



Washoe County
Office of the County Manager
Grants Management
1001 E. 9th Street, Reno NV 89512

NOTICE OF SUBAWARD

| | | | | | | | | | | | | | | | | | |
|---|---|----------|-----------|----------|-------------|----------|--------------|------------|---------------------------|----------|----------|----------|-----------------|----------|--------------|-------------------|--|
| Program Name: Washoe LEPC FY20 SERC OPTE | Subrecipient Name: City or Reno (Reno Police Department) | | | | | | | | | | | | | | | | |
| Address: 5195 Spectrum Blvd, Reno, NV 89512 | Address: 455 E 2 nd St, Reno, NV 89502-1020 | | | | | | | | | | | | | | | | |
| Performance Period: July 1, 2019 – June 30, 2020 | Subrecipient's DUNs Number: 361269392 | | | | | | | | | | | | | | | | |
| Purpose of Award: Provide business counseling and training to LMI rural Nevada residents | | | | | | | | | | | | | | | | | |
| Amount of Award: \$3,277.00 | CFDA#: N/A | | | | | | | | | | | | | | | | |
| Approved Budget Categories: <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1. Personnel</td><td style="width: 20%; text-align: right;">\$ _____</td></tr> <tr><td>2. Travel</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>3. Supplies</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$3,277.00</td></tr> <tr><td>5. Contractual/Consultant</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>6. Other</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>7. Indirect 10%</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">\$3,277.00</td></tr> </table> | 1. Personnel | \$ _____ | 2. Travel | \$ _____ | 3. Supplies | \$ _____ | 4. Equipment | \$3,277.00 | 5. Contractual/Consultant | \$ _____ | 6. Other | \$ _____ | 7. Indirect 10% | \$ _____ | TOTAL | \$3,277.00 | Disbursement of funds will be as follows: Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures specific to this subgrant. Total reimbursement will not exceed \$3,277.00. This Award is not for Research & Development |
| 1. Personnel | \$ _____ | | | | | | | | | | | | | | | | |
| 2. Travel | \$ _____ | | | | | | | | | | | | | | | | |
| 3. Supplies | \$ _____ | | | | | | | | | | | | | | | | |
| 4. Equipment | \$3,277.00 | | | | | | | | | | | | | | | | |
| 5. Contractual/Consultant | \$ _____ | | | | | | | | | | | | | | | | |
| 6. Other | \$ _____ | | | | | | | | | | | | | | | | |
| 7. Indirect 10% | \$ _____ | | | | | | | | | | | | | | | | |
| TOTAL | \$3,277.00 | | | | | | | | | | | | | | | | |
| Source of Funds: Reno Police Department will purchase 15 Belly Band gun holsters, 15 duty belts, 15 pancake style ambidextrous gun holsters, 15 large LED angle head clip-on flashlights, 8 plate carriers, and 8 Level III armor plates. | | | | | | | | | | | | | | | | | |
| Grant #: 20-SERC-16-01 | Subaward #: 20-OPTE-01 | | | | | | | | | | | | | | | | |
| Awarding Agency: Nevada State Emergency Response Commission | Granting Entity (Pass through): Washoe County | | | | | | | | | | | | | | | | |
| Washoe County Contact: Kelly Echeverria, 775-337-5859 KEcheverria@washoecounty.us | Subrecipient: City of Reno, Police Department Subrecipient Contact: Elizabeth Kunz, 775-334-2110 kunze@reno.gov | | | | | | | | | | | | | | | | |
| Terms and Conditions: <ol style="list-style-type: none"> 1. Expenditures must comply with appropriate state regulations. 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds must agree to stipulate to the incorporated documents. | | | | | | | | | | | | | | | | | |
| Incorporated Documents: Subgrant Agreement, Attachment A: Reporting Document | | | | | | | | | | | | | | | | | |

SUB-GRANT AGREEMENT

THIS SUB-GRANT AGREEMENT, entered into as of the _____ day of _____ 2019, by and between **Washoe County**, a political subdivision of the State of Nevada, existing under and by virtue of the laws of the State of Nevada (hereinafter referred to as the "County"), and **the City of Reno Police Department**, a government agency having a business address located at **455 E. Second Street, Reno, NV 89502, DUNS number 361269392** (hereinafter referred to as the "Sub-Grantee").

WITNESSETH:

WHEREAS, the County is a regional emergency management leader and on behalf of regional emergency management partners, the County has received a **FY 2020 State Emergency Response Commission (SERC) Operations, Planning, Training, Exercise (OPTE) grant**, , in the amount of \$28,789.00 that will support local hazardous materials emergency response plans, and Washoe County Local Emergency Planning Committee (LEPC) participation in operations, planning, trainings, and exercises. This subaward is not for research and development; and

WHEREAS, in response to the applications, Washoe County is sub-grantee of state funds through the Nevada SERC under a number of grant awards and Washoe County as sub-grantee and fiscal agent for LEPC desires to further subgrant these funds to agencies that are members of LEPC and whose requests were submitted by Washoe County on the behalf of LEPC; and

WHEREAS, the grant funds received from the Nevada SERC will provide for the assistance to LEPC members to relate to prevention of, mitigation of, and/or response to hazardous materials incidents involving transportation or otherwise meet community needs in the Truckee Meadows; and

WHEREAS, Washoe County, as the designated sub-grantee under the grant awards referred to herein, as the County, desires to pass through to the Sub-grantee funds in the amount of **\$3,277.00** to assist the Sub-Grantee in meeting the program measurable outcomes; and

WHEREAS, in consideration of receipt of this funding, the Sub-Grantee agrees to abide by the terms and conditions of this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. **PURPOSE**

The intent of this Agreement is to pass through to the Sub-Grantee funding from the Nevada SERC, to provide funding for equipment to regional first responders for response to hazardous materials incidents. The outcome of this grant is to purchase 15 Belly Band gun holsters, 15 duty belts, 15 pancake style ambidextrous gun holsters, 15 large LED angle head clip-on flashlights, 8 plate carriers, and 8 Level III armor plates.

2. SCOPE OF WORK – Equipment Purchase

Reno Police Department, a LEPC member, will purchase approved equipment for their first responding agency. The Reno Police Department will purchase 15 Belly Band gun holsters, 15 duty belts, 15 pancake style ambidextrous gun holsters, 15 large LED angle head clip-on flashlights, 8 plate carriers, and 8 Level III armor plates. The equipment and personnel costs are outlined under Section 4- Compensation.

3. REPORTING

Quarterly Financial Reports

The Sub-grantee agrees to provide all data necessary for the development and submission of the Nevada SERC Quarterly Report, and to provide the data in the format determined by the County. Quarterly financial reports and reimbursement requests must be submitted by the 10th day of the month directly following the end of the quarter. Documentation to include: Exhibit A: reimbursement sheets, copies of invoices, purchase orders, and proof of payment.

Annual Audit

Sub-Grantee will submit a copy of their annual audit and management letter to County within 30 days of the audit completion. Audit must comply with all applicable standard accounting practices.

4. COMPENSATION

Payment. During the term of this Agreement, and subject to all terms and conditions set forth herein, the County shall reimburse Sub-Grantee for actual direct costs associated with the grant, in an amount not to exceed **three thousand, two hundred seventy-seven dollars (\$3,277.00)**. No indirect costs are included in compensation.

GRANT NUMBER: 20-SERC-16-01

| Description | Amount |
|--|-------------------|
| Equipment Purchase: | |
| 15 Belly Band gun holsters, 15 duty belts, 15 pancake style ambidextrous gun holsters, 15 large LED angle head clip-on flashlights, 8 plate carriers, and 8 Level III armor plates | 3,277.00 |
| | |
| GRAND TOTAL | \$3,277.00 |

Form of financial backup. Sub-Grantee shall be reimbursed after eligible expenses have been incurred and expended under this Agreement in conformance with the terms and conditions of said Agreement. Sub-Grantee agrees, that all costs of any activity receiving funds pursuant to this Agreement, shall be recorded by budget line item and supported by checks, payrolls, time records,

invoices, contracts, vouchers, orders and other accounting documents evidencing in proper detail the nature and propriety of the respective charges, and that all checks, payrolls, time records, invoices, Contracts, vouchers, orders or other accounting documents which pertain, in whole or in part, to the activity shall be thoroughly identified and readily accessible to Washoe County.

Budget or program revisions cannot be made without prior approval from County.

Sub-Grantee agrees that excerpts or transcripts of all checks, payrolls, time records, invoices, contracts, vouchers, orders and other accounting documents related to or arguably related to the activity will be provided upon request to Washoe County.

5. TERM

This Agreement is in effect retroactively to July 01, 2019 and from that date through - June 30, 2020. All the services required hereunder shall be completed by June 30, 2020. This Agreement shall become effective once approved by the authorized official of each party.

6. AMENDMENT- ASSIGNMENT

This Agreement may be amended at any time there is a need, provided both parties agree to the amendment(s) in writing. Any amendment is subject to approval by both of the parties as a condition precedent to its entry into force. Neither party may assign this Agreement without the express written consent of the other party.

7. TERMINATION

Either party may terminate this Agreement by giving the other party written notice of the intent to terminate. The notice must specify a date upon which the termination will be effective, which date may not be less than 30 calendar days from the date of the mailing notice. This Agreement may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the Agreement may be terminated for cause. This Agreement may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party.

8. NOTICES

All written notices required under this Agreement shall be addressed to the designated representative of the respective parties.

COUNTY

Washoe County
Kelly Echeverria
EM Program Coordinator
Manager's Office
5195 Spectrum Blvd.
Reno, NV 89512
775-337-5859

SUB-GRANTEE

Reno Police Department
Elizabeth Kunz
455 E 2nd Street
Reno, NV 89502
775-334-2110

9. MONITORING AND ACCESS TO RECORDS

Sub-Grantee shall allow duly authorized representatives of the County to conduct reviews, audit, and on-site monitoring of documents, files, etc. in order to determine:

- Whether the objectives of the program are being achieved;
- Whether the program is being conducted in an efficient and effective manner;
- Whether management control systems and internal procedures have been established to meet the objectives of the program;
- Whether financial operations of the program are being conducted properly;
- Provisions of Federal and State laws and regulations and this Agreement.

County will monitor Sub-Grantee activities to ensure that the State dollars are used for authorized purposes in compliance with the State program laws, regulations, and grant Agreements, and ensuring that performance goals are achieved. Monitoring activities will occur throughout the grant term and may take various forms such as:

- Reporting: Reviewing financial and performance reports submitted by Sub-Grantee.
- Site Visits: Performing visits to Sub-Grantee offices or project site to review financial records, programmatic records, and observe operations.
- Regular Agreement: Regular agreements with Sub-Grantee and appropriate inquiries concerning program activities.

Records must be easily retrievable for examination by authorized County and State of Nevada SERC administrators, auditors, and other authorized individuals. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives have the right to access any books, documents, papers or other records of grantees and sub-grantees, which are pertinent to a Federal grant, in order to make audit, examinations or excerpts, and transcripts.

10. TERMS AND CONDITIONS

- A. Sub-grantee shall only make changes in the approved budget with approval of County. Sub-grantee must submit in writing all requests to amend the grant budget, prior to expending funds from a category other than what has been previously approved.
- B. Comply with requirements of 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Ensure the expenditure of these funds is in accordance with the audit requirements and the approved budget.

11. OTHER PROVISIONS

During the performance of this Agreement, the Sub-Grantee must follow:

- A. **Equal Employment Opportunity.**
 - 1. The Sub-Grantee will not discriminate against any employee or applicant for employment or individual receiving the benefit of the Sub-recipient's services because of race, creed, religion, color, age, national origin, political affiliation, sex, sexual orientation, familial status, or disability (as provided in Section 504 of the Rehabilitation Act of 1973, as amended). The Sub-Grantee will take action to ensure that all applicants are considered equally. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sub-Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Such action shall include individuals benefiting from program services/activities.
 - 2. Vietnam Veterans. The Sub-Grantee agrees to comply with Section 402 - Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era Act.
 - 3. The Sub-Grantee agrees to comply with any federal regulations issued pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended.
- B. **Nondiscrimination in Federally Assisted Programs.** The Sub-Grantee will not discriminate in the provision of services or benefits to any person on the basis of

race, creed, religion, color, age, national origin, political affiliation, sex, sexual orientation, marital status or disability.

- C. **Lobbying.** The Sub-Grantee agrees that no funds received under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before Federal, state or local government.
- D. **Hatch Act.** Neither the Sub-Grantee program nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States Code.
- E. **Debarment:** The Sub-Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (Agreement), by any governmental department or agency. If the Sub-Grantee cannot certify this statement, attach a written explanation for review by the County. The Sub-Grantee must notify the Washoe County Grants Administrator within 30 days if debarred by any governmental entity during the Agreement period.
- F. **Required Project Record Keeping and Bookkeeping.** The Sub-Grantee agrees to provide for bookkeeping using approved bookkeeping and record-keeping systems and to retain program records for three years from the time of grant close-out notice. The bookkeeping and project records shall be open and available for inspection and audit at any time by County Staff.
- G. **Defenses.** The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of all parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

Indemnification. Each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in the Agreement.

The indemnification obligation above is conditioned upon receipt of written notice by the indemnifying party within 30 days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not

be liable to hold harmless any attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

H. **Legal Actions Against Sub-Grantee.** If any legal action is filed against the Sub-Grantee, the Sub-Grantee shall immediately notify County staff.

I. **Grounds for Termination of the Agreement.** The County Staff reserves the right to terminate this Agreement amount upon written notification to the Sub-Grantee that any one or more of the following has occurred:

- (1) Failure of the Sub-Grantee to file monthly/quarterly/annual (whichever is required) reports by the 10th day after the end of the quarter or year (whichever is appropriate);
- (2) Failure of the Sub-Grantee to meet any standards specified in this Agreement;
- (3) Expenditures under this Agreement for ineligible activities, services, or items;
- (4) Failure to comply with written notice from County Staff of substandard performance in scope of services under the terms of this Agreement;
- (5) Failure of the Sub-Grantee to keep accounts and records showing the disposition of the money provided pursuant to this Agreement;
- (6) Sub-Grantee employees, officers or its designees or agents using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;
- (7) Failure of the County or the Sub-Grantee to secure or obtain other funding from sources which are needed in combination with the grant funds provided by the County to completely carry out the programs provided in this Agreement;
- (8) Failure of the County to appropriate or budget money for the purposes specified in this Agreement.

12. COMPLIANCE WITH LAWS

Sub-Grantee agrees at all times to comply with all applicable laws, ordinances and regulations of the governmental entities having jurisdiction over matters that are the subject of this Agreement. The Sub-Grantee agrees to follow all federal, state and local laws pertaining to the operation of

said agency, including without limitation, all applicable sanitation, health, and safety standards. Further, Sub-Grantee shall be bound by all county ordinances and state and federal statutes, conditions, regulations and assurances that are applicable to medical and patient records.

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13. GOVERNING LAW/MISCELLANEOUS

This Agreement shall be governed, interpreted and construed in accordance with the laws of Nevada without resort to conflict of laws provisions. Venue for any action brought pursuant to this Agreement shall be in Washoe County, Nevada. If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, the provision shall be deleted and the parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not determined to be illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Agreement.

The section headings in this Agreement are intended solely for convenience; they are not part of this Agreement and shall not affect its construction.

WASHOE COUNTY

Dave Solaro
Interim Washoe County Manager

Date _____

ATTEST: _____ Date _____

Washoe County Clerk

RENO POLICE DEPARTMENT

By: _____ Date: _____
Jason Soto, Chief

CITY OF RENO
By: _____ Date: _____
Hillary Schieve, Mayor

ATTEST
By: _____ Date: _____
City Clerk

APPROVED AS TO FORM:
By: _____ Date: _____
City Attorney's Office

EXHIBIT A

WASHOE COUNTY
Local Emergency Planning Committee
2019 UWS Grant (19085)
Quarterly Financial Report Form

| STATE EMERGENCY RESPONSE COMMISSION | | | | | | | | | | | | |
|--|--|--|-------------------|-----------------------|------------|------------------|--------------|--------|----------|---------|-------------|-------------------|
| AGENCY RESPONSIBLE FOR PROJECT/EQUIPMENT | ITEM DESCRIPTION | | QUANTITY APPROVED | GRANT AMOUNT APPROVED | TOTAL | QUANTITY ORDERED | DATE ORDERED | VENDOR | CK. DATE | CHECK # | AMOUNT PAID | AVAILABLE BALANCE |
| RPD | Gun Holster Belly Bands | | 15 | \$11.99 | \$179.85 | | | | | | | \$179.85 |
| | Ultra Duty Belt with Hook and Loop Lining | | 15 | \$28.07 | \$421.05 | | | | | | | \$421.05 |
| | Blackhawk Nylon Ambidextrous Pancake Holster | | 15 | \$21.94 | \$329.10 | | | | | | | \$329.10 |
| | Mil-Tec Large LED Anglehead Flashlight | | 15 | \$12.99 | \$194.85 | | | | | | | \$194.85 |
| | AR500 Armor Veritas Lite Modular Plate Carrier | | 8 | \$59.00 | \$472.00 | | | | | | | \$472.00 |
| | Certified Stand Alone Level III Hard Armor Plate Model AR500 | | 8 | \$209.99 | \$1,679.92 | | | | | | | \$1,679.92 |
| | SERC TOTAL | | | | \$3,276.77 | | | | | | \$ - | \$3,276.77 |

| SERC TOTALS | |
|--|-------------|
| A. TOTAL EXPENSES PREVIOUSLY REPORTED | \$ - |
| B. TOTAL EXPENSES THIS REPORT | \$ - |
| C. TOTAL EXPENSES TO DATE (Line A+B) | \$ - |
| D. TOTAL GRANT FUNDS FOR AGENCY | \$ 3,277.00 |
| E. BALANCE OF FEDERAL FUNDS FOR AGENCY (Lines D-C) | \$ 3,277.00 |

| | |
|----------------------------------|------|
| Total Funds Requested This Claim | \$ - |
|----------------------------------|------|

| |
|---|
| Reporting Period From: |
| Report No.: |
| Program Office Kelly Echeverria Phone: 337-5859 |
| Grant: 2020 UWS Grant 20-UWS-16-01 |

Attached are copies of backup documentation to substantiate the expenses requested on this claim. I certify that to the best of my knowledge and belief, this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth under the terms of the approved project.

Subgrantee: **Reno Police Department**
Elizabeth Kunz, Management Assistant
PO Box 1900