of Trips	# of Days	# of Staff
Airfare: cost per trip (origin & designation) x # of trips x # of staff	\$	1		4
	500.00			\$
				2,000.00
Baggage fee: \$ amount per person x # of trips x # of staff				\$
				-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff				\$
				-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff				\$
				-
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days				\$
				-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff				\$
				-
Parking: \$ per day x # of trips x # of days x # of staff				\$
				-

  

**Justification:**

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Costs for staff (Traditional - Goals #2) to attend training (or bring trainers in state) related to enhancing skills and best practices in providing direct services to victims. This includes trauma assessment, crisis intervention, resource identification, etc. Attendees will be based on cost of training and limited to staff who provide 100% direct services (or pro-rated accordingly). Trainings are still being identified; however, our goal is to bring trainers in-house (rather than traveling) and/or utilize online trainings for cost effectiveness.

**Operating**

**Total: \$**

**-**

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.

Office/Program supplies:	\$
	-
Occupancy	\$
	-
Communications	\$
	-
Rent: \$ per month x 12 months x # of FTE	\$
	-
Utilities: \$ per quarter x 4 quarters	\$
	-
State Phone Line: \$ per month x 12 months x # of FTE	\$
	-
Voice Mail: \$ per month x 12 months x # of FTE	\$
	-
Conference Calls: \$ per month x 12 months	\$
	-
Long Distance: \$ per month x 12 months	\$
	-
Email: \$ per month x 12 months x # of FTE	\$
	-

**Justification:**

**Equipment**

**Total: \$**

**2,750.69**

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.

Computer/Cell Phone (Innovative - Goal #3)	\$
	2,750.69
	\$
	-

*Justification:* Computer/Cell Phone will be utilized by the Our Place Victim Advocate position that is fully funded by VOCA. This equipment will enable and streamline work in the field as well as remote work.

**Contractual**

**Total: \$**

**116,693.30**

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

**Name of Contractor/Subrecipient:** TBD

\$  
25,000.00

**Method of Selection:** Competitive Bid (RFP)

**STATE OF NEVADA  
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DIVISION OF CHILD & FAMILY SERVICES  
NOTICE OF SUBAWARD**

Period of Performance: July 1, 2021 - June 30, 2022

Scope of Work: Provide case management, intervention, assessment and prevention services to CSEC victims. Provide agency response to families upon receipt of a potential CSEC victimization report, assess risk and provide referrals and linkages for service and education. (Innovative - Goal #4)

\*Sole Source Justification: N/A

Method of Accountability: Monthly reporting on victim logs, case notes, hours of service and services provided.

**Name of Contractor/Subrecipient: TBD**

\$  
21,693.30

Method of Selection: Competitive Bid

Period of Performance: July 1, 2021 - June 30, 2022

Scope of Work: Provide residential treatment for CSEC youth to ensure consistent availability and quick, 24/7 placement of victims. Maintaining a dedicated CSEC home where youth know the provider creates trust-building is an opportunity for CSEC to form alliances with that partner to propel them out of their exploitative lifestyle. This treatment program will both provide for victim stays as well as hold space open for runaway victims for a limited amount of time as we seek their return to treatment, which often takes multiple cycles of treatment and relapse. This program will seek to limit, and eventually eliminate, program runaways as they work toward assimilating the victim back into a healthy, victimization-free life. (Innovative - Goal #4)

\*Sole Source Justification: N/A

Method of Accountability: Monthly reporting on victim logs, case notes, hours of service and services provided.

**Name of Contractor/Subrecipient: TBD**

\$  
50,000.00

Method of Selection: ITB

Period of Performance: July 1, 2021 - June 30, 2022

Scope of Work: Under this Agreement, mental health staff will intersect child development and childhood trauma intervention practice into our child welfare programs as a means to create a universal approach and multidisciplinary team for the Agency. A contracted clinician will provide mental health services for children who have been temporarily removed from their home due to abuse or neglect. (Innovative - Goal #5)

\*Sole Source Justification: N/A

Method of Accountability:

Contract clinician will submit monthly reports outlining activities including service hours and case information.

**Name of Contractor/Subrecipient: TBD**

\$  
20,000.00

Method of Selection: Competitive Bid

Period of Performance: July 1, 2021 - June 30, 2022

Scope of Work: Under this Agreement, a Board Certified Behavioral Analyst would provide mental health assessments for children who have been victims of abuse or neglect, including but not limited to, Applied Behavioral Analysis assessments. These assessments would support ongoing mental health services and interventions. (Innovative - Goal #5)

\*Sole Source Justification: N/A

Method of Accountability:

Contract analyst will submit monthly reports including service hours, assessments and case information.

**Other**

**Total: \$  
38,026.70**

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**Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.**

Printing Services: \$ amount/month x 12 months	\$ -
Copier/Printer Lease: \$ amount/month x 12 months	\$ -
Property and Contents Insurance per year	\$ -
Car insurance: \$ per month x 12 months	\$ -
Postage: \$ per month x 12 months	\$ -
Audit	\$ -
Victim Services (Traditional - Goals #1 and #4)	\$ 38,026.70

**Victim services** encompasses a wide array of direct resources to victims, inclusive of both Traditional and Innovative VOCA programs. Victim services may include housing, food, transportation, clothing, household items, mental health assessments, etc.

**TOTAL DIRECT CHARGES**

**\$  
905,072.95**

**Indirect**

**Total: \$  
45,984.06**

**Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in Cell F116 will automatically calculate at 10%. Applicants may override this formula only to request a lower indirect rate.**

Identify Indirect Expenses - 10% of Base Salaries (Traditional - Vivolo, Hlade, Bryant, Rubio-Rodriguez, Knight)	\$ 372,750.97
Identify Indirect Expenses - 10% of Base Salaries (Innovative - Our Place Victim Advocate)	\$ 87,089.60
Add more as necessary and adjust formula in F112	\$ -
to reflect changes.	\$ -

**TOTAL BUDGET**

**Total: \$  
951,057.00**

**Applicant Name: Washoe County Human Services Agency**

**Form 2**

**PROPOSED TOTAL AGENCY BUDGET SUMMARY  
(Form Revised December 2020)**

**A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE**

<b><u>FUNDING SOURCES</u></b>	<b>GMU</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Other Funding</b>	<b>Match</b>	<b>TOTAL</b>
Federal, State, Private		General Funds	Licensing Fees	Federal/State	Donations				
PENDING OR SECURED		Secured	Secured	Secured	Secured				
ENTER TOTAL REQUEST	\$ 951,057.00	\$ 6,676.88 8.00	\$ 22,500.00	\$ 51,525.73 8.00	\$ 132,886.00	\$ -	\$ -	\$ 237,766.99	##### #####

**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD & FAMILY SERVICES  
NOTICE OF SUBAWARD**

**EXPENSE  
CATEGORY**

Personnel	\$ 729,452.26							\$ 237,766.99	\$ 729,452.26
Travel/Training	\$ 18,150.00							\$ -	\$ 18,150.00
Operating	\$ -							\$ -	\$ -
Equipment	\$ 2,750.69							\$ -	\$ 2,750.69
Contractual/Consultant	\$ 116,693.30							\$ -	\$ 116,693.30
Other Expenses	\$ 38,026.70							\$ -	\$ 38,026.70
Indirect	\$ 45,984.06							\$ -	\$ 45,984.06

TOTAL EXPENSES	\$ 951,057.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,766.99	\$ 951,057.00
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These boxes should equal 0	\$ -	\$6,676.88 8.00	\$ 22,500.00	\$51,525.73 8.00	\$ 132,886.00	\$ -	\$ -	\$ -	##### ####
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Total Indirect Cost	\$ 45,984.06
Indirect % of Budget	5%

Total Agency Budget	##### ####
Percent of Agency Budget	0.0160356 08

**B. Explain any items noted as pending:**

**Applicant Name: Washoe County Human Services Agency**

**Form 3**

**MATCH BUDGET NARRATIVE**

**Funding for Match Received From (State Funding Source):**

<b>Total Personnel Costs</b>				Including Fringe	<b>Total:</b>	\$ 237,766.99
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.						
	<b>Annual Salary</b>	<b>Fringe Rate</b>	<b>% of Time</b>	<b>Months</b>	<b>Amount Requested</b>	
<b>Dianna Mann-Johnson</b>						
Intake Screener - 70001062						
Intake Unit receives, assesses and assigns reports of potential abuse and neglect to appropriate CPS Assessment unit(s) of the Agency.						
	\$ 77,423.72	59%	100%	8.526	\$ 87,465.19	
<b>Steven Schell</b>						
Advanced Practice Registered Nurse - 70002219						

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Performs physical examinations and initiate appropriate diagnostic and screening tests. This position provides sexual assault forensic services at CAC.	\$ 97,598.57	54%	100%	12	\$ 150,301.80
<b>Total Fringe Cost</b>		<b>\$ 85,158.86</b>	<b>Total:</b>		<b>\$ 237,766.99</b>

  

<b>Travel/Training</b>					<b>Total:</b>	<b>\$ -</b>
Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to <a href="http://www.gsa.gov">www.gsa.gov</a> ) 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.						
<b>Out-of-State Travel</b>						<b>\$ -</b>
<u>Title of Trip &amp; Destination such as CDC Conference: San Diego, CA</u>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>		
Airfare: Cost per trip (origin & destination) x # of trips x # of staff					\$	-
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Ground Transportation: \$ per r/trip x # of trips x # of staff					\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-
<b>Justification:</b>						
Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.						
If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip						
<b>In-State Travel</b>						<b>\$ -</b>
<u>Origin &amp; Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of Days</u>	<u># of Staff</u>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$	-
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days					\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-
<b>Justification:</b>						
Who will travel and why						
If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.						

**STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD & FAMILY SERVICES  
NOTICE OF SUBAWARD**

**Operating**

**Total: \$**

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.

Office supplies: \$ Amount x # of FTE staff x # of months	\$
	-
Occupancy	\$
	-
Communications	\$
	-
Rent: \$ per month x 12 months x # of FTE	\$
	-
Utilities: \$ per quarter x 4 quarters	\$
	-
State Phone Line: \$ per month x 12 months x # of FTE	\$
	-
Voice Mail: \$ per month x 12 months x # of FTE	\$
	-
Conference Calls: \$ per month x 12 months	\$
	-
Long Distance: \$ per month x 12 months	\$
	-
Email: \$ per month x 12 months x # of FTE	\$
	-

**Justification:**

Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

**Equipment**

**Total: \$**

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.

Describe equipment	\$
	-

**Contractual**

**Total: \$**

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

Name of Contractor/Subrecipient: \$

Method of Selection:

Period of Performance:

Scope of Work:

\*Sole Source Justification:

Method of Accountability:

\*Add additional Contractor/Subrecipients here with justification or delete this row. \$

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<u>Other</u>	Total:	\$ -
<p><b>Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.</b></p>		
Printing Services: \$ amount/month x 12 months	\$	-
Copier/Printer Lease: \$ amount/month x 12 months	\$	-
Property and Contents Insurance per year	\$	-
Car insurance: \$ per month x 12 months	\$	-
Postage: \$ per month x 12 months	\$	-
Audit	\$	-
<p><i>Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.</i></p>		
<b>TOTAL DIRECT CHARGES</b>		<b>\$ 237,766.99</b>
<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$ 237,766.99</b>

- 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 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 actual expenses related to the Scope of Work during the subaward period.
  - Total reimbursement through this subaward will not exceed \$ 951,057.
  - Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred.
  - Additional expenditure detail and/or supporting documentation will be provided to the Department upon request.
  - Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
- 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 SUBAWARD PERIOD will not be reimbursed.



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- If a Request for Reimbursement (RFR) is received after the 30-day closing period, the Department may not be able to provide reimbursement.
- If a credit is owed to the Department after the 30-day closing period, the funds must be returned to the Department within 30 days of identification.

**The Department agrees to:**

- Identify specific items the program must provide or accomplish to ensure successful completion of this project.
- Provide technical assistance, upon request from the Subrecipient.
- Issue prior approval of reports or documents to be developed.

**Both parties understand:**

- 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 15<sup>th</sup> of the month.
- Reimbursement is based on actual expenditures with accompanying proof of payment.
- Payment will not be processed unless all reporting requirements are current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.
- The Department reserves the right to hold reimbursement under this subaward until any delinquent forms, reports, and expenditure documentations are submitted to and accepted by the Department.

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**SECTION D**  
**Request for Reimbursement**

Agency Ref. #: **16575-20-062**  
 Budget Account: **3145**  
 Category: **20**  
 Draw #: \_\_\_\_\_

<b>Program Name:</b> VOCA Victim Assistance	<b>Subrecipient Name:</b> Washoe County Human Services
<b>Address:</b> 4126 Technology Way 3 <sup>rd</sup> Floor Carson City, NV 89706-2023	<b>Address:</b> 350 S. Center Street Reno, NV 89501
<b>Subaward Period:</b> July 1, 2021 – June 30, 2022	<b>Subrecipient's:</b> EIN: 88-6000138 Vendor #: T40283400A

**FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT**  
 (must be accompanied by expenditure report/back-up documentation)  
 Month(s) \_\_\_\_\_ Calendar year 2022

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	\$729,452.00	\$0.00	\$0.00	\$0.00	\$729,452.00	0.0%
2. Travel/Training	\$18,150.00	\$0.00	\$0.00	\$0.00	\$18,150.00	0.0%
3. Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4. Equipment	\$2,751.00	\$0.00	\$0.00	\$0.00	\$2,751.00	0.0%
5. Contractual/Consultant	\$116,693.00	\$0.00	\$0.00	\$0.00	\$116,693.00	0.0%
6. Other	\$38,027.00	\$0.00	\$0.00	\$0.00	\$38,027.00	0.0%
7. Indirect	\$45,984.00	\$0.00	\$0.00	\$0.00	\$45,984.00	0.0%
<b>Total</b>	<b>\$951,057.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$951,057.00</b>	<b>0.0%</b>

MATCH REPORTING	Approved Match Budget	Total Prior Reported Match	Current Match Reported	Year to Date Total	Match Balance	Percent Completed
INSERT MONTH/QUARTER	\$237,765.00	\$0.00	\$0.00	\$0.00	\$0.00	-

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

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Is program contact required? \_\_\_\_ Yes \_\_\_\_ No      Contact Person: \_\_\_\_\_  
 Reason for contact: \_\_\_\_\_  
 Fiscal review/approval date: \_\_\_\_\_  
 Scope of Work review/approval date: \_\_\_\_\_  
 ASO or Bureau Chief (as required): \_\_\_\_\_ Date \_\_\_\_\_

**STATE OF NEVADA  
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NOTICE OF SUBAWARD  
SECTION E**

**Audit Information Request**

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

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

**STATE OF NEVADA  
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NOTICE OF SUBAWARD**

**SECTION F**

**Notification of Utilization of Current or Former State Employee**

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

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

YES ☐ If "YES", list the names of any current or former employees of the State and the services that each person will perform.

NO ☐ Subrecipient agrees that if a current or former state employee is assigned to perform work on this subaward at any point after execution of this agreement, they must receive prior approval from the Department.

Name

Services

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

**STATE OF NEVADA  
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DIVISION OF CHILD & FAMILY SERVICES  
NOTICE OF SUBAWARD**

**SECTION G**

**Confidentiality Addendum**

BETWEEN

**Nevada Department of Health and Human Services**

Hereinafter referred to as "Department"

and

**Washoe County Human Services**

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 as described 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.

**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.**

**STATE OF NEVADA  
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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 Human Services (referred to as "Subrecipient").

<b>Program Name</b>	VOCA Victim Assistance	<b>Subrecipient Name</b>	Washoe County Human Services
<b>Federal Grant Number</b>	2019-V2-GX-0021	<b>Subaward Number</b>	16575-20-062
<b>Federal Amount</b>	\$951,057.00	<b>Contact Name</b>	Lauren Soulam
<b>Non-Federal (Match) Amount</b>	\$237,765.00	<b>Address</b>	350 S. Center St. Reno, NV 89501
<b>Total Project</b>	\$1,188,822.00		
<b>Performance Period</b>	July 1, 2021 – June 30, 2022		

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 Request for Reimbursement and will be verified during subrecipient monitoring. Non-Federal (Match) funding must be in compliance with CFR 200.306.

**§ 200.306 Cost sharing or matching.**

(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under Subpart E - Cost Principles of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

**FINANCIAL SUMMARY FOR MATCHING FUNDS**

<b>Total Amount Awarded</b>	<b>\$951,057.00</b>
<b>Required Match Percentage</b>	<b>20%</b>
<b>Total Required Match</b>	<b>\$237,765.00</b>

Approved Budget Category		Budgeted Match	
1	Personnel	\$	237,765.00
2	Travel/Training	\$	0.00
3	Operating	\$	0.00
4	Equipment	\$	0.00
5	Contractual/Consultant	\$	0.00
6	Training	\$	0.00
7	Other	\$	0.00
	<b>Total</b>	\$	237,765.00

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

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**Appendix A**

**Victims of Crime Act (VOCA) Assurance**

As the duly authorized representatives of the applicant organization, we certify that the subrecipient:

1. Agrees to utilize volunteers to supplement victim services.
2. Agrees to assist victims in seeking compensation assistance where appropriate.
3. Agrees to provide VOCA funded victim services at no fee to victims.
4. Agrees that VOCA funds will not be used to provide services to perpetrators.

As the duly authorized representatives of the organization, we certify that:

The Applicant/subrecipient understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and

on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

**IN WITNESS WHEREOF**, Subrecipient and the Department have agreed to the terms of the above written Assurance 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.**



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**Appendix B**

**Victims of Crime Act (VOCA) Special Conditions**

As the duly authorized representatives of the applicant organization, we certify that the subrecipient will comply with:

- Agrees to comply with DOJ regulations pertaining to civil rights and nondiscrimination-- 28 C.F.R. Part 42
  - The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- Agrees to comply with DOJ regulations pertaining to civil rights and nondiscrimination-- 28 C.F.R. Part 54
  - The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."
- Agrees to comply with DOJ regulations pertaining to civil rights and nondiscrimination-- 28 C.F.R. Part 38
  - The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.
  - Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrant") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.
- Agrees to complete the required DOJ Office of Justice Programs Civil Rights Online Training by September 30, 2020. The training can be found at <https://ojp.gov/about/ocr/assistance.htm>.
- Additional information on the Equal Employment Opportunity Plan (EEO) can be found at <https://ojp.gov/about/ocr/eeop.htm>.

The subrecipient acknowledges that failure to submit an acceptable EEO (if organization is required to submit one pursuant to 28 CFR. Section 42.302), that is approved by the Office for Civil Rights (OCR), is a violation of the Standard Assurances executed by the organization, and may result in suspension of funding, until such time as the recipient is in compliance, or termination of the award.

- Applicability of Part 200 Uniform Requirements. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from the Office of Justice Programs (OJP).
  - The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.
  - For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.
  - Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.
  - In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.
- Requirements related to System for Award Management and Universal Identifier Requirements. The recipient must comply with applicable requirements regarding the System for Award Management, currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM. The recipient also must comply with applicable restrictions on subawards ("subgrants") to first tier subrecipients (first tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration. The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP website at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements) and are incorporated by reference here. This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
- Prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award). Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award). The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient. The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP website at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)) and are incorporated by reference here.
- May not restrict reporting of fraud, waste, and abuse to federal government. Restrictions and certifications regarding non-disclosure agreements and related matters No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or

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statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information. 1. In accepting this award, the recipient-- a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. 2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both-- a. it represents that-- (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

- Post-award approval required to use noncompetitive approach in procurement contract (if contract would exceed \$250,000). Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000 The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that—for purposes of federal grants administrative requirements—OJP considers a procurement "contract" (and therefore does not consider a subaward). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP website at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)) and are incorporated by reference here.
- Information (Data) Breach Special Condition. Requirement to report actual or imminent breach of personally identifiable information (PII) The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient), 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
- DOJ Grants Financial Guide. Compliance with DOJ Grants Financial Guide References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.
- Determinations of suitability to interact with participating minors (August 2019). Determination of suitability to interact with participating minors SCOPE. This condition applies to this award if it is indicated in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age. The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OJP website at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

**IN WITNESS WHEREOF**, Subrecipient and the Department have agreed to the terms of the above written Assurance 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.**