

State of Nevada

Department of Health and Human Services

Aging and Disability Services Division (hereinafter referred to as the Department)

Agency Ref. #: 16-000-02-L9W-26 Unit: 3140 | 3278 Sub Unit: 14 | 27 GL: 8580

Reporting: N/A | 9366724

NOTICE OF SUBAWARD

ADSD Office of Community Living (OCL) Grants Management Contact Name: Courtney Collins, CourtneyC@adsd.nv.gov				Washoe County Contact Name: Ryan Gustafson, Director, Washoe County Human Services Agency / RGustafson@washoecounty.gov					
Address: 1550 E College Parkway Carson City, NV 89706			Address: 1001 E. 9th Street Reno, NV 89512-2845						
Subaward Period: 07/01/2025 - 06/30/2026			Subrecipient's: EIN: 88-6000138						
Subaward Type: Categorical				Vendor #:	T40283400 GPR1NY74XPQ5				
				UEI:					
Purpose of Award: Fiscal Year 2026 funding to Specifications. <i>This is an initial funding alloca</i> Region(s) to be served: □ Statewide ☒ Specifications.	ation which wi	ll be suppleme	nted as fu	nds are available					
		counties. wash	AWARD COMPUTATION: (Initial Allocation)						
Approved Budget Categories: (Fu		,154.07	Total Ob	ligated by this Act		\$ \$	326,690.20 0.00		
2. Travel \$0.00			Total Fe	deral Funds Awar	ded to Date:	\$	12,436.00		
3. Operating \$1,939.01				ate Funds Awarde Inds Awarded:	d to Date:	\$ \$	314,254.20 326,690.20		
4. Equipment \$0.00			Match R	equired ⊠ Y □	N				
5. Contractual/Consultant \$326,906.92			Amount	Required this Acti	on:	\$	49,004.00 0.00		
6. Other \$0.00				Required Prior Aw tch Amount Requ		\$ \$	49,004.00		
TOTAL DIRECT COSTS \$364,000.00			Research and Development (R&D) □ Y ⊠ N Federal Budget Period:						
7. Indirect Costs \$0.00			07/01/2024 - 09/30/2025 (MOU)						
TOTAL APPROVED BUDGET \$364,000.00				Project Period: 24 - 09/30/2025 (MOU)				
				FOR AGENCY USE, ONLY					
Source of Funds: % Funds:			<u>CFDA</u> : <u>FAIN</u> : <u>Federal Grant #</u> : <u>Federal Grant Award</u> Date by Federal Agency:						
Independent Living Grant (ILG) (3140.14 / N/A, \$314,254.20)		96%	N/A N/A N/A N/A						
Nevada Department of Health and Human Serv (DHHS): Social Services Block Grant (SSBG); 3278.27 (MOU# 5688) (3278.27, \$12,436.00)		4%	93.667 2401NVSOSR 2401NVSOSR TBD						
Agency Approved Indirect Rate: N/A			Subrecipient Approved Indirect Rate: 15% de minimis (8% on ILG)						
Terms and Conditions: In accepting these grant funds, it is understood 1. This award is subject to the availabilit 2. Expenditures must comply with any s Procedures for Grant Programs (RPO 3. Expenditures must be consistent with 4. Subrecipient must comply with all app 5. Quarterly progress reports are due by the grant administrator. 6. Financial Status Reports and Reques grant administrator.	y of appropriate tatutory guidelings), and the Solin the narrative, solicable Federal the 30th of ear	nes, the DHHS (tate Administrati goals and object I and State regul ch month followi	ive Manua ives, and t lations. ing the end e submitted	budget as approve d of the quarter, ur d monthly, unless	ed and documented. nless specific exceptions are	ons are provided	I in writing by		
Incorporated Documents: Section A: Grant Conditions and Assurance Section B: Description of Services, Scope of Section C: Budget and Financial Reporting 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								
Authorized Subrecipient Official's Name, Title:				Signature					
Ryan Gustafson, Director, Washoe County Hum Agency -OR- Authorized Signer (Print Name and Title):	nan Services								
Cheyenne Pasquale, Agency Manager For Rique Robb, ADSD Administrator									

SECTION A

GRANT CONDITIONS AND ASSURANCES

General Conditions

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

Grant Assurances

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

- Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
- 2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
- 3. These grant funds will not be used to supplant existing financial support for current programs.
- 4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
- 5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
- 6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
- 7. Compliance with the Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 8. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
- 9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing 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. Compliance with the Consolidated Appropriations Act, 2023, PL 117-328.

- 11. Compliance with the Trafficking Victims Protection Act of 2000, Section 106 (g), as amended (22 U.S.C. 7104(g)).
- 12. No funding associated with this grant will be used for lobbying.
- 13. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
- 14. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
- 15. Should the collection of information require the use of an information technology system, the subrecipient will be expected to adhere to state and federal information security requirements to help ensure the security of any system used or developed by the subrecipient. In particular, if the data to be collected includes Personally Identifiable Information or Protected PII, the subrecipient must apply the appropriate security controls required to protect the privacy and security of the collected PII and/or Protected PII. (See 2 CFR 200.1 Definitions; 2 CFR 200.303 Internal Controls).
- 16. 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.
 - Anv 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:
 - o The introduction or formulation of federal, state or local legislation;
 - o 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.
- 17. An organization receiving grant funds through the Nevada Department of Health and Human Services <u>may</u>, to the extent and in the manner authorized <u>in its grant</u>, 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
 - o 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.

- 18. Protections for Whistleblowers
 - In accordance with 41 U.S.C. § 4712, subrecipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for
 disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross
 mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a

substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to federal contract (including the competition for or negotiation of a contract) or grant.

- The list of persons and entities referenced in the paragraph above included the following: A member of Congress or a representative of a
 committee of Congress, an Inspector General, the Government Accountability Office, a treasury employee responsible for contract or grant
 oversight or management, an authorized official of the Department of Justice or other law enforcement agency, a court or grand jury, or a
 management official or other employee of subrecipient, contractor, or subcontractor who has the responsibility to investigate, discover, or
 address mis-conduct.
- Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language
 of the workforce.
- 19. 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.

Agency Ref.#: 16-000-02-L9W-26

SECTION B

Description of Services, Scope of Work and Deliverables

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

Scope of Work for Washoe County

Indicate the staff responsible for each of the following:

Compliance Item	Due Date	Indicate Subrecipient Staff Responsible (Name and Title)
Reporting Schedule	Each report applicable to funded service, as outlined at https://adsd.nv.gov/Programs/Grant/Reporting/Instructions/	
Case management system reporting and/or service-specific report(s)	10 th calendar day following the month of service	
Request for Reimbursement	15 th calendar day following the month or quarter of service	
Request for Reimbursement – Advance (if approved)	15 th calendar day before the month of service	
Quarterly Report	30 th calendar day following the quarter of service	
General Service Specifications	Ongoing throughout subaward period – General guidelines for service provision	
In Home Services - Homemaker Service Specifications	Ongoing throughout subaward period – Service-specific guidelines for service provision	
NV DHHS Grant Instructions and Requirements (GIRS) - and - ADSD Requirements and Procedures for Grant Programs (RPGPs)	Ongoing throughout subaward period – General guidelines for management of the subaward GIRS: https://www.dhs.nv.gov/uploadedFiles/dhhsnvgov/content/Programs/Grants/Grant%20Instructions%20and%20Requirements%20Revised%201.2025%20-%20FINAL%20(R).pdf RPGPs: https://adsd.nv.gov/uploadedFiles/agingnvgov/content/Programs/Grant/FiscalRequirements.pdf	
Quality Improvement and Efficiency	Ongoing throughout subaward period	
Provision of service as described in the approved subaward application	Ongoing throughout subaward period	

 Subaward Packet (CA)
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ADSD Work Plan

Applicant / Subrecipient Name: Washoe County Human Services Agency | Service: In Home Services - Homemaker

Goal 1 (Outreach): To promote aging in place by informing and providing services to those 60 and over and individuals with disabilities regarding homemaker services Washoe County offers

Objective(s)	Activities/Strategies		Timeline	Evaluation Tool
1.1 To promote a healthy, independent	In person outreach		7/1/25-6/30/26	Documented in SAMS under
lifestyle to age in place with the use of	Media outlets			Consumer Group/#'s of referrals/
homemaker services	Education by staff			#'s of material provided
1.2 To increase the community	In person outreach		7/1/25-6/30/26	Documented in SAMS under
awareness of homemaker services	Media outlets			Consumer Group/#'s of referrals/
	Education by staff			#'s of material provided
1.3 Provide educational materials	Mailings		7/1/25-6/30/26	Documented in SAMS under
regarding the benefits of homemaker	Print media outreach			Consumer Group/#'s of referrals/
services to age in place	Media Outreach			#'s of material provided
Projected Output	Expected Outcomes			
Number of Events: 12	Increased community awareness			
Number of People Reached: 200-500 in pers	Increased participation of homemaker services			
10,000+ through media outlets				

Goal 2 (Service Delivery): To provide direct homemaking services to individuals 60+ and individuals with disabilities in Washoe County

Objective(s)		Timeline	Evaluation Tool	
1.1 To increase the number of homemaker	Continue using contra		7/1/25-6/30/26	Documented in Caseworthy/SAMS
clients to 375-400 served at any given time	along with internal Williams Homemakers to provi			
	services	ide nomemaking		
1.2 To provide case management to each	Assign a case manager to each client		7/1/25-6/30/26	Documented in Caseworthy/SAMS
homemaker client.				
Projected Output		Expected Outcome	s	
Number of Unduplicated Clients: 450		Allow individuals to age in place safely in their homes		
Number of Units: 22,250				
% Underserved Populations: 75%				

SECTION C

Budget and Financial Reporting Requirements

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada State Department of Health and Human Services through Grant Number 16-000-02-L9W-26 from the Aging and Disability Services Division (ADSD). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department nor ADSD."

Any activities performed under this subaward shall acknowledge the funding was provided through the Department by Grant Number 16-000-02-L9W-26 from Aging and Disability Services Division (ADSD).

Subrecipient agrees to adhere to the following budget, up to the initial allocation amount:

Applicant Name:	Washoe County Human Services Agency	Type of Service:	In Home Services - Homemaker
	Type of Subaward (Fixed-	Fee or Categorical), if known:	Categorical

ADSD Subaward Application PROPOSED BUDGET NARRATIVE

Pe	ersonnel Costs		Fringe Only:	\$773.56	Total:	\$35,154.07
Lis	ist staff, positions, salaries/rate of pay, fringe rate, percent of direct-service time to be spent on the project and the number of months to calculate the amount requested.					
A.	Position: Staff Name (if known, otherwise state new position), Title, Position Control Number (PCN)	Annual				Amount
B.	Provide a breakdown of the type of fringe benefits provided, such as health insurance, Medicare, FICA, worker's compensation, retirement, etcAND- Describe position duties as they relate to the funding and program objectives. Expand rows as needed.	Salary	Fringe Rate	% of Time	Months	Requested
A.	Flannery, Rachel, Intermittent Homemaker Service Aide, 70007326	\$34,380.51	2.25%	100.000%	6.00	\$17,577.04
B.	Fringe benefits for intermittent postions includes Medicare, and workmen's and unemployment compensations. The Homemaker Service Aide position provides homemaker, personal care, and basic					
A.	Carter, Zanovia, Intermittent Homemaker Service Aide, 70007326	\$34,380.51	2.25%	100.000%	6.00	\$17,577.04
B.	Fringe benefits for intermittent postions includes Medicare, and workmen's and unemployment compensations. The Homemaker Service Aide position provides homemaker, personal care, and basic					

Travel				Total:	\$0.00		
dentify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem, lodging and mileage (www.gsa.gov) unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification. Any increases/decreases made to GSA.gov rates within the subaward period will be automatically honored during the reimbursement process.							
Out-of-State Travel			1.00	Trip total:	\$0.00		
Enter Title of Trip & Destination here, such as "CDC Conference: San Diego, CA"	Cost	# of Trips	# of days	# of Staff			
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$0.00		
Baggage fee: \$ amount per person x # of trips x # of staff					\$0.00		
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$0.00		
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$0.00		
Ground Transportation: \$ per r/trip x # of trips x # of staff					\$0.00		
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$0.00		
Parking: \$ per day x # of trips x # of days x # of staff					\$0.00		
<u>Justification:</u> (Enter below, expand row as needed) Who will be traveling, when and why, tie into pro-	ogram objective(s) or ind	licate required by	funder.	•			

NOTICE OF SUBAWARD	
Operating Total:	\$1,939.01
Include specific facility and vehicle costs associated with the proposed program (not the agency as a whole), such as rent, maintenance expenses, insurance, fuel utilities such as power, water and communications (phone/internet). Also list tangible and expendable personal property such as office supplies, program supplies software, postage, computers and related equipment which cost less than \$10,000 per unit, etc. Provide a calculation for each line.	
Enter Description(s) Below:	Amount:
Cleaning Supplies for indigent clients (Mops, buckets, brooms, dust pans, soap, sponges, gloves, vacuums, toilet brushes, etc. to be distributed to clients who cannot afford the cleaning supplies needed for hygenic and sanitization care (approx. \$38.78 x 50 clients = \$1,939.01)	\$1,939.01
	\$0.00
	\$0.00
<u>Justification:</u> Office Supplies for the three additional staff funded through contract with Talent Framework.	
Equipment Total:	\$0.00
List equipment to purchase or lease costing \$10,000 or more (per unit), and justify these expenditures. Equipment costing less than \$10,000 should be listed under Justify these items.	Operating.
Enter Description(s) Below:	Amount:
	\$0.00 \$0.00
	\$0.00
	\$0.00
Contractual Total:	\$326,906.92
Talent Framework	\$64,906.92
Method of Selection: competive bid	\$64,906.92
Period of Performance; July 1, 2025 - June 30, 2026 Scope of Work: Staffing agency will provide staffing for 3 temporary positions vital to the operation of the homemaker services. 1 Case Worker will carry a caseload of Homema increasing the ability to serve homemaker clients. One Human Services Support Specialist and 1 Office Assistant will provide assistance with scheduling, file maintenance, data support needed to operate the homemaker services program for Washoe County.	
Sole Source Justification: N/A	
Method of Accountability: Social services supervisor verifying and monitoring work on a daily basis for accuracy and timely data entry; sign off on weekly time sheet; staffing wit with prioritizing work. Monthly invoices will be reviewed for payment.	
Other Justification: Additional staff was identified as needed. In lieu of adding full-time, permanent staff to the grant, Washoe County has sought soultions through temp staffing impact and ongoing necessity of this level of support	to assess the
Cost Calculation: All three positions will work full-time. The established hourly costs are; \$39.98, \$34.28, and \$34.28, 108.54 * 11.50 hours * 52 weeks = \$64,906.92	
Freedom Home Health	\$112,000.00
Method of Selection; competitive bid	\$112,000.00
Period of Performance: July 1, 2025 - June 30, 2026 Scope of Work: Perform Homemaker services with the intent of providing a safe and sanitary living environment for seniors.	
Sole Source Justification: N/A	
Method of Accountability; Monthly invoices are reviewed for payment. Washoe County Caseworkers ensure services are provided to eligible individuals and monitor the service	s provided.
Other Justification: Contractors were selected after competitive bid process. Cost Calculation: 17,600 service units at \$7.50 per unit = \$132,000	
COST CARCINIARION 17 ,000 SETVICE UTITIS AL 97:30 PET UTIT — \$132,000	
All Valley Home Care (Medical Services of Nevada)	\$150,000.00
Method of Selection: competive bid	\$150,000.00
Period of Performance: July 12, 2025 - June 30, 2026 Seens of Work: Perform Hamprocker consists with the intent of providing a cofe and conitany living anyticapment for conican	
Scope of Work: Perform Homemaker services with the intent of providing a safe and sanitary living environment for seniors.	

Sole Source Justification: N/A

Other Justification: Contractors were selected after competitive bid process. Cost Calculation; 22,800 service units at \$7.50 per unit = \$171,000

Method of Accountability. Monthly invoices are reviewed for payment. Washoe County Caseworkers ensure services are provided to eligible individuals and monitor the services provided.

Other Total:	\$0.00				
Identify and justify other direct expenditures that cannot be identified within another category, such as dues, other insurance, printing and promotional costs, etc. funding must be for this specific proposed program. Include calculations for all items and a description if needed. If cost allocating an expense across multiple prosources, provide an explanation and calculation for the portion included here.					
	\$0.00				
	\$0.00				
	\$0.00				
Justification: (Enter below, expand row as needed) Provide narrative to justify these expenditures and how each budget item supports the project.					

_							
T	OTAL DIRECT PROJE	ECT COSTS	\$364,000.00				
Ad	lministrative Expense	es/Indirect Costs Total	l: \$0.00				
der dire cos Ind Mo	Administrative expenses and FICR are to be used to help cover expenses that are not easily assignable to a specific program or unit within an organization. These costs are associated with depreciation and use allowances, facility operation and maintenance, general administrative expenses such as accounting, payroll, legal and data processing, and any personnel not providing direct services to the project. If requested, the expenses are limited to the maximum rate listed below, depending on the funding source and existence of an FICR percentage of the direct project costs requested from ADSD. Once a funding source is assigned to an approved subaward, the allowable rate will apply, and a budget revision may be required if excess expenses are included. Indirect/administrative expenses do not apply to fixed-fee subawards or portions of subawards. Indirect expenses must be applied using the agency's Federal Indirect Cost Rate (FICR) or Modified Total Direct Costs (MTDC) which excludes equipment, capital expenditures and items such as pass-through funds, and major subcontract(s) over the first \$50,000, as applicable. Reference the Grant Instructions and Requirements for additional information on Indirect Costs.						
Ch		ccording to funding source and provide calculation or explanations: tt(ILG)/FHN State Funds and State Funds awarded to the NV System of Higher Education* (non-research); 8%	RATE: 10.00%				
2.	The state of the s	ding: 15% de minimis (Modified Total Direct Costs - MTDC)	10.0076				
3.	3. Federal Negotiated Indirect Cost Rate Agreement (NICRA): Identify approved costs per the NICRA & attach the current agreement to application. In cells below, describe how the total indirect amount was calculated based on the NICRA letter guidance and exceptions. Expand row as needed.						
	FICR Calculation:						
	Other Explanations:						

TOTAL BUDGET REQUEST \$364,000.00

Applicant Name: Washoe County Human Services Agency	Type of Service: In Home Services - Homemaker	
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ADSD Subaward Application PROPOSED BUDGET SUMMARY

A. FUNDING SOURCES	ADSD Funds	матсн	[Enter name of Other Funding, if applicable]	[Enter name of Other Funding, if applicable]	[Enter name of Other Funding, if applicable]		[Enter name of Other Funding, if applicable]	TOTAL
PENDING OR SECURED	Pending	Secured	Secured					
ENTER TOTAL FUNDING	\$364,000.00	\$54,600.00	\$1,627,734.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,046,334.00
EXPENSE CATEGORY								
Personnel	\$35,154.07	\$54,600.00	\$1,494,552.00					\$1,584,306.07
Travel	\$0.00							\$0.00
Operating	\$1,939.01		\$133,182.00					\$135,121.01
Equipment	\$0.00							\$0.00
Contractual/Consultant	\$326,906.92							\$326,906.92
Other Expenses	\$0.00							\$0.00
Indirect	\$0.00							\$0.00
TOTAL EXPENSE	\$364,000.00	\$54,600.00	\$1,627,734.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,046,334.00
These boxes should equal zero	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect Cost	\$0.00					\$2,046,334.00		
Indirect % of Budget	10.00%				ADSD F	18%		
8. Commente regarding budget summany if applicable								

B. Comments regarding budget summary, if applicable.

N/A

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

Match is obtained from local senior dedicated funds

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

Program income is collected on a voluntary basis from participants based off a sliding fee scale. Considering limited income and indigent status of many participants, \$2,000 is budgeted for this as established by prior years' collections.

- Department of Health and Human Services policy allows no more than 10% flexibility of the total, not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. Note: the redistribution cannot alter the total not to exceed amount of the subaward. Modifications in excess of 10% require a formal amendment.
- Equipment purchased with these funds belongs to the program from which this funding was appropriated and shall be returned to the program upon termination of this agreement. All equipment purchased with these funds is subject to the requirements and conditions set forth in 2 CFR 200.313 (including, but not limited to, equipment use, maintenance, inventory, management, and/or disposal). All equipment and high-risk items (i.e., cameras, laptops, televisions) must be inventoried annually and made available for review upon request.
- 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 Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.

- Total reimbursement through this subaward will not exceed \$326,690.20.
- Requests for Reimbursement will be accompanied by supporting documentation, including a line-item description of expenses incurred and required documents from the RFR back-up documentation workbook.
- Additional expenditure detail will be provided upon request from the Department.

Additionally, the Subrecipient agrees to provide:

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

The Department agrees:

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

Both parties agree:

- Aging and Disability Services Division will conduct programmatic and financial monitoring of the project on an annual basis or as determined necessary based on a risk assessment.
- The Subrecipient will, in the performance of the Scope of Work specified in this subaward, perform functions and/or activities that could involve confidential information; therefore, the Subrecipient is requested to fill out Section G, which is specific to this subaward, and will be in effect for the term of this subaward.
- All reports of expenditures and requests for reimbursement processed by the Department are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the Department, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due on a monthly or quarterly basis, based on the terms of the subaward agreement, no later than the 15th calendar day of the following 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.

<u>SECTION D</u> Request for Reimbursement (RFR)

Department of Health and Human Services Aging and Disability Services (ADSD)			5	Agency Ref # Unit:		
GL:						
1	F:				Draw #:	
1	Financial Status	Report and Re	equest for Reimb	ursement	CFDA#	
Program Name: ADSD OCL, Grants Management			Subrecipient Name	:	_	
Program Address: 1550 East College Parkway, Carso	n City, NV 89706		Subrecipient Addre	<u>:55</u> :		
Subaward Period:			Subsociationt's:			
{Enter Subaward Period}						
(Enter Service)						
{Enter type of subaward - Categori	cal or Fixed-Fee)					
(Entriffe of Sobalitate Gategori	-	DEPORT AND	DECLIEST FOR	REIMBURSEMEN	IT /	
					2	
Month(s):	(m	ust be accompanie	NEW REQUEST			
Calendar Year:			PAID RFR BACK-UP			NCE & RECONCILIATION NOLIATION ONLY
	A	В	С		E	F
Approved Budget Category	Approved Budget	Total Prior Requests	Current Request	Y ar to Data Total	Budget Balance	Percent Requested
1 Personnel	\$0.00	\$0.00		40.00	\$0.00	.*:
2 Travel	\$0.00	\$0.00		\$0.00	\$0.00	-
3 Operating	\$0.00	\$0.00	<u> </u>	\$0.00	\$0.00	-
4 Equipment	\$0.00	\$0.00	2	\$0.00	\$0.00	-
5 Contract/Consultant	\$0.00	\$0.00		\$0.00	\$0.00	-
6 Other	\$0.00	\$0.00		\$0.00	\$0.00	-
7 Indirect Expenses	\$0.00	\$0.00		\$0.00	\$0.00	-
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
	Ad	Iditional Finan	rting - All A	ward Types		,
Budget Item	Required Amount		Current Amount	Year to Date Total	Budget Balance	Percent Provided
1 Match	\$0.00	20.0		\$0.00	\$0.00	-
2 Program Income	N/A			\$0.00	N/A	N/A
		of S rvice	eporting - Fixed-F	g Earned	D-1	
Fixed-Fee Rate(s):	Previous viod	This Period	This Period	Total/All	Balance to be Earned	Percent Earned
1	0.00	THIS I CHOO	-			
2	0.00		N/A		*	
□ N/A		Advance P	ayment Reconcilia	ition		•
Budget Categories or Specific	Month:			Total Fu	nds to Date	
Components (Expand rows / needed)	R/ ceived	Expended	Funds Advanced	Expended	Balance	Percent Expended
			\$0.00	\$0.00	\$0.00	-
	7		\$0.00	\$0.00	\$0.00	-
I, a duly authorized signatory for the appreceipts are for the purposes and object award term, in excess of the total approach administrative penalties for fraud, false of the state of th	tives set forth in the terms wed subaward. I am awar	and conditions of the se that any false, fictitio	subaward; and that the ar us or fraudulent informat	mount of this request is no ion, or the omission of any	t in excess of current need material fact, may subject	is or, cumulatively for the
Authorized Signature			Title			Date
OFFICE USE ONLY - DHHS -	ADSD OFFICE USE	ONLY			Payment Breakdow	n
Program contact? Yes: No:					t / Reporting #	Amount
Reason for contact:						\$
Notes:						s
					N/A	\$
APPROVALS:				N/A	S	
Scope of Work -				N/A	\$	
Date: Signe	ed:				N/A	\$
PAC Fiscal -	a di				N/A	\$
Date: Signe	ed:			10	TAL	\$ -

SECTION E

Audit Information Request

1.	Non-Federal entities that <u>expend</u> \$1,000,000.00 or more in total federal awards a conducted for that year, in accordance with 2 CFR § 200.501(a).	are required to have a single or program-specific au	ıd
2.	Did your organization expend \$1,000,000.00 or more in all federal awards during organization's most recent fiscal year?	your 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?		_

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 **and** is receiving PERS, 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 <u>not</u> 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 of	or former employees of the State and the services that eac	ch person will perform.	
NO Subrecipient agrees that if a current or for approval from the Department.	ormer state employee is assigned to perform work on this s	subaward at any point after execution	of this agreement, they must receive prior
Name of Previous Employee	Services Performed for Award	Collecting PERS? (Yes/No)	If Yes, indicate the end date of state service
Subrecipient agrees that any employees listed cannot pe		partment.	
Compliance with this section is acknowledged by signing	g the subaward cover page of this packet.		

SECTION G

Confidentiality Addendum

BETWEEN

Nevada Department of Health and Human Services

Hereinafter referred to as "Department"

and

Washoe County

Hereinafter referred to as "Subrecipient"

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

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

NOW, THEREFORE, Department and Subrecipient agree as follows:

DEFINITIONS

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

- 1. Agreement shall refer to this document and that agreement to which this addendum is made a part.
- 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. <u>TERM</u>

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

III. <u>LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW</u>

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. <u>USE OR DISCLOSURE OF INFORMATION</u>

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

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.

- 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.

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 (referred to as "Subrecipient").

Program Name	ADSD OCL Grants Management	Subrecipient Name	Washoe County
Federal Grant Number	2401NVSOSR	Subaward Number	16-000-02-L9W-26
Federal Amount	\$12,436.00	Contact Name	Ryan Gustafson, Director, Washoe County Human Services Agency
State Amount	\$314,254.20	Address	1001 E. 9th Street Reno, NV 89512-2845
Non-Federal (Match) Amount	\$49,004.00		
Total Award	\$326,690.20		
Performance Period	07/01/2025 - 06/30/2026		

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 \$326,690.20 Required Match Percentage 15% Total Required Match \$49,004.00

Арр	roved Budget Category	Budgeted Match
1	Personnel	\$54,600.00
2	Travel	\$0.00
3	Operating	\$0.00
4	Contract/Consultant	\$0.00
5	Other	\$0.00
6	Indirect Costs	\$0.00
	Total	\$54,600.00