

CLERK OF THE DISTRICT COURT**SUBAWARD****BETWEEN****THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES****AND****LANCASTER COUNTY**

This subaward is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES CHILD SUPPORT ENFORCEMENT** (hereinafter "DHHS"), and **LANCASTER COUNTY** (hereinafter "Subrecipient").

Catalog of Federal Domestic Assistance (CFDA) Title:	<u>Child Support Enforcement</u>	Federal Agency:	<u>Department of Health and Human Services Office of Child Support Enforcement</u>
Catalog of Federal Domestic Assistance (CFDA) Number (From CFDA.gov):	<u>93.563</u>	Federal Award Identifier Number (FAIN)	<u>1904NECSES</u>
Award Name (from CFDA.gov):	<u>Child Support Enforcement title IV-D State Program</u>		
Issue Date:	<u>October 1, 2018</u>		
Award Date:	<u>October 1, 2018</u>		

DHHS SUBAWARD MANAGER:

Margaret Ewing
P.O. Box 94728
Lincoln, NE 68509
402-471-7317
margaret.ewing@nebraska.gov

PURPOSE. The purpose of this subaward is for a cooperative arrangement with the Subrecipient on behalf of the court pursuant to 45 CFR §302.34 and shall provide courts and law enforcement officials with pertinent information needed in locating absent parents, establishing paternity and securing support, including the immediate transfer of the information obtained under 45 CFR § 235.70 to the court or law enforcement officials, to the extent that such information is relevant to the duties to be performed. The Subrecipient shall also provide DHHS Child Support Enforcement assistance in administering Nebraska's IV-D program in accordance with the Social Security Act (42 U.S.C. 651 et seq.); Nebraska Revised Statutes including, but not limited to, §§ 43-512 through 43-512.18, §§ 43-1701 through 43-1743, and §§ 43-3301 through 43-3347, for the development and implementation of a program to establish paternity and secure

support for children receiving Temporary Assistance to Needy Families (TANF), IV-E Foster Care services and Non-TANF applicants.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. PERIOD OF PERFORMANCE. This award is in effect from October 1, 2018 the effective date through September 30, 2019, 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 Sixty (60) 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 "REMEDIES FOR NONCOMPLIANCE." In the event either party terminates this subaward, Subrecipient 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 Subrecipient a total amount of \$426,405. This amount is an estimate based upon the claim and reimbursement amounts from the prior year and current year projections. The State may, with written notice to the Subrecipient, increase the total estimated amount, if the Subrecipient provides a written statement of costs which are determined to be allowable and approved.
- B. REIMBURSEMENT OF SUBRECIPIENT EXPENSES
1. This agreement must be signed and filed with DHHS in order for the Subrecipient to be reimbursed for services.
 2. Reimbursement to Subrecipient is based on a percentage of time allocable to the Title IV-D program. Time allocation will be determined through the analysis of data in the use of automated systems.
 3. Reimbursement to ex-officio clerk offices will be based upon a percentage of time allocated to the Subrecipient's expenses for Title IV-D Program activities only. Other county expenses (ex: county clerk, election commissioner, assessor, register of deeds, etc.) are not reimbursable under this subaward and shall not be submitted.
 4. The Subrecipient must complete a quarterly billing document, to include all direct personnel services (salaries, benefits) and any operating expenditure (postage, travel, training, etc.) associated with the administration of the office only. DHHS shall apply the percentage of Title IV-D time allocable against the quarterly expenditures claimed by the Subrecipient for reimbursement.
 - a. Allowable costs also include travel expenses for training directly related to child support enforcement. Reimbursement for travel expenses will be subject to the limitations set by the State for DHHS employees.
 - b. Salaries and benefits claimed must reflect expenditures for which time records have been maintained.
 - c. Documentation of expenditures shall be maintained for all direct expenses claimed for reimbursement. A copy of this documentation shall be attached to the expenditure report.
 5. The Subrecipient agrees to repay DHHS for any overpayment or claim that is disallowed by the Federal government. Such repayment may be made in the form of reduction of future reimbursements to the Subrecipient.

6. DHHS reserves the right to withhold or disallow payment of any portion, or the entire claim submitted by the Subrecipient for which any of the following apply:
 - a. DHHS requires additional justification or documentation for any expenditure included on the quarterly claim.
 - b. Failure to maintain and/or provide such records, statistics, and reports to DHHS as required by this subaward or as are required by applicable statutes, the State Plan and the Nebraska Administrative Code, Title 466 NAC §§ 1 et seq., or any federal regulations.
7. DHHS will reimburse expenditures by the Subrecipient for activities related to IV-D child support enforcement at the current federal financial participation rate.
8. The Subrecipient will be reimbursed by DHHS for the Federal share of indirect expenses incurred and supported by a current cost allocation plan submitted to and approved by DHHS. As permitted by law, the Subrecipient may also claim a de minimis indirect rate. DHHS reserves the right to limit reimbursement of indirect expenses.
9. Prior written approval shall be obtained from DHHS for the purchase, lease or rental (when State or Title IV-D federal matching funds are used) of equipment and other personal property, with a unit cost of one thousand five hundred dollars (\$1,500) or more. The Subrecipient shall maintain an inventory of such items (Subpart G of 45 CFR 95; 45 CFR § 304.24) . A copy of said inventory shall be provided to DHHS on an annual basis to be received with the reimbursement claim for the quarter ending September 30. If the inventory is not received within sixty (60) days after the end of the quarter with the reimbursement request, there may be no reimbursement of expenses. The inventory should be mailed to:

Child Support Enforcement Finance Division
Nebraska Health & Human Services System
P.O. Box 94728
Lincoln, NE 68509
10. Reimbursement by DHHS to the Subrecipient shall be made on a quarterly basis. The Subrecipient shall submit all quarterly claims within sixty (60) days following the end of the quarter for which reimbursement is being claimed, but may extend this time period with good cause, by submitting a written request to DHHS prior to the end of the 60 day time period. DHHS has sole discretion to approve or disallow the requested extension.

DHHS will pay approved claims within seventy-five (75) days of the date it is received by DHHS. If claims are not received within sixty (60) days after the end of the quarter for which reimbursement is being claimed, unless an extension was granted by DHHS, there will be no reimbursement of expenses. Claims received within the above time line may be revised up to eighteen (18) months after the quarter ending date (45 CFR §§95.7 and 95.10).
11. The Federal share of the residual value of all equipment and other personal property (indicated in item #9. above) purchased by the Subrecipient under the terms of this Agreement shall revert to DHHS upon disposal of the property, cancellation or termination of this Agreement. At the option of the Subrecipient, the Federal share of the residual value (based on a depreciation schedule acceptable to DHHS) will be paid to DHHS, or title and physical possession of said equipment or other personal property will be transferred to DHHS.

C. PAYMENT REQUESTS

1. All requests for reimbursements submitted by the Subrecipient shall contain sufficient detail to support reimbursement.
2. Subrecipient must be able to provide source documentation of all claimed costs, either provided with its request for payment, or available to DHHS.

III. STATEMENT OF WORK

A. THE SUBRECIPIENT SHALL:

1. Update and electronically transmit information regarding all support court orders. DHHS must be notified of all changes in the court orders on a daily basis.
2. Any request for assignment of child support payments received by the Subrecipient from another IV-D agency must be forwarded to DHHS.
3. In processing child support payments, follow the protocols established by DHHS.
4. Accept support payments that are designated by a court order as “targeted payments”. The Subrecipient shall forward any such payment to CSE Finance, accompanied by a copy of the appropriate order of the court. The Subrecipient shall identify the funds as a targeted payment, if appropriate, and indicate the language in the order specifying the court’s direction to CSE Finance regarding the distribution of the funds.
5. Accept occasional cash support payments, as ordered by the court pursuant to Neb. Rev. Stat. § 42-369(1). The Subrecipient shall receive cash payments, convert the funds to a check, and forward the check and any supporting documentation to the Payment Center. If the court has ordered that the payment is to be processed as a “targeted payment” the Subrecipient shall forward the check and supporting documentation to CSE Finance.
6. Undertake, from time to time, additional responsibilities as may be established by the statutes of the state, by state or federal regulations and by policies and procedures as set forth by DHHS.
7. The Subrecipient may request access to the Children Have a Right To Support (iCHARTS) system by completing the appropriate application via DHHS.
8. Certification of Pay Record - The Subrecipient is responsible for certifying payment records prior to 12/21/01. CSE Central Office will be responsible to certify payment records after 12/21/01.
9. Entering, Updating and Answering Questions Pertaining to Court Orders - The Subrecipient will continue to enter court actions, party information, judgment codes, obligation amounts, interest rates, frequency and start dates. The Subrecipient will also update information related to court actions, party information, obligation amounts, start dates, stop dates, payor/payee changes and interest rate changes. This information will be updated in CHARTS via the current interface. If the courts receive deceased party information, this information should be entered into their court system and it will be transmitted to CHARTS via the current interface. The Subrecipient will answer questions related to the court case information.
10. Court Ordered Invested and Trust Accounts - The Subrecipient is responsible to manage any trust or investment account activities.

11. Provide payment research support to the Payment Center - Payments that cannot be credited to the correct payor before the end of the day that are received at the Payment Center are considered unidentified. Unidentified payments will be deposited into the Payment Center bank account by the close of the business day and will be on the daily payment file sent to CHARTS. The Payment Center will contact clerks of the court, employers, and others who may have information on how to properly identify the funds. As needed, the Payment Center will circulate to each Subrecipient a listing of images available on payments so that the Subrecipient can assist the Payment Center in the search for the proper payor to credit the payment.

Non Monetary Receipts - CSE Finance is responsible for the processing of Non Monetary Receipts (NMR).

Each Court will utilize its current procedure for accepting and/or approving NMR. Once a NMR has been accepted by the Court, the Subrecipient must complete the NMR form and submit a copy of the NMR with supporting documentation by mail, fax or email to:

CSE Finance
Nebraska Health and Human Services System
P.O. Box 94728
Lincoln, NE 68509-4728
402-742-8303 (fax #1)
402-471.7385 (fax #2)
or
Dhhs.NonMonCSE@nebraska.gov.

CSE Finance will date stamp the form and process the NMR into CHARTS within one business day. An acknowledgement will be sent to the appropriate Clerk when the transaction has been completed.

12. Adjustments - CSE Finance is responsible for processing adjustments. If an adjustment needs to be made (e.g. misapplied payment), the Subrecipient should complete an Adjustment Request Form and submit it by mail or fax to:

CSE Finance
Nebraska Health and Human Services System
P.O. Box 94728
Lincoln, NE 69509-4728
402-471-7385 (fax)
or
Dhhs.CSEadjustments@nebraska.gov

13. Onetime Purge Payment - The Subrecipient will accept the payment and hold the funds until the order is filed. Code the case as a purge plan in JUSTICE, ADDACTS screen. Send the funds and a copy of the Court Order to CSE Finance for processing.

14. Ongoing Purge - If funds are received by the Subrecipient before the order is filed, hold those payments until the order is filed. Code the case as a purge plan in JUSTICE, RCDPURGE screen. Send the funds and a copy of the Court Order to CSE Finance for processing.

B. DHHS SHALL:

1. Be responsible for the administration of the IV-D program and retains authority for setting standards and interpreting performance under the terms of this subaward.
2. DHHS will work cooperatively with the Subrecipient in monitoring performance.
3. Make available all applicable state and federal laws and regulations pertaining to services provided under this subaward.
4. Provide technical assistance, training and advice to the Subrecipient in support of the activities to be performed under this subaward.
5. Provide reimbursement for services.
6. Provide appropriate access to iCHARTS as deemed necessary by DHHS.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subaward shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require Subrecipient to submit required financial reports on the accrual basis of accounting. If Subrecipient's records are not normally kept on the accrual basis, Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).
2. Subrecipient shall provide DHHS any and all written communications received by Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 122. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to Subrecipient, in which case Subrecipient agrees to verify that DHHS has received a copy.
3. Subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such

examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.

4. In addition to, and in no way in limitation of any obligation in this subaward, Subrecipient 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. ACKNOWLEDGEMENT OF FUNDING.

1. As required by United States Department of Health and Human Services (hereinafter "HHS") appropriations acts, all HHS recipients and DHHS Subrecipients of HHS federal awards 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. If the subaward utilizes funds from HHS, Subrecipient is 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.
2. For all publications that result from work under this subaward not included in (1), above, and for any publications supported by a federal agency other than HHS, Subrecipient shall acknowledge the project was supported by the CFDA, name of award, federal agency and DHHS.

- C. **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.

- D. **ANTI-DISCRIMINATION.** The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including **but not limited to** 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.; the Age Discrimination in Employment Act, 29 U.S.C. § 621 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 Subrecipient shall insert a similar provision into all subawards and subcontracts.

- E. **ASSIGNMENT.** The Subrecipient 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.

- F. **ASSURANCE.** If DHHS, in good faith, has reason to believe that Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subaward, DHHS may demand in writing that Subrecipient give a written assurance of intent to perform. Failure by Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subaward.

- G. CLEAN AIR ACT. If the value of this subaward exceeds \$150,000, Subrecipient 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. COMPLIANCE WITH LAW. The Subrecipient shall comply with all applicable law, including but not limited to all applicable federal, state, county and municipal laws, ordinances, rules, and regulations.
- I. 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.
- J. CONFLICTS OF INTEREST. In the performance of this subaward, Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. Subrecipient 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.
- K. DATA OWNERSHIP AND COPYRIGHT.
1. Except as otherwise provided in the Federal Notice of Award, DHHS shall own the rights in data resulting from this project or program. As consistent with federal law, Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subaward without written consent from DHHS.
 2. 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 Subrecipient 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 state or federal department or agency. The Subrecipient 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 Subrecipient 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.
1. If Subrecipient is not an individual under 41 U.S.C. § 8101 et seq., Subrecipient agrees, in accordance with 41 USC §8101 et seq., to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) notifying employees as consistent with 41 U.S.C. § 8103(a)(1)(c) and (d); (4) by taking actions concerning employees who are convicted of violating drug statutes in

- the workplace; (5) notifying DHHS within 10 days after receiving notice of an employee drug conviction; (6) Imposing sanctions against employees as required by 41 U.S.C. § 8104; and (7) in accordance with 2 CFR §182.230, identify all workplaces under its federal awards.
2. As per 42 U.S.C. § 8103, if Subrecipient is an individual, Subrecipient agrees not to engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting activity with the subaward.
- O. FEDERAL FINANCIAL ASSISTANCE. The Subrecipient shall comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The Subrecipient certifies that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- P. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING. The Subrecipient shall complete and endorse Subrecipient Information & Audit Requirement Certification, Attachment 1. The Subrecipient 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 Subrecipient, 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 Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall Subrecipient 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 Subrecipient shall 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 Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination, and costs incurred on, or prior to, the termination or completion date.
 2. Subrecipient shall immediately return to DHHS any unobligated balance of cash advanced or shall manage such balance in accordance with DHHS instructions.

3. Within a maximum of 90 days following the date of expiration or completion, Subrecipient shall submit all financial, performance, and related reports required by Subrecipient Reporting Requirements. DHHS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
 4. DHHS shall make any necessary adjustments upward or downward in the federal share of costs.
 5. The Subrecipient shall assist and cooperate in the orderly transition and transfer of 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, Subrecipient records, or Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient 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.
- V. HOLD HARMLESS.
1. The Subrecipient shall defend, indemnify, hold, and save harmless DHHS 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 DHHS, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of DHHS that directly and proximately contributed to the claims.
 2. DHHS' liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its subrecipients.
- W. HUMAN TRAFFICKING PROVISIONS. Subrecipient 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. Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this 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. 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.

Z. LOBBYING.

1. Subrecipient certifies that no Federal appropriated funds shall be paid, by or on behalf of Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award for: (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.
2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence: an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this subaward, Subrecipient shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

AA. MANDATORY DISCLOSURES. The Subrecipient must disclose to DHHS, 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 and 45 CFR § 75.113, as applicable. Failure to make required disclosures can result in any of the remedies described in 2 CFR § 200.338 and 45 CFR § 75.371, as applicable, including suspension or debarment. (See also 2 CFR § 180 et seq. and 31 U.S.C. § 3321).

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

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at: http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf

CC. NEBRASKA TECHNOLOGY ACCESS STANDARDS.

The Subrecipient 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 Subrecipient's performance, DHHS may create an amendment to the subaward to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.

DD. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the

Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

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

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

EE. NOTICE OF STATE-DESIGNATED CLUSTER OF PROGRAMS. Pursuant to 2 CFR § 200.331, this provision provides notice that DHHS has designated the Public Health Emergency Preparedness /Hospital Preparedness Program grants (CFDAs 93.069 & 93.889, under 93.074) as a Cluster of programs (see 2 CFR § 200.17). For auditing purposes, and as set forth in 2 CFR § 200.518, a Cluster of programs must be considered as one program for Major program determinations.

FF. PAYMENT OF COSTS AND AUDIT REQUIREMENTS.

1. All payments made under this subaward must be consistent with 2 CFR § 200 et seq. and any other regulations for the federal funding source, as applicable, including but not limited to 45 CFR § 75 et seq. and 45 CFR § 95 et seq. The Subrecipient shall ensure all costs requested under this subaward are actual, and meet all federal allowability, allocability, and reasonableness requirements for the funds involved, including but not limited to all requirements for allowability under 2 CFR §§ 200.400 through 475 and 45 CFR §§ 75.400 through 477.
2. The Subrecipient shall follow all federal audit requirements, including but not limited to those in 2 CFR § 200 Subpart F. (See 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 or audit is to be made electronically available or sent to: Nebraska Department of Health and Human Services, Financial Services, P.O. Box 95026, Lincoln, NE 68509-5026.

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

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.

- a. Automated Clearing House (ACH) Enrollment Form Requirements for Payment. The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The completed form must be submitted before payments to

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

- II. **PUBLIC COUNSEL.** In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under Neb. Rev. Stat. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this 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. **REMEDIES FOR NON-COMPLIANCE.** As consistent with applicable law, DHHS may, if Subrecipient fails to comply with federal statutes, regulations, or the terms and conditions of the subaward:
1. Impose any of the specific conditions listed in 45 CFR § 75.207 or 2 CFR § 200.207, as applicable;
 2. Temporarily withhold any payments pending the correction of the deficiency by Subrecipient;
 3. Disallow all or part of the cost of the activity or action not in compliance;
 4. Wholly or partly suspend or terminate this subaward;
 5. Recommend suspension or debarment proceedings be initiated by the federal funding agency; and
 6. Take any other remedies that may be legally available.

If DHHS imposes items 3, 4, or 6, above, DHHS may withhold future payments or seek repayment to recoup costs paid by DHHS.

For any of the above actions, DHHS may, in its sole discretion and considering the gravity and nature of the noncompliance, allow Subrecipient to correct a failure or breach of subaward within a period of thirty (30) days or longer ("cure period"). If DHHS provides a cure period, it shall provide notice, which shall be delivered by Certified Mail, Return Receipt Requested, or in-person with proof of delivery. Allowing Subrecipient a cure period to correct a failure to comply does not waive DHHS' right to take other action listed above for the same or different failure to comply that may occur at a different time.

Nothing in this provision shall preclude the pursuit of other remedies as allowed by law.

- KK. **RESEARCH.** The Subrecipient 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.
- LL. **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.
- MM. **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, Subrecipient certifies that Subrecipient will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

- NN. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subaward or subcontract any portion of this award without prior written consent of DHHS. In subcontracting or subawarding any portions of this subaward, Subrecipient shall follow 2 CFR § 200.300 through 200.345, and 45 CFR § 75.300 through § 75.345, as applicable. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subaward and applicable federal, state, county and municipal laws, ordinances, rules, and regulations.
- OO. SURVIVAL. All provisions hereof that by their nature are to be performed or complied with following the expiration or termination of this subaward, including but not limited to those clauses that specifically state survival, survive the expiration or termination of this subaward.
- PP. 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 Subrecipient remaining.
- QQ. WHISTLEBLOWER PROTECTIONS. The Subrecipient shall comply with the provisions of 41 U.S.C. § 4712, which states an employee of a contractor, subcontractor, grantee, or subrecipient 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 Subrecipient's employees are encouraged to report fraud, waste, and abuse. The Subrecipient 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 Subrecipient shall include this requirement in any agreement made with a subcontractor or subrecipient.
- RR. NOTICES. Notices shall be in writing and shall be effective upon mailing. Unless otherwise set forth herein, all Subrecipient reporting under the subaward shall be sent to the DHHS Subaward Manager identified on page 1. Written notices regarding termination of this subaward or breach of this subaward shall be sent to the DHHS Subaward Manager identified on page 1, and to the following addresses:

FOR DHHS:

FOR SUBRECIPIENT:

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

Troy Hawk
Clerk of the District Court
575 South 10th Street
Lincoln, NE 68508-2810
(402) 441-7328

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

IN WITNESS THEREOF, the parties have duly executed this subaward hereto, and acknowledge that the individual signing below has authority to legally bind the party to this subaward.

FOR DHHS:

FOR SUBRECIPIENT:

Matthew T. Wallen, Director
Division of Children and Family Services
Department of Health and Human Services

Name Troy Hawk
Title

DATE: _____

DATE: _____

SUBRECIPIENT INFORMATION & AUDIT REQUIREMENT CERTIFICATION

Subrecipients receiving funds from the Nebraska Department of Health and Human Services are required to complete this certification.

A. SUBRECIPIENT INFORMATION

Legal Name : Lancaster County

DBA: N/A

Address : 575 South 10th Street

City : Lincoln State : NE Zip Code +4 : 68508-2810

Subrecipient's Fiscal Year: October 1, 20 18 to September 30, 20 19

B. FEDERAL ACCOUNTABILITY TRANSPARENCY DATA

DUNS Number: 068676535 Parent DUNS: N/A

Principal Place of Performance: CITY Lincoln STATE NE

Country: USA Zip Code + 4 68508-2810

Congressional District: 1st 2nd 3rd

C. AUDIT REQUIREMENT CERTIFICATION

All written communications from the Certified Public Accountant (CPA) engaged under #2 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 or 2

1. As the Subrecipient named above, we expect to expend less than \$750,000 from all Federal Financial Assistance sources, including commodities, during our fiscal year. Therefore, we are not subject to the audit requirements of 2 CFR §§ 200 Subpart F or 45 CFR §§ 75 Subpart F and do not need to submit our audited financial statements to DHHS.
2. 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 §§ 200 Subpart F or 45 CFR §§ 75 Subpart F.

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 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.

SUBRECIPIENT INFORMATION & AUDIT REQUIREMENT CERTIFICATION

Subrecipients receiving funds from the Nebraska Department of Health and Human Services are required to complete this certification.

We further acknowledge, that a single audit performed in accordance with 2 CFR §§ 200 Subpart F or 45 CFR §§ 75 Subpart F 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).

For item #2 above the required information must be submitted to:
DHHS.SubRecipientAudit@nebraska.gov

Or

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

SUBRECIPIENT INFORMATION & AUDIT REQUIREMENT CERTIFICATION

Subrecipients receiving funds from the Nebraska Department of Health and Human Services are required to complete this certification.

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** \$25,000,000.00 (twenty-five million dollars) 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
- 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: Troy Hawk _____

Title: _____

Signature: _____

Date: _____

FFATA DATA REPORTING WORKSHEET

Attachment 2

43808 Y3

Instructions available on intranet.

SUBRECIPIENT NAME: Lancaster County

SUBRECIPIENT DUNS: 068676535

SUBAWARD NUMBER: 43808 Y3

DHHS SIGNATURE DATE: _____

SECTION A – SUMMARY OF FUNDING

Number of Federal Funding Sources:	1
Amount funded from Federal Grants:	\$ 426,405
Amount funded from State General Funds:	\$ _____
Amount funded from State Cash Funds:	\$ _____
Amount funded from Federal Cash Funds:	\$ _____
Total Subaward	\$ 426,405

SECTION B –SUBAWARD PROJECT DESCRIPTION

Child Support Services

SECTION C -FEDERAL AWARD INFORMATION

Federal Identifier Number (FAIN):	1904NECSES	CFDA Program Number:	95.563
Amount From This Award:	\$426,405	Date added to subaward:	10/01/2018

For Grants Management Use Only:

Received by Grants: _____ FATA Processed by: _____ Report Month/Year _____

Subaward Rev. 03/2018

Certificate Of Completion

Envelope Id: BA3E6743D5C84FAC816E148C1E365DE2	Status: Sent
Subject: Please DocuSign: DHHS Agreement # 43808 Y3	
Division: Child & Family Services	
Agreement Type: Subaward	
Source Envelope:	
Document Pages: 19	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Services
Time Zone: (UTC-06:00) Central Time (US & Canada)	301 Centennial Mall S
	Lincoln, NE 68508-2529
	dhhs.servicecontractsandsubgrants@nebraska.gov
	IP Address: 164.119.62.229

Record Tracking

Status: Original 7/30/2018 1:45:25 PM	Holder: Procurement Services dhhs.servicecontractsandsubgrants@nebraska.gov	Location: DocuSign
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Signer Events

Margaret Ewing
margaret.ewing@nebraska.gov
Security Level: Email, Account Authentication (None)

Signature

Completed

Using IP Address: 164.119.5.167

Timestamp

Sent: 7/30/2018 1:52:44 PM
Viewed: 7/30/2018 1:53:27 PM
Signed: 7/30/2018 1:53:38 PM

Electronic Record and Signature Disclosure:
Accepted: 7/30/2018 1:53:27 PM
ID: 5660568e-40b2-43d7-9c52-de7e16422e27

Troy Hawk
coclerk@lancaster.ne.gov
Security Level: Email, Account Authentication (None)

Sent: 7/30/2018 1:53:39 PM
Viewed: 7/30/2018 3:35:55 PM

Electronic Record and Signature Disclosure:
Accepted: 7/30/2018 3:35:55 PM
ID: 08d4c7fc-9a66-42d5-a54e-cb1324f23e7d

Matthew Wallen
matthew.wall@nebraska.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 6/14/2018 4:00:59 PM
ID: 3a6e8858-7129-4827-b139-ef960ff0195b

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Patti Reddick
Patti.Reddick@nebraska.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Sent: 7/30/2018 1:52:44 PM
Viewed: 7/30/2018 2:43:01 PM

Procurement Services
dhhs.servicecontractsandsubgrants@nebraska.gov
Department of Health and Human Services
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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Sent: 7/30/2018 1:52:44 PM

Cheri Ott
cheri.ott@nebraska.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 5/11/2018 8:21:20 AM
ID: 12402bee-9fa0-4f70-9db8-c08779da3597

David Vann
david.vann@nebraska.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/30/2018 1:53:40 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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CONSUMER DISCLOSURE

From time to time, Nebraska Department of Health & Human Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Nebraska Department of Health & Human Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: john.canfield@nebraska.gov

To advise Nebraska Department of Health & Human Services of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at john.canfield@nebraska.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Nebraska Department of Health & Human Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to john.canfield@nebraska.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Nebraska Department of Health & Human Services

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to john.canfield@nebraska.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Nebraska Department of Health & Human Services as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Nebraska Department of Health & Human Services during the course of my relationship with you.