

STAFF REPORT

Date: February 13, 2013

To: Mayor and City Council

Thru: Andrew Clinger, City Manager

Subject: Staff Report (For Possible Action): Acceptance of a sub-grant from the Nevada Department of Public Safety, Office of Criminal Justice Assistance, to the City of Reno for an upgrade to the Tiburon data-collection system pursuant to a migration and connection to the Federal Bureau of Investigation's NDEx system and authorization for the City Manager to sign the sub-grant agreement in the amount of \$797,868.

From: Maureen Mckissick, Strategic Development Administrator

Summary: Council is being asked to accept a sub-grant in the amount of \$797,868 from the Nevada Department of Public Safety, Office of Criminal Justice Assistance, to the City of Reno. The funds will be used to purchase, install and maintain a much-needed upgrade to the Tiburon data-collection system so that local law enforcement statistics can be migrated to the Federal Bureau of Investigation's NDEx system. Staff recommends that Council accept the funds and authorize the City Manager to execute the sub-grant agreement.

Previous Council Action: Council approved the purchase of the Tiburon software in 1999.

Background: All law enforcement agencies are required to regularly report specific data related to criminal activity to a national database. The Tiburon system, purchased and operated by the City of Reno since 1999, is used to collect these statistics from the Reno Police Department, the Washoe County Sheriff's Office, the Reno Municipal Court, the Washoe County Jail System, the Reno-Sparks Indian Colony, the Carson City Sheriff's Office, the Nevada System of Higher Education Police Department, and the Truckee Meadows Community College Police Department. The local data are reported on an on-going basis to the NDEx system which is operated by the Federal Bureau of Investigation.

Discussion: The Tiburon software has reached the end of its useful life and needs a significant upgrade in order to continue functioning effectively, while also providing data to the federal NDEx system. The Nevada Department of Public Safety, Office of Criminal Justice Assistance, identified federal de-obligated grant funding from previous fiscal cycles that was eligible to be used for this purpose. Because the funding is from previous fiscal cycles, however, it is time-sensitive and must be re-obligated and fully expended before September 30, 2013. The proposed Tiburon-upgrade project can be implemented in this timeframe.

Fiscal Implications: None to the General Fund. There is no local share. The project will be fully funded by the sub-grant from the Nevada Department of Public Safety, Office of Criminal Justice Assistance. The funds must be encumbered before June 30, 2013 and expended before September 30, 2013.

Legal Implications: The City will be required to use the grant funding exclusively for purposes of upgrading the Tiburon system. The City will be required to submit regular financial and narrative progress reports to the Nevada Department of Public Safety, Office of Criminal Justice Assistance, documenting the implementation of the funds.

Recommendation: Staff recommends Council accept the sub-grant and authorize the City Manager to sign the sub-grant agreement.

Proposed Motion: I move to approve staff recommendation.

Attachments:

- Grant Award and Agreement (PDF)

Brian Sandoval
Governor



Chris Perry
Director

Michelle Hamilton
Administrator

Office of Criminal Justice Assistance

1535 Old Hot Springs Road, #10
Carson City, NV 89706
Telephone (775) 687-3700 • Fax (775) 687-4171
January 24, 2013

Maureen McKissick
1 East First Street
Reno, NV 89501

Dear Ms. McKissick:

Congratulations! The Office of Criminal Justice Assistance (OCJA) is pleased to inform you that your American Recovery Act Grant application, the Tiburon Enhancement – UNIX to Windows Migration & MobileCOM project has been approved in the combined federal amount of \$797,868.00. Neither grant requires a cash match. The assigned grant numbers for your project are **09-RLE-03** for \$747,922.45 and **09-JAG-40** for \$49,945.55. Please refer to these grant numbers on all documents pertaining to this project including e-mail transmissions.

Enclosed are the following documents:

- \$ Four grant awards - please sign and date each copy and keep two for your files and return one each to our office.
- \$ A statement of sub-grant audit arrangements
- \$ Program Assurances
- \$ Financial Assurances

Please sign and return these forms to our office as soon as possible.

Your proposed budget has been approved for the project. Should you require any changes, please complete a change request form with justification and submit to our office.

Consistent with the Department of Justice's emphasis on accountability and transparency, reporting requirements will differ from and expand upon previous standard grant reporting requirements. OCJA requires submission of monthly financial claim forms and quarterly progress reports. These forms, as well as the Project Director's Manual, are available on our web site <http://www.ocj.nv.gov>. As your program manager, I will be happy to discuss the implementation of the project, the submission of financial claims or reporting requirements in person or by telephone. If you have any questions regarding this award, any of the enclosures or future issues, please contact me at (775) 687-3700 ext 1 or e-mail me at mhamilton@dps.state.nv.us. I look forward to working with you.

Sincerely,


Michelle Hamilton
Administrator

Administrative Services • Capitol Police • Criminal Justice Assistance • Emergency Management • Homeland Security
Emergency Response Commission • State Fire Marshal • Investigations • Highway Patrol • Office of Traffic Safety • Parole and Probation
Records and Technology • Board of Parole Commissioners • Training • Office of Professional Responsibility

Attachment: Grant Award and Agreement (1966 : #1 - Acceptance of grant for Tiburon)

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

American Recovery and Reinvestment Act (ARRA)

Rural Law Enforcement Assistance Grant (RLEA)

Grant Award

SUBGRANTEE:	City of Reno	PROJECT NUMBER:	09-RLE-03
ADDRESS:	1 East First Street		
	Reno, NV 89501	FEDERAL GRANT FUNDS:	\$747,922.45
PROJECT TITLE:	Tiburon Enhancement	MATCHING FUNDS:	\$00.00
GRANT PERIOD	February 1, 2013 – June 30, 2013	TOTAL:	\$747,922.45

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$00.00
Consultant/Contract Services	\$747,922.45
Travel/Training	\$00.00
Supplies/Operating	\$00.00
Equipment	\$00.00
Total	\$747,922.45

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

Michelle Hamilton, Administrator
Office of Criminal Justice
Assistance

SUB-GRANTEE ACCEPTANCE

Andrew Clinger, City Manager
City of Reno

Michelle Hamilton 1/24/13 X
Signature of Approving Official Date

Signature of Approving Official Date

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

American Recovery and Reinvestment Act (ARRA)

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Office of Criminal Justice
Assistance

SUB-GRANTEE ACCEPTANCE

Andrew Clinger, City Manager
City of Reno

Signature of Approving Official

Date

Signature of Approving Official

Date

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Justice Assistance Grant (JAG)

Grant Award

SUBGRANTEE:	City of Reno	PROJECT NUMBER:	09-JAG-40
ADDRESS:	1 East First Street Reno, NV 89505	FEDERAL GRANT FUNDS:	\$49,945.55
PROJECT TITLE:	Tiburon	MATCHING FUNDS:	\$00.00
GRANT PERIOD	February 1, 2013 – June 30, 2013	TOTAL:	\$49,945.55

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CATEGORY	TOTAL PROJECT COSTS
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Travel/Training	\$00.00
Supplies/Operating	\$00.00
Equipment	\$00.00
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Office of Criminal Justice
Assistance

SUB-GRANTEE ACCEPTANCE

Andrew Clinger, City Manager
City of Reno

Signature of Approving Official

Date

Signature of Approving Official

Date

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DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

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Andrew Clinger, City Manager
City of Reno

Signature of Approving Official

Date

Signature of Approving Official

Date

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Statement of Subgrant Audit Arrangements

Project Number:	09-RLE-03	CFDA # 16.810
Name of Agency:	City of Reno	
Address:	1 East First Street Reno, NV 89505	
Telephone:		Fax Number:
Financial Manager:		
<i>Does your government entity expect to spend an aggregate total of \$300,000 in federal funds in this fiscal year? (Government entity is the entire city, county, state or tribal government)</i>		
YES _____ (continue with form) NO _____ (stop here & sign at bottom)		
Name of Auditor/Firm:		
Auditor or Firm Address:		
Contact Person		Telephone:
<u>Indicate anticipated date audit reports will be sent to OCJA</u>		
Provide date for copy of audited financial statement:	____/____/____	
Signed by:	_____ (authorized official)	
Title:		Date:

Form No. NCA-009 Revised 2/99

Attachment: Grant Award and Agreement (1966 : #1 - Acceptance of grant for Tiburon)

RETURN THIS FORM TO
DPS Office of Criminal Justice Assistance
555 Wright Way
Carson City, NV 89711

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Statement of Subgrant Audit Arrangements

Project Number:	09-JAG-40	CFDA # 16.738
Name of Agency:	City of Reno	
Address:	1 East First Street Reno, NV 89505	
Telephone:		Fax Number:
Financial Manager:		
Does your government entity expect to spend an aggregate total of \$300,000 in federal funds in this fiscal year? (Government entity is the entire city, county, state or tribal government)		
YES _____ (continue with form) NO _____ (stop here & sign at bottom)		
Name of Auditor/Firm:		
Auditor or Firm Address:		
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555 Wright Way
Carson City, NV 89711

**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 and a PMT 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/ocj/Forms.htm>.
2. The final program report must be submitted to OCJA no later than 60 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 it has determined the grantee has 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.
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.

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.

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**Office of Criminal Justice Assistance
Financial Assurances**

The sub-grantee 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 page <http://www.ocj.nv.gov>.
2. The **final** financial claim form must be submitted to OCJA no later than 25 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Grantee/Sub-grantee 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 budget categories 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/subgrantee has failed to comply with the conditions of the grant award.
7. Financial management must comply with the requirements of OMB Circulars A-102 or A-110; whichever is applicable to your organization, and which are incorporated into this agreement by reference.
8. All grant expenditures are to be reasonable and allowable in accordance with OMB Circular A-21, A-87, or A-122, whichever is applicable to your organization and which are incorporated into this agreement by reference.

9. Grantee/sub-grantee shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and OMB Circular A-133, which is incorporated into this agreement by reference to include the required submission of the most recent annual independent audit, as prescribed in sections 310 and 315 and section 320, paragraph f.
10. Required documentation for the performance of internal audits must be provided upon OCJA request within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.

Name: _____ Title: _____

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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.

Shared/forms/grantaward/financialassurances.doc 2/2010

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