



## STAFF REPORT

**Report To:** Board of Supervisors **Meeting Date:** September 2, 2021

**Staff Contact:** Jerome Tushbant, jtushbant@carson.org

**Agenda Title:** For Possible Action: Discussion and possible action regarding authorization to accept grant funding in the amount of \$242,572 from the Nevada Office of Criminal Justice Assistance, Coronavirus Emergency Relief Supplemental Funding, for the acquisition of Carson City Sheriff's Office ("CCSO") technology. (Jerome Tushbant, jtushbant@carson.org)

Staff Summary: If approved, acceptance of this grant would provide funds for increasing the ability of CCSO to respond to current and future crises as well as creating efficiencies and ensuring safety through the use of technology by enabling the purchase of Panasonic CF-33 tablets and associated hardware for installation into 40 CCSO vehicles.

**Agenda Action:** Formal Action / Motion **Time Requested:** Consent

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### **Proposed Motion**

I move to authorize acceptance of the grant as requested.

### **Board's Strategic Goal**

Safety

### **Previous Action**

On July 15, 2021, the Board approved submission of a grant to the Nevada Office of Criminal Justice Assistance, Coronavirus Emergency Relief Supplemental Funding, for the acquisition of technology for CCSO.

### **Background/Issues & Analysis**

CCSO currently has Panasonic CF-31 computers, often referred to as "MDCs", in nearly all first response vehicles. These computers are vital to communications, records inquiries and report writing. The current MDCs are aged and nearing end of life. This technology is critical to efficiency and officer safety. The old CF-31 is a single computer which remains mounted in a vehicle. This causes issues of exposure to numerous employees throughout a short period of time. The result is the potential for infectious disease cross contamination. To address this issue, an improvement to the existing technology - a CF-33 which is a rugged detachable 2-in-1 device - will allow for removal of the computer and assignment to individual Deputy Sheriffs and thereby reduce the transfer of contaminants and improve efficiency. Additionally, these new computers will allow for remote work so that Deputy Sheriffs can take crime scene photographs directly from the MDCs, as well as use the device away from the vehicle. The CF-33 is already being tested by CCSO and the Carson City Information Technology Department; the computer is commonly used by other law enforcement agencies. With the acceptance of this grant award, 40 vehicles will be outfitted with the CF-33 computers. The purchase of this technology will prepare CCSO for future challenges and improve safety. The purchase of this Panasonic computer equipment from LEHR, an authorized reseller/agent, in the amount of \$242,572 is quote/price provided under the NASPO ValuePoint cooperative contract.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** Grant Fund, Sheriff's Department, Equipment - 2752005 – 507775

**Is it currently budgeted?** No

**Explanation of Fiscal Impact:** There is no grant match required; Grant Fund revenue and expense budgets will be augmented for this grant during the first round of budget augmentations.

**Alternatives**

Do not authorize acceptance of the grant and/or provide alternative direction.

**Attachments:**

[Grant Award\\_packet\\_Aug 2021.pdf](#)

[Grant Application\\_packet\\_Aug 2021.pdf](#)

**Board Action Taken:**

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

\_\_\_\_\_  
(Vote Recorded By)



STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

**Grant Award**

**2020 COVID Emergency Funding Program (CESF)**

**2020-VD-BX-0150 CFDA# 16.034**

<b>SUB-GRANTEE:</b>	Carson City Sheriff's Office	<b>PROJECT NUMBER</b>	20-CESF-46
<b>ADDRESS:</b>	901 E. Musser Street Carson City, NV 89701	<b>DUNS #</b>	88-6000189
<b>PROJECT TITLE:</b>	Coronavirus Disease 2019 (COVID-19)		
<b>GRANT PERIOD</b>	July 1, 2020 -December 31, 2021	<b>TOTAL FEDERAL GRANT FUNDS:</b>	\$242,572.00

**APPROVED BUDGET FOR PROJECT**

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$ .00
Travel	\$ .00
Supplies/Operating	\$ .00
Contracts/Contractors	\$242,572.00
Equipment	\$ .00
Other	\$ .00
Total	\$242,572.00

This award is subject to the requirements (General and Fiscal Conditions, including General Operating Policies) established by the Office of Criminal Justice Assistance, Nevada Department of Public Safety.

☒ **SPECIAL CONDITIONS:** This project is subject to such conditions or limitations as set forth on the attached page(s).

<b>AGENCY APPROVAL</b>	<b>SUB-GRANTEE ACCEPTANCE</b>
Office of Criminal Justice Assistance Victoria Hauan, Administrator	Carson City Sheriff's Office Ken Furlong, Sheriff
<b>X</b>	<b>X</b>
Signature of Approving Official      Date	Signature of Approving Official      Date

**Office of Criminal Justice Assistance**  
COVID Emergency Supplemental Funding (CESF)



**CESF Special Conditions**

Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) with the award package.

**Award Information and Instructions**

**Award Information:**

<b>Sub-recipient Agency/Organization</b>	Carson City Sheriff's Office	
<b>Project Title</b>	Coronavirus Disease 2019 (COVID-19)	
<b>Project/Award #</b>	20-CESF-46	CFDA#: 16.034

**Instructions:**

In Table A - "Special Conditions" below, the Office of Criminal Justice Assistance's (OCJAs) Program Manager assigned to the award above marked the applicable Special Conditions. Please read carefully, sign and date the last page confirming awareness and compliance of the applicable Special Conditions and return this document to OCJA with the Award Package.

**Table A – Special Conditions**

<b>Name</b>	<b>Applicable</b>	
1. Audit Arrangements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Equipment Purchase 1122 Programs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Reimbursement of Grant Expenditures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. Salary and Overtime Reimbursement	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Employment eligibility verification for hiring under the award.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Certification of Civil Rights Requirements & Designation of Civil Rights Liaison	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Note:** Federal requirements prohibit OCJA from reimbursing sub-recipients with missing or incomplete documentation.

**NOTE:** Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**Office of Criminal Justice Assistance**  
COVID Emergency Supplemental Funding (CESF)



**1. Audit Arrangements**

<b>Sub-recipient Agency/Organization Address:</b>			
<b>City:</b>	NV	<b>Zip:</b>	
<b>Name of Financial Manager</b>		<b>Phone:</b>	
<b>Email</b>		<b>Fax:</b>	

Does the sub-recipient agency expect to spend an aggregate total of \$750,000 in federal funds in the current fiscal year? (sub-recipient agency refers to the entire County, city, state agency or tribe receiving the award)

**NO** ☐ - stop; continue to the next applicable Special Condition

**YES** ☐ - Complete the information below and continue with the next special condition –if none are applicable, sign and return this form in its entirety to OCJA. This form is part of the award package.

<b>Name of Auditor/Firm:</b>			
<b>Address:</b>	NV	<b>Zip:</b>	
<b>Point of Contact</b>		<b>Phone:</b>	
<b>Email</b>		<b>Fax:</b>	
Anticipated submission date of the audited financial statement to OCJA :			

**2. Equipment Purchases 1122 Program**

OCJA requires sub-recipients awarded \$1,000 or more for equipment purchases to contact the State Coordinator for the 1122 General Services Administration Purchasing Program to determine the viability of acquiring approved equipment through the program. When purchasing through the 1122 program, retain the quote, or the letter from the State Coordinator authorizing the purchase outside the program in the award file for your records.

Regardless of the funding source, this program is open to state and local government agencies for purchases under \$1,000.

**3. Reimbursement of Grant Expenditures**

In compliance with state and federal mandates, OCJA cannot reimburse sub-recipients for financial claims with expenditures until after receiving the federal award and all federal special conditions have been met. *Late fees are not eligible for reimbursement with federal funds.* Please consider that regardless of the delay in reimbursement, the requirement to submit monthly program progress reports does not change.

**4. Salary and Overtime Reimbursement**

Federal requirements state that any CESF funded position must spend a *substantial* amount of time on COVID-19 related activities. The intent of those activities must be to prevent, prepare for, or respond to the Coronavirus Disease 2019 (COVID-19). Your signature assures OCJA that if a person's duties and responsibilities change over the course of the grant period, and the position is no longer engaged in COVID-19 related responsibilities, reimbursement charges for that position must cease.

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**5. Employment eligibility verification for hiring under the award.**

All subrecipients must ensure that as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the subrecipient who are or will be involved in activities under this award of both—

- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

**6. Other**

**7. Certification of Civil Rights Requirements & Designation of Civil Rights Liaison**

**As Project Director for the above stated grant award, I agree:**

1. To submit the contact information (name, telephone, e-mail address) for the Civil Rights Liaison (Liaison) appointed by the agency/organization.
2. That the Liaison will coordinate the agency's/organization's compliance with the Federal Office of Justice Program's civil rights requirements.
3. That the Liaison will comply with the federal Office of Civil Rights training requirements found on the website <http://ojp.gov/about/ocr/assistance.htm>;
4. That **within 30 days** of receiving OCJA's award package, the Liaison will complete the certification form certifying that s/he completed the required training.
5. That the subrecipient agency/organization is aware OCJA will monitor compliance with civil rights requirements.

**6. The Project Director is the person that:**

- Does what it takes to carry out the terms of the Grant Award
- Maintains agreed upon work schedules
- Keeps costs within approved amounts and maintains source documents
- Submits required reports and may submit reimbursement claims to DPS-OCJA throughout the grant year
- All correspondence from OCJA pertaining to your project will be sent to the Project Director's attention.

**NOTE: OCJA will not process fiscal reimbursements for claims related to awards without the Liaison's completed certification and/or contact information.**

**Contact Information for Designated Liaison:**

<b>Name</b>	
<b>Title</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Address</b>	

**Office of Criminal Justice Assistance**  
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I certify I read, understand and agree to the applicable special conditions as outlined in Page 1, Table A of this document and the Program Assurances. I agree to the above stated Civil Rights Requirements and Designation of Civil Rights Liaison.

\_\_\_\_\_  
Project Director Name Title

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Agency Authorized Official Name Title

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Authorizing Official is the person in your agency ultimately responsible for all fiscal and operational aspects, including this project.*

## Civil Rights Liaison Certification & Training

Complete and return this page **within 30 days** of receiving OCJA'S grant award package when one or more of the four items below apply.

1. This is the first time the agency/organization is a subrecipient of funds from OCJA.
2. A change occurred in the agency/organization's Civil Rights Liaison
3. OCJA notified the agency/organization of significant changes in the law or the Office of Civil Rights training
4. OCJA's Administrator requests the completion of the training.

**As the Civil Rights Liaison for the above Agency/Organization, I certify that:**

1. the Agency/Organization is aware that, in accordance with federal law, OCJA will audit and monitor compliance with federal civil rights requirements.
2. I read the information located on the federal Office of Civil Rights webpage, [http://ojp.gov/about/ocr/sample\\_documentation.htm](http://ojp.gov/about/ocr/sample_documentation.htm) regarding the Sample Civil Rights Compliance Checklist;
3. **by checking the list of training segments below**, I viewed the required and applicable civil rights training segments completing the self-tests found on the federal Office of Civil Rights webpage <http://ojp.gov/about/ocr/assistance.htm>.

***Required Training Segments for ALL Subrecipients***

Viewing the following three training segments and completion of the respective self-tests is a requirement for all agencies receiving grant funds from OCJA.

- ☐ Overview of the Office for Civil Rights and Laws Enforced and self-test.
- ☐ Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient Person and Self-test.
- ☐ Standard Assurances and How the Office for Civil Rights Enforce Civil Rights Laws and Self-test.

*Additional* required segments and Self-test for FAITH-BASED Subrecipients:

- ☐ Civil Rights Laws that Affect Funded Faith-Based Organizations.

*Additional* required segments and Self-test for TRIBAL Subrecipients:

- ☐ Civil rights Protections for American Indians in Programs funded by DOJ and Obligations of Funded Indian Tribes.



**Liaison Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CESF Program Assurances

The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A narrative **Monthly Progress** report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form on the 25<sup>th</sup> of each month during the grant period. Reimbursements for Financial Claims may be delayed if progress reports are not up to date. Forms will be supplied by your program manager and will be available at <http://www.ocj.nv.gov> If required by the Bureau of Justice Assistance, an electronic report for the Performance Measurement Tools (PMT) is due **Quarterly** on the 20<sup>th</sup> day following the close of each quarter.
2. The Sub-recipient shall issue a press release to their local newspaper detailing the project, funding source, goals, objectives and probable outcome within 60 days of issuance of the signed Grant Award. Include a copy of the press release with the monthly progress report.
3. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**. Contact at OCJA for approved wording.
4. The Final Progress Report must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
5. Written approval must be obtained from OCJA for a change in the scope of work and/or goals and objectives, including changes to travel plans. The approval must be acquired prior to any purchases and/or adjustments to the grant; a Project Change Form must be completed and submitted to OCJA for consideration. The Project Change Form is available on the OCJA web page.
6. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when determined the grantee failed to comply with the conditions of the grant award.
7. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, if applicable, sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all liability, claims, actions, damages, losses, and expenses, including without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of this agreement by sub-grantee, its agents or employees.
8. The grantee/sub-grantee acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.




Project Director Name \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Agency Authorized Official Name \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***This document must be signed by the Project Director and the Agency Authorized Official.***

**Office of Criminal Justice Assistance**  
COVID Emergency Supplemental Funding (CESF)



**CESF Financial Assurances**

The sub-recipient hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A Financial claim shall be submitted to the Office of Criminal Justice Assistance (OCJA) when there are expenditures no later than 30 days following the end of the month. Financial claims must be submitted on the approved form available on the OCJA web site <http://ocj.nv.gov>.
2. When submitting a financial claim for the CESF Grant, the sub-recipient understands that the claim will not be paid if it reflects activities or expenses made prior to **January 20, 2020 or after the project period ends.**
3. Reimbursements for Financial Claims may be delayed if progress reports are not up to date.
4. Grantee/Subrecipient understands that written pre-approval must be obtained from OCJA to make any budget modifications that transfer funds between budget categories. Modification requests will be considered on a case-by-case basis and must be made prior to the last 60 days of the grant period on the Project Change Request form available on the OCJA web page. Expenditure of funds for items not previously authorized may be considered on a case by case basis.
5. Any programmatic changes that impact the budget or scope of work require pre-approval and submittal of a project change request form.
6. The **final** financial claim form must be submitted to OCJA no later than 45 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of the final claim.
7. Grant revenue and expenditure records must be maintained and made available to OCJA for monitoring and audit purposes.
8. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/sub-recipient has failed to comply with the conditions of the grant award.
9. Financial management **must comply with the requirements of 2 CFR Part 200 Subparts A through F and all appendices**, incorporated into this agreement by reference.
10. All grant expenditures are to be reasonable and allowable in accordance with **2 CFR Part 200 Subparts A through F and all appendices** incorporated into this agreement by reference.
11. Grantee/sub-recipient shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference to include the required submission of the most recent annual independent audit.
12. Upon OCJA request, required documentation for the performance of internal audits must be provided within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.



Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This document must be signed by the Chief Financial Officer or Organization's Fiscal Manager or his/her designee.***

***Links to all OMB circulars referenced above are available on the OCJA web page at***  
<http://www.ocj.nv.gov> – under Federal Resources / OMB Circulars



## Sales Quote

Page: 1

631 North Market Blvd, Suite N Sacramento, CA 95834  
Phone: 916-407-1888 Fax: 916-646-6656

Quote Number: 30918  
Document Date: 8/18/2021  
Terms: Net 30  
Payment Method: Net 30

Sell Carson City Sheriff's Office  
To: Attn: Mike Cullen  
911 E Musser St  
Carson City, NV 89701  
Phone: 775-887-2500

Ship Carson City Sheriff's Office  
To: Attn: Mike Cullen  
911 E Musser St  
Carson City, NV 89701  
Phone: 775-887-2500

Ship Via Ship from Lehr's Warehouse Customer ID 7250  
Tax Ident. Type Legal Entity SalesPerson Steve Adair

### Vehicle Information:

Item No.	Description	Manufacturer Name	Quantity	Unit Price	Total Price
NPN	Havis Parts				
C-KBM-202	C-DMM-3019	Service Items	40	305.55	12,222.00
CM006331	RUGGED KEYBOARD MNT ADAPTER COMBO	Havis	40	103.175	4,127.00
C-MD-204	MOUNT COMPONENT	Havis	40	42.40525	1,696.21
	MOTION DEVICE	Havis	40	51.77975	2,071.19
SL-86-911-TP-USB-P	I-KEY KEYBOARDS				
	IKEY KEYBOARD	Panasonic	40	272.00	10,880.00
CF-33RZ-0DVM	Panasonic				
	,WIN10 PRO,I5-10310U 1.7GHZ (4.4GHZ),VPRO,12IN QHD	Panasonic	40	2,964.00	118,560.00
NPN	Touch +DIGITIZER,16GB,512GB OPAL SSD,INTEL				
CF-SVCPSY5	CF-SVCBATX2SW5Y	Service Items	40	272.00	10,880.00
CF-LNDDC120	4/5TH YR WARRANTY	Panasonic	40	522.00	20,880.00
DS-PAN-1204-2	CARPOWER SUPPLY	Panasonic	40	106.00	4,240.00
	CF-33 DOCK	Havis	40	815.388	32,615.52
L	INSTALLATION ONSITE				
T	LABOR CHARGES	Labor Items	40	525.00	21,000.00
	LABOR	Labor Items	40	85.00	3,400.00
	Installation of CF-33				
	Includes Dash mounted CF-33 mount				
	Docking station installation				
	Keyboard Mount installation				
	Power for Docking station				
	Additional labor will be billed at \$125 Per Hour				

Amount Subject to Sales Tax 0  
Amount Exempt from Sales Tax 242,571.92

**Subtotal:** 242,571.92  
Total Sales Tax: 0.00  
**Total:** 242,571.92

CESF Budget Detail:

Budget Detail Worksheet and Budget Narrative

A. Personnel - List each position by title. Show the hourly rate and the number of hours to be worked on activities devoted to the CESF grant project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and must be based on ACTUAL time worked and not a percentage. Please include job descriptions for each position listed.

Name/Position	Computation	Federal
<b>Category A. Personnel</b>	<b>Sub-Total</b>	<b>\$ -</b>
<b>Budget Narrative</b>	These positions are listed on the LEHR sales quote, Carlson City Snerms Office personnel are not being paid for activities from the grant funding. All department employees will be paid for regular hours while working on this grant and grant related activities.	

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. Individual fringe benefits must be listed by amount and percentage.

Name/Position	Computation	Federal
		\$ -
<b>Category B. Fringe Benefits</b>	<b>Sub-Total</b>	<b>\$ -</b>
<b>Budget Narrative</b>		

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff training, deliver PPE items, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g. 20 miles @ .54/mile). Identify the location of travel, if known. Indicate source of Travel Policies applied. Reimbursement is at GSA Federal Travel Regulations and rates. Travel justification must be included in Budget Narrative.

Name/Position	Computation	Federal
<b>Category C. Travel</b>	<b>Sub-Total Federal:</b>	<b>\$ -</b>
<b>Budget Narrative</b>	This information is listed in the LEHR Sales Quote	

**D. Equipment** - List non-expendable items with an acquisition cost of \$5,000 or more per unit that are to be purchased. Expendable items should be included either in the "supplies" category. Explain how the equipment is necessary for the success of the project in the Budget Narrative. Describe the procurement method to be used.

Item	Computation	Federal
Category D. Equipment		Sub-Total \$ -
Budget Narrative		

**E. Supplies** - List items by type (PPE, webcams, ZOOM or GoTOMeeting license, disinfectant supplies, and expendable equipment items costing less individually than \$5,000, such as laptops, ) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Federal
Category E. Supplies		Sub-Total \$ -
Budget Narrative	These items are listed in the LEHR Sales Quote. Purchasing of these items will be done through LEHR. (SEE ATTACHED QUOTE)	

**F. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**F-1 Consultant Fees :** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$650 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation
	<b>Additional labor charges \$125 per hour</b>	
<b>Category F-1 Consultant Fees :</b>		<b>Sub-Total \$</b>
Budget Narrative	additional charges can be paid by Carson City Sheriffs Office as necessary	

**F-2 Consultant Expenses :** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation
<b>Category F-2 Consultant Expenses</b>		<b>Sub-Total \$</b>
Budget Narrative		

**F-3 Contracts :** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Description	Federal
LEHR	<b>See Attached Quote</b>	<b>\$ 242,572.00</b>
<b>Category F-3 Contracts</b>		<b>Sub-Total \$ 242,572.00</b>
Budget Narrative	Contract to include labor, travel, tablets, docking stations, warrantee and its installation.	

**G. Other Costs - List items (e.g.,)**

Description	Computation	Federal
<b>Category G. Other Costs</b>		<b>Sub-Total \$</b>
Budget Narrative		

**Budget Summary-** Should calculate from the above table to indicate the amount of Federal requested that will support the project.

Budget Category Amount		Federal
A. Personnel	\$	-
B. Fringe Benefits	\$	-
C. Travel	\$	-
D. Equipment	\$	-
E. Supplies	\$	-
F. Consultants/Contracts	\$	242,572.00
G. Other	\$	-
Total Direct Costs	\$	242,572.00
I. Indirect Costs	\$	-
Total Project Costs	\$	242,572.00



Nevada Department of  
**Public Safety**  
DEDICATION PRIDE SERVICE

## **COVID Emergency Supplemental Funding Program (CESF)**

**CFDA #16.034**

### **Subgrant Application**



**Nevada Department of Public Safety  
Office of Criminal Justice Administration**

# COVID Emergency Supplemental Funding Program (CESF)

## Subgrant Application Cover Page

### Submittal Instructions

Please Note: This application is intended to be submitted electronically. Original signatures, if required, will be obtained later if an award is made. Attachments listed on the checklist should be scanned and submitted with the application. All application documents should be submitted electronically.

The Nevada Department of Public Safety will determine priorities. Approval or disapproval of your submission is solely at the discretion of the Office of Criminal Justice Assistance.

Program Title	Coronavirus Disease 2019 (COVID-19)				
Organization Name	Carson City Sheriffs Office				
Federal Funds requested	\$	DUNS #		Federal Tax ID #:	( )
Head of Agency	Ken Furlong			Title	Sheriff
Address	901 E. Musser St.			City/Zip	Carson City, 89701
Phone	(775) 887-2500		Email	<a href="mailto:kfurlong@carson.org">kfurlong@carson.org</a>	
Project Director	Christine Tuttle			Title	Assistant to the Sheriff
Address	901 E. Musser St.			City/Zip	Carson City, 89701
Phone	(775) 283-7808		Email	<a href="mailto:ctuttle@carson.org">ctuttle@carson.org</a>	
Financial Officer	Casey Otto			Title	Business Manager
Address	901 E. Musser St			City/Zip	Carson City, 89701
Phone	(775) 283-7811		Email	cotto@carson.org	
SAM Expiration: _____ ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION					
<p><b>CESF Funding from US Department of Justice (DOJ):</b> Some agencies are eligible to receive CESF funding directly from DOJ.</p> <p>Please indicate if your agency applied for other COVID Federal funding for the same type of project.</p>					
Funding source				Amount requested:	

<b>Funding source</b>		Amount requested:	<b>\$375,000</b>
<b>Your application should include: WHO – WHAT – WHEN – WHERE - WHY</b>			
<p>Abstract (Brief description of the project):</p> <p>The Carson City Sheriff's Office – Patrol Division is requesting \$ 375,000 to mitigate the risk of COVID-19 transmission and maintain social distancing protocols among sworn officers using Mobile Digital Computers (MDCs) in their vehicles. The Division needs the capability to work remotely due to limited office space and cross contamination while sharing MDC (mobile data computers) installed in patrol units.</p>			
<p>Information about the Organization (Name &amp; Function):</p> <p>The Carson City Sheriff's Office is the primary Law Enforcement agency in Carson City, Nevada which is the State Capital of Nevada. The Carson City Sheriffs Office employs a total of 151 sworn and non-sworn employees, 101 sworn officers and of these officers, 75 are assigned to patrol positions, including patrol, traffic and K9 positions as well as patrol, K9 and traffic supervisors. Under extreme circumstances it is possible to have as little as 5 officers on duty. Also, under certain circumstances all of the sworn officers on can be called to duty, such as during the civil unrest at the state capital complex, during the last political and COVID demonstrations that took place in the downtown corridor, over several months in the spring, summer and fall of 2020.</p> <p>The Carson City Sheriffs Office Patrol Unit Fleet consists of 40 marked and unmarked patrol units. The Carson City Sheriff's Office is responsible to provide law enforcement services inside the jurisdiction limits of the City-County of Carson City which is 157.24 sq. miles in size. The estimated population as of 2019 is 55,916, with more than an estimated 250,000 people passing through the city daily.</p> <p>The Carson City Sheriffs Office primary functions are to serve civil paperwork, patrol the jurisdiction for criminal activity, deter criminal activity and enforce applicable laws, maintain the county detention facility, housing on average 140 subjects, either awaiting prosecution or serving criminal sentences, and work with other law enforcement agencies in Carson City including the Nevada Highway Patrol, Capitol Police, Tribal Law Enforcement and others with both state and federal jurisdiction.</p> <p>The Carson City Sheriffs Office vision is to provide a cornerstone in our community, serving our citizens through exemplary professionals; We value Integrity, Teamwork, Leadership and Excellence; Our mission is to provide professional public safety services and build mutual trust and respect within our community and our goals are professional growth and individual recognition, strong community ties and public awareness and participation.</p> <p>Statutory Authority: NRS 289.270; 331.140; 480.130; 480.140; 480.150.</p>			
<p>Problem Statement relative to COVID -19.</p> <p>Carson City Sheriffs Deputies have statutory obligations that requires they interact with citizens, other law enforcement, city and state elected officials, and visiting dignitaries as well as each other while investigating criminal and civil actions.</p> <p>Prior to and during the COVID outbreak in 2020, Deputies would regularly be required to enter the Sheriffs Office and interact with others while sharing the same six desk top computers to complete reports, download photos and evidence and complete crash reports as well as citations and operate other investigatory applications. Prior to COVID and currently the Carson City Sheriffs Office, patrol division, uses 40 Mobile Data Computers, with one assigned to each patrol unit and six desk top computers inside the Sheriffs Office building (four now, because of COVID restrictions). During any 24 hour period it is possible that a single patrol unit is generally driven by a minimum of 3 different officers (1 per shift) all using the same MDC terminal. Prior to COVID and during the outbreak of COVID Carson City Sheriffs</p>			

Deputies did not, and currently do not have the resources necessary to operate remotely and individually to fulfill needed tasks without cross contamination of equipment, specifically MDC, cameras and citation writing equipment. The cost to supply Deputies with individual tablets to complete these tasks without cross contamination is outside of current budget requests.

The deputies currently are required to share MDC systems in the patrol units, as well as, inside the building and are unable to complete many of their duties from their vehicles as the MDCs are unable to access current software applications.

Cross contamination has caused Deputies to contract the COVID virus and has caused Deputies to be quarantined. This still remains a problem and will continue to be a problem for future COVID virus outbreaks.

Shared computers located in the report writing area of the Sheriff's Office force cross contamination even when trying to maintain a sanitized work space. The Sheriff's Office is located in a public building and there is the potential of exposure to COVID viruses whenever the deputies are required to go into the building. The goal is to limit how often the officers are required to enter the building and to eliminate the need for Deputies to share the office space with others, not just sworn personnel but civil personnel and other civilians that may be inside the building.

Due to this heightened risk of COVID exposure, it is imperative that the Deputies have the ability to work from their vehicles and in the field, individually and without the associated risk of cross contamination.

These needs are not only immediate, but in preparation for future contamination risk associated with COVID related exposures and cross contamination of employee work space. In short, these tablets and associated equipment will better prepare the Carson City Sheriffs Office to effectively limit and stop cross-contamination and exposure before it occurs.

**Program Narrative: (How will funds be used to "prevent, prepare for and respond to" coronavirus)**

To prevent COVID, COVID related outbreaks and to prepare for any future COVID resurgence, the Carson City Sheriffs Office will use these funds to equip each Deputy with their own reporting tablet. In order to provide mobile remote computer capability (over and above limited radio communication) Carson City Sheriffs Office Patrol Deputies will each be assigned a tablet for individual reporting and criminal investigations, these tablets will be used to complete tasks without entering the Sheriffs Office, sharing of computer terminals, both inside the building and in the patrol units allowing us to eliminate the risk of cross-contamination caused by sharing computers and equipment.

In order to complete this process, current MDC systems in each patrol unit will be removed and replaced with the updated equipment.

Starting with the computer stands and replacing them with the mounting equipment for the tablets including the docking system, power supply and mounts. The tablets will share a rugged keyboard in each unit; however, that keyboard is easily sanitized by each Deputy when preparing the patrol unit for service prior to each shift. Required equipment and labor for each patrol unit will consist of a mount, a dock and an adaptor as well as a power supply and one keyboard for each patrol unit. Each of these parts has an associated cost for installation labor.

Deputies will insert their assigned tablet in the dock for use.

Currently Deputies are required to enter the building to access required applications and complete the download process. These tablets will allow Deputies to easily access required applications from the patrol unit and while in the field and they will be able to send and receive information without cross-contamination concerns.

Conducting operations wirelessly, in the field, without the need to come into the building, in order to eliminate exposure and cross-contamination of COVID viruses is our goal and in turn will keep Deputies from contracting possibly deadly viruses while performing their job.

Applications that will be accessed by Deputies include:

1. Brazos (citations and crash reporting)
2. Tiburon MobileCom (reporting writing, criminal data base and records)
3. Email (department email and communications)
4. Telestaff (employee scheduling and shift organization)
5. Employee Self Service (employee pay and benefits information)
6. Lexipol (department policy and procedures and required training)
7. TraCar (vehicle mapping/ location records )
8. Axon-Evidence.com (body worn video evidence system required on all contacts)
9. Camera Function (evidence recovery, crash reporting)
10. Veripic (photographic evidence system)
11. Guardian Tracking ( Deputy tracking system )

A standard practice that Carson City employs is to purchase a 5 year warranty on all computers due to the life expectancy of the computer. Carson City tech services has found that these warranty solutions cut down on repair bills and cover projected damage as the tablets will be used outside the patrol units on calls for service and the expectation for damage is higher.

Connectivity requirements are already addressed by the Carson City Sheriffs Office and other costs such as monthly fees, subscriptions, and annual costs for different programs will be covered by the Carson City Sheriffs Office.

#### Goals and Objectives

- 1) Procure the equipment including the V-33 Tablet, and listed extras. All federal and state purchasing guidelines will be adhered to.
- 2) Remove old equipment and install new and necessary equipment, replacing the old Mobile Data Computers with the new tablets, docking systems, mounts and accessories.
- 3) In a timely and efficient manner, issue each Deputy a tablet. Test the equipment and interoperability and insure compliance and use by each Deputy.
- 4) Eliminate future COVID virus concerns caused by cross-contamination, and eliminate department outbreaks.
- 5) Prepare for future contagious out breaks.

#### Permissible uses of Funds

Funds awarded under the CESF Program must have a nexus to and be utilized to "prevent, prepare for, and respond to the coronavirus." Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Prohibition of supplanting – Funds may not be used to supplant state or local funds which have been appropriated for the same purpose in your general budget, but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available.

- All subrecipients (including any for-profit organization) must forgo any profit or management fee.
- CESF funds can NOT be used to match a FEMA award.
- Spell out acronyms, at least when first used. Eliminate jargon when possible.
- Footnote any reference to federal, state or local laws, codes or statutes.
- Use **local** and county data and statistics.

### Unallowable Expenses

<ul style="list-style-type: none"> <li>• Any expenditure not related to the prevention, preparation or response to coronavirus</li> <li>• Badges, side arms, identification badges, etc.</li> <li>• Bar charges/alcoholic beverages.</li> <li>• Bonuses, commissions, gifts and incentives.</li> <li>• Bomb pay.</li> <li>• Business cards.</li> <li>• Conference rooms.</li> <li>• Costs incurred before the project start date or after the expiration of the project period.</li> <li>• Entertainment.</li> <li>• Food and beverages.</li> <li>• Expense of organized fund-raising.</li> <li>• Fines and penalties.</li> <li>• Membership Dues and Fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Indirect costs unless there is proof of certification by the lead consignant agency</li> <li>• Land/building acquisitions.</li> <li>• Late charges.</li> <li>• Lobbying, political contributions, and legislative liaison activities.</li> <li>• Newspaper subscriptions.</li> <li>• Promotional items.</li> <li>• State and local sales taxes.</li> <li>• Tips on per diem.</li> <li>• Honoraria.</li> <li>• Corporate Formation.</li> <li>• Compensation for Federal Employees.</li> <li>• Passport charges.</li> </ul>
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OCJA Administrative Manual can be viewed or downloaded: <https://ocj.nv.gov/> Contact OCJA at (775) 687-1500 if you have questions.

**Certification by Authorized Official;** The sheriff, police chief, division chief, agency head or other official ultimately responsible for this project/program must sign this document in **BLUE** ink.

As the authorized official for the applying agency, I have read and understand the grant guidance provided with this application, to include specific guidelines, conditions, and other materials provided with this application or solicitation.

- Federal Certified Assurances
- Acknowledgement of Civil Rights Requirements
- Certification of Compliance with Equal Employment Opportunity Plan

- Acknowledgement of Grant Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free workplace requirements.

In submitting this application, the applicant certifies that the proposed project described in this application meets all requirements of the legislation governing the grant as indicated in the attached Certifications; that all the information contained in the application is correct; that this agency agrees to comply with all provisions of the applicable grant program, including the reporting requirements. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Statement of Grant Award, and the current applicable OCJA Administrative Manual.

To eliminate the possibility of supplanting, my signature also confirms the items requested within this application are not included in the agency's current budget.

Authorized Officials	
Name (type/print	Phone:
Title:	Email:
Signature	Date Submitted

## FEDERAL CERTIFIED ASSURANCES

### 1. FEDERAL PUBLIC POLICY ASSURANCES.

- a. The Sub-recipient hereby agrees that it, and all of its contractors, will comply with the applicable provisions of:
  - i. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended;
  - ii. The Juvenile Justice and Delinquency Prevention Act and/or the Victims of Crime Act, as appropriate;
  - iii. All other applicable Federal laws, orders, circulars, regulations or guidelines.

- b. The Sub-recipient agency hereby agrees that it will comply, and all of its contractors will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including:
  - i.* Part 18, Administrative Review Procedure;
  - ii.* Part 22, Confidentiality of Identifiable Research and Statistical Information;
  - iii.* Part 23, Criminal Intelligence Systems Operating Policies;
  - iv.* Part 30, Intergovernmental Review of Department of Justice Programs and Activities;
  - v.* Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services;
  - vi.* Part, 38, Equal Treatment for Faith Based Organizations;
  - vii.* Part 42 Nondiscrimination/Equal Employment Opportunity Policies and Procedure;
  - viii.* Part 61 Procedures of Implementing the National Environmental Policy Act;
  - ix.* Part 63 Floodplain Management and Wetland Protection Procedures; and,
  - x.* Federal Laws or regulations applicable to Federal Assistance Programs.
- c. Sub-recipient agrees to comply with the requirements of 28 CFR Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- d. Sub-recipient agrees to comply with all confidentiality requirements of 42 U. S. C. section 3789g and C. F. R. Part 22 that are applicable to collection, use, and revelation of data or information. Sub-recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 CFR Part 22 and, in particular, section 22.23.

## 2. FINANCIAL & ADMINISTRATIVE MANAGEMENT

- a. Sub-recipient assures that it will comply with appropriate federal cost principles and administrative requirements applicable to grants as follows:
  - i.* For state, local or Indian tribal government entities;
    - 1. 2 CFR Part 200 Subparts A through F and all appendices.
  - ii.* For non-profit organizations;
    - 1. 2 CFR Part 200 Subparts A through F and all appendices.
  - iii.* For colleges and universities;
    - 1. 2 CFR Part 200 Subparts A through F and all appendices.
  - iv.* For each agency spending more than \$500,000 per year in federal funds from all sources;
    - 1. 2 CFR Part 200 Subparts A through F and all appendices
- b. Special Provisions and Certified Assurances

## 3. NON-SUPPLANTING OF FUNDS

- a. The Sub-recipient certifies that any required matching funds used to pay the non-federal portion of the cost of this subaward are in addition to funds that would have otherwise been made available for the purposes of this project.
- b. The Sub-recipient certifies that federal funds made available under this grant:
  - i.* Will not be used to supplant state or local funds;
  - ii.* Where there is a reduced or unchanged local investment, then the Sub-recipient shall give a written explanation demonstrating that the Sub-recipient's reduced or unchanged commitment was necessary even without the availability of the federal financial support under this federal grant program.

For more information, visit the Office of Justice Programs, Office for Civil Rights website at:  
<http://www.ojp.usdoj.gov/about/offices/ocr.htm>.

## Civil Rights Requirements

The following civil rights requirements apply to all units of local governments, state agencies, for profit and non-profit organizations accepting federal grant funds. Compliance requirements apply to the entire jurisdiction/organization, and not just to the funded activities. In an effort to assist with compliance, OCJA provides a list of the requirements along with their individual references below.

1. Training programs on civil rights compliance.  
<http://www.ojp.usdoj.gov/about/ocr/assistance.htm>.
2. Victims of Crime Act  
<http://www.da.state.nm.us/Victims%20of%20Crime%20Act.pdf>
3. Title VI of the Civil Rights Act of 1964  
<https://www.epa.gov/ocr/facts-title-vi-civil-rights-act-1964>
4. Section 503 of the Rehabilitation Act of 1973  
<https://www.dol.gov/ofccp/regs/compliance/section503.htm>
5. Title II of the Americans with Disabilities Act of 1990
  - a. The Americans with Disabilities Act – [www.ada.gov/pubs/ada.htm](http://www.ada.gov/pubs/ada.htm)
  - b. Title II Highlights – [www.ada.gov/t2hlt95.htm](http://www.ada.gov/t2hlt95.htm)
  - c. Title II Technical Assistance Manual – [www.ada.gov/taman2.html](http://www.ada.gov/taman2.html)
  - d. Commonly Asked Questions ADA and Law Enforcement – [www.ada.gov/q&a\\_law.htm](http://www.ada.gov/q&a_law.htm)
  - e. Commonly Asked Questions ADA and Hiring Police Officers - [www.ada.gov/copsq7a.htm](http://www.ada.gov/copsq7a.htm)
  - f. Self Evaluation and Transition Plan Worksheets – <http://adaptenv.org/index.php?option=Resource&articleid=185&topicid=25>
6. Title IX of the Education Amendments of 1972  
<https://www.dol.gov/oasam/regs/statutes/titleix.htm>
7. Age Discrimination Act of 1975  
[https://www.dol.gov/oasam/regs/statutes/age\\_act.htm](https://www.dol.gov/oasam/regs/statutes/age_act.htm)
8. USDOJ Non-Discrimination Regulations (28 CFR 42, Subparts C, D, E and G)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_00/28cfr42\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr42_00.html)
9. USDO Regulations on Disability Discrimination (28 CFR Part 35)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_00/28cfr35\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/28cfr35_00.html)

The authorized representative assures and certifies the applicant organization will implement federal, state, and any local equal opportunity and non-discrimination statutes. The applicant will, without delay, bring any finding of an equal opportunity or non-discrimination violation to the attention of the USDOJ's Office of Civil Rights, <http://www.ojp.usdoj.gov/about/offices/ocr.htm>, and the Nevada Office of Criminal Justice Assistance, <http://ocj.nv.gov>.

## Certification of Compliance with Equal Employment Opportunity Plan

The purpose of an Equal Employment Opportunity Plan (EEOP) is to insure full and equal participation of men and women in the workforce regardless of race or national origin. Federal regulations require recipients of financial assistance of the Office of Justice Programs (OJP) to prepare, maintain on file, submit for review, and implement an EEOP in accordance with 28CFR 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP for review. Recipients must certify that they comply with, or are not covered by EEOP regulations. It is the responsibility of the Nevada Office of Criminal Justice Assistance to monitor compliance of these requirements by the recipients.

Recipients must prepare, implement, and maintain an EEOP related to employment practices affecting minority persons and women if all of the following are true;

1. Have 50 or more employees; **and**
2. Received \$25,000 or more in Federal grant funds, **and**
3. Have a service population with a minority representation of 3 percent or more (if less than 3 percent minority representation in service population, an EEOP must still be prepared, but related to employment practices affecting women only).

If a recipient meets criteria 1 and 3 and received a single award of \$500,000 (or \$1 million within an 18-month period) an EEOP must be filed with the Office for Civil Rights, Office of Justice Programs for review.

*Please check only the **one** box that applies to the appropriate certification for the receiving agency over the performance period of this specific award (CERTIFICATION A, B, C1, or C2).*

- ☐ **CERTIFICATION A: NO EEOP IS REQUIRED if (1), (2) or (3) below apply.** Check (1), (2) and/or (3) as applicable to your entity. More than one may apply.

This funded entity has not been awarded more than \$1 million cumulatively from *all* programs administered by the U.S. Department of Justice, including this grant from the Office of Criminal Justice Assistance, over the period of time that includes the above program period and

- ☐ (1) is an education, medical or non-profit organization institution or an Indian tribe; and/or
- ☐ (2) has less than 50 employees; and/or
- ☐ (3) was awarded less than \$25,000 in Federal U.S. Department of Justice funds through the grant referenced above

Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR 42.301, et seq.

- ☐ **CERTIFICATION B: EEOP MUST BE ON FILE**

This funded entity, a for-profit entity or a state or local government having 50 or more employees, was awarded more than \$25,000, but less than \$500,000 in federal U.S. Department of Justice funds through the grant referenced above. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including the grant referenced above, over a period of time that includes the above program period.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301 et seq., Subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the Office of Criminal Justice Assistance or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

☐ **CERTIFICATION C1: EEOP MUST BE SUBMITTED**

This funded entity, a for-profit entity or state or local government having 50 or more employees, was awarded more than \$500,000 in Federal U.S. Department of Justice funds through the grant referenced above, but it has not been awarded more than \$1 million cumulatively from *all* programs administered by the U.S. Department of Justice, including this grant from the Nevada Office of Criminal Justice Assistance over a period of time that includes the above program period.

Therefore, I hereby certify that the funded entity will submit, within 60 days of receipt of award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the grantee agency

☐ **CERTIFICATION C2: EEOP MUST BE SUBMITTED**

This funded entity, having 50 or more employees, was awarded more than \$1 million cumulatively from *all* programs administered by the U.S. Department of Justice, including this grant from the Nevada Office of Criminal Justice Assistance, over the period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit within 60 days of receipt of award, an EEOP or an EEOP Short Form that will include a section specifically analyzing the grantee agency. If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is acceptable.

**AUTHORIZED OFFICIAL'S CERTIFICATION:**

- This agency will maintain and submit, when required, data to ensure our services are delivered in an equitable manner to all segments of the service population and our employment practices comply with Equal Opportunity requirements 28CFR 42.207 and 42.301 et seq.
- That the person in this entity who is responsible for reporting civil rights findings of discrimination will submit a finding to the Office of Criminal Justice Assistance within 45 days of the finding, and/or if the finding occurred prior to the beginning date of the grant award, within 60 days of receipt of award. A copy of this Certification will be provided to the person responsible for reporting civil rights findings of discrimination.

For more information regarding EEOP requirements, please access the Office for Justice Programs, Office for Civil Rights web page at: <https://ojp.gov/about/offices/ocr.htm>

## **STANDARD ASSURANCES**

The Applicant hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including 2 CFR 200, Executive Order 12372 (intergovernmental review of federal programs); and 28 CFR parts 66 to 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations such as 28 CFR parts 18,22,23,30,35,38,42,61, and 63, and the award term in 2CFR 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation act of 1974 (16 U.S.C. §469 a-1 et seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); The Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681. 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Executive Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity –
  - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - i. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

## CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS, AND DRUG FREE WORKPLACE REQUIREMENTS

*U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller*

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and suspension (Non-Procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transactions, grant or cooperative agreement.

### 1. **LOBBYING**

As required by Section 1352, title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR 69, the applicant certifies that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 or a Member of Congress in connection with the making of any Federal grant, the entering

into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

- b) 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 Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**.

As required by Executive Order 12549, Debarment and Suspension, and implemented 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67 Section 67.510.

- 1. The applicant certifies that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- 2. Where the applicant is unable to certify to any of the statements in this certification, h/she shall attach an explanation to this application.

3. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act Of 1988, and implemented at 28 CFR Part 67 Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

The applicant certifies that it will or will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees about;
  - 1. The dangers of drug abuse in the workplace.
  - 2. The grantee's policy of maintaining a drug-free workplace.
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs.

- 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - o Abide by the terms of the statement.
  - o Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction.
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted -
  - o Taking appropriate personnel action against such an employee, up to and including termination.
  - o Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all the paragraphs above.

### **APPLICATION CHECKLIST**

Please be sure that the following sections are completed and returned with your grant application. Please include a completed copy of this checklist in your application.

#### **Documents/Attachments due with the application:**

- \_\_\_\_\_ **Cover Page**
- \_\_\_\_\_ **Application (Abstract, information about the Organization, Problem Statement, Program Narrative, Goals & Objectives)**
- \_\_\_\_\_ **Grant Application Signature Page**
- \_\_\_\_\_ **Budget Detail and Budget Narrative**
- \_\_\_\_\_ **DUNS #/SAM Registration (Expiration Date .... /.... /.....)** \_\_\_\_\_
- \_\_\_\_\_ **Application Checklist**

**Office of Criminal Justice Assistance  
1535 Old Hot Springs Rd #10  
Carson City NV 89706**

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1122 Coordinator



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## < SAM.gov Status Tracker



The entire registration process will take up to 10 business days to complete. The Federal Service Desk cannot provide further information about your registration unless at least 10 business days have passed since you submitted your registration.

## Check Entity Registration Status

The SAM.gov Status Tracker returns the registration status for publicly-searchable registration records. If you are a federal government user, please sign into SAM.gov and use the Search link in the main navigation menu to view registrations or data that are not publicly available.



If you are not a federal government user, you must have a role with an entity to check its registration status.

**DUNS** Unique Entity ID

073787152

EFT Identifier

Or, check registration status by typing in the CAGE Code.

CAGE Code

Reset

Search

## Entity Information

Status **Active**

Your registration was activated on 2021-06-14. It expires on 2022-06-10 which is one year after you submitted it for processing.

Company Name **CITY OF CARSON CITY**

**DUNS** Unique Entity ID **073787152**



**Core Data**  
Completed



**Assertions**  
Completed



**Reps & Certs**  
Completed



**POCs**  
Completed



**Submit**  
Completed



**Processing**  
Completed



**Active**  
Completed