



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: October 13, 2015

**DATE:** September 15, 2015  
**TO:** Board of County Commissioners  
**FROM:** Amber Howell, Director of Social Services  
(775) 785-8600 ahowell@washoecounty.us  
**THROUGH:** Kevin Schiller, Assistant County Manager  
**SUBJECT:** Accept a Sub-grant Award from the State of Nevada Division of Child and Family Services in the amount of \$99,500.00 (no County match required) to support an adoption awareness campaign in collaboration with Wolf Pack Sports Properties, LLC retroactive to July 1, 2015 through June 30, 2016; authorize the Department to execute the Sub-Grant Award and direct the Comptroller's Office to make the necessary budget adjustments.  
(All Commission Districts)

### SUMMARY

The Department is requesting approval to accept a Sub-grant Award from the State of Nevada Division of Child and Family Services in the amount of \$99,500.00 (no County match required) to support an adoption awareness campaign in collaboration with Wolf Pack Sports Properties, LLC.

This award is being accepted retroactively as the Department received the notice in early September,

**Strategic Objective supported by this item:** Safe, Secure and Healthy Communities.

### PREVIOUS ACTION

The Board accepted a grant award in the amount of \$277,472, no County match required, in Federal Adoption Incentive funds from the State of Nevada Division of Child and Family Services (DCFS) effective October 1, 2014 through September 30, 2015.

The Board has approved Adoption Incentive Grant awards on a routine basis since 2004.

### BACKGROUND

Washoe County Social Services is responsible for the recruitment, training and licensure of foster and adoptive homes to provide safe and stable homes to place children who are victims of abuse and neglect into until they are able to be reunited with family members. Placement

AGENDA ITEM # 562

into such homes must follow guidelines set by both Nevada Revised Statutes 432B.390 and 424.070 and be in homes that meet the standards set forth by regulations. The Department is responsible to creatively and diligently locate homes and families which will provide for the permanency for children in which no reunification with family members are an option. Foster homes are the large majority of adoptive resources for children placed into care and the number of homes needed to meet the demands of children waiting adoption is never exceeded. Therefore, recruitment efforts are continual and varied.

This recruitment campaign, supported by an agreement with Wolf Pack Sports Properties, LLC, will provide a variety of campaigns to increase involvement and knowledge of the ways that the community can support the foster and adoptive system. It includes special event sponsorship, adoptive family game dedications, "real families-real stories" publishing, Coach Polian family story and presentation, print and multi-stadium signage, year-long radio ads and interviews, sport-specific promotions, family game recognition and student services organization projects. The "Have a Heart" logo and contact information will be on all programs, electronic messaging, scoreboards and fan giveaways. It also provides exposure outside the community during playoffs and tournaments.

#### **GRANT AWARD SUMMARY**

**Project/Program Name:** *Adoption Incentive – UNR Adoption Awareness Campaign*

**Scope of the Project:** *Provides funding for a variety of recruitment campaigns to increase involvement and knowledge of the ways that the community can support the foster and adoptive system.*

**Benefit to Washoe County Residents:** *Provides support for Social Services to promote opportunities to foster and/or adopt children in our community.*

**On-Going Program Support:** *n/a*

**Award Amount:** *\$99,500.00*

**Grant Period:** *July 1, 2015 to June 30, 2016*

**Funding Source:** *U.S. Department of Health and Human Services  
Administration for Children and Families*

**Pass through From:** *State of Nevada, Division of Child and Family Services*

**CFDA Number:** *93.603*

**Grant ID Number:** *1401NVAIPP / 14-AI-16-001*

**Match Amount and Type:** *None.*

#### **Indirect Cost Rate (applicable to the award):**

Grant's recoverable indirect cost rate:

Indirect costs are fully recoverable

Sponsor does not allow for indirect cost recovery

Sponsor has limited indirect cost recovery at \_\_\_ %

Sponsor requires indirect Cost Rate Approved by Cognizant Agency

**Special Terms & Conditions:** *None.*

**Sub-Awards and Contracts:** *Funding will support an agreement with Wolf Pack Sports Properties, LLC*

**FISCAL IMPACT**

Should the board authorize acceptance of this grant award, the Department's FY16 adopted budget will be increased in both revenues and expenditures in the following accounts:

IO# 11271	431100 – Federal Grant Revenue	\$ 99,500.00
IO# 11271	710563 – Recruitment	\$ 99,500.00

**RECOMMENDATION**

Accept a Sub-grant Award from the State of Nevada Division of Child and Family Services in the amount of \$99,500.00 (no County match required) to support an adoption awareness campaign in collaboration with Wolf Pack Sports Properties, LLC retroactive to July 1, 2015 through June 30, 2016; authorize the Department to execute the Sub-Grant Award and direct the Comptroller's Office to make the necessary budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "move to accept a Sub-grant Award from the State of Nevada Division of Child and Family Services in the amount of \$99,500.00 (no County match required) to support an adoption awareness campaign in collaboration with Wolf Pack Sports Properties, LLC retroactive to July 1, 2015 through June 30, 2016; authorize the Department to execute the Sub-Grant Award and direct the Comptroller's Office to make the necessary budget adjustments".

**State of Nevada - Division of Child and Family Services**  
**4126 Technology Way, 3rd Floor**  
**Carson City, NV 89706**

**Notice of Sub-Grant Award**

DCFS Contact:	Dorothy Edwards	DCFS Contact Phone Number:	775-684-7956
Program:	Adoption Incentive (AI)	CFDA Number:	93.603
State Award Number:	14-AI-16-001	Budget:	3229
		Account:	31
Type of Action:	NEW		
Legal Name:	Washoe County Department of Social Services	Vendor Number:	T40283400 A
Project Name:	UNR Adoption Awareness Campaign	Mailing Address:	PO Box 11130
Contact Person:	Pam Fine		Reno, NV 89520-0027
Email Address:	pfine@washoecounty.us	Project Address:	350 S. Center Street
Phone Number:	775-785-5652		
Fax Number:	775-785-5640		

Project Period:	July 1, 2015 through June 30, 2016	Federal Award Number
Year One:	July 1, 2015 through June 30, 2016	1401NVAIPP
Year Two:		
Year Three:		
Year Four:		

**Approved Categories and Budget by Year:**

Category	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0
Contractual	\$99,500	\$0	\$0	\$0	\$99,500
Other (Admin)	\$0	\$0	\$0	\$0	\$0
<b>Total State Share</b>	<b>\$99,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$99,500</b>
<b>Match</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Program Cost</b>	<b>\$99,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$99,500</b>

In accepting these grant funds, it is understood that:

1. Expenditures must comply with appropriate State and/or Federal regulations.
2. This award is subject to the availability of appropriate funds.
3. Grantee agrees to provide an independent financial and compliance audit in accordance with State and Federal requirements.
4. Recipients of these funds agree to the stipulations in the attached Additional Requirements document.

Washoe County Department of Social Services	Authorized Signature:	Date:
DCFS FPO Grants Management Unit	Authorized Signature:	Date:
DCFS Administration	Authorized Signature:	Date:

**SCOPE OF WORK & BUDGET FORM**

**SUB GRANTEE NAME: Washoe County DSS – WolfPack Sports Properties/Learfield Sports**

**FUND SOURCE: Adoption Incentive**

Washoe County Social Services is responsible for the recruitment, training and licensure of foster and adoptive homes to provide safe and stable homes to place children who are victims of abuse and neglect until they are able to be reunited with family members. Placement into such homes must follow guidelines set by both Nevada Revised Statute 432B.390 and 424.070 and be in homes that meet the standards set forth by regulations. The Department is responsible to creatively and diligently locate homes and families which will provide for the permanency for children in which no reunification with family members are an option. Foster homes are the large majority of adoptive resources for children placed into care and the number of homes needed to meet the demands of children waiting adoption is never exceeded. Therefore, recruitment efforts are continual and varied.

<b>Goal:</b>	<b>Required Activities and Time Frames, if appropriate</b>	<b>Measurement</b>	<b>How Documented</b>	<b>Target Population</b>	<b>Due Date</b>	<b>Cost</b>
Provide continual, annual recruitment information via a variety of media sources focused on community events centered on the University of Nevada, Reno's athletic and academic service programs.	For the 2015-2016 Season beginning in August, provide a variety of media campaigns to increase involvement and knowledge of the ways that the community can support the foster and adoptive system. Specifically: Special Event Sponsorship such as Football 101, Adoptive Family Game Dedications, "Real Families- Real Stories" publishing, Coach Polian family story and presentation, print and a multi-stadium signage, year-long radio ads and interviews, sport-specific promotion and family game recognition, student service organization projects, event participation	Referral source is tracked at time of intake and at time of orientation meeting attendance to determine how they gained knowledge about the program. Baseline information will be kept for comparison of effectiveness.  Licensing numbers tracked for increase before, during and after campaign.	Resource material with contact information will be available at all events as staff are able to be present at all functions to answer questions and provide specific and clarifying information as necessary. Documentation is provided in summary by provider as well as staff as to progress and source of referral.	Potential foster or adoptive families in Washoe County.	July 1, 2015 through June 30, 2016	Radio - \$22,000 Stadium Super Sign and End-Zone Signage - \$26,500 Lawlor Events Center Rotational Sign - \$15,000 Full Program Ads - Multiple Sports - \$7,800 Football Game Sponsorship(A doption Month) - \$13,200 Men's and Women's

	<p>by student athletes and coaches. Inclusion in webpage and internet campaign.</p> <p>Any national awareness through regular exposure such as playoffs, tournaments etc.</p> <p>University support for "Have a Heart" Logo and contact information on all programs, electronic messaging, scoreboards and fan giveaways.</p>	<p>Regular meetings with provider to improve/change strategies to increase effectiveness of delivery of messaging.</p>			<p>Basketball Sponsorship -- \$9,650 Baseball and Volleyball Games Sponsorship -- \$7,500 Annual Internet Campaign -- 500K Impressions -- \$5,000 Tickets to games for foster and adoptive parents -- \$1,850</p> <p>\$99,500</p>
TOTAL					

**ADDITIONAL REQUIREMENTS AGREED TO BY SUB GRANTEE IN  
RECEIVING FUNDS PURSUANT TO THIS AWARD OR IN APPLICATION  
FOR SAME**

1. The sub grantee agrees to abide by all appropriate provisions and procedures of the Division of Child and Family Services (DCFS).
2. The sub grantee agrees to comply with arrangements for review of accounting procedures, back-up documentation and programmatic information, as initiated by DCFS.
3. The sub grantee agrees to facilitate and participate in annual on-site reviews, where fiscal and programmatic documents will be reviewed and discussed.
4. The sub grantee agrees to comply with the Basic Accounting Requirements.
5. The sub grantee agrees to provide the agreed upon Scope of Service(s).
6. The sub grantee agrees to comply with general financial requirements and submit the Monthly Financial Status and Request for Funds Report form (Reimbursement form) as prescribed by DCFS Grants Management Unit (GMU). Payment for services rendered under this grant will only be made after the complete and correct financial request has been approved by the GMU.
7. The sub grantee agrees to submit quarterly program performance reports utilizing the online reporting system.
8. The sub grantee certifies that the proposal upon which these grant funds are based was authorized by the governing body of the applicant.
9. The sub grantee agrees to comply with Public Law 103-227, Part C, Environmental Tobacco Smoke (Pro Children Act of 1994) requiring that smoking not be permitted in any portion of any indoor area routinely owned or leased or contracted for by any entity and used routinely or regularly for provision of health, day care, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant certifies that the agency/organization will comply with this Act (Public Law 103-227).
10. The sub grantee acknowledges that this grant/sub grant award may be terminated with 30 days written notice by either party.
11. The sub grantee has provided DCFS GMU with verification that the following insurance coverage meets State of Nevada insurance requirements: Worker's Compensation Insurance, Commercial General Liability Insurance, Business Automobile Insurance (for agency owned vehicles) and Professional Liability Insurance (as applicable).

12. The sub grantee will cooperate with DCFS GMU and any contractor hired by the GMU in establishing a professional program evaluation system to include outcome measures and the measurement of consumer impact.
13. Require its employees, board members and volunteers to maintain the confidentiality of any information, which would identify persons receiving services.
14. The sub grantee agrees to mark equipment purchased with grant funds with the grant name, track equipment by the acquisition date, cost, percentage of grant funds used and disposition information. Equipment must be returned to DCFS if the sub grant is terminated or if the sub grantee is no longer funded by the particular grant source in the following grant cycle.
15. The sub grantee acknowledges that this sub grant award is contingent upon available funding and may be reduced within the sub grant period.
16. The sub grantee agrees to have a 5-year record retention schedule for the ML / DV, FVPSA and VOCA sub-grant documentation.
17. The sub grantee agrees to make its services available to clients who may not be specified within their Scope of Work and upon the request of DCFS, in the event of a disaster.
18. The sub grantee must promptly refer to the Department of Justice (DOJ) Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. The condition also applies to any sub recipients. Potential fraud, waste, abuse or misconduct should be reported to the OIG by:

Mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

Email: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

Hotline: (contact information in English and Spanish): (800) 869-4499

Or Hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig)

19. Sub grantee understands and agrees that it cannot use any Federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the Office of Justice Programs (OJP).



20. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages sub grantees and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
21. The sub grantee agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the name and total compensation of the five most highly compensated executives of the sub grantee and first-tier sub recipients of award funds. Such data will be submitted to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS). The details of sub grantee obligations, which derive from the Federal Funding Accountability and Transparency act of 2006 are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own operate in his or her name).
22. The sub grantee understands and agrees that penalties and interest are not allowable expenditures.

All documents, certifications and Public Laws addressed in this document are considered part of the conditions under which this sub-grant is offered and must be adhered to by the sub grantee. Additional requirements of the sub-grantee may also apply.

Printed Name	Date
Signature	Date
Signature of President / Chairperson of Governing Body, Tribal Authority or Director of Public Agency	Date

## BASIC ACCOUNTING REQUIREMENTS (ATTACHMENT A)

Accounting for grant funds will be in accordance with generally accepted accounting principles, insofar as practicable, consistently applied, regardless of the source of funds. The Division of Child and Family Services reserves the right, however, to prescribe the method of accountability in any particular case.

SUPPORTING RECORDS OF GRANT EXPENDITURES MUST BE IN SUFFICIENT DETAIL TO SHOW THE EXACT NATURE OF EXPENDITURES. WHERE COSTS APPLY TO TWO OR MORE PROJECTS, SUCH COSTS WILL BE PRORATED TO EACH GRANT.

1. Establish a system of FUND ACCOUNTING approved by the Division of Child and Family Services or establish a separate bank account for each grant award.
2. Establish a filing system by State grant identification number. For example:
  - A. One folder for each grant's transactions should suffice where transactions are few.
  - B. Where transactions are many, originate a folder for each cost category described in the grant.
3. Spend only within categories allocated in the grant award.
4. Expenditures accumulated prior to the beginning date of the grant cannot be paid from grant money.
5. Obligations incurred during the grant period may be paid from grant funds after the ending date. All such obligations must be liquidated within 45 days after the end of the project period. Any obligations made after the ending date of the grant cannot be paid from grant money.
6. Any changes to the amounts, periods, and other terms and conditions listed in the notice of grant award must be requested and approved in writing.
7. Budget Category changes: All changes greater than 10% in any category must be approved in writing in advance by the granting agency.
8. Board of Directors for the project should establish a written travel policy prior to the start of the grant. Approval of this policy should be available for audit review. Travel reimbursement is limited to State rates.

NEVADA DIVISION OF CHILD & FAMILY SERVICES

<b>SUBJECT:</b> HIPAA Business Associate Addendum and Confidentiality Agreement Policy	
<b>POLICY NUMBER:</b>	0003-2004
<b>NUMBER OF PAGES:</b>	9
<b>EFFECTIVE DATE:</b>	Upon Approval or April 20, 2005
<b>ISSUED DATE:</b>	March 18, 2004
<b>REVIEWED:</b>	<p>DATE: 03/18/04 BY: Pete Galantowicz, Psychologist I</p> <p>09/01/04 BY: DHR HIPAA Core Team</p> <p>09/14/04 BY: DCFS HIPAA Review Team</p> <p>04/01/05 BY: DCFS Policy Clearance Review</p>
<b>SUPERSEDES:</b>	n/a
<b>PAGES:</b>	
<b>APPROVED BY:</b>	Signature on file
<b>NAME/TITLE:</b>	Diane Comeaux, Administrator Division of Child & Family Services
<b>REFERENCES:</b>	45 CFR §§ 160 and 164
<b>ATTACHMENTS:</b>	Business Associate Addendum (BAA) Confidentiality Agreement (CA)

**A. Purpose**

The purpose of this policy is to implement the requirements of the final Health Insurance Portability and Accountability Act (HIPAA) privacy and security rule outlined 45 CFR §§ 160 and 164. The regulations require a covered entity to have a written contract or other arrangement documenting satisfactory assurance that a business associate will appropriately safeguard client protected health information.

The Division of Child and Family Services (DCFS) has business activities that include both covered and non-covered functions as defined by HIPAA. Therefore, DCFS is a hybrid entity.

As a hybrid entity, DCFS is required to designate the health care components covered under HIPAA. The designated health care components are the functions performed by the Northern and Southern Nevada Child and Adolescent Services.

**B. Intent**

The intent of this policy is to provide the procedures and forms for DCFS to determine what type of contracts or other agreements require a Business Associate Addendum (BAA) and/or a Confidentiality Agreement (CA).

### C. *Definitions*

#### Business Associate:

A business associate is a person or organization that performs functions on behalf of a covered entity or provides services to a covered entity that *involve* the use or disclosure of client protected health information.

A member of the DCFS workforce is not a business associate. A business associate may be another covered entity.

A contract with an outside provider to furnish client assessments, such as, a licensed psychologist, would be considered a business associate.

#### Non-Business Associate:

A non-business associate is a person or organization that performs certain functions or activities that *do not involve* the use or disclosure of client protected health information, and where any access to client protected health information by such persons would be *incidental*, if at all.

An example of a non-business associate would be an individual or organization contracted to provide building maintenance or janitorial services.

#### Protected Health Information (PHI) and Electronic Protected Health Information (ePHI):

Protected health information is any information, whether oral or recorded in any form or media, that:

- A covered entity creates or receives;
- Relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the payment of health care to an individual;
- Identifies the client or there is reasonable basis to believe that the information could be used to identify the individual; and
- Is ePHI if transmitted by electronic media, maintained in any media described as electronic media, or transmitted or maintained in any other form or media.

### D. *Procedures for Contracts, Sub-Grants and Inter-local Agreements*

DCFS may disclose protected health information to a business associate and/or organization and may allow a business associate and/or organization to create or receive protected health information on its behalf. However, DCFS must ensure that proper safeguards are in place.

Certain contractors may be considered part of the DCFS covered component's workforce, if the following criteria apply:

1. The workstation of the individual under contract is on the covered health care component's premises; and
2. The person performs a substantial proportion of his/her activities at this location.

Contractors, meeting the definition of a workforce member, do not require a business associate addendum.

DCFS will obtain satisfactory assurances that the contracts or other arrangements between DCFS and its business associates comply with the procedures described herein.

1. DCFS will identify existing contracts or other arrangements with individuals or organizations that meet the definition of a business associate.
2. DCFS will obtain satisfactory assurances that contracts or other arrangements with individuals or organizations, meeting the definition of a business associate, will include the BAA.
3. DCFS, upon learning that a pattern of activity or practice of an individual or organization constitutes a material breach or violation of the BAA obligation under the contract or other arrangement, will take reasonable steps to cure the breach or end the violation, as applicable. If such steps are unsuccessful, DCFS will:
  - a. Terminate the contract or arrangement, if feasible; or
  - b. Report the problem to the Department of Health and Human Services if termination is not feasible.

DCFS will obtain satisfactory assurances that inter-local agreements with *other government agencies* include a CA. DCFS, upon learning that a pattern of activity or practice by an individual or organization constitutes a violation of the CA under the inter-local agreement, will take reasonable steps to cure the breach or end the violation, as applicable.

Unless bound by Federal regulations or State statutes that are more restrictive, covered and non-covered programs administered by DCFS will follow this policy to safeguard individually identifiable health information, as applicable.

The Business Associate Addendum attached to this policy fulfills all the requirements specified by HIPAA privacy and security standards with regard to business associate relationships. The Confidentiality Agreement promotes the exercise and practice of due diligence in protecting the client personal information that may be made available to other government entities.

#### ***E. Guideline for Identification***

This guideline identifies when to use a BAA, CA, or when standard document language is recommended.

**Inter-local Agreements:** An inter-local agreement is an arrangement between government agencies. Although these arrangements are not required to have a BAA, HIPAA regulations recommend a form of understanding be utilized to protect the covered entity. Therefore, the Confidentiality Agreement (CA) should be attached to all inter-local agreements.

**Independent Contracts:** These contracts must be reviewed based on covered and non-covered components.

##### **Covered Components:**

All contracts must have a BAA attached where services *directly involve* the use or disclosure of client protected health information.

All contracts for services *not directly involving* client protected health information do not require a BAA. The State independent contract template, which has been approved by the Attorney General's Office, provides the requirements for confidentiality.

##### **Non-covered Components:**

For contracted services having *direct access* to client protected health information, it is *recommended* the contract have a BAA attached. For the non-covered components within DCFS, these contracts normally will be with individuals or organizations providing direct services, such as, a licensed psychologist, who is providing assessments for child welfare services.

Contractors who *do not require access* to client protected health information do not require a BAA. The State contract template provides the confidentiality requirements. An example of this type of contract would be a contract providing lawn service for a juvenile justice office.

Provider Agreements: All provider agreements for covered or non-covered components of DCFS are recommended to have a BAA.

Leases: Lease agreements for covered or non-covered components are not required to have a BAA.

Sub grants: Sub grants requiring access to PHI must have the BAA as an attachment to the award notification. The sub grants not requiring access to PHI do not require a BAA. The sub grant specifications and requirements provide the conditions for confidentiality.

Record Retention for any contract or other agreement for a covered or non-covered health care component having a BAA attached must have a record retention period of a minimum of six (6) years.

F. Business and Non-Business Associate Tracking

DCFS designated staff will maintain a log to track the business and non-business associate contracts, grants/sub grants, inter-local agreements and other arrangements. The log will be provided to the DCFS HIPAA Privacy and Security Officer as necessary to review compliance.

## ASSURANCES AND AGREEMENTS – FEDERAL GRANTS

As the duly authorized representatives of the applicant organization, we certify that by submitting this proposal, the applicant will:

1. Establish safeguards to prohibit employees or board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
2. Have a copy of its official organizational by laws and amendments available for review. (Required of Community Based Organizations only)
3. Have resumes for key personnel on file.
4. Initiate and complete the Scope of Work within the applicable time frame after receipt of approval from the Division of Child and Family Services (DCFS).
5. Inform the awarding agency within 30 days of any substantial material situations affecting the successful completion of this project.
6. Comply with all Federal and State statutes relating to nondiscrimination, including, but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.
7. Comply with the provisions of the Hatch Act which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Comply with P.L. 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award.
9. Comply with all applicable requirements of all other State and Federal laws, executive orders, regulations and policies governing the program.
10. Abide by all appropriate provisions and procedures of DCFS.
11. Comply with the DCFS Business Associate Addendum (effective 4-20-05).
12. Comply with the minimum wage and maximum hours of the Federal Fair Labor Standards Act.
13. Provide reports as required by the awarding agency as well as additional information requested by the awarding agency.
14. Provide the awarding agency with a copy of each outside audit conducted for the organization, whether that audit is a formal audit or a report from a qualified, independent source which provides an opinion regarding the financial practices and solvency of the applicant organization. (Formal audits are required for organizations that received \$500,000.00 or more in Federal funds during a Federal Fiscal Year.)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President / Chairperson of Governing Body, Tribal  
Authority or Director of Public Agency

\_\_\_\_\_  
Date