



WASHOE COUNTY

Integrity Communication Service
www.washoecounty.us

STAFF REPORT

BOARD MEETING DATE: April 11, 2017

CM/ACM	_____
Finance	<u>VG</u>
DA	<u>LA</u>
Risk Mgt	<u>DE</u>
HR	<u>VW</u>
Other	<u>GE</u>

DATE: Monday, April 03, 2017

TO: Board of County Commissioners

FROM: Amber Howell, Director, Social Services
785-8600 ahowell@washoecounty.us

THROUGH: Kevin Schiller, Assistant County Manager

SUBJECT: Recommendation to accept a Notice of Sub-Grant Award in the amount of [\$518,349; no County match] from the State of Nevada Division of Public and Behavioral Health (DPBH) retroactive from March 1, 2017 through February 28, 2019, to provide crisis and jail diversion services through a Mobile Outreach Safety Team (MOST Team) to individuals with a mental health condition who have come into contact with law enforcement; and authorize the creation of 2.0 FTE Mental Health Counselor II positions funded 100% by the DPBH grant MOST grant award; direct the Human Resources Department to make the necessary staffing adjustments subject to the approval of the Job Evaluation Committee; authorize the Department to execute the award; and, direct the Comptroller's Office to make the necessary budget amendments. (All Commission Districts)

SUMMARY

The Department recommends recommendation to accept a Notice of Sub-Grant Award in the amount of [\$518,349; no County match] from the State of Nevada Division of Public and Behavioral Health (DPBH) retroactive from March 1, 2017 through February 28, 2019, to provide crisis and jail diversion services through a Mobile Outreach Safety Team (MOST Team) to individuals with a mental health condition who have come into contact with law enforcement; and authorize the creation of 2.0 FTE Mental Health Counselor II positions funded 100% by the DPBH grant MOST grant award; direct the Human Resources Department to make the necessary staffing adjustments subject to the approval of the Job Evaluation Committee; authorize the Department to execute the award; and, direct the Comptroller's Office to make the necessary budget amendments.

The department requests retroactive approval due to the timing of receiving the Notice of Sub-Grant Award and an approved scope of work from the State of Nevada Division of Public and Behavioral Health.

County Priority/Goal supported by this item: Safe, Secure, and Healthy Communities.

PREVIOUS ACTION

None

BACKGROUND

This MOST sub-grant was developed in response to the Governor's Behavioral Health and Wellness Council's recommendation to create an intervention team to work with law enforcement professionals to be operated at the local level to respond to individuals with a mental health condition who are in crisis. The existing MOST Team is operated by the State of Nevada. The sub-grant effectively transfers the MOST Team to the local level to increase coordination with the local law enforcement agencies in Washoe County, increase local support of the MOST Team, and increase local control over its operations.

The State of Nevada will provide two years of funding in the amount of \$518,349, with no County match required, to Washoe County to support a MOST Team to respond to and/or with law enforcement personnel to referrals for individuals in crisis and provide the following services:

- Immediate crisis intervention up to and including Legal 2000 (L2K) holds for persons at least 18 years old with a Serious Mental Illness;

- Referrals for ongoing mental health and other social services such as medical care, housing, and other supportive services needed for stabilization;

- Follow-up case management to monitor referral outcomes and ensure linkages to ongoing services as needed; and,

- Outreach to local law enforcement agencies, human services organizations, mental health advocacy groups and other community-based organizations to enhance and coordinate ancillary referrals.

The Department anticipates the need for two Mental Health Counselor II positions to accomplish these goals. The Department management staff will provide clinical supervision for the mental health professionals and coordinate policy and program priorities with local law enforcement agencies.

The Department will utilize supported technology to track data and outcomes. The DPBH will assist the project in accessing data through the AVATAR electronic medical record system, maintained by DPBH, in order to coordinate clinical information to aid in service delivery and to monitor repeated hospitalizations. Data will be collected on referral source information, demographics of clients served, and outcomes from referral follow-up services. The Homeless/Community Management Information System (HMIS/CMIS) will be used to track and collect data on homeless individuals. Monthly program data reports will include dispositions of each referral to, at a minimum, Inpatient and Outpatient Services, Community Referrals such as Crossroads, Emergency Rooms, and/or Jail.

The department requests retroactive approval due to the timing of receiving the Notice of Sub-Grant Award and an approved scope of work from the State of Nevada Division of Public and Behavioral Health.

GRANT AWARD SUMMARY

Project/Program Name: *Mobile Outreach Safety Team (MOST Team).*

Scope of the Project: *Crisis and jail diversion services will be provided through a Mobile Outreach Safety Team (MOST Team) to individuals with a mental health condition who have come into contact with law enforcement.*

Benefit to Washoe County Residents: *Local implementation of the MOST Team will provide more coordinated and efficient crisis and jail diversion services for Washoe County residents with a Severe Mental Illness who are in crisis.*

On-Going Program Support: *The MOST Team is currently operated by the State Division of Public and Behavioral Health and this Sub-Grant is intended to shift implementation of the program to the local government level. If the grant award is discontinued or not renewed, the program would be shifted back to the State and the two mental health positions would be eliminated as they would be no longer needed.*

Award Amount: \$ 518,349

Grant Period: *March 1, 2017 through February 28, 2019*

Funding Source: *State of Nevada Division of Public and Behavioral Health*

Pass through Entity: *N/A*

CFDA Number: *N/A*

Grant ID Number: *15914*

Match Amount and Type: *There is no required match.*

Sub-Awards and Contracts: *There are no anticipated sub-awards or contracts associated with this grant award.*

FISCAL IMPACT

Should the board accept this grant award, the department's FY16/17 adopted budget will need to be amended by \$518,349 in both revenues and expenditures in the following accounts:

Cost Object	G/L Account	Amount
11403	432100 – State Grants	\$518,349
11403	701110 – Base Salaries	\$332,343
11403	705360 – Benefit Adjustment	\$142,433
11403	710300 – Operating Supplies	\$23,573
11403	710500 – Other Expense	\$15,000
11403	711210 – Travel	\$5,000

In Section B.2.c of the notice of sub-grant award, the granting agency suggested that administrative/fiscal oversight could be accomplished using an indirect cost expense category. In an effort to ensure the maximum resources are available for the recruitment and selection of the critical mental health counselors it was determined that an Indirect Cost Expense category was not necessary. The administration of the fiscal and administrative oversight will be done by existing grant and fiscal staff who currently perform those functions for the department.

If the grant award is discontinued or not renewed, the program would be shifted back to the State and the two mental health positions would be eliminated as they would be no longer needed.

RECOMMENDATION

It is recommended the Board of County Commissioners accept a Notice of Sub-Grant Award in the amount of [\$518,349; no County match] from the State of Nevada Division of Public and Behavioral Health (DPBH) retroactive from March 1, 2017 through February 28, 2019, to provide crisis and jail diversion services through a Mobile Outreach Safety Team (MOST Team) to individuals with a mental health condition who have come into contact with law enforcement; and authorize the creation of 2.0 FTE Mental Health Counselor II positions funded 100% by the DPBH grant MOST grant award; direct the Human Resources Department to make the necessary staffing adjustments subject to the approval of the Job Evaluation Committee; authorize the Department to execute the award; and, direct the Comptroller's Office to make the necessary budget amendments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to accept a Notice of Sub-Grant Award in the amount of [\$518,349; no County match] from the State of Nevada Division of Public and Behavioral Health (DPBH) retroactive from March 1, 2017 through February 28, 2019, to provide crisis and jail diversion services through a Mobile Outreach Safety Team (MOST Team) to individuals with a mental health condition who have come into contact with law enforcement; and authorize the creation of 2.0 FTE Mental Health Counselor II positions funded 100% by the DPBH grant MOST grant award; direct the Human Resources Department to make the necessary staffing adjustments subject to the approval of the Job Evaluation Committee; authorize the Department to execute the award; and, direct the Comptroller's Office to make the necessary budget amendments."



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health

(hereinafter referred to as the Division)

HD #: 15914
 Budget Account: 3162/3255
 Category: 08/14
 GL: 8516
 Job Number: GFUND/LIQUOR

NOTICE OF SUBGRANT AWARD

Program Name: Northern Nevada Adult Mental Health Services	Subgrantee Name: Washoe County Social Services
Address: 480 Galletti Way Sparks, Nevada 89431	Address: P.O. Box 11130 Reno, NV 89520
Subgrant Period: March 1, 2017 through February 28, 2019	Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400A</u> Dun & Bradstreet: <u>07-378-6998</u>

Purpose of Award: To provide crisis jail diversion and intervention services through a Mobile Outreach Safety Team to individuals with a mental health condition who have come in contact with local law enforcement.

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

Approved Budget Categories:

1. Personnel	\$ <u>474,776.00</u>
2. Travel	\$ <u>5,000.00</u>
3. Operating	\$ <u>23,573.00</u>
4. Equipment	\$ <u>0</u>
5. Contractual/Consultant	\$ <u>0</u>
6. Training	\$ <u>15,000.00</u>
7. Other	\$ <u>0</u>
Total Cost:	\$ <u>518,349.00</u>

Disbursement of funds will be as follows:

Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures *specific to this subgrant*. Total reimbursement will not exceed \$518,349.00 during the subgrant period.

Source of Funds:	% Funds:	CFDA:	FAIN:	Federal Grant #:
1. General Fund (BA 3162)	81%	N/A	N/A	N/A
2. Liquor Tax (BA 3255)	19%	N/A	N/A	N/A

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

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

Incorporated Documents:

Section A: 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; and
 Section F: DPBH Confidentiality Addendum

	Signature	Date
Amber Howell Director, WCSS		
Lisa Sherych Director, NNAMHS		
Amy Roukie Deputy Administrator, DPBH		
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health		

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD**

SECTION A

Assurances

As a condition of receiving subgranted funds from the Nevada State Division of Public and Behavioral Health, the Subgrantee agrees to the following conditions:

1. Grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Division.
2. To submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Division, may result in denial of reimbursement.
3. Approval of subgrant budget by the Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer (ASO) of the Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division.
 - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this subgrant award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. To disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Division reserves the right to disqualify any subgrantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. To comply 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 or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. To comply with the Americans with Disability Act of 1990, P.L. 101-136, 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999 inclusive and any relevant program-specific regulations
8. To comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of protected health information (PHI) then the subgrantee agrees to enter into a Business Associate Agreement with the Division as required by 45 C.F.R. 164.504(e). If PHI will not be disclosed then a Confidentiality Agreement will be entered into.
9. Subgrantee certifies, by signing this notice of subgrant award, that neither it 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. pr. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). This provision shall be required of every subgrantee receiving any payment in whole or in part from federal funds.

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD**

10. Sub-grantee agrees to comply with the requirements of the Title XII Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.
11. Whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. Any federal, state, county or local agency, legislature, commission, council, or board;
 - b. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. Any officer or employee of any federal, state, county or local agency, legislature, commission, council or board.
12. Division subgrants are subject to inspection and audit by representative of the Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to:
 - a. Verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - b. Ascertain whether policies, plans and procedures are being followed;
 - c. Provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
 - d. Determine reliability of financial aspects of the conduct of the project.
13. Any audit of Subgrantee's expenditures will be performed in accordance with generally accepted government auditing standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Division, as well as federal requirement as specified in the Office of Management and Budget (2 CFR § 200.501(a)), revised December 26, 2013, that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO:

***Nevada State Division of Public and Behavioral Health
Attn: Contract Unit
4150 Technology Way, Suite 300
Carson City, NV 89706-2009***

This copy of the final audit must be sent to the Division within nine (9) months of the close of the subgrantee's fiscal year. **To acknowledge this requirement, Section E of this notice of subgrant award must be completed.**

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DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD

SECTION B

Description of Services, Scope of Work and
Deliverables

This document attached hereto and incorporated into the Subgrant, which is active and in force at the time of the execution of this Subgrant for:

Mobile Outreach Safety Team (M.O.S.T.)

Washoe County Department of Social Services: Adult Services

Definition of Services: The sub grantee has represented to the Division of Public and Behavioral Health (DPBH) the ability to provide the services required for the Division to fulfill its responsibilities per NRS 433C and administered per law set forth in NRS Title 39, Chapter 433.

A. Purpose of the Subgrant:

This Subgrant is developed in response to the Governor's Behavioral Health and Wellness Council's recommendation to create an intervention team to work with law enforcement professionals, which is operated at the local level. The State of Nevada, Division of Public and Behavioral Health (DPBH) and Washoe County, on behalf of the Department of Social Service (WCSS), have entered into an agreement through a sub-grant to provide services in Washoe County. These services provide intervention to the impacted individual(s) in the community, Mobile Outreach Safety Team (M.O.S.T.) intend to assist with individuals with a mental health condition, who are in crisis or, have been in a state of crisis, and are requiring intervention and evaluation by clinically-trained professionals in collaboration with law enforcement. Services will be provided by WCSS utilizing technology supported by Washoe County and in conjunction with information obtained from the AVATAR electronic medical record system, maintained by DPBH. WCSS agrees to operate the program, which will include, outreach and field crisis interventions; and will coordinate assessment, referral, and connection with local providers, agencies and services as indicated by the individuals' on-site evaluation.

B. The Subgrantee agrees to:

1. Provide a Mobile Outreach Safety Team that includes the following:
 - a. Respond to law enforcement agency generated referrals for individuals in crisis.
 - i. Provide referrals for services and follow-up with referring police agency.
 - ii. Referral requirements include:
 - Legal 2000 (L2K) holds as indicated, for those referred;
 - Ensure Crisis Intervention Team (CIT) trained law enforcement is supported and referrals are appropriate.
 - iii. Referrals will be responded to within one hour, as available;
 - iv. Individuals responded to must be at least 18 years old.
 - b. Respond to potential referrals requested by Northern Nevada Adult Mental Health Services (NNAMHS) or Washoe County.
 - c. Assess the bio-psycho-social needs of the individual, with special consideration of their health and safety status for medical, mental health, and substance use/abuse treatment needs.
 - d. Address needs as outlined in the assessment for referral and, where possible provide follow-up with the individual to ensure they remain safe in their home within the community.
 - e. Connect individual with basic needs and linkages to medical and mental health care, stabilizing treatment, housing, and other supportive services as necessary for stabilization.

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD

- f. Monitor the outcome of the referral to assure that client continues to be stable, or provide targeted outreach to the individual to ensure appropriate follow-through on referrals has been achieved and they are stabilized using the intervention strategies previously defined.
2. Employ management, staff, and volunteers with sufficient technical knowledge, skill, and expertise necessary to provide the services. Staffing should include licensed, professional individuals that can provide medical, mental health and substance use/abuse assessments in the field.

Minimum staffing should include (or a combination of the following):

- a. Licensed Clinical Social Worker (LCSW): The worker shall have primary responsibility for coordinating all psychosocial community services under the general direction of a Clinical Psychologist/Psychiatrist. In accordance with policies, procedures and protocols established by Nevada State standards of practice and licensing and certificate and other regulatory agencies requirements. Responsible for implementing community educational programs, assessing problems and determining appropriate types and methods of treatment, and implementing intervention methodologies; acts as Program Consultant to staff members with or without professional training; functions in such areas as counseling, protective services, and family services; and or
 - b. QMHC Qualified Mental Health Counselors: The worker(s) must meet the Nevada State Medicaid definition of Qualified Mental Health Professional. This worker is responsible for completing screenings and diagnostic assessments, providing crisis intervention and other types of interventions that promote wellness and recovery. The worker will also assist clients with accessing community resources and supports. This position may do mental health screenings and is responsible for assisting clients with accessing any necessary community resources and supports and assisting clients with gaining, restoring, improving or maintaining daily independent living, social/leisure, and/or personal hygiene skills.
 - c. Administrative Oversight: Utilizing an Indirect Cost Rate for fiscal and administrative oversight.
3. Unit Tracking

Statistics will be kept on contacts to include the following: source information, demographics and outcomes from follow up. The State tracking system, Homeless/Community Management Information System (HMIS/CMIS) will be used to track and collect data on homeless individuals. Spreadsheets are to be utilized to track contacts that are not homeless. The MOST unit will coordinate monthly meetings to discuss operations and plan improvements. Data collection will be required as a reporting to the DPBH monthly, by the 4th of each month and is based on several demographic criteria, (the documentation format will be provided).

4. Interfacing

The MOST Unit will primarily interface with law enforcement's CIT function and established networks within local community and outreach programs.

5. Data Management and Reporting

- a. Coordinate and provide the assessment, referral, and client support activities.
- b. Referred clients will be cross- referenced with the L2K frequency list, Washoe County Detention Center (WCDC) booking database, NNAMHS – AVATAR system, HMIS/CMIS to monitor recidivism, and others defined upon receiving the referral.
- c. Monthly program data reports will be provided to the State DPBH on or by the 4th of the following month. Data elements must include the following disposition of each referral: NNAMHS Inpatient, NNAMHS Outpatient and Community Referrals, Divert – Outpatient, Jail, and Emergency Room data.

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD

C. Equipment:

Field computers or other hardware/technology to include tablets and cell phones is allowable for staff assigned to the project.

D. Technology:

To facilitate the effectiveness of the deliverables described in this Scope of Work, the AVATAR web-based system can be accessed by Smartphone, Tablet, PC or other means that has Internet connectivity and access in the field for referral responses through Cloud-based technology.

E. Reimbursement Provisions:

Invoices will be sent to the DPBH fiscal staff monthly for reimbursement. The invoice should include the submission of the report of data required which will quantify the work being accomplished in the prior month. Submit all invoices to the Business Office at NNAMHS electronically.

This subgrant shall remain in effect until terminated in writing by any party. The undersigned being the Subgrantee and having read this subgrant and understanding it in its entirety, does hereby agree, both individually and on behalf as a business entity, to abide by and comply with all of the stipulations.

Washoe County Social Services

Provider Name

Date of Signature

350 South Center St.

Mailing Address

Reno, NV

89512

City

State

Zip Code

Telephone Number

Fax Number

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD**

SECTION C

Budget and Financial Reporting Requirements

This subgrant was supported by the Nevada State Division of Public and Behavioral Health through Nevada State General Fund and Liquor Tax.

Subgrantee agrees to adhere to the following budget:

<u>Category</u>	<u>Total cost</u>	<u>Detailed cost</u>	<u>Details of expected expenses</u>
1. Personnel	\$ 474,776.00		
		\$ 351,686.00	Mental Health Counselor II x 2 @ \$87,921.60 x 2 years = \$351,686.00
		123,090.00	Fringe @ 35% = \$123,090.00
2. Travel	\$ 5,000.00		
		\$ 5,000.00	Travel as necessary for trainings outlined below and to support circumstances that might require additional travel for client response.
3. Operating	\$ 23,573.00		
		\$ 6,000.00	General office supplies and support items, printing, etc.
		17,573.00	Necessary communication and technology supplies including camera ready phones, tablets and software licenses for same. (Note: No per unit acquisition exceeds \$5,000 which exempts this item from being equipment per CFR 200.33)
4. Equipment	\$ 0.00		
		\$	N/A
5. Contractual Consultant	\$ 0.00		
		\$	N/A
6. Training	\$ 15,000.00		
		\$ 15,000.00	Training (national and local) to ensure staff maintain knowledge and expertise on best and emerging practices related to the treatment, assessment, referral and service delivery to this population.
7. Other	\$ 0.00		
		\$	N/A
Total Cost	\$ 518,349.00		

- Division of Public and Behavioral Health policy is to allow no more than 10% flexibility, within the approved Scope of Work, unless otherwise authorized.
- 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/Subgrantees 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).

Subgrantee agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subgrant period.

- Invoices will be sent to the DPBH fiscal staff monthly for reimbursement.
- The maximum available through this subgrant is \$518,349.00.

**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD**

- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred;
- Submit all invoices to the Business Office at NNAMHS electronically.
- Additional expenditure detail will be provided upon request from the Division.

Additionally, the Subgrantee agrees to provide:

- A complete financial accounting of all expenditures to the Division within 30 days of the CLOSE OF THE SUBGRANT PERIOD. Any un-obligated funds shall be returned to the Division at that time, or if not already requested, shall be deducted from the final award.

The Division agrees:

- The Division reserves the right to hold reimbursement under this subgrant until any delinquent forms, reports, and expenditure documentation are submitted to and accepted by the Division.

Both parties agree:

The Subgrantee will, in the performance of the Scope of Work specified in this subgrant, perform functions and/or activities that could involve confidential information; therefore, the Subgrantee is requested to fill out and sign Section F, which is specific to this subgrant, and will be in effect for the term of this subgrant.

All reports of expenditures and requests for reimbursement processed by the Division are SUBJECT TO AUDIT.

This subgrant agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subgrant Award, 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 Division, 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 subgrant agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subgrant Award.

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD

SECTION D

Request for Reimbursement

HD#: 15914
Budget Account: 3162/3255
GL: 8516
Draw #: _____

Program Name: Northern Nevada Adult Mental Health Services	Subgrantee Name: Washoe County Social Services
Address: 480 Galletti Way Sparks, NV 89431	Address: P.O. Box 11130 Reno, NV 89520
Subgrant Period: March 1, 2017 through February 28, 2019	Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400A</u>

FINANCIAL REPORT AND REQUEST FOR FUNDS

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

Month(s): _____ Calendar year: _____

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1 Personnel	\$474,776.00	\$0.00	\$0.00	\$0.00	\$474,776.00	0.0%
2 Travel	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.0%
3 Operating	\$23,573.00	\$0.00	\$0.00	\$0.00	\$23,573.00	0.0%
4 Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5 Contract/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6 Training	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%
7 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$518,349.00	\$0.00	\$0.00	\$0.00	\$518,349.00	0.0%

This report is true and correct to the best of my knowledge

Authorized Signature _____ Title _____ Date _____

Reminder: Request for Reimbursement cannot be processed without an expenditure report/backup. Reimbursement is only allowed for items contained within Subgrant Award documents. If applicable, travel claims must accompany report.

FOR DIVISION USE ONLY

Program contact necessary? Yes No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____ Signed: _____

Scope of Work review/approval date: _____ Signed: _____

ASO or Bureau Chief (as required): _____ Date: _____

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD

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). Within nine (9) months of the close of your organization's fiscal year, you must submit a copy of the final audit report to:

*Nevada State Division of Public and Behavioral Health
Attn: Contract Unit
4150 Technology Way, Suite 300
Carson City, NV 89706-2009*

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? _____

Signature Date

Title

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
NOTICE OF SUBGRANT AWARD

SECTION F

Confidentiality Addendum

BETWEEN

Nevada Division of Public and Behavioral Health

Hereinafter referred to as "Division"

and

Washoe County Social Services

Hereinafter referred to as "Contractor"

This CONFIDENTIALITY ADDENDUM (the Addendum) is hereby entered into between Division and Contractor.

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

NOW, THEREFORE, Division and Contractor agree as follows:

I. DEFINITIONS

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

1. **Agreement** shall refer to this document and that particular inter-local or other 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. **Contractor** 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 Division or created by Contractor from that confidential information is destroyed or returned, if feasible, to Division pursuant to Clause VI (4).

III. LIMITS ON USE AND DISCLOSURE ESTABLISHED BY TERMS OF CONTRACT OR LAW

Contractor hereby agrees it shall not use or disclose the confidential information provided, viewed or made available by Division for any purpose other than as permitted by Agreement or required by law.

IV. PERMITTED USES AND DISCLOSURES OF INFORMATION BY CONTRACTOR

Contractor shall be permitted to use and/or disclose information accessed, viewed or provided from Division for the purpose(s) required in fulfilling its responsibilities under the primary inter-local or other agreement.

V. USE OR DISCLOSURE OF INFORMATION

Contractor may use information as stipulated in the primary inter-local or other agreement if necessary for the proper management and administration of Contractor; to carry out legal responsibilities of Contractor; and to provide data aggregation services relating to the health care operations of Division. Contractor may disclose information if:

