

II
K-2

**AGENDA ITEM
REQUEST/JUSTIFICATION FORM**
(To be completed by requesting Department)
Forward all requests to Sharon Bourke, LC2 Civic Center
DEADLINE SUBMITTAL IS 3:00 P.M. WEDNESDAY
Before the Tuesday meeting

Agenda item: APPROVAL

Date to be on agenda: AUGUST 2, 2016

Exact wording to be used for the agenda:

Approval of Agreement with Nebraska Department Of Health And Human Services
regarding Tobacco Free Nebraska. (\$47,200.00 budgeted)

Action being requested by the County Board: APPROVAL

Amount requested: \$47,200.00 Grant Funded Object Code: _____

Is item in current year's budget? Yes x No _____

Does this item commit funds in future years? Yes _____ No x

If yes, explain: _____

If an agreement or contract, has the County Attorney reviewed and approved?
Yes x No _____

Previous action taken on this item if any: Approved by Board of Health

Recommendations and rationale for action: n/a

Will anyone speak on behalf of this item, if so who? Health Director or Designee

If this is a rush agenda item, please explain why: n/a

Submitted by (Name & Department): Adi M. Pour, Ph. D., Health Director Ext: 7471
Douglas County Health Department

Date Submitted: 07/27/2016

List Attachments: Resolution and 2 original contracts

(Attach resolution and all pertinent documentation, i.e., contract, agreement, memorandums, etc.)

*Certified Resolution can be obtained at the County Clerks' website:
<http://www.douglascountyclerk.org/county-board-records/search-for-resolutions>*

<i>Completed by receiving office</i>	Date: <u>7/27/16</u>	Time:
Received in Administrative Office:		

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, NEBRASKA**

Resolved

WHEREAS, the Douglas County Board of Health met on July 20, 2016 to review and consider contracts and Agreements or Addendums, thereto, submitted in furtherance of the objectives of the Douglas County Health Department (DCHD); and,

WHEREAS, at said meeting the Board of Health voted to approve the following:

Agreement with Nebraska Department of Health and Human Services regarding Tobacco Free Nebraska to promote cessation efforts and the Ne Tobacco Quitline, and eliminate exposure to secondhand smoke; and,

WHEREAS, said Agreement has been executed by the President of the Douglas County Board of Health and the Director of the Douglas County Health Department and is forwarded to this Board of Commissioners for review and consideration; and,

WHEREAS, this Board of Commissioners has reviewed and considered said Agreement as evidenced and desires to approve said Agreement.

NOW THEREFORE BE IT RESOLVED BY THIS BOARD OF DOUGLAS COUNTY COMMISSIONERS that the Agreement evidenced is hereby approved and the Chair of this Board is hereby authorized to sign the necessary documents to execute said Agreement.

Dated on this 2nd day of August, 2016.

**A SUBAWARD
BETWEEN
THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
DOUGLAS COUNTY HEALTH DEPARTMENT**

This subaward is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF PUBLIC HEALTH TOBACCO FREE NEBRASKA** (hereinafter "DHHS"), and **DOUGLAS COUNTY HEALTH DEPARTMENT** (hereinafter "LPHD").

Catalog of Federal Domestic Assistance (CFDA) Title:	<u>National State Based Tobacco Control Programs</u>	Federal Agency:	<u>Department of Health and Human Services-Centers for Disease Control and Prevention</u>
Catalog of Federal Domestic Assistance (CFDA) Number (From CFDA.gov):	<u>93.305</u>		
Award Name (from CFDA.gov):	<u>Tobacco Control Program</u>	Federal Award Identifier Number (FAIN)	<u>5 NU58 DP006008-02-00</u>
Issue Date:	<u>April 12, 2016</u>		
Award Date:	<u>March 29, 2016</u>		

DHHS SUBAWARD MANAGER:

Name Kathy Burkland
 Address 301 Centennial Mall South
 Address Lincoln, NE 68509-5026
 Phone 402-471-3492
 Email kathy.burklund@nebraska.gov

PURPOSE. The purpose of this subaward is:

1. Reduce youth initiation of tobacco products in Douglas County.
2. Promote Nebraska Tobacco Quitline and tobacco cessation in Douglas County.
3. Eliminate exposure to secondhand smoke.
4. Identify tobacco-related disparities in specific populations and eliminate exposure to secondhand smoke.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. TERM. This award is in effect from June 20, 2016 the effective date through March 28, 2017, the completion date.
- B. TERMINATION. This subaward 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 subaward in accord with the provisions designated "FRAUD AND MALFEASANCE," "FUNDING AVAILABILITY," and "BREACH OF SUBAWARD." In the event either party terminates this subaward, the LPHD shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subaward immediately.

II. AMOUNT OF SUBAWARD

- A. TOTAL SUBAWARD. DHHS shall pay the LPHD a total amount, not to exceed \$47,200.00 (forty seven thousand, two hundred dollars) for the activities specified herein.
- B. PAYMENT STRUCTURE. Payment shall be structured as follows:
1. Payment shall be made for actual, allowable, and allocable costs in accordance with the Budget, Attachment 3 and quarterly invoices submitted according to Subrecipient Reporting Requirements, Attachment 4:
 - First Quarter – on or before July 31, 2016
 - Second Quarter – on or before October 31, 2016
 - Third Quarter – on or before January 31, 2017
 - Fourth Quarter – on or before April 28, 2017
- C. BUDGET CHANGES.
The LPHD is 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 subaward exceeding ten percent (10%) 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 LPHD shall:
1. Successfully complete the workplan as referenced in Attachment 3.
 2. Submit quarterly financial reports and semi-annual program reports as referenced in Attachment 4.
- B. DHHS shall:
1. Provide technical assistance to the Subrecipient.
 2. Monitor the workplan and budget as referenced in Attachment 3.
 3. Monitor quarterly financial reports and semi-annual program reports as referenced in Attachment 4.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All LPHD 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 subaward shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. LPHD 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 LPHD shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the LPHD to submit required financial reports on the accrual basis of accounting. If the LPHD's records are not normally kept on the accrual basis, the LPHD 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 LPHD shall provide DHHS any and all written communications received by the LPHD from an auditor related to LPHD'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) 122. The LPHD 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 LPHD, in which case the LPHD agrees to verify that DHHS has received a copy.
3. The LPHD 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 LPHD 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 subaward, the LPHD shall be liable for audit exceptions, and shall return to DHHS all payments made under this subaward for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

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

C. ANTI-DISCRIMINATION. The LPHD 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, 42 U.S.C. §§ 2000d et seq.; the Rehabilitation Act of 1973, 29 U.S.C. §§ 794 et seq.; the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.; 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 subaward. The LPHD shall insert a similar provision into all subawards and subcontracts.

- D. ASSIGNMENT. The LPHD shall not assign or transfer any interest, rights, or duties under this subaward 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 subaward.
- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the LPHD does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subaward, DHHS may demand in writing that the LPHD give a written assurance of intent to perform. Failure by the LPHD to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subaward.
- F. BREACH OF SUBAWARD. DHHS may immediately terminate this subaward and agreement, in whole or in part, if the LPHD fails to perform its obligations under the subaward in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the LPHD, allow the LPHD to correct a failure or breach of subaward 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 LPHD time to correct a failure or breach of this subaward does not waive DHHS's right to immediately terminate the subaward for the same or different subaward breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subaward and hold the LPHD liable for any excess cost caused by LPHD's default. This provision shall not preclude the pursuit of other remedies for breach of subaward as allowed by law.
- G. CLEAN AIR ACT. If the value of this subaward exceeds \$150,000, LPHD shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq.).
- H. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subaward, 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 subaward 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 LPHDs 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 subaward.
- I. CONFLICTS OF INTEREST. In the performance of this subaward, the LPHD shall avoid all conflicts of interest and all appearances of conflicts of interest. The LPHD shall not acquire an interest either directly or indirectly which will conflict in any manner or degree with performance and shall immediately notify DHHS in writing of any such instances encountered.
- J. COST PRINCIPLES AND AUDIT REQUIREMENTS. The LPHD shall follow the applicable cost principles in 2 CFR 200 Subpart F. Federal audit requirements are dependent on the total amount of federal funds expended by the LPHD, 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, and P.O. Box 95026, Lincoln, NE 68509-5026.

Amount of annual federal expenditure	Audit Type
\$100,000 to \$749,999	Financial Statement Audit
\$750,000 or more in federal expenditure	Single Audit

- K. 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 LPHD may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subaward 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 subaward.
- L. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The LPHD certifies that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The LPHD certifies that it is registered with the System of Award Management (SAM) (<https://www.sam.gov>), in good standing, and that the entity will maintain annual certification in accordance with Federal Acquisition Regulations. Failure to comply with this section, including maintaining an active registration and/or good standing with SAM, may result in withholding of payments or immediate termination of the subaward.
- M. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subaward to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the LPHD in discharging its obligations under this subaward shall be deemed incorporated by reference and made a part of this subaward with the same force and effect as if set forth in full text, herein.
- N. DRUG-FREE WORKPLACE. LPHD 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 §182.230, identify all workplaces under its federal awards.
- O. FEDERAL FINANCIAL ASSISTANCE. The LPHD shall comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The LPHD certifies that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- P. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING. The LPHD shall complete and endorse the LPHD Information & Audit Requirement Certification, Attachment 1. The LPHD certifies the information provided is complete, true, and accurate.
- Q. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subaward 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 subaward. 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 subaward 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 subaward.

- R. FRAUD OR MALFEASANCE. DHHS may immediately terminate this subaward for fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the subaward by LPHD, its employees, officers, directors, volunteers, shareholders, or subcontractors.
- S. FUNDING AVAILABILITY. DHHS may terminate the subaward, 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 LPHD written notice thirty (30) days prior to the effective date of any termination. The LPHD 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 LPHD be paid for a loss of anticipated profit.
- T. GRANT CLOSE-OUT. Upon completion or notice of termination of this grant, the following procedures shall apply for close-out of the subaward:
1. The LPHD will not incur new obligations after the termination or completion of the subaward, and shall cancel as many outstanding obligations as possible. DHHS shall give full credit to LPHD for the federal share of non-cancelable obligations properly incurred by LPHD prior to termination, and costs incurred on, or prior to, the termination or completion date.
 2. LPHD 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, LPHD shall submit all financial, performance, and related reports required by the LPHD 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 LPHD shall assist and cooperate in the orderly transition and transfer of subaward activities and operations with the objective of preventing disruption of services.
 6. Close-out of this subaward shall not affect the retention period for, or state or federal rights of access to, LPHD records, or LPHD's responsibilities regarding property or with respect to any program income for which LPHD is still accountable under this subaward. 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.
- U. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the United States and 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 LPHD shall comply with all Nebraska statutory and regulatory law.

V. HOLD HARMLESS.

1. The LPHD 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 LPHD, its employees, consultants, representatives, and agents, except to the extent such LPHD's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
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 LPHDs.

W. HUMAN TRAFFICKING PROVISIONS. The LPHD shall comply and be subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC 7104). The full text of this requirement is found at: <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>

X. INDEPENDENT ENTITY. The LPHD is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The LPHD shall employ and direct such personnel, as it requires, to perform its obligations under this subaward, 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 subaward.

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

Z. INTEGRATION. This written subaward 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 subaward.

AA. LOBBYING.

1. LPHD certifies that no Federal appropriated funds shall be paid, by or on behalf of the LPHD, 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 subaward, the LPHD shall complete and submit

Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- BB. MANDATORY DISCLOSURES. The LPHD must disclose to the State, in a timely manner and in writing, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this subaward in accordance with 2 CFR §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).
- CC. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. LPHD 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 LPHD 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

DD. NEBRASKA TECHNOLOGY ACCESS STANDARDS.

The LPHD shall review the Nebraska Technology Access Standards, found at <http://www.nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or services provided under the subaward comply with the applicable standards. In the event such standards change during the LPHD's performance, the State may create an amendment to the subaward to request that LPHD comply with the changed standard at a cost mutually acceptable to the parties.

- EE. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The LPHD 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 LPHD is an individual or sole proprietorship, the following applies:

1. The LPHD 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 LPHD indicates on such attestation form that he or she is a qualified alien, the LPHD agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the LPHD's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

3. The LPHD understands and agrees that lawful presence in the United States is required and the LPHD may be disqualified or the subaward terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

FF. PUBLICATIONS. LPHD shall acknowledge the project was supported by the Code of Federal Award Number, name of award, federal agency and DHHS in all publications that result from work under this subaward.

GG. PROGRAMMATIC CHANGES. The LPHD 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.

HH. 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 LPHD 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 LPHD can be made. Download ACH Form: http://www.das.state.ne.us/accounting/nis/address_book_info.htm

II. PUBLIC COUNSEL. In the event LPHD provides health and human services to individuals on behalf of DHHS under the terms of this award, LPHD 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 subaward. This clause shall not apply to subawards 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.

JJ. RESEARCH. The LPHD shall not engage in research utilizing the information obtained through the performance of this subaward 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 subaward.

KK. SEVERABILITY. If any term or condition of this subaward 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 subaward did not contain the particular provision held to be invalid.

LL. 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 LPHD certifies that the LPHD 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.

MM. LPHDS OR SUBCONTRACTORS. The LPHD shall not subaward or subcontract any portion of this award without prior written consent of DHHS. The LPHD shall ensure that all subcontractors and LPHDs comply with all requirements of this subaward and applicable federal, state, county and municipal laws, ordinances, rules and regulations.

NN. TIME IS OF THE ESSENCE. Time is of the essence in this subaward. 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 LPHD remaining.

OO. WHISTLEBLOWER PROTECTIONS. The LPHD shall comply with the provisions of 41 U.S.C. 4712, which states an employee of a contractor, subcontractor, grantee, or LPHD may not be discharged, demoted or otherwise discriminated against as a reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

1. The LPHD's employees are encouraged to report fraud, waste, and abuse. The LPHD shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce.
2. The LPHD shall include this requirement in any agreement made with a subcontractor or LPHD.

PP. NOTICES. Notices shall be in writing and shall be effective upon mailing by US mail postage prepaid. Written notices, including all reports and other written communications required by this subaward shall be sent to the DHHS Subaward Manager identified on page 1, and to the following addresses:

FOR DHHS:

Nebraska Department of Health and
Human Services - Legal Services
Attn: Contracts Attorney
301 Centennial Mall South
Lincoln, NE 68509-5026

FOR LPHD:

Stephen B. Jackson, MPH
Douglas County Health Department
1111 South 41st Street
Omaha, NE 68105

DHHS may change the DHHS Subaward Manager to be notified under this section via letter to the LPHD sent by U.S. Mail, postage prepaid, or via email.

IN WITNESS THEREOF, the parties have duly executed this subaward hereto, and each party acknowledges the receipt of a duly executed copy of this subaward with original signatures, and that the individual signing below has authority to legally bind the party to this subaward.

FOR DHHS:

FOR LPHD:

Courtney N. Phillips, MPA
Chief Executive Officer
Department of Health and Human Services



Adi Pour, Ph.D.
Health Director
Douglas County Health Department

DATE: _____

DATE: 7/20/16

Douglas County Board of Health

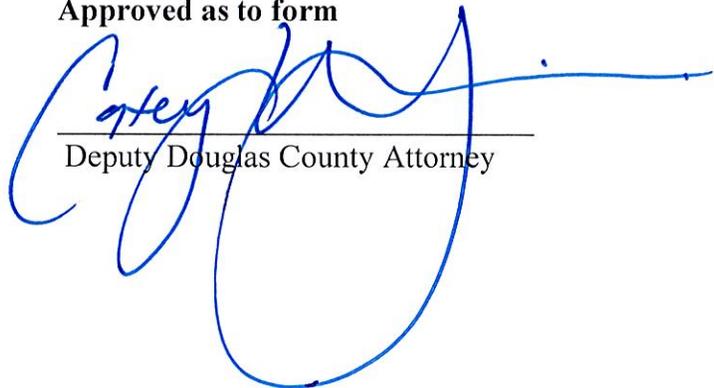


Board President (date)

Douglas County Board of Commissioners

Board Chairman (date)

Approved as to form



Deputy Douglas County Attorney

SUBRECIPIENT INFORMATION & AUDIT REQUIREMENT CERTIFICATION**A. SUBRECIPIENT INFORMATION**Legal Name : Douglas County Health DepartmentDBA: Douglas County Health DepartmentAddress : 1111 S. 41st StreetCity : OmahaState : NEZip Code +4 : 68105-1803Subrecipient's Fiscal Year: July 1, 20 16 to June 30, 20 17**B. FEDERAL ACCOUNTABILITY TRANSPARENCY DATA**DUNS Number: 147766955

Parent DUNS: _____

Principal Place of Performance: CITY OmahaSTATE NECountry: USA

Zip Code + 4

68105-1803Congressional District: 1st 2nd 3rd**C. AUDIT REQUIREMENT CERTIFICATION**

All written communications from the Certified Public Accountant (CPA) engaged under #2 or #3 below, given to the Subrecipient related to Statement of Auditing Standards (SAS) 122 *Communicating Internal Control related Matters Identified in an Audit*, and *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 has directed the CPA to provide the copy directly to the DHHS and has verified this has occurred.

Check either 1, 2, or 3

1. As the Subrecipient named above, we expect to expend less than \$750,000 from all Federal Financial Assistance sources and do not expect to receive \$100,000 or more in sub-awards from DHHS, including commodities, during our fiscal year. Therefore, we are not subject to the audit requirements of 2 CFR 200 and do not need to submit our audited financial statements to DHHS.
2. As the Subrecipient named above, we expect to expend less than \$750,000 from all Federal Financial Assistance sources and expect to receive \$100,000 or more in sub-awards from DHHS, including commodities, during our fiscal year. Therefore, we are not subject to the audit requirements of 2 CFR 200.

We are, however, responsible for engaging a licensed Certified Public Accountant (CPA) to conduct an audit of our organization's financial statements. We acknowledge that the audited financial statements should be presented in accordance with generally accepted accounting principles (accrual basis). If another basis of accounting is more appropriate or if the accrual basis of accounting is overly burdensome, we will notify the DHHS of this issue and request a waiver of this requirement prior to the end of our fiscal year. We further 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 within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

3. As the Subrecipient named above, we expect to expend \$750,000 or more from all Federal Financial Assistance sources, including commodities in our current fiscal year. Therefore, we are subject to the

single audit requirements of 2 CFR 200.

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 that the audited financial statements should be presented in accordance with generally accepted accounting principles (accrual basis). If another basis of accounting is more appropriate or if the accrual basis of accounting is overly burdensome, we will notify the DHHS of this issue and request a waiver of this requirement prior to the end of our fiscal year. We further 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 2 CFR 200 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 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, that a single audit performed in accordance with 2 CFR 200 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 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 sub-recipient's financial statements, auditor's report and SF-SAC must be submitted to the DHHS within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

For items #2 and #3 above the required information must be submitted to:

Nebraska Department of Health and Human Services
Internal Audit Section
P.O. Box 95026
Lincoln, NE 68509-5026

D. OFFICER COMPENSATION DISCLOSURE

1. In your business 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, sub-awards, and/or cooperative agreements **AND** \$25,000,000 or more in annual gross revenues from U.S Federal contracts, subcontracts, loans, grants, sub-awards, 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 executive in your business or organization (including parent organization, all branches, and affiliates worldwide) through periodic reports filed under §13(a) or 15(b) of the Securities Exchange Act of 1934(15 U.S.C.78m (a), 78o (d)) or §6104 of the Internal Revenue Code of 1986?

- Yes – answer Question 2
- No – provide the names and total compensation of the five most highly compensated officers of the entity below

	<u>NAME</u>	<u>TITLE</u>	<u>COMPENSATION</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____

E. ENDORSEMENT

Printed Name: _____

Title: _____

Signature: _____

Date: _____

SECTION A – SUMMARY OF FUNDING

Number of Federal Funding Sources:	One
Amount funded from Federal Grants:	\$ 47,200.00
Amount funded from State General Funds:	\$ _____
Amount funded from State Cash Funds:	\$ _____
Amount funded from Federal Cash Funds:	\$ _____
Total Subaward	\$ 47,200.00

SECTION B –SUBAWARD PROJECT DESCRIPTION

SECTION C -FEDERAL AWARD INFORMATION

Federal Identifier Number (FAIN):	5 NU58 DP006008-02-00	CFDA Program Number:	93.305
Amount From This Award:	\$47,200.00	Date added to subaward:	May 6, 2016

Federal Identifier Number (FAIN):	_____	CFDA Program Number:	_____
Amount From This Award:	_____	Date added to subaward:	_____

Federal Identifier Number (FAIN):	_____	CFDA Program Number:	_____
Amount From This Award:	_____	Date added to subaward:	_____

Federal Identifier Number (FAIN):	_____	CFDA Program Number:	_____
Amount From This Award:	_____	Date added to subaward:	_____

Federal Identifier Number (FAIN):	CFDA Program Number:
Amount From This Award:	Date added to subaward:
Federal Identifier Number (FAIN):	CFDA Program Number:
Amount From This Award:	Date added to subaward:
Federal Identifier Number (FAIN):	CFDA Program Number:
Amount From This Award:	Date added to subaward:
Federal Identifier Number (FAIN):	CFDA Program Number:
Amount From This Award:	Date added to subaward:
Federal Identifier Number (FAIN):	CFDA Program Number:
Amount From This Award:	Date added to subaward:
Federal Identifier Number (FAIN):	CFDA Program Number:
Amount From This Award:	Date added to subaward:
DESCRIPTION (cont.)	

TOBACCO FREE NEBRASKA – CDC GRANTEES

Subrecipient Reporting Requirements

SUBMIT QUARTERLY

1) Financial Reports

A quarterly financial report of expenses incurred by subawardee, itemized by the respective budget categories, shall be submitted to Kathy Burklund, Tobacco Free Nebraska, as follows:

- A. A First Quarter Report shall be submitted on or before July 31st, 2016
- B. A Second Quarter Report shall be submitted on or before October 31st, 2016
- C. A Third Quarter Report shall be submitted on or before January 31st, 2017
- D. A Fourth Quarter Report shall be submitted on or before April 28th, 2017

SUBMIT SEMI-ANNUALLY

1) Program Reports

A narrative report describing progress toward meeting goals and objectives of the workplan and evaluation of the project activities shall be submitted to Kathy Burklund, Tobacco Free Nebraska, as follows:

- A. A Mid-Year report shall be submitted on or before October 31st, 2016
- B. An End of the Year report shall be submitted on or before April 28th, 2017

Reporting forms may be accessed at:

http://dhhs.ne.gov/publichealth/Pages/tfn_gra_fisrep.aspx

Financial Reporting forms **MUST** be signed in **BLUE** ink and submitted with the original signature. Faxed or electronically submitted forms will not be accepted.