



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM _____
Finance LC/MS
DA km
Risk Mgt. DE
HR NA
Grant Mgt. GE

STAFF REPORT

BOARD MEETING DATE: October 27, 2015

DATE: September 23, 2015
TO: Board of County Commissioners
FROM: Kim Lintz, Administrative Services Manager
775-328-3033, klintz@washoecounty.us

THROUGH: Chuck Allen, Sheriff 397

SUBJECT: Approve the direct grant award from the State of Nevada, Office of Criminal Justice Assistance FFY 2015/2016 Justice Assistance Grant (JAG), Project No. 15-JAG-31 for [\$20,000, no County match required] to purchase a fingerprint machine for the Incline Substation for the retroactive grant period of 10/1/15 through 9/30/16 and if approved, direct Comptroller's Office to make necessary budget adjustments. (All Commission Districts)

SUMMARY

The Office of Criminal Justice Assistance awarded the Washoe County Sheriff's Office \$20,000 to purchase a fingerprint machine and associated peripherals and supplies for the Incline Substation to replace the current equipment, which is failing. The Incline Substation provides civil, fingerprinting, registration and permit services to Incline Village citizens within their own community rather than them making the long drive to Reno. Additionally, the fingerprint machine will be used to print anyone who is arrested by the WCSO for charges that do not require a mandatory jail booking. Item is retroactive as it was submitted to the first available BCC meeting once received.

Washoe County Strategic Objective supported by this item: Safe, secure, and healthy communities.

PREVIOUS ACTION

None.

BACKGROUND

The Incline Substation has been an outreach facility to the Incline Village citizens for over 50 years. The intent of the Substation is to offer the citizens an opportunity to complete civil process services and apply for work permits, concealed carry weapons permits, fingerprints, child care work permits, solicitor cards, ex-felon registrations, sex offender registrations, and firearm registrations within their own community rather than making them drive to Reno.

AGENDA ITEM # 552

If the Substation was not available, the citizens would have to travel approximately 25 miles (one way) or an hour drive to the main Washoe County Sheriff's Office to complete their business and applications. This even becomes more problematic for the citizens during the winter as the mountainous roads create hazardous driving conditions, and in the summer they experience a dramatic increase of traffic due to the number of summer visitors to the area.

The fingerprint machine will also be used to print anyone who is arrested by the WCSO for charges that do not require a mandatory jail booking. They can be fingerprinted, post their bail, and be released – all from the Substation. This Book, Bail and Release (BBR) system will eliminate the need for an arrestee to be transported from Incline Village to Reno to be processed at the main Jail. This reduces the amount of time Deputies are unavailable due to completing a transport and it makes the process much easier for the arrestee.

The equipment currently in use is failing. These funds will allow for replacement of the equipment to ensure continuity of services to the Incline Village residents.

GRANT AWARD SUMMARY

Project/Program Name: Fingerprint Equipment

Scope of the Project: This funding will be utilized to purchase a replacement fingerprint machine for the Incline Substation.

Benefit to Washoe County Residents: Continue level of service to residents of Incline Village.

On-Going Program Support: the Washoe County Sheriff's Office will provide support, repair and maintenance from general fund budget.

Award Amount: \$20,000.00

Grant Period: 10/1/2015 – 9/30/2016

Funding Source: U.S. Department of Justice

Pass through From: Office of Criminal Justice Administration

CFDA Number: 16.738

Grant ID Number: 15-JAG-31

Match Amount and Type: None

Indirect Cost Rate (applicable to the award):

Grant's recoverable indirect cost rate:

- Indirect costs are fully recoverable
 Sponsor does not allow for indirect cost recovery
 Sponsor has limited indirect cost recovery at ___ %
 Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: *Standard Assurances for all grants; funds may not be expended prior to October 1, 2015.*

Sub-Awards and Contracts: *None*

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$20,000.00 in both revenues and expenditures in the following accounts:

Increase Revenues

19066 - 431100 (JAG 15/16 Fingerprint Machine - Federal Grants) \$20,000.00

Increase Expenditures

19066- 781004 (JAG 1516 Fingerprint Machine - Equip Capital) \$20,000.00

No match required. Grant is on a reimbursement basis.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve the direct grant award from the State of Nevada, Office of Criminal Justice Assistance FFY 2015/2016 Justice Assistance Grant (JAG), Project No. 15-JAG-31 for [\$20,000, no County match required] to purchase a fingerprint machine for the Incline Substation for the retroactive grant period of 10/1/15 through 9/30/16 and if approved, direct Comptroller's Office to make necessary budget adjustments.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: Move to approve the direct grant award from the State of Nevada, Office of Criminal Justice Assistance FFY 2015/2016 Justice Assistance Grant (JAG), Project No. 15-JAG-31 for [\$20,000, no County match required] to purchase a fingerprint machine for the Incline Substation for the retroactive grant period of 10/1/15 through 9/30/16 and if approved, direct Comptroller's Office to make necessary budget adjustments.

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

JUSTICE ASSISTANCE GRANT (JAG)
CFDA# 16.738

Grant Award

SUBRECIPIENT:	Washoe County Sheriff's Office	PROJECT NUMBER:	15-JAG-31
ADDRESS:	911 Parr Blvd		
	Reno, NV 89512	FEDERAL GRANT FUNDS:	\$20,000.00
PROJECT TITLE:	Fingerprint Equipment	MATCHING FUNDS:	\$0.00
GRANT PERIOD	<i>Oct 1, 2015 – Sep 30, 2016</i>	TOTAL:	\$20,000.00

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$0.00
Consultant/Contractual Services	\$0.00
Travel/Training	\$0.00
Supplies/Operating	\$303.00
Equipment	\$19,697.00
Confidential Funds	\$0.00
Total	\$20,000.00

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).

AGENCY APPROVAL


Charise Whitt
Administrator

X

Signature of Approving Official Date

SUB-GRANTEE ACCEPTANCE

Chuck Allen,
Sheriff, Washoe County

X  9/23/15

Signature of Approving Official Date

Special Conditions



Award Information and Instructions

Award Information:

Subrecipient Agency/Organization	Washoe County Sheriff's Office	
Project Title	Fingerprint Equipment	
Project/Award #	15-JAG-31	CFDA#: 16.738

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

Name	Applicable	
1. Audit Arrangements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Bullet Proof Vests Mandatory Wear Policy	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Confidential Funds	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Equipment Purchase 1122 & 1033 Programs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. Reimbursement of Grant Expenditures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. Task Force Training Online	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
7. Other -	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Note: Federal requirements prohibit OCJA from reimbursing subrecipients with missing or incomplete documentation.

Special Conditions



1. Audit Arrangements

Subrecipient Agency/Organization Address:	Washoe County Sheriff's Office 911 Parr Blvd		
City:	Reno	NV	Zip: 89512
Name of Financial Manger	Jeanie Knowles	Phone:	775-328-3013
Email	Jknowles@washoecounty.us	Fax:	775-328-6372

Does the subrecipient agency expect to spend an aggregate total of \$750,000 in federal funds in the current fiscal year? (subrecipient 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.

Name of Auditor/Firm:	Kaufury Armstrong & Co		
Address:	6140 Plumas ST Reno	NV	Zip: 89509
Point of Contact	Felicia O'Carroll	Phone:	775-689-9100
Email		Fax:	
Anticipated submission date of the audited financial statement to OCJA :			(Attached)

2. Bullet Proof Vest Mandatory Wear Policy

The subrecipient certifies it has a current written "Mandatory Wear" Policy in effect for uniformed officers while on duty. The policy must be in place before any Justice Assistance Grant funding can be used for the purchase of ballistic-resistant and stab-resistant body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.

AUDITOR'S COMMENTS AND REPORTS

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To view full CAFR:

www.washoecounty.us/comptroller/CAFR



KAFOURY, ARMSTRONG & CO.
A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS

**Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with Government Auditing Standards**

To the Honorable Board of Commissioners of
Washoe County, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Washoe County, Nevada (Washoe County) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Washoe County's basic financial statements, and have issued our report thereon dated October 29, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Washoe County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Washoe County's internal control. Accordingly, we do not express an opinion on the effectiveness of Washoe County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Washoe County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Washoe County's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Washoe County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kafoury, Armstrong & Co.

Reno, Nevada
October 29, 2014

AUDITOR'S COMMENTS

STATUTE COMPLIANCE

The required disclosure on compliance with the Nevada Revised Statutes and the Nevada Administrative Code is contained in Note 2 to the financial statements.

PROGRESS ON PRIOR YEAR STATUTE COMPLIANCE

There was one potential statute violation related to the calculation of witness fees noted in the audit report for the year ended June 30, 2013. Corrective action was taken in the current year.

PRIOR YEAR RECOMMENDATIONS

There were no financial statement findings or federal award findings reported in the prior year report.

CURRENT YEAR RECOMMENDATIONS

There were no financial statement findings reported for the current year.

Special Conditions



3. Confidential Funds

I certify that I read, understand and agree to abide by all the conditions for confidential funds, including the establishment of written procedures, as set forth in the effective edition of the Office of Justice Programs (OJP), "Financial Guide."

Keep a copy of the written procedures in the award file for your records.

4. Equipment Purchases 1122 Program

OCJA requires subrecipients 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 all agencies for purchases under \$1,000.

5. Reimbursement of Grant Expenditures

In compliance with state and federal mandates, OCJA cannot reimburse subrecipients for expenditures without receiving the federal award and completing the State Legislative process approving the receipt of the award. Historically, reimbursements to subrecipients begin in November or December. *Late fees are not eligible for reimbursement with federal funds.*

Please consider that regardless of the delay in reimbursement, the requirement to submit quarterly program and PMT reports, as well as the monthly financial reports does not change.

6. Task Force Training Online

Agencies receiving partial or full funding for Task Force(s) activities from the Justice Assistance Grant, agree that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free

Special Conditions



of charge online through BJA's Center for Task Force Integrity and Leadership (ww.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates.

7. Other

I certify I read, understand and agree to the applicable special conditions as outlined in Page 1, Table A of this document.

Project Director's

Chuck Allen

Name (print/type)

Sheriff

Title:

Chuck Allen

Signature:

9/23/15

Date:

NOTE: Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage subrecipients 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
Program Assurances



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

1. A quarterly program report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form no later than 20 days following the close of each quarter of the grant period. Late reports, unless approved by OCJA, will delay reimbursement. Forms are available at <http://www.ocj.nv.gov>. The electronic report for the Bureau of Justice Assistance Performance Measurement Tools (PMT) is also due the 20th day following the close of each quarter.
2. The final program 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.
3. 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.
4. 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.
5. The grantee/sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this agreement by grantee/sub-grantee or its agents or employees.
6. 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.

Name: Chuck Allen Title: Sheriff
Signature: *Chuck Allen* Date: 9/23/15

This document must be signed by the Sheriff/ Police Chief/ County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

Office of Criminal Justice Assistance
Financial Assurances



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

1. A monthly financial report shall be submitted to the Office of Criminal Justice Assistance (OCJA) no later than 30 days following the close of each month of the grant period. Financial reports (claims) must be submitted on the approved form available on the OCJA web site <http://ocj.nv.gov>.
2. 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 final claim.
3. Grantee/Subrecipient understands that, except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.
4. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award will not be approved. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between categories in the approved budget during the last 60 days of the grant period expressly to purchase equipment items, not previously authorized in the grant award, will not be approved.
5. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
6. 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/subrecipient has failed to comply with the conditions of the grant award.
7. 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.
8. 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.
9. Grantee/subrecipient 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.
10. 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: Chuck Allen Title: Sheriff

Signature: *Chuck Allen* Date: 9/23/15

This document must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

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

Office of Criminal Justice Assistance
Grant Required Reports Log Sheet and Forms Due Dates

Grant Award #	15-JAG-31	Awarded Project Period:	Oct 1, 2015 – Sep 30, 2016
Project Title:	Fingerprint Equipment		

All quarterly and final evaluation reports should be sent in electronic Word format to the OCJA grant manager or to ocja@dps.state.nv.us, AND the original typed reports should be mailed to: OCJA, 1535 Old Hot Springs Rd, #10, Carson City, NV 89706.

Reports Due	Due Date	Date Sent	Notes
October Financial Claim	November 30 th		
November Financial Claim	December 31 st		
December Financial Claim	January 31 st		
Oct-Dec	Quarterlies		
Narrative Quarterly Report	January 20 th		
PMT On-line Quarterly	January 20 th		
January Financial Claim	February 28 th		
February Financial Claim	March 31 st		
March Financial Claim	April 30 th		
Jan-Mar	Quarterlies		
Narrative Quarterly Report	April 20 th		
PMT On-line Quarterly	April 20 th		
April Financial Claim	May 30 th		
May Financial Claim	June 30 th		
June Financial Claim	July 30 th		
Apr-June	Quarterlies		
Narrative Quarterly Report	July 20 th		
PMT On-line Quarterly	July 20 th		
July Financial Claim	August 31 st		
August Financial Claim	September 30 th		
September Financial Claim	October 31 st		
July - Sept	Quarterlies		
Narrative Quarterly Report	October 20 th		
PMT On-line Quarterly	October 20 th		
October thru September Final <u>Cumulative</u> Evaluation Report	November 15 th (or otherwise requested by OCJA)		If grant period continues beyond one year time period, omit this report and continue with regularly schedule reporting.

This form must be included in your grant award file and kept up to date. The attached table describes forms and reports and their due dates. Please familiarize yourself with these forms. If you have any questions, you may contact your grant manager at OCJA (775) 687-3700.

By accepting a grant award from OCJA, the sub-grantee agrees to submit the applicable forms and reports by the date/s specified. Projects with start dates other than the first day of a calendar quarter must still report at the end of the calendar quarter. For example if the project period starts on May 1, a report must be submitted on or before July 20th even though a full quarter has not yet passed. Agencies should contact their OCJA program manager promptly if they cannot meet the deadline for reporting. A pattern of delinquent reports may result in termination of the grant and jeopardize future funding. These forms can be found on the OCJA website at: www.ocj.nv.gov under Forms.

Unless otherwise specified, reporting requirements are as follows:

FORM	DUE DATE	NOTES
Monthly Financial Claim	Due within 30 days after the close of each month. Whether or not actions or expenditures have taken place. Final Financial Claim is due within 25 days.	Submitted to draw funds for reimbursement of expenditures. Should include equipment record form, if any purchased.
Quarterly Stats/Narrative Report	Quarterly – to be completed by the 20 th of the month following the end of each quarter. See below for due dates.	Should include any significant press releases, copies of surveys, pre/post test evaluations if applicable.
PMT <i>On-line</i> Performance Measurement Tool Quarterly Report	Quarterly – to be completed by the 20 th of the month following the end of each quarter.	On-line reporting form goes to OCJA then to feds.
Final Evaluation/Narrative/Data Report	45 days after the end of the final payment and/or project activity concludes	-Includes cumulative statistics for the year or project period. -Overall evaluation of the project, achievement of goals and objectives - Final inventory list and future intended use of equipment.
<u>Project Change Requests</u> Change in personnel **Budget Revision **Request for period extension **Change in scope	As soon as change is required, unless: for budget revision, period extension or change in scope, request is required prior to events.	Submit to your program manager as soon as possible for review and approval.
Equipment/Property Record	Within 30 days of equipment/property procurement	Should submit along with monthly financial form. Equipment may be reviewed upon monitoring visit.
**Transfer/Loss/Damage of Property Report	As soon as activity has been noted but no longer than 30 days after.	Contact program manager immediately if item is over \$ 5,000.

** Requires Prior Approval by OCJA
Forms/grantawardforms/reportsduelogsheet.doc (for subs)

Office of Criminal Justice Assistance
 Certification of Civil Rights Requirements &
 Designation of Civil Rights Liaison



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

Subrecipient Agency/Organization:	Washoe County Sheriff's Office
Project Title:	Fingerprint Equipment
Project/Grant #:	15-JAG-31

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.

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:

Name	Jeanie Knowles
Title	Grant Coordinator
E-mail	Jknowles@washoe-county, NV
Telephone	(775) 328-3013
Address	911 Parr Blvd Reno NV 89512

Project Director Signature:	Date:
	9/23/15

Civil Rights Liaison Certification & Training



Complete and return this form 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.

Subrecipient Agency/Organization	Washoe County Sheriff's Office	
Project Title	Fingerprint Equipment	
Project/Award #	15-JAG-31	

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 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.

*done
12/12/14*

- 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:

N/A

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

Additional required segments and Self-test for TRIBAL Subrecipients:

N/A

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

Liaison Signature: *Jan M. Gordon* Date: 9-23-15

Office of Criminal Justice Assistance
Financial Assurances

Fingerprint



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

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2. 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 final claim.
3. Grantee/Subrecipient understands that, except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.
4. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award **will not be approved**. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between categories in the approved budget during the last 60 days of the grant period expressly to purchase equipment items, not previously authorized in the grant award, **will not be approved**.
5. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
6. 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/subrecipient has failed to comply with the conditions of the grant award.
7. 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.
8. 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.
9. Grantee/subrecipient 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.
10. 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 County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

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

CERTIFICATIONS and ASSURANCES

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
 - b. 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.

Signature of Governmental Unit (County Commissioner, City Supervisor, Mayor, etc.) _____ Date: _____

(Signed at time of application)

Signature of Applicant Agency (Sheriff, Chief, DA, etc.) _____ Date: _____