

**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>	Washoe County Sheriff's Office	
<b>Project Title</b>	Washoe County Sheriff's Office Public and Visiting Remodel	
<b>Project/Award #</b>	20-CESF-27	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

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### 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>	

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

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## 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.***

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**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***