

AKB#
554771

16410-13

CHILD ABUSE PREVENTION SUBGRANT

BETWEEN

**THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES-CHILD WELFARE**

AND

WEST CENTRAL DISTRICT PUBLIC HEALTH DEPARTMENT

This subgrant is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES-CHILD WELFARE UNIT** (hereinafter "DHHS"), and **WEST CENTRAL DISTRICT PUBLIC HEALTH DEPARTMENT** (hereinafter "Subrecipient").

PURPOSE. The purpose of this subgrant is to provide administration and continued implementation of the work to enhance early childhood social-emotional development in the North Platte Area.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. TERM. This award is in effect from July 1, 2012 the effective date through June 30, 2013, the completion date.
- B. TERMINATION. This subgrant may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subgrant in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBGRANT." In the event either party terminates this subgrant, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subgrant immediately.

II. AMOUNT OF SUBGRANT

- A. TOTAL SUBGRANT. DHHS shall pay the Subrecipient a total amount, not to exceed \$30,000.00 (thirty thousand dollars) for the activities specified herein and in accordance with the attached budget (Attachment 3).
- B. PAYMENT STRUCTURE. Payment shall be structured as follows:
DHHS agrees to pay the Subrecipient up to \$7500 per quarter or up to \$30,000 at the end of the completion period.
 - 1. Payments will be made upon the submittal of a payment request for reimbursement of actual, allowable, and reasonable expenditures by the Subrecipient. The request must including copies of receipts and narrative detailing expenditures for each bill submitted.
- C. BUDGET CHANGES. The Subrecipient is not permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subgrant exceeding five percent (5%) of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will

provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

III. STATEMENT OF WORK

A. The Subrecipient shall:

Provide administration and continued implementation of the early childhood social-emotional development work as outlined in the Scope of Services approved by the Nebraska Child Abuse Prevention Fund Board (Attachment 2).

1. Continued implementation of the Parent Interacting with Infants model
2. Continued implementation of the Parent Child Interaction model

B. Administrative Standards:

The Subrecipient agrees to be held accountable for the services provided within this Subgrant and will provide data on the following measures:

1. # of staff and organizations participating in training of PIWI and PCIT.
2. # of staff and organizations participating in implementation of PIWI and PCIT.
3. # of families and children served by PIWI.
4. # of families and children served by PCIT.

C. Required Report

The Subrecipient shall:

1. Provide a quarterly report of all activities and progress achieved in implementation of PIWI and PCIT. The reports should also include data on the measures identified in Section B-Administrative Standards of this Subgrant.

D. DHHS shall do the following:

1. Review all reports received from Subrecipient.

E. Results Based Accountability

The Department will be using this contract year (FY'13) to provide the foundation for Results Based Accountability for all the Department's contracts/subgrants.

The goal is to use this FY to develop the points below so that when contracts/subgrants are being prepared for FY'14, all the performance measures and reporting strategies are in place.

The Department and West Central District Public Health Department Nebraska will:

- a. Negotiate performance measures for outcomes that are aligned with our Child and Family Services Review Protocol;
- b. Develop and adopt continuous improvement strategies for services performed and outlined in this subgrant;
- c. Simplify and make efficient the performance reporting requirements;
- d. Develop schedule for desk audit/field audit over the contract year; and
- e. Develop regular feedback loop with Sub-recipient for ideas to improve the system and discuss what the Department and Sub-recipient can do collaboratively to improve the overall system.

All 5 Results Based Accountability expectations will be completed no later than 60 days prior to the FY'14 renewal process.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subgrant shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the Subrecipient to submit required financial reports on the accrual basis of accounting. If the Subrecipient's records are not normally kept on the accrual basis, the Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).
2. The Subrecipient shall provide DHHS any and all written communications received by the Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Subrecipient, in which case the Subrecipient agrees to verify that DHHS has received a copy.
3. The subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
4. In addition to, and in no way in limitation of any obligation in this subgrant, the Subrecipient shall be liable for audit exceptions, and shall return to DHHS all payments made under this subgrant for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

B. AMENDMENT. This subgrant may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subgrant shall be valid unless made in writing and signed by the parties.

C. ANTI-DISCRIMINATION. The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said

statutes and regulations will constitute a material breach of this subgrant. The Subrecipient shall insert this provision into all subgrants and subcontracts.

- D. ASSIGNMENT. The Subrecipient shall not assign or transfer any interest, rights, or duties under this subgrant to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subgrant.
- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subgrant, DHHS may demand in writing that the Subrecipient give a written assurance of intent to perform. Failure by the Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subgrant.
- F. BREACH OF SUBGRANT. DHHS may immediately terminate this subgrant and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subgrant in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the Subrecipient, allow the Subrecipient to correct a failure or breach of subgrant within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Subrecipient time to correct a failure or breach of this subgrant does not waive DHHS's right to immediately terminate the subgrant for the same or different subgrant breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subgrant and hold the Subrecipient liable for any excess cost caused by Subrecipient's default. This provision shall not preclude the pursuit of other remedies for breach of subgrant as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subgrant, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subgrant provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. As required by United States Department of Health and Human Services (hereinafter "HHS") appropriations acts, all HHS recipients and DHHS Subrecipients must acknowledge Federal and DHHS funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal and DHHS funds. Recipients are required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal and DHHS funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources. This provision shall survive termination of this subgrant.
- H. CONFLICTS OF INTEREST. In the performance of this subgrant, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The Subrecipient shall immediately notify DHHS of any such instances encountered, so that other arrangements can be made to complete the work.
- I. COST PRINCIPLES AND AUDIT REQUIREMENTS. The Subrecipient shall follow the applicable cost principles set forth in OMB Circular A-87 for State, Local and Indian Tribe Governments; A-21 for Colleges and Universities; or A-122 for Non-Profit Organizations. Federal audit requirements are dependent on the total amount of federal funds expended by the Subrecipient, set in the table below and Attachment 1, Audit Requirement Certification. Audits must be prepared and issued by an independent certified public accountant licensed

to practice. A copy of the annual audit is to be made electronically available or sent to: Nebraska Department of Health and Human Services, Financial Services, P.O. Box 95026, Lincoln, NE 68509-5026.

Amount of annual federal expenditure	Audit Type
\$100,000 to \$499,999	Financial Statement Audit
500,000 or more in federal expenditure	A-133 audit

- J. DATA OWNERSHIP AND COPYRIGHT. Except as otherwise provided in the Federal Notice of Award, DHHS shall own the rights in data resulting from this project or program. The Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subgrant without written consent from DHHS. DHHS and any federal granting authority hereby reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for federal or state government purposes. This provision shall survive termination of this subgrant.
- K. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Subrecipient certifies 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.
- L. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subgrant to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Subrecipient in discharging its obligations under this subgrant shall be deemed incorporated by reference and made a part of this subgrant with the same force and effect as if set forth in full text, herein.
- M. DRUG-FREE WORKPLACE. Subrecipient agrees, in accordance with 41 USC §701 et al., to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) taking actions concerning employees who are convicted of violating drug statutes in the workplace; and (4) in accordance with 2 CFR §180.230, identify all workplaces under its federal awards.
- N. FEDERAL FINANCIAL ASSISTANCE. The Subrecipient shall comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The Subrecipient certifies that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- O. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subgrant due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subgrant. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subgrant which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subgrant.

- P. FUNDING AVAILABILITY. DHHS may terminate the subgrant, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall the Subrecipient be paid for a loss of anticipated profit.
- Q. GRANT CLOSE-OUT. Upon completion or notice of termination of this grant, the following procedures shall apply for close-out of the subgrant:
1. The Subrecipient will not incur new obligations after the termination or completion of the subgrant, and shall cancel as many outstanding obligations as possible. DHHS shall give full credit to Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination, and costs incurred on, or prior to, the termination or completion date.
 2. Subrecipient shall immediately return to DHHS any unobligated balance of cash advanced or shall manage such balance in accordance with DHHS instructions.
 3. Within a maximum of 90 days following the date of expiration or completion, Subrecipient shall submit all financial, performance, and related reports required by the Subrecipient Reporting Requirements. DHHS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
 4. DHHS shall make any necessary adjustments upward or downward in the federal share of costs.
 5. The Subrecipient shall assist and cooperate in the orderly transition and transfer of subgrant activities and operations with the objective of preventing disruption of services.
 6. Close-out of this subgrant shall not affect the retention period for, or state or federal rights of access to, Subrecipient records, or Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient is still accountable under this subgrant. If no final audit is conducted prior to close-out, DHHS reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted at a later time.
- R. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Subrecipient shall comply with all Nebraska statutory and regulatory law.
- S. HOLD HARMLESS.
1. The Subrecipient shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska,

arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.

2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Subrecipients.

T. INDEPENDENT ENTITY. The Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this subgrant, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subgrant.

U. REIMBURSEMENT REQUEST. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment. Any terms and conditions included in the Subrecipient's request shall be deemed to be solely for the convenience of the parties.

V. INTEGRATION. This written subgrant represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subgrant.

W. LOBBYING.

1. Subrecipient certifies that no Federal appropriated funds shall be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award for: (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.

2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence: an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this subgrant, the Subrecipient shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

X. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. Subrecipient acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any Subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

http://www.revenue.ne.gov/tax/current/f_w-4na.pdf or

http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf

Y. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The Subrecipient shall review the Nebraska Technology Access Standards, found at <http://www.nitc.state.ne.us/standards/accessibility/tacfinal.html> and ensure that products and/or services provided under the subgrant comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subgrant to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.

Z. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Subrecipient is an individual or sole proprietorship, the following applies:

1. The Subrecipient must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Subrecipient indicates on such attestation form that he or she is a qualified alien, the Subrecipient agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Subrecipient's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Subrecipient understands and agrees that lawful presence in the United States is required and the Subrecipient may be disqualified or the subgrant terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

AA. PUBLICATIONS. Subrecipient agrees that all publications that result from work under this subgrant will acknowledge that the project was supported by "Grant No. XXXX" under a subgrant from "Federal Agency" and DHHS.

BB. PROGRAMMATIC CHANGES. The Subrecipient shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within thirty (30) days of receipt of such request.

CC. PROMPT PAYMENT. Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

Automated Clearing House (ACH) Enrollment Form Requirements for Payment.

The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The

completed form must be submitted before payments to the Subrecipient can be made.
Download ACH Form:
http://www.das.state.ne.us/accounting/nis/address_book_info.htm

- DD. PUBLIC COUNSEL. In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subgrant. This clause shall not apply to subgrants between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.
- EE. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subgrant without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this subgrant.
- FF. SEVERABILITY. If any term or condition of this subgrant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subgrant did not contain the particular provision held to be invalid.
- GG. SMOKE FREE. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, 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, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing, the Subrecipient certifies that the Subrecipient will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.
- HH. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subgrant or subcontract any portion of this award without prior written consent of DHHS. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subgrant and applicable federal, state, county and municipal laws, ordinances, rules and regulations.
- II. TIME IS OF THE ESSENCE. Time is of the essence in this subgrant. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Subrecipient remaining.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this subgrant shall be sent to the following addresses:

FOR DHHS:

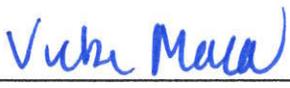
Shirley Pickens White
NE Department of Health & Human Services
PO Box 95026
Lincoln, NE 68509-5026
(402)471-9196

FOR SUBRECIPIENT:

Shannon Vanderheiden
West Central Public Health Dept.
111 North Dewey Street
North Platte, NE 69101
(308) 696-1201

IN WITNESS THEREOF, the parties have duly executed this subgrant hereto, and each party acknowledges the receipt of a duly executed copy of this subgrant with original signatures.

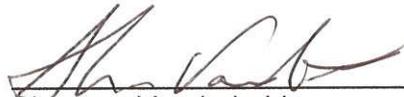
FOR DHHS:



Vicki Maca
Deputy Director

DATE: 2/26/13

FOR SUBRECIPIENT:



Shannon Vanderheiden

DATE: 2/20/2013

FOR THE BOARD:



Rebecca McNeil, Chair

DATE: _____

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
Division of Children and Family Services-Child Welfare
AUDIT REQUIREMENT CERTIFICATION

Subrecipients and certain contractors receiving funds from the Nebraska Department of Health and Human Services are required to complete this document. Reference to the Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, in this document is "Circular A-133".

Grant Name n/a Grant # State Funds-Nebraska Child Abuse Prevention
Fund Board CFDA* # n/a

Program Name, Grant #, and CFDA # need to be filled out by the DHHS program office

*(Catalog of Federal Domestic Assistance)

Contractor's Name West Central Public Health Dept.

Address: 111 North Dewey Street

City: North Platte State: NE Zip Code: 69101

Federal Tax Identification Number (FTIN) 47-0879835

Contractor's Fiscal Year July 1, 2012 to June 30, 20 13

All written communications from the Certified Public Accountant (CPA) engaged under #1 or #2 below, given to the contractor related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance* and any additional reports issued by the auditor as a result of this engagement must be provided to the DHHS immediately upon receipt, unless the Subrecipient or contractor has directed the CPA to provide the copy directly to the DHHS and has verified this has occurred.

Check either 1 or 2

- 1. As the subrecipient or contractor named above, we expect to expend less than \$500,000 from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are not subject to the audit requirements of Circular A-133.

We are, however, responsible for engaging a licensed Certified Public Accountant (CPA) to conduct an audit of our organization's financial statements if we have total federal expenditures over \$100,000. We acknowledge the audit must be completed no later than nine months after the end of our organization's current fiscal year. A copy of the report must be submitted to DHHS address as shown below within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

- 2. As the subrecipient or contractor named above, we expect to expend \$500,000 or more from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are subject to the single audit requirements of Circular A-133.

We will engage a licensed Certified Public Accountant to conduct and prepare the audit of our organization's financial statements and components of the single audit pertaining to those financial statements. We acknowledge the audit must be completed no later than nine months after the end of our current fiscal year.

We further acknowledge, that a single audit performed in accordance with Circular A-133 must be submitted to the Federal Audit Clearinghouse. The reporting package, as evidence the audit was completed must contain:

- financial statements,
- a schedule of Expenditure of Federal Awards,
- a Summary Schedule of Prior Audit Findings (if applicable),
- a corrective action plan (if applicable) and
- the auditor's report(s) which includes an opinion upon financial statements and Schedule of Expenditures of Federal Awards, a report of internal control, a report of compliance and a Schedule of Findings and Questioned Costs.

We further acknowledge the auditor and this contractor or subrecipient must complete and submit with the reporting package a *Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations* (SF-SAC).

We further acknowledge a copy of the contractor's financial statements, auditor's report and SF-SAC must be submitted, at the time these documents are submitted to the Federal Audit Clearinghouse, to:

Nebraska Department of Health and Human Services
Financial Services
Grants and Cost Management
P.O. Box 95026
Lincoln, NE 68509-5026

The foregoing submissions must be made within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Attachment 2

Subrecipient Reporting Worksheet

Section A – Federal Award Information

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subgrant Amount From This Award: \$ _____
<i>*See instructions if the subgrant is funded from more than one funding source</i>	

Section B – Subrecipient Information

Subrecipient DUNS	<u>138 254 185</u>
Subrecipient Name	<u>West Central Public Health Dept</u>
Subrecipient Address: Street	<u>111 North Dewey</u>
City	<u>North Platte</u> State <u>NE</u>
Country	<u>USA</u> Zip Code + 4 <u>69101</u>
Congressional District	_____
Amount of Subgrant \$	<u>30,000.00</u> Subgrant Date <u>July 1, 2012</u>
Subrecipient Principal Place of Performance: City	<u>North Platte</u> State <u>NE</u>
Country	<u>US</u> Zip Code + 4 <u>69101</u>
Congressional District	_____
Subgrant Number	<u>16410-Y3</u> (Will be completed by Support Services)

Subgrant Project Description	<u>Subgrant to provide administration and continued implementation of the work to enhance early childhood social-emotional development.</u>
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Section C – Officer Compensation

1. In your business or organization's previous fiscal year, did your business organization (including parent organization, all branches, and all affiliates worldwide) receive 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements AND \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes – answer Question 2

No – not required to provide officer compensation

2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes – not required to provide officer compensation

No – provide the names and total compensation of the five most highly compensated officers of the entity below

1.	_____	\$ _____
	Name	Compensation
2.	_____	\$ _____
	Name	Compensation
3.	_____	\$ _____
	Name	Compensation
4.	_____	\$ _____
	Name	Compensation
5.	_____	\$ _____
	Name	Compensation

Section A – Federal Award Information (Continuation)

Use this page only if the subgrant is being funded by multiple sources (multiple federal grants or a combination of federal and state funds)

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subgrant Amount From This Award: \$ _____

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subgrant Amount From This Award: \$ _____

Federal Award Identifier Number (FAIN) _____	
Federal Awarding Agency Name _____	Award Date _____
CFDA Program Number _____	Subgrant Amount From This Award: \$ _____

Amount funded from Federal Grants	\$ _____	total of grants in Section A
Amount funded from State General Funds	<u>\$30,000.00</u>	
Amount funded from State Cash Funds	\$ _____	
Amount funded from Federal Cash Funds	\$ _____	fed sources other than grants
Total amount funded from all sources subgrant	\$ _____	should equal total of

Project Title: Early Childhood Social Emotional Initiative		Budget Amount: \$30,000	Budget Period: From 7/1/12 To 5/31/13		WEST CENTRAL DISTRICT HEALTH DEPARTMENT
BUDGET ITEM	TOTAL PROGRAM BUDGET	ECSEI REQUEST	OTHER FUNDS	SOURCES	
Personnel (Incl.admin/support staff)					
Coordinator - .21 FTE (9 hrs. a week)	\$3,690	\$3,690	-		
Support Staff - .23 FTE			\$8,640	West Central District Health Department	
TOTAL PERSONNEL	\$3,690	\$3,690	\$8,640		
Fringe Benefits					
Coordinator -	\$627	\$627	-		
Support Staff			\$1,468.80	West Central District Health Department	
TOTAL FRINGE BENEFITS	\$627	\$627	\$1,468.80		
Office Operations Expenses					
Office Supplies - miscellaneous	-	-	\$900		
Postage / Shipping	-	-	\$75		
Duplicating or photocopying expenses	-	-	\$50		
PIWI Promotion & Advertising Material development and printing	-	-	\$1,000		
TOTAL OFFICE OPERATIONS	-	-	\$2,025	West Central District Health Department	
Travel					
In State - PCIT	\$1,788	\$1,788	-		
In State - PIWI	\$1,700	\$1,700	-		
TOTAL TRAVEL	\$3,488	\$3,488			
Equipment					
TOTAL EQUIPMENT	\$0	\$0	\$0		
Outreach					
PIWI Training	\$1,370	\$1,370	-		
PIWI Implementation	\$1,500	\$1,500	-		
			-		
TOTAL OUTREACH	\$2,870	\$2,870	\$0		
Contract / Consulting					
PCIT Implementation (Therapists' Cost Recovery)	\$11,525	\$11,525	\$0		
PCIT Remodel	\$5,800	\$5,800			
Evaluator	\$2,000	\$2,000			
TOTAL CONTRACT/CONSULT.	\$19,325	\$19,325	\$0		
Other Expenses					
TOTAL OTHER EXPENSES	\$0	\$0	\$0		
TOTAL BUDGET	\$30,000	\$30,000	\$12,133.80		

EARLY CHILDHOOD SOCIAL EMOTIONAL INITIATIVE

BUDGET NARRATIVE

(Budget Period: From 7/1/2012 – 5/31/13)

PERSONNEL (Including administration and support staff)

- Coordinator 10% (\$3075 monthly x 12 months) = **\$3690**

FRINGE BENEFITS

- Coordinator – (\$3690 x 17%) = **\$627**

TRAVEL

In-State travel expenses include costs incurred to attend trainings, workshops and meetings associated with PIWI as a result of program implementation and/or promotion. Projected expenses (for 6 to attend PIWI) are as follows:

- Hotel Costs - \$500
- Meal Costs - \$300
- Transportation and/or mileage - \$800
- Miscellaneous Expenses - \$100
- In-State actual conference expenses paid for PCIT Training for Therapists- \$1788

Total Expenses: **\$3488**

OUTREACH

Expenses incurred under Outreach, will include costs incurred with attending PIWI trainings, any and all training materials, continued implementation of the PIWI program, and promotional and advertising materials for the program. Implementation expenses include any and all expenses incurred as the result of hosting meetings, workshops or trainings. Expenses may but are not limited to, meeting room or facility expenses, materials or small machines or devices needed for presentation or training purposes, trainer expenses or fees, facilitator expenses or fees and any and all expenses incurred for the purpose of creating or designing materials, fliers, brochures, banners, post cards etc. for program promotion or advertising.

- PIWI Training – \$1,370
- PIWI Implementation – \$1,500

Total Expenses: **\$2,870**

CONTRACT/CONSULTING

PCIT therapists in collaboration with the West Central District Health Department will continue to work on: Implementation of a sliding fee scale, determination of the population who qualify for assistance through grant funds, the percentage of reimbursement to therapist from grant funds.

- Implementation of the above by 3rd quarter of grant - \$11,525
- Final remodeling costs for PCIT Facility - \$5,800
- Evaluator - \$2,000

Total Expense: **\$19,325 (the breakdown of dollars will be determine by the above)**

TOTAL BUDGET: \$30,000

OTHER EARLY CHILDHOOD EMOTIONAL INITIATIVE FUNDS PROVIDED BY WCDHD**PERSONNEL** (Including administration and support staff)

- Support Staff – (.23 FTE @ a rate of \$18.00 per hour and working 10 hours a week) = **\$8,640**

FRINGE BENEFITS

- Support Staff – (\$8,640 x 17%) = **\$1,468.80**

OFFICE OPERATION EXPENSES

Office operation expenses include everyday expenses incurred as a result of general duties associated with the operation of the Early Childhood Emotional Initiative. These expenses may, but are not limited to include, telephone operation and/or long-distant phone call expenses, general office supplies (ex. paper, pens, paper clips, staples, photocopier ink or toner, envelopes, printer ink or toner as well as any other general supply necessary to carry out tasks associated with the initiative.

Additionally, postage and/or shipping expenses may be incurred to carry out the continued process of initiative implementation. These items may include, but are not limited to letters, postcards, envelopes, packages or boxes necessary to deliver initiative materials to project partners, participants, therapists, or any other individual, group, entity, agency or organization connected to or to be connected to the initiative.

Duplicating or photocopying expenses incurred will include any and all expenses to copy, print or duplicate initiative materials for the purpose of initiative implementation, promotion or advertisement. Below is a list of projected expenses.

Development and printing of Parents Interacting with Infants (PIWI) promotional and advertising materials includes expenses incurred while developing, creating, duplicating or printing posters, brochures, postcards, flyers or any other materials or supplies necessary for promotion, advertisement or implementation of the program and or initiative.

- Office supplies - \$900
- Postage/Shipping - \$75
- Duplicating/Photocopying - \$50
- PIWI Promotional Material Development - \$1,000

Total Expense: **\$2,025**

TOTAL FUNDS PROVIDED BY WCDHD: \$12,133.80

Second Year Scope of Work

July 1, 2012 – May, 31, 2013

1. Administration through the West Central Partnership for Child and Family Alliance. This community collaboration will meet at least quarterly to review progress of partnerships, activities, and results of work to enhance early childhood social-emotional development as defined in this agreement.
2. The community collaboration will continue implementation of the Parents Interacting with Infants model. Implementation may include additional training for existing partners, new training for additional community partners, continued integration of PIWI principles and practice into new or existing service delivery, and must also include implementation of PIWI with increased fidelity through a minimum of at least one 6-15 week session (meeting 1-2 hours each week) with one target population.
 - a. Send existing local providers to additional, advanced, in-state training provided by grant staff and consultants to implement PIWI with increased fidelity
 - b. If applicable, train additional community providers through local trainers that have participated in advanced training
 - c. Documentation will include number of families participating in all PIWI informed services and and pre-post data or other progress measures developed in partnership with local and state evaluators for families participating in one or more PIWI groups of at least six or more weeks.
3. The community collaboration will continue implementation of Parent Child Interaction Therapy. Implementation will include:
 - a. one advanced two-day on-site training for each of the four therapists, as required for certification. Therapists are expected to attend the training in it's entirely and complete all assigned homework. If trainings during current grant period are not available, training attendance will continue as trainings are scheduled.
 - b. weekly (or regular) participation in consultation calls via phone or remote live consultation by each therapist, as required for certification. For phone consultation, therapists are expected to attend at least 80% of weekly consultation calls, regardless of whether PCIT cases have been seen that week. These calls will be scheduled at the therapists' convenience.
 - c. use of recommended tools for clients (ECBI, DPICS, etc.) by each therapist. Each therapist will continue to utilize the recommended tools as they become available.
 - d. determination of priority populations for PCIT services supported by this grant. Priority populations will be determined through product data collection and analysis.

e. PCIT therapists in collaboration with the West Central District Health Department will continue to work on:

- Implementation of a sliding fee scale
- determination of the population who qualify for assistance through grant funds
- the percentage of reimbursement to therapist from grant funds
- With implementation of the above by 3rd quarter of grant.

These terms will be fulfilled by June 30, 2013.

f. documentation of number of families participating. Therapists will continue to document the number of families that are participating and report those figures to West Central District Health District.

g. documentation of any other progress/successes developed in partnership with PCIT trainers and local and state evaluators. Documentation of progress and successes will continue. Self assessment and improvement measures will be established.

4. The community collaboration will also consider and report on additional developments to support successful implementation of PIWI and PCIT, including one or more of the following: creation of a shared community referral system between these and other community resources; communication and marketing efforts to inform the collaboration and larger community about these new resources; the establishment of new partnerships with local resources for support; or the addition of a screening/assessment tool(s) to determine parent/child/family needs for parent and early childhood social-emotional supports.

Outcomes

1. Workforce development for early childhood social emotional development through training in PIWI and PCIT

- number of staff and organizations participating in training
 - Ten staff members will be participating in PIWI training.
 - There will be no PCIT training in Year 2.
- number of staff and organizations participating in implementation
 - Train the Trainer trainings are to be implemented in Year 2.

2. Increase access to services for early childhood social emotional development through implementation of PIWI and PCIT

- number of families and children served by PIWI
 - Currently there are three families/organizations using PIWI and that number is to be increased to 5 in Year 2.
- number of families and children served by PCIT
 - Currently there are 17 families served by PIWI and that number is to be increased to 25 in Year 2.

3. Improved early childhood social emotional development through measures of families participating in PIWI and PCIT

- measures of progress for PIWI as determined by trainers and local and state evaluators
- measures of progress for PCIT as determined by trainers and local and state evaluators

4. Improved community systems for early childhood social emotional development through documentation of one or more of the following:

- establishment of referral and/or cross-referral system
- communication or marketing for PIWI and PCIT
- identification and use of parent/child/family screening tools to assist in prioritizing target populations and services