



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

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

SUBGRANT AMENDMENT # 1

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, Nevada 89520		
Subgrant Period: March 1, 2017 through June 30, 2019	Amendment Effective Date: Upon approval by all parties		
This amendment reflects a change to:			
<input type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Term <input checked="" type="checkbox"/> Budget			
Reason for Amendment: To extend the term from February 28, 2019 to June 30, 2019. This amendment also adds additional funding for SFY18 and SFY 19.			
Required Changes:			
Current Language:	The term of this subgrant is from March 1, 2017 through February 28, 2019. Total reimbursement will not exceed \$518,349.00 during the subgrant period. See Section C of the original subgrant.		
Amended Language:	The term of this subgrant is from March 1, 2017 through June 30, 2019 . Total reimbursement will not exceed \$1,392,011.00 during the subgrant period. See Section C: Budget and Financial Reporting Requirements revised 09/08/17 which replaces the original.		
Budget Categories	Current Budget	Amended Adjustments	Revised Budget
1. Personnel	\$ 474,776.00	\$ 847,245.00	\$ 1,322,021.00
2. Travel	\$ 5,000.00	\$ 13,125.00	\$ 18,125.00
3. Operating	\$ 23,573.00	\$ 13,292.00	\$ 36,865.00
4. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
5. Contractual/Consultant	\$ 0.00	\$ 0.00	\$ 0.00
6. Training	\$ 15,000.00	\$ 0.00	\$ 15,000.00
7. Other	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 518,349.00	\$ 873,662.00	\$ 1,392,011.00
Incorporated Documents:			
Section C: Budget and Financial Reporting Requirements revised 09/08/17			
Exhibit A: Original Notice of Subgrant Award and all previous amendments			

By signing this Amendment, the Authorized Subgrantee Official or their designee, Program Manager, Bureau Chief, and Division of Public and Behavioral Health Administrator acknowledge the above as the new standard of practice for the above referenced Subgrant. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subgrant Award and all of its Attachments.

Amber Howell WCSS	Signature	Date
Shelly Bryant Interim Agency Manager, NNAMHS		
for Amy Roukie, MBA Administrator, Division of Public & Behavioral Health		

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

SECTION C

Budget and Financial Reporting Requirements revised 09/08/17

Any activities performed under this subgrant shall acknowledge the funding was provided through 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	\$ 1,322,021.00		
		\$ 351,686.00 123,090.00	Mental Health Counselor II x 2 years = \$351,686.00 Fringe @35% = \$123,090.00
		\$ 847,245.00	Additional hours needed: SFY 18 effective 10/1/17: \$321,836 SFY 19: \$525,409
2. Travel	\$ 18,125.00		
		\$ 5,000.00	Travel as necessary for trainings outlined below and to support circumstances that might require additional travel for client response.
		\$ 13,125.00	Additional travel @ \$625 per month x 21 mos. = \$13,125
3. Operating	\$ 36,865.00		
		\$ 6,000.00 \$ 17,573.00	General office supplies and support items, printing, etc. 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)
		\$ 6,552.00 \$ 6,740.00	Cell Phones @ \$52 per month x 21 mos. X 6 FTE = \$6,552.00 Laptops @ \$1,685 x 4 = \$6,740
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	\$ 1,392,011.00		

- 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).

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

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 **\$1,392,011.00**
 - **Budget Account 3255 will reimburse up to \$100,000 for the total subgrant period.**
- 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.