

**State of Nevada**  
**Department of Human Services**  
**Division of Public and Behavioral Health**  
**Notice of Subaward**

**Section A**  
**GRANT CONDITIONS AND ASSURANCES**

**General Conditions**

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

**Grant Assurances**

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

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers’ compensation and employer’s liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.

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4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with the Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subawards of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
8. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$1,000,000 or more in Federal awards during the grantee’s fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular.

**\*\*To acknowledge this requirement, Section E of this notice of subaward must be completed.**

9. Certification that neither the Recipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).
10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
12. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
13. An organization receiving grant funds through the Department of Human Services shall not use grant funds for any activity related to the following:
  - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
  - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
  - Any attempt to influence:
    - The introduction or formulation of federal, state or local legislation; or

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- The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
  - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
  - Any attempt to influence:
    - The introduction or formulation of federal, state or local legislation;
    - The enactment or modification of any pending federal, state or local legislation; or
    - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
  - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
  - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
14. An organization receiving grant funds through the Nevada Department of Human Services may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
- Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
  - Not specifically directed at:
    - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation.
    - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
    - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

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To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the subawardee agrees to provide the Department with copies of all contracts, subawards, and or amendments to such documents, which are funded by funds allotted in this agreement.

In addition to the Division of Public and Behavioral Health Subaward Grant Assurances, the subawardee and all organizations or individuals to whom the subawardee passes through funding must be in compliance with all applicable rules, federal and state laws, regulations, requirements, guidelines, and policies and procedures. The terms and conditions of this State subaward flow down to the subawardee's pass through entities unless a particular section specifically indicates otherwise.

**GENERAL REQUIREMENTS**

**Applicability:** This section is applicable to all subawardees who receive funding from the Division of Public and Behavioral Health (DPBH), or "Division", through the Bureau of Behavioral Health Wellness and Prevention (BBHWP), or "Bureau". The subawardee agrees to abide by and remain in compliance with the following:

1. 2 CFR 200 -Uniform Requirements, Cost Principles and Audit Requirements for Federal Awards
2. 45 CFR 96 - Block Grants as it applies to the subawardee and per Division policy.
3. Coronavirus Response and Relief Supplement Appropriations Act of 2021 (P.L. 116-260)
4. 42 CFR 54 and 42 CFR 54A Charitable Choice Regulations Applicable to States Receiving Substance Use Prevention & Treatment Block Grants and/or Projects for Assistance in Transition from Homelessness Grants
5. 42 CFR Part 8 – Opioid Treatment Programs
6. NRS 218G - Legislative Audits
7. NRS 386-Local Administrative Organization
8. NRS 441A-Infectious Diseases; Reporting Concerning Communicable Diseases, Overdoses and Attempted Suicides
9. NRS 433-Mental Health General Provisions
10. NRS 439-Public Health and Safety Administration of Public Health
11. NRS 439A-Public Health and Safety Planning of the Provision of Health Care
12. NRS 458 – Alcohol & Other Substance Use Disorders for Substance Use
13. NRS 458A-Prevention and Treatment of Problem Gambling
14. NRS 616 A through D Industrial Insurance
15. GAAP – [Generally Accepted Accounting Principles] and/or GAGAS [Generally Accepted Government Auditing Standards]
16. GSA – [General Services Administration] guidelines for travel
17. The Division of Public and Behavioral Health, BBHWP policies and guidelines.
18. State Licensure and certification
  - a. The subawardee is required to be in compliance with all applicable State licensure and/or certification requirements.
  - b. The subawardee's certification must be current and fees paid prior to release of certificate in order to receive funding from the Division. Subawards cannot be issued unless certifications are current, or a written exception is provided by the Division.
19. The subawardee shall maintain a Central Repository for Nevada Records of Criminal History and FBI background checks every 3 to 5 years were conducted on all staff, volunteers, and consultants occupying clinical and supportive roles, if the subawardee serves minors with funds awarded through this subaward.
20. The subawardee must register with the Nevada 2-1-1 system and the 988 Crisis Line as a community resource.
21. The subawardee is encouraged to make continuing education in alcohol and other drug treatment available to all employees who provide services.
22. The subawardee agrees to cooperate fully with all BBHWP sponsored studies including, but not limited to, utilization management reviews, program compliance monitoring, reporting requirements, complaint investigations, and evaluation studies.

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23. The subawardee must be enrolled in System Award Management (SAM) as required by the Federal Funding Accountability and Transparency Act.
24. The subawardee acknowledges that to better address the needs of Nevada, funds identified in this subaward may be reallocated if ANY terms of the subaward are not met, including failure to meet the scope of work. The BBHWP may reallocate funds to other programs to ensure that gaps in service are addressed.
25. The subawardee acknowledges that an annual site monitor will occur that will review internal grant related policies, Request for Reimbursement documentation, Scope of Work deliverables, activity completion, and financial and grant management procedures. A corrective action plan may result from the site monitor review.
26. The subawardee will NOT expend BBHWP funds, including Federal Substance Use Prevention Treatment and Recovery Services (SUPTRS) or Community Mental Health Services (CMHS) Block Grant Funds for any of the following purposes:
  - a. To purchase or improve land: purchase, construct, or permanently improve, other than minor remodeling, any building or other facility; or purchase major medical equipment.
  - b. To purchase equipment over \$5,000 without approval from the Division.
  - c. To satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds (i.e. match funds).
  - d. To provide in-patient hospital services.
  - e. To make payments to intended recipients of health services.
  - f. To provide individuals with hypodermic needles or syringes.
  - g. To provide treatment services in penal or correctional institutions of the State
27. All public-facing materials or documents created on behalf of DPBH that do not use an existing DPBH template must go through a Brand Integrity Review through the DPBHs Public Information Office to ensure compliance with DPBH branding. It is the responsibility of the recipient to ensure that the Public Information Office receives these materials and has reasonable time to complete the Brand Integrity Review prior to publication.
  - a. The Recipient is additionally responsible to remediate all documents and materials to ensure compliance with the Americans with Disabilities Act, as outlined in standards set forth by Nevada's Office of the Chief Information Officer.
28. Failure to meet any condition listed within the subaward award may result in withholding reimbursement payments, disqualification of future funding, and/or termination of current funding.
29. The subawardee shall follow the Grant Instructions and Requirements from the Nevada Department of Human Services.
30. During the funding period, the subawardee shall notify the Department of any new state or federal grant funding sources.

**Audit Requirements** The following program Audit Requirements are for non-federal entities who do not meet the single audit requirement of 2 CFR Part 200, Subpart F Audit requirements:

31. Subawardees of the program who expend less than \$1,000,000 during the non-federal entity's fiscal year in federal and state awards are required to report all organizational fiscal activities annually in the form of a Year-End Financial Report. See details below regarding this financial report.
32. Subawardees of the program who expend \$1,000,000 or more during the fiscal year in federal awards are required to have a Limited Scope Audit (Agreed Upon Procedures Audit) conducted for that year. The Limited Scope Audit (Agree Upon Procedures Audit) must be for the same organizational unit and fiscal year that meets the requirements of the Division Audit policy. The subawardee is required to upload these audits into the federal clearinghouse.

**Year-End Financial Report**

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33. The non-federal entity must prepare financial statements that reflect its financial position, results of operations or changes in net assets, and, where appropriate, cash flows for the fiscal year.
34. The non-federal entity financial statements may also include departments, agencies, and other organizational units.
35. Year-end financial report must be signed by the CEO or Chairman of the Board.
36. The year-end financial report must be made available to Division staff during site monitors or by other request.

**Limited Scope Audits (Agreed Upon Procedures Audit)**

37. The auditor must:
  - a. Perform an audit of the financial statement(s) for the federal program in accordance with GAGAS;
  - b. Obtain an understanding of internal controls and perform tests of internal controls over the federal program consistent with the requirements for a federal program;
  - c. Perform procedures to determine whether the auditee has complied with federal and State statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on the federal program consistent with the requirements of federal program;
  - d. Follow up on prior audit findings, perform procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the auditee in accordance with the requirements of 2 CFR Part 200, §200.511 Audit findings follow-up, and report, as a current year audit finding, when the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding;
  - e. And report any audit findings consistent with the requirements of 2 CFR Part 200, §200.516 Audit findings.
38. The auditor's report(s) may be in the form of either combined or separate reports and may be organized differently from the manner presented in this section.
39. The auditor's report(s) must state that the audit was conducted in accordance with this part and include the following:
  - a. An opinion as to whether the financial statement(s) of the federal program is presented fairly in all material respects in accordance with the stated accounting policies;
  - b. A report on internal control related to the federal program, which must describe the scope of testing of internal control and the results of the tests;
  - c. A report on compliance which includes an opinion as to whether the auditee complied with laws, regulations, and the terms and conditions of the awards which could have a direct and material effect on the program; and
  - d. A schedule of findings and questioned costs for the federal program that includes a summary of the auditor's results relative to the federal program in a format consistent with 2 CFR Part 200, §200.515 Audit reporting, paragraph (d)(1), and findings and questioned costs consistent with the requirements of 2 CFR Part 200, §200.515 Audit reporting, paragraph (d)(3).
40. The Limited Scope Audit (Agree Upon Procedures Audit) Report must be submitted to the federal clearinghouse.

**Amendments**

41. The Division of Public and Behavioral Health policy is to allow no more than 10% flexibility within the approved Scope of Work budget line items. Notification of such modifications must be communicated in writing through a Budget Modification Request (BMR) to the assigned program specialist prior to submitting any request for reimbursement for the period in which the modification affects. Notification may be made via email using the appropriate forms and sufficient narrative detail to determine justification.
42. Additional, specific guidance is outlined in the BBHWP policy relating to RFR expectations.
43. For any cumulative budgetary changes exceeding 10% of the total award—not 10% per individual request—require an official amendment. These amendments must be requested through a Budget Modification Request (BMR) submitted in writing to the assigned program specialist.

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44. Any expenses incurred in relation to a budgetary amendment without prior written approval are unallowable and may not be reimbursed. BBHWP reserves the right to deny reimbursements for such expenses.
45. Any significant changes to the scope of work over the course of the budget period will require an amendment. The assigned program specialist can provide guidance and approve all scope of work amendments.
46. Final changes to the approved subaward that will result in an amendment that must be received 60 days prior to the end of the subaward may be denied.

**BHCEN Certification**

47. Per NRS and NAC433, NRS and NAC458, all entities that require certification for behavioral health services must adhere to regulatory and Criteria of the Division requirements for the specific certification types.
48. All certified agencies must adhere to reporting requirements for certification, as outlined in the Criteria of the Division.

**Remedies for Noncompliance**

49. The Division reserves the right to hold reimbursement under this subaward until any delinquent requests, forms, reports, and expenditure documentation are submitted to and approved by the Division.

**SUBSTANCE USE PREVENTION TREATMENT RECOVERY SERVICES**

Applicability

This section applies to all subawards that support direct services to persons being treated for substance use.

1. The subrecipient, as applicable, if identifying as Faith-Based Organizations must comply with 42 USC § 300x-65 and 42 CFR part 54 (42 CFR §§ 54.8(c) (4) and 54.8(b)), Charitable Choice provisions and regulations.
  - a. The subawardee must post a notice to advise all clients and potential clients that if the client objects to the religious character of the subawardee's organization as applicable.
  - b. The client has the right to be referred to another Division-funded provider that is not faith-based or that has a different religious orientation.
2. Per NRS 458.103 – Nevada requires providers of state- or federally funded substance use disorder services to follow the priority ordering outlined in 45 C.F.R. § 96.131(a). The subawardee agrees to prioritize and expedite access to appropriate treatment, except for Civil Protective Custody Services, for priority populations in the following order:
  - a. Pregnant injecting drug users;
  - b. Pregnant substance users;
  - c. Injection drug users;
  - d. Substance using females with dependent children and their families, including females who are attempting to regain custody of their children; and
  - e. All others.

**Treatment services for pregnant women (45 CFR § 96.131)**

3. All subawardee who treat women agree to provide immediate comprehensive treatment services to pregnant women, or if the subawardee is unable to do so, the subawardee must immediately contact the Bureau of Behavioral Health Wellness and Prevention Program Staff.
4. Subawardees who do not treat women and who receive a request for treatment services from a pregnant woman must provide a referral to an appropriate treatment provider within 48 hours of the request for services and must immediately notify the Bureau of Behavioral Health Wellness and Prevention of the need for such services.
5. Subawardees who provide services to women agree to publicize the availability of services to women in priority populations and the admission priority granted to pregnant women. The publication of services for women in priority populations may be achieved by means of street outreach programs, ongoing public service announcements, regular

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advertisements, posters placed in target areas, and frequent notification of availability of such treatment services distributed to the network of community-based organizations, health care providers, and social services agencies.

**Records**

6. All subawardees will have in effect a system to protect from inappropriate disclosure of client records, compliant with all applicable State and federal laws and regulations, including 42 CFR, Part 2.
7. The system to protect confidentiality shall include, but not be limited to, the following provisions:
  - a. Employee education about the confidentiality requirements, to be provided annually.
  - b. Informing employees of the fact that disciplinary action may occur upon inappropriate disclosure.
8. Providers who deliver direct services will be required to submit Mental Health Client-Level Data (MH-CLD) in a manner directed by the Bureau. Types of information collected include mental health diagnoses, mental health treatment services received, outcomes, and demographic and substance use characteristics of individuals in mental health treatment. MH-CLD reports are required by the Substance Abuse Mental Health Services Administration (SAMHSA). It is the responsibility of the subawardee to verify the accuracy of any data collected and reported to the Bureau. Failure to ensure that data is accurate and provided in a timely manner as outlined in the scope of work could result in a corrective action plan (CAP) and impact future funding requests.

**Fee-for-Service Requirements**

9. Subawardees that have been awarded a fee for service subaward must comply with the Division, or Bureau's, RFR policy and the following billing and eligibility rules for claims processing.
  - a. The service must be delivered at a BHCEN certified facility.
  - b. The certifications must cover the service levels under which the qualified service was delivered.
  - c. The service must be provided by an appropriately licensed/certified staff member.
  - d. The service delivered must be a Division qualified service which is NOT reimbursable by Medicaid or other third-party insurance carrier. This means it's "not a covered benefit".
  - e. The rate of reimbursement will be based on the Division approved rates (available upon request).
  - f. The subawardee agrees to accept the Division reimbursement rate as full payment for any program eligible services provided.
  - g. The subawardee is responsible for ensuring that all third-party liabilities are billed and collected from the third-party payers and are NOT billed to the Division.
  - h. Division funds will NOT be used to fund the services for self-pay clients or clients who elect not to use their insurance coverages. This includes clients that elect not to sign up for insurance or clients that have existing insurance and choose not to use their insurance for treatment services.
  - i. Division funds will NOT be used to reimburse Medicare claims.
  - j. Division funds will NOT be used to reimburse claims for which the client is pending eligible for insurance coverage.
  - k. Division funds will NOT be used to reimburse for claims denied by Medicaid or other insurance carriers unless the claim was denied as "Not a covered benefit".
    - i. Claims denied as "not a covered benefit" and billed to the Division must have the accompanying denial attached to guarantee payment.
  - l. Division funds will NOT be used to cover any unpaid costs that Medicaid and/or other insurance carriers may not reimburse (i.e., copayments, deductibles).
  - m. The subawardee agrees to use Division funds as the "payer of last resort" for all services provided to clients.
10. The subawardee must establish policies, procedures, and the systems for eligibility determination, billing, and collection to:
  - a. Ensure that all eligible clients are insured and/or enrolled in Medicaid in accord with the ACA;

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- b. Collect reimbursement for the costs of providing such services to persons who are entitled to insurance benefits under the Social Security Act, including programs under Title XVIII and Title XIX, any State compensation program, any other public assistance program for medical assistance, any grant program, any private health insurance, or any other benefit program; and secure from client's payment for services in accordance with their ability to pay; and
  - c. Prohibits billing the Division for a service that is covered by Medicaid or any other insurance carrier.
11. The subawardee agrees to submit a monthly RFR with back-up documentation via the Smartsheets site to the Bureau.
  12. The subawardee agrees to include an explanation of benefits for all charges requested for services that have been denied by Medicaid or any other third-party payer due to non-coverage of that benefit.
  13. The subawardee understands that they are required to produce back up documentation that breaks out the total number of services provided by the level of care. The invoice must, at a minimum, meet the following conditions.
    - a. The information must contain company information (Name, address, City, State and Zip), date.
    - b. The information must contain contact name, phone number, e-mail address and identify the invoice period.
    - c. The information must show the total number of services, the rate being charged, the total amount charged and summarize the totals by level of care.
    - d. The information must also show the total number of services provided; the total number of unique clients served for the invoice and the total amount charged to the RFR.
    - e. The RFR must be signed and dated by the organization's fiscal officer and include the following certification, "By submitting this RFR, we certify that all billing is correct, and no Medicaid or other eligible insurance services have been charged to this RFR."

**REQUESTS FOR REIMBURSEMENTS (All Non-Fee-for-Service Subawards):**

1. A Request for Reimbursement is due on a monthly basis based on the terms of the subaward agreement, no later than the 15th of the month. If there has been no fiscal activity in a given month, **a Request for Reimbursement claiming zero dollars is required to be submitted for the month.**
2. Reimbursement is based on actual expenditures, that can be proved by a bank record, incurred during the period being reported. All request for reimbursements must be to the exact penny and not rounded up to the nearest dollar.
3. Reimbursement must be submitted with all Division required supporting back up documentation, including proof of payment (i.e. bank records or statements). The Division has the authority to ask for additional supporting documentation at any time and the information must be provided to Division staff within 10 business days of the request.
4. Payment may not be processed without all programmatic reporting being current.
5. Reimbursement may only be claimed for allowable expenditures approved within the subaward.
6. The subawardee is required to submit a complete financial accounting of all expenditures to the Division within 30 days of the CLOSE OF THE SUBAWARD PERIOD. All remaining balances of a federally funded subaward revert to the Division 30 days after the close of the subaward period.
7. All reimbursement requests and invoices for expenditures through June 30 of each year must be received on or before July 7 of the year, or the next business day. For general fund dollars only, all remaining balances of the subawards revert to the State after the closure of the SFY. Although subawardees that receive federal dollars may have a period of performance that spans across the transition of state fiscal years, the expenditures prior to July 1 cannot be carried over and must be claimed on the June RFR. Expenses risk stale claims if they are not claimed in the proper state fiscal year.
8. The subawardee must retain copies of approved travel requests and claims, consultant invoices, payroll register indicating title, receipts for goods purchased, and any other relevant source documentation in support of reimbursement requests for a period of three years from the date of submission of the State's final financial expenditure report submitted to the governing federal agency.
9. Technical Assistance (TA) meetings are a requirement for all funded recipients.

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**The subawardee agrees that any failure to meet any of the conditions listed within the above Program Requirements may result in the withholding of reimbursement for payment, termination of the current subgrant and/or the disqualification of future funding.**

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