

Brian Sandoval  
Governor



James M. Wright  
Director

Caleb S. Cage  
Chief

**Nevada Division of Emergency Management  
Homeland Security**

2478 Fairview Drive  
Carson City, Nevada 89701  
Telephone: (775) 687-0300 • Fax: (775) 687-0322 • <http://dem.state.nv.us/>

August 26, 2015

Geno Martini, Mayor  
City of Sparks  
431 Prater Way  
Sparks, NV 89431

Dear Mayor Martini:

RE: Federal Fiscal Year 2015, Homeland Security Grant Award

The Department of Public Safety's Division of Emergency Management is pleased to enclose a Federal Fiscal Year 2015, State Homeland Security Program (SHSP) grant award in the amount of \$6,966.00.

The grant performance period is September 1, 2015 – August 31, 2017. The grant performance period is a condition of this grant award. All grant expenditures and reporting must be completed by the end of the grant performance period to receive reimbursement.

The grant award package includes the grant award, approved budget, investment justifications, federal and state assurances, a memorandum of understanding (MOU), reobligation guidelines, training guidelines and exercise guidelines. Please be aware that any modifications to the approved budget will require approval in advance, from this division through a "project change request" form. The federal and state assurances, along with the grant award documents, have been updated for the FFY 2015 grant cycle. Please review these documents carefully to ensure compliance.

In addition to the FFY2015 grant package each award includes a MOU. The MOU establishes an understanding with respect to the pass through of the State Homeland Security Grant Program (SHSP).

RECEIVED

AUG 31 2015

MAYOR

Geno Martini  
Page 2  
August 26, 2015

In order to be compliant with the Federal Emergency Management Agency (FEMA) and the Federal Department of Homeland Security (DHS), the parties, must agree to the grant pass-through requirements set forth in each year's grant guidance and agree to the recommendations of the Homeland Security Working Group, Nevada Homeland Security Finance Committee, the Nevada Commission on Homeland Security and the SAA.

Please sign the original award, confirmation copy, federal and state assurances and MOU, and return the original grant award and the signed federal and state assurances to the Nevada Division of Emergency Management, 2478 Fairview Drive, Carson City, Nevada, 89701. Please retain the confirmation copy, budget, and a copy of the assurances for your records.

If you have any questions, or if we can be of assistance with the administration of this grant, please contact the Homeland Security Grant Section, Nevada Division of Emergency Management, at (775) 687-0300.

Best regards,



Caleb S. Cage

CSC/sw/cm

*Attachments: Grant Award  
Budget  
Assurances and Certifications  
MOU  
Reobligation Guidelines  
Training Guidelines  
Exercise Guidelines*



**STATE OF NEVADA**  
**DEPARTMENT OF PUBLIC SAFETY (NDPS)**  
**DIVISION OF EMERGENCY MANAGEMENT (NDEM)**

2478 Fairview Drive, Carson City, Nevada 89701  
 Telephone (775) 687-0300, Fax (775) 687-0322

Grant Award		
<b>SUBGRANTEE:</b> City of Sparks	<b>CFDA / PROJECT NO:</b>	97067HL5
<b>ADDRESS:</b> 431 Prater Way, Sparks, NV 89431	<b>NDEM DUNS:</b>	607025848
<b>PROJECT TITLE:</b> Department of Homeland Security (DHS) Grant FFY15 - State Homeland Security Program (SHSP)	<b>SUB-GRANTEE DUNS:</b>	089920243
	<b>FEDERAL GRANT FUNDS:</b>	\$6,966.00
<b>GRANT PERIOD:</b> September 1, 2015 - August 31, 2017	<b>MATCHING FUNDS:</b>	
<b>Special Notes:</b>	<b>TOTAL:</b>	\$6,966.00

APPROVED BUDGET FOR PROJECT		
CATEGORY	TOTAL PROJECT COSTS	
Duo Dote Nerve Agent Antidote		\$6,966.00
<b>FEDERAL GRANT TOTAL</b>		<b>\$6,966.00</b>
<b>SUB-GRANTEE MATCH TOTAL</b>		

This award is subject to the requirements (federal, state, financial and program assurances) established by the Federal Government; the Nevada Department of Public Safety and the Nevada Division of Emergency Management. This award is subject to availability of federal funding.  
 Special Conditions: (If Applicable) This project is approved subject to such conditions or limitations as set forth on the attached page(s)  
 ATTACHMENTS: (1) FEDERAL & STATE ASSURANCES (2) FINANCIAL AND PROGRAM ASSURANCES (3) FEDERAL CERTIFICATIONS (4) SCOPE AND TIMELINE OF WORK (5) LINE ITEM DETAILED BUDGET.

AGENCY APPROVAL		SUBGRANTEE ACCEPTANCE	
<b>Caleb S. Cage, Chief</b>		<b>Geno Martini, Mayor</b>	
Name and Title of Appointing Official		Name and Title of Appointing Official	
X <i>Caleb S. Cage</i>	8/26/2015	X <i>Geno R. Martini</i>	8/21/2015
Signature of Approving Official	Date:	Signature of Approving Official	Date:

**Internal NDEM Review**

<input type="checkbox"/>	Chief
<input checked="" type="checkbox"/>	Designee

*J 8-26-15*



**ORIGINAL**

**MEMORANDUM OF UNDERSTANDING (MOU)  
Between**

**City of Sparks  
And**

**The State of Nevada, Department of Public Safety, Nevada Division of Emergency Management  
and Homeland Security, also known as the Nevada State Administrative Agent For Utilizing the  
Homeland Security Grant Funds**

This MOU is entered into by the State of Nevada, Department of Public Safety, Nevada Division of Emergency Management and Homeland Security, also known as the Nevada State Administrative Agent, and City of Sparks (hereinafter referred to as "Party" or "Parties") who agree to all provisions of this MOU. Each party further agrees that it assumes all of the duties and responsibilities assigned to that party under this MOU, and that so long as this MOU remains in effect, the party will fully perform all duties and responsibilities contained within this MOU.

**DEFINITIONS**

Chief means the Chief of the Nevada Division of Emergency Management.

DHS means Federal Department of Homeland Security.

Eligible Party/Parties means all jurisdictions in the State of Nevada eligible to apply for the Homeland Security Grant through the general application process or the de-obligation process, which include Local, State, Tribal Nations and Non-Profit Organizations.

FEMA means Federal Emergency Management Agency.

FOA means funding opportunity announcement.

HSGP means Homeland Security Grant Program.

HSWG means the Homeland Security Working Group.

NCHS means Nevada Commission on Homeland Security.

NDEM means the Nevada Division of Emergency Management and Homeland Security.

SAA means State Administrative Agency/Agent.

SHSP means the State Homeland Security Program.

## **AUTHORITY**

This MOU is authorized under the State of Nevada Chapter 239C, Titles 2 and 44 of the Code of Federal Regulations and the Funding Opportunity Announcement.

## **PURPOSE**

This MOU sets forth responsibilities with respect to the pass through grant funds of the Homeland Security Grant Program. In order to be compliant with the Federal Emergency Management Agency (FEMA) and the Federal Department of Homeland Security (DHS), the Parties, must agree to the grant pass-through requirements set forth in each year's grant guidance and agree to the recommendations of the Homeland Security Working Group, Nevada Homeland Security Finance Committee, the Nevada Commission on Homeland Security and the SAA.

The FOA provides that each State may retain more than 20% of the SHSP funding with written consent of the local unit of government for expenditures made by the State on behalf of the local unit of government.

Consent to this MOU is a condition of receiving HSGP funding.

## **ATTACHMENTS**

Attachment "A" incorporated herein contains the Federal Department of Homeland Security's Core Capabilities which are a requirement for the purposes of HSGP grant funding. All projects must align with the core capabilities and the target capabilities and must have the necessary relationship deemed compliant by the SAA and/or FEMA DHS.

## **TIME SENSITIVE**

Federal law mandates that unspent federal funds be returned to the federal government at the end of the grant performance period. In the event that unspent funds exist and there is insufficient time in the grant performance period to reconvene the NCHS and Finance Committee, the SAA in its sole discretion, may reobligate grant funding within the scope of the approved Investment Justification. In the event that the SAA reobligates time sensitive funding, the reobligation of funds will be placed as an informational item on the agenda of the next regularly scheduled meeting of the NCHS.

## **RESPONSIBILITIES**

- A. The State of Nevada, through the Division of Emergency Management and Homeland Security, is responsible for the following:
  1. The management and administration of the HSGP grant program.
  2. The final allocation and grant awards of the HSGP grant program.
  3. Reobligation of deobligated funding through the NCHS approved reobligation guidelines.
  4. The reimbursements of the HSGP grant program.

5. The federal reporting of the HSGP grant program.
6. Technical Assistance of the HSGP grant program
7. Provide facilitation of and administrative support to the NCHS, NCHS Finance Committee and the HSWG.

B. The North Lyon County Fire Protection District, as an eligible party, agrees to the following:

1. The pass through requirement set forth in each year's grant guidance and/or FOA and agrees to the recommendation of the HSWG, Nevada Homeland Security Finance Committee, the NCHS and the SAA's recommendations on grant funding allocation, which may permit the State of Nevada to retain more than the allotted 20%.
2. That any and all items purchased for HSGP grant funds become an asset of the HSGP grant program and each jurisdiction may be required to share grant funded assets with other city, state, local, tribal, nonprofit and private sector organizations which include deploying assets to states other than Nevada.
3. Compliance with the Federal and State Assurances.
4. Compliance with each year's grant guidance or funding opportunity announcement.
5. Compliance with the reobligation guidelines.
6. Compliance with all applicable Federal Code of Regulations.
7. Compliance with all applicable Nevada Revised Statutes.
8. Compliance with the Grant Management guide and all revisions.
9. Compliance with Grants Service Administration (GSA).

#### **EFFECTIVE DATE**

The terms of this MOU will become effective on the date of final signature by the Eligible Parties to this MOU. The HSGP grant years will include the Federal Fiscal Year 2015 and Federal Fiscal Year 2016 and Federal Fiscal Year 2017.

#### **MODIFICATION AND AMENDMENT**

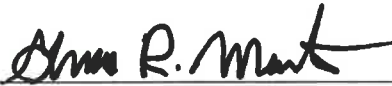
- A. Any provision of this MOU later found to be in conflict with state law or regulation, or invalidated by a court of competent jurisdiction, shall be considered inoperable and/or superseded by that law or regulation. Any provision found inoperable is severable from this MOU, and the remainder of the MOU shall remain in full force.
- B. This MOU may be modified or amended only with the prior written agreement of the Parties.
- C. This MOU is the full and complete agreement between the undersigned Parties, and supersedes any prior MOU for this same purpose between the Parties, written or oral.
- D. This MOU may be executed in several counterparts, each of which shall be deemed to be original, but all of which, taken together, shall constitute one and the same MOU.

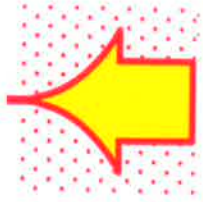
**IN WITNESS WHEREOF, the Parties hereto have approved this MOU:**

 8/26/2015  
Date

Caleb S. Cage, Chief  
The State of Nevada,  
Department of Public Safety  
Nevada Division of Emergency Management and Homeland Security  
Nevada State Administrative Agent

And

 08/31/2015  
Date  
City of Sparks  
Signature of Signing Authority



**HOMELAND SECURITY GRANT PROGRAM (HSGP)  
FFY 2015**

**LINE ITEM DETAIL BUDGET**

Agency Name	Project Manager Name & Contact #	Manager Name & Contact #	City of Sparks Fire Department	Eric Millette 775 846-1378	Tom Garrison 775 353-2254	EE					
<b>IJ TITLE: Project Name: Duo Dote Nerve Agent Antidote Kits</b>											
<b>One Budget Per Funding Stream</b>											
<b>SHSP</b>											
Line #	CATEGORY	PERSONNEL DETAIL DESCRIPTION	Previous Funding Type	Salary or Hourly	% of Effort	Calculation (hours)	Personnel Cost Amount	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source
	Personnel	Positions Require: How Many, Type, Max Amount of Time 12 mo, New, Existing & Description of Position. All personnel must be put under this category, please note each line with planning, organization, training or exercise.	Select Type								Add Funding Source
1		NOT APPLICABLE	Select Type				\$ -				
2			Select Type				\$ -				
	Personnel Sub-Total						\$ -				
<b>PERSONNEL COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT</b>											
Narrative HERE											
Line #	CATEGORY	FRINGE DETAIL DESCRIPTION	Previous Funding Type	Salary Hourly	% of Effort	Calculation (hours)	Personnel Cost Amount	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source
	Fringe Benefits	Positions Require: Fringe to be separate from Personnel Costs above	Select Type								Add Funding Source
5		NOT APPLICABLE	Select Type				\$ -				
	Fringe Sub-Total						\$ -				
<b>FRINGE COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE.</b>											
Narrative HERE											
Line #	CATEGORY	PURPOSE OF EACH TRAVEL LOCATION, HOW MANY DAYS, PER DIEM BREAKDOWN	Previous Funding Type	Category of Each Travel	Travel Reference # from Addendum	Total Trips	Cost for each Trip	Total Cost	Primary Core Capability	Secondary Core Capability	Funding Source
	Travel Planning Training Exercise Equipment Organization	THIS IS A NEW REQUIREMENT TO PROVIDE ALL INFORMATION ON TRAVEL. ALL TRAVEL MUST BE LINE ITEMED OUT ON THE TRAVEL ADDENDUM PROVIDED. ALL DETAILS ARE REQUIRED. THIS CATEGORY IS FOR TRAVEL ONLY (INFORMATION NOT PROVIDED WILL NOT BE FUNDED BASED ON NON-COMPLIANCE)	Select Type								Add Funding Source
11		NOT APPLICABLE	Select Type				\$ -				
	Travel Sub-Total						\$ -				
<b>TRAVEL COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL EACH LINE ITEM AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE</b>											
Narrative HERE											
Line #	CATEGORY	PLANNING DETAIL DESCRIPTION	Previous Funding Type	Purchase Type	QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source
	Planning	DESCRIPTION OF PLANNING ACTIVITIES MUST BE DETAILED OUT (GENERAL TERMS AND INFORMATION WILL NOT BE ACCEPTED BASED UPON NON-COMPLIANCE) NO TRAVEL IN THIS CATEGORY	Select Type								Add Funding Source
26		NOT APPLICABLE	Select Type	Local			\$ -				
	Planning Sub-Total						\$ -				
<b>PLANNING COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT</b>											
Narrative HERE											



Line #	CATEGORY	ORGANIZATION DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source
	Organization	DESCRIPTION OF ORGANIZATION ACTIVITIES MUST BE DETAILED OUT. SEE YOUR GUIDANCE FOR DESCRIPTION OF ORGANIZATION. THIS CATEGORY IS TYPICALLY FOR FUSION CENTER ACTIVITIES - TO INCLUDE OVERTIME, VEHICLE AND EQUIPMENT RENTALS, OPACKS AND CONTRACTORS ONLY THIS IS NOT A SUPPLY CATEGORY.	Select Type								
38	Organization	NOT APPLICABLE	Select Type	Local		\$					Add Funding Source
	Sub-Total					\$					
<b>ORGANIZATION COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT</b>											
Narrative HERE											

Line #	CATEGORY	EQUIPMENT DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source
	Equipment	DESCRIPTION OF EQUIPMENT ACTIVITIES MUST BE DETAILED OUT (GENERAL TERMS AND INFORMATION WILL NOT BE ACCEPTED BASED UPON NON-COMPLIANCE) SEE YOUR GUIDANCE FOR DESCRIPTION OF ORGANIZATION - NO TRAVEL IN THIS CATEGORY - Must an AEL	Select Type								
47	Equipment	Praidoxime chloride -2 PAM; Antitropine combination autoinjector. The Duo Dote auto injector is used for a nerve agent CBRNE exposure. The medications within the autoinjector, stop the body's absorption of the agent and it's fatal effects.	Sustainment	State	150.00	46.44	\$ 6,966.00	Environmental Health and Safety	Public Health and Medical Services	09PH-05-NAAK	Add Funding Source
48	Equipment		Select Type			\$					
	Sub-Total					\$	\$ 6,966.00				
<b>EQUIPMENT COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT</b>											
Narrative HERE											

Line #	CATEGORY	TRAINING DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	Coordinated with the State Training Officer?	Is This Request on the TEPW?	QUANTITY	UNIT COST	Primary Core Capability	Secondary Core Capability	AEL Ref #
	Training	All Training in this category must be coordinated with the State(UAS) Training Officer, Training Must have a FEIMADHS Course #. Must Support SPR, THIRA, Strategy (NO TRAVEL IN THIS CATEGORY) Add Course # in Description	Select Type								
57	Training	NOT APPLICABLE	Select Type								
	Sub-Total										
<b>TRAINING COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT</b>											
Narrative HERE											

Line #	CATEGORY	EXERCISE DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	Coordinated with the State Exercise Officer?	Is This Request on the TEPW?	QUANTITY	UNIT COST	Primary Core Capability	Secondary Core Capability	AEL Ref #
	Exercise	All Exercises must be HSEEP compliant and coordinated with the State(UAS) Exercise Officer. Must Support the SPR, THIRA, Strategy (NO TRAVEL IN THIS CATEGORY)	Select Type								
	Exercise	NOT APPLICABLE	Select Type								
	Sub-Total										
<b>EXERCISE COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAIN IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT</b>											
Narrative HERE											

<b>Budget Total Request</b>												<b>\$ 6,966.00</b>
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All budgets require an email approval from the financial and/or grant manager

# Investment #9

## Investment Information - Investment #9

**II.A Investment Name:** Mass Care (MAC for Carson City) & Duo Dote (Sparks)

**II.B Investment Type:** Non-Competitive

## I. Overview - Investment # 9

### II.C - What is the funding source for this investment:

Funding Source	Funding Amount
SHSP	\$203,832.00

II.D - Is this the consolidated Fusion Center Investment? No

II.E - How much of this Investment will be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA): \$0.00

### II.F - Investment Description:

Within the first 12 to 24 hours of an incident, Carson City, in coordination with other non-governmental organizations, need to have the capability to provide life sustaining sheltering, feeding, family reunification, and bulk distribution of emergency supplies for the affected population. Nevada THIRA and SPR Survey consistently identify highest threats and hazards as Natural disasters. Page 3 of the 2014 Nevada SPR clearly identifies 5 critical areas to include Earthquake, Flood, Wildfire and Pandemic. In addition, Human Caused Terrorism and Technological Hazmat Chemical Release are identified as high probability threats. The THIRA and SPR also identify the ability to provide Mass Care services in Nevada as moderately capable. In response to these identified hazards and threats, Carson City is planning to address the existing gap of providing mass care services in a manner consistent with all applicable local, state and federal laws, regulations and guidelines, including those pertaining to individuals with access and functional needs. Construction of the new Carson City Multi-Use Athletic Center (MAC) on approximately 10.6 acres of land is scheduled to begin in April of 2015. The MAC is adjacent to the Western Nevada Boys and Girls Club, located at 1840 and 1870 Russell Way in central Carson City. The architectural plans call for a building of 33,418 square feet to be completed by December 4, 2015. This would be the first designated shelter facility, owned by Carson City, with dedicated emergency power. With its central location, new construction with the latest building code requirements, and co-location with the Western Nevada Boys and Girls club this location is ideal to meet the needs of a large number of evacuated citizens, including those with medical, function or access needs. In an effort to enable first responders to assist victims and protect responders from a Chemical Hazmat Release the City of Sparks and Sparks Fire Department wish to replace 150 expiring Duo Dote Nerve Agent Antidote Kits.. The Duo Dote Antidote kits will protect public safety personnel exposed to CBRNE, primarily nerve agents. The medication in the kits prevents the body to absorb the agent, protecting responders. In the last 5 years both the THIRA and SPR Survey results have identified the likelihood of a Hazardous Materials release into the atmosphere prompting shelter-in-place orders and evacuation orders. Jurisdictions like Sparks, are located along rail/freight I

## II. Project Management - Investment # 9

### II.C - What is the funding source for this investment:

Funding Source	Funding Amount
SHSP	\$203,832.00

All of the requested funding must be associated with specific projects. Identify up to thirty projects within this Investment:

### Project # 1

## Project Information - Project # 1

**Project Name:** Carson City MAC

**Project Description:** As part of construction of the new Carson City Multi-Use Athletic Center (MAC), a building of 33,418 square feet, will be equipped with a standard-fixed hard-wired generator, and Automatic Transfer Switch (ATS) so the generator may automatically provide electrical power during utilities disruption of service. Project to be completed by December 4, 2015. This will be the first designated shelter facility, owned by Carson City, with dedicated emergency power. With its central location, new construction with the latest building code requirements, and co-location with the Western Nevada Boys and Girls club this location is ideal to meet the needs of a large number of evacuated citizens, including those with medical, function or access needs.

**Funding Amount:** \$203,832.00

**Subgrantee:** Carson City

**Grantee Type:** Local Jurisdiction / Entity

**Project Location:** 89701

## III.A - Project Alignment to Core Capability and Solution Areas - Project # 1

**Primary Core Capability:** Mass Care Services

**Capability Building:** Build

**Deployable:** No

**Shareable:** Yes

Solution Area	Amount of Proposed Funding	Percent of Proposed Funding
Planning	\$0.00	0%
Organization	\$0.00	0%
Equipment	\$196,866.00	100%
Training	\$0.00	0%
Exercises	\$0.00	0%
<b>Total</b>	<b>\$196,866.00</b>	<b>100%</b>

## III.B - Project Baseline and Management - Project # 1

**Project Management Step:** Initiate

**Project Start Date:** SEPTEMBER 2015

**Project End Date:** SEPTEMBER 2016

**Does this project require new construction, renovation, retrofitting or modifications of existing structure?** Yes

**Supports Previous Awarded Investment?** No

## II. Project Management - Investment # 9

### II.C - What is the funding source for this investment:

Funding Source	Funding Amount
SHSP	\$203,832.00

All of the requested funding must be associated with specific projects. Identify up to thirty projects within this Investment:

### Project # 2

## Project Information - Project # 2

**Project Name:** Duo Dote Nerve Agent Antidote

**Project Description:** To enable first responders to assist victims and protect responders from a Chemical Hazmat Release the City of Sparks and Sparks Fire Department will replace 150 expiring Duo Dote Nerve Agent Antidote Kits.

**Funding Amount:** \$203,832.00

**Subgrantee:** City of Sparks

**Grantee Type:** Local Jurisdiction / Entity

**Project Location:** 89431

## III.A - Project Alignment to Core Capability and Solution Areas - Project # 2

**Primary Core Capability:** Mass Care Services

**Capability Building:** Build

**Deployable:** Yes

**Shareable:** Yes

Solution Area	Amount of Propsoed Funding	Percent of Proposed Funding
Planning	\$ .00	0%
Organization	\$ .00	0%
Equipment	\$6,966.00	100%
Training	\$ .00	0%
Exercises	\$ .00	0%
<b>Total</b>	<b>\$6,966.00</b>	<b>100%</b>

## III.B - Project Baseline and Management - Project # 2

**Project Management Step:** Initiate

**Project Start Date:** SEPTEMBER 2015

**Project End Date:** SEPTEMBER 2016

**Does this project require new construction, renovation, retrofitting or modifications of existing structure?** No

**Supports Previous Awarded Investment?** No

(End of Investment # 9.)

## FEDERAL ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars, 2 CFR PART 220, 2 CFR PART 215, 2 CFR PART 230, A-128, A-133, 2 CFR PART 225; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR PART 66, Common Rule, that govern the application, acceptance and use of Federal funds for this Federally-assisted project. Administrative Requirements 2 CFR PART 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 2 CFR PART 215, Institutions of Higher Education, Hospital and other Non-Profit Organizations. Cost Principles, 2 CFR PART 225, State and Local Governments, 2 CFR PART 220, Educational Institutions, 2 CFR PART 230 Non-Profit Organizations and Federal Acquisitions Regulations Sub-Part 31.2, Contracts with Commercial Organizations. In addition, the applicant assures and certifies that:

- I. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- II. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
- III. It will comply with provisions of Federal law, which limit certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
- IV. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- V. It will establish safeguards to prohibit employees from 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.
- VI. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- VII. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- VIII. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- IX. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- X. Environmental and Historic Preservation Compliance. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898).

- a. Any project with the potential to impact EHP resources (see Section E.8) cannot be initiated until FEMA has completed its review. The sub-grantees shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements.
  - b. Grantees may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc.; and possible project alternatives. For certain, types of projects, FEMA must consult with other Federal, state and local agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other Federal, State, Local and Tribal Nations agencies and organizations responsible for protecting natural and cultural resources.
  - c. For projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the sub-grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects. Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period.
  - d. Sub-grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts.
  - e. Failure of the sub-grantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.
- XI.** It will comply, and assure the compliance of all its sub-sub-grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders circulars, or regulations.
- XII.** It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including PART 18, Administrative Review Procedure; PART 20, Criminal Justice Information Systems; PART 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; PART 30, Intergovernmental Review of Department of Justice Programs and Activities; PART 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; PART 61, Procedures for Implementing the National Environmental Policy Act; PART 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- XIII.** It will comply, and all its sub-grantee and contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR PART 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR PART 35 and PART 39.
- XIV.** Services to limited English proficient (LEP) persons. Recipients of FEMA financial assistance are required to comply with several Federal civil rights laws, including Title VII of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency.
- a. To ensure compliance with Title VII, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

- b. The sub-grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. For additional information, see <http://www.lep.gov>. Integrating individuals with disabilities into emergency planning. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial funding from FEMA.
- c. Executive Order 13347, entitled "Individuals with Disabilities in Emergency Preparedness" signed in July 2004, requires the Federal Government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.
- d. Executive Order 13347 requires the Federal government to, among other things, encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.
- e. FEMA has several resources available to assist emergency managers in planning and response efforts related to people with disabilities and to ensure compliance with Federal civil rights laws: Guidelines for Accommodating Individuals with Disabilities in Disaster: The Guidelines synthesize the array of existing accessibility requirements into a user friendly tool for use by response and recovery personnel in the field.
  - i. Guidelines are available at, <http://www.fema.gov/oer/reference/>
  - ii. Disability and Emergency Preparedness Resource Center: A web based "Resource Center" that includes dozens of technical assistance materials to assist emergency managers in planning and response efforts related to people with disabilities can be found at, <http://www.disabilitypreparedness.gov>
  - iii. Emergency Planning for Persons with Disabilities and Special Needs: <http://www.LLIS.gov>
- XV. In the event a Federal or state court or Federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- XVI. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
- XVII. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
- XVIII. Compliance with the National Energy Conservation Policy and Energy Policy Acts. In accordance with the 2008 DHS Appropriations Act, all FY 2008 grant funds must comply with the following two requirements:
  - a. None of the funds made available through shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, PART 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).
  - b. None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC13212).
- XIX. HSPD-5 requires that Federal agencies tie Federal preparedness funding eligibility directly to progress on **NIMS implementation**. Inability to demonstrate compliance with required NIMS implementation activities could affect Federal preparedness funding at any level of government – state agency, county, local jurisdiction or department. Those receiving, or planning to receive, Federal preparedness funding from any Federal sources should examine the applicable grant guidance to determine eligibility requirements.
- XX. **VICTIMS PROTECTION ACT OF 2000**  
Implements section 106(g) of the trafficking Victims Protection Act of 2000 (TVPA) as amended (22 U.S.C. 7104 (g)).

**XXI. CLASSIFIED NATIONAL SECURITY INFORMATION**

“Classified national security information” as defined in the Executive Order (EO) 12958, as amended, means information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

**XXII. TRANSPARENCY ACT**

As of October 1, 2010, all Federal agencies are to initiate sub-award reporting pursuant to P.L. 109-282 of the Federal Funding Accountability and Transparency Act. This includes an implementation policy to require the collection and reporting on sub-award data, improvement to the data quality of Federal Awards and enhancement of technological capabilities of the USAspending.gov.

As the duly authorized representative of the applicant for Place Jurisdiction name here, I hereby certify that the applicant will comply with the above assurances and certifications.

NAME: Geno R. Martini TITLE: Mayor

SIGNATURE: Geno R. Martini DATE: 02/31/2015

\*Must be signed by the County Manager/Chief Financial Officer, the Tribal Chairman/designee or the state agency director as appropriate





## FEDERAL CERTIFICATIONS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Signature of this form provides for compliance with certification requirements under 28 CFR PART 69, "New Restrictions on Lobbying" and 28 CFR PART 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug- Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when determination is made to award the covered transaction, grant, or cooperative agreement.

### **I. LOBBYING**

1. As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR PART 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR PART 69, the applicant certifies that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  - c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
  - d. The sub-grantee understands and agrees that it cannot use any Federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Federal awarding agency. Under this Federal certifications section, (I) Lobbying, section d this clause is considered a special condition.

### **II. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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

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

### **III. DRUG-FREE WORKPLACE (SUB-GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR PART 67, Subpart F, for sub-grantees, as defined at 28 CFR PART 67.

1. The applicant certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Sub-grantees workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an on-going drug-free awareness program to inform employees about
    - i. The dangers of drug abuse in the workplace;
    - ii. The Sub-grantees policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - e. Notifying the agency, in writing, within 10 calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Department of Homeland Security. Notice shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted
    - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
  - g. Making a good faith effort to continue to maintain a drug-free workplace.

### **IV. NON-SUPPLANTING CERTIFICATION**

This certification affirms that grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or sub-grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

#### **VICTIMS PROTECTION ACT OF 2000**

- V. Implements section 106(g) of the trafficking Victims Protection Act of 2000 (TVPA) as amended (22 U.S.C. 7104 (g)).

#### **CLASSIFIED NATIONAL SECURITY INFORMATION**

- VI. "Classified national security information" as defined in the Executive Order (EO) 12958, as amended, means information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

#### **TRANSPARENCY ACT**

- VII. As of October 1, 2010, all Federal agencies are to initiate sub-award reporting pursuant to P.L. 109-282 of the Federal Funding Accountability and Transparency Act. This includes an implementation policy to require the collection and reporting on sub-award data, improvement to the data quality of Federal Awards and enhancement of technological capabilities of the USAspending.gov.

As the duly authorized representative of the applicant for Place Jurisdiction name here, I hereby certify that the applicant will comply with the above assurances and certifications.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\* Must be signed by the County Manager/Chief Financial Officer, the Tribal Chairman/designee or the state agency director as appropriate



**NEVADA DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY MANAGEMENT  
GRANT FINANCIAL AND PROGRAM ASSURANCES**

These assurances are to specify the requirements for State, Local, Indian Tribal Governments, higher education, hospitals, and other non-profit organizations while performing the administrative functions for any Federal grant funds. The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Award:

**I. FEDERAL SINGLE AUDIT**

1. Sub-grantees shall comply with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), the sub-grantee must have an annual audit conducted in accordance with OMB Circular A-133 if the sub-grantee expends more than \$750,000 from Federal Awards. If the sub-grantee has expended more than \$750,000 in Federal dollars, a copy of the sub recipient's audit report for the previous fiscal year must be submitted to the Nevada Department of Public Safety for review within the earlier of 30 days after receipt of the auditor's report(s), or 13 months after the end of the audit period, unless a different period is specified in a program-specific audit guide. Unless restricted by law or regulation, the auditee shall make report copies available for public inspection.
  - a. Required documentation for the performance of internal audits must be provided to the Division of Emergency Management (NDEM) upon request within 30 days. Grant closeout is contingent upon the NDEM audit and resolution of any discrepancies. Any non-submission of required internal audit documentation could result in the delay or non-payment of reimbursement requests, the deobligation of remaining Federal funds and/or jeopardize your eligibility to receive further Federal funding through NDEM.
2. Sub-grantees who expend less than the required \$750,000 under the Federal Single Audit Act (31 U.S.C. paragraph, 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), which is incorporated into this agreement by reference, will provide to the State of Nevada Department of Public Safety uncertified financial statements, (financial statements without the opinion of an independent external auditor) including notes and a schedule of expenditures of Federal awards for sub-grantees fiscal year end, signed by the Sub-grantees executive management within the earlier of 30 days after receipt of the financial report(s), or nine months after the end of the reporting period.
3. Grant revenue and expenditure records and supporting documentation must be maintained and made available upon request by the State Division Internal Audit, Legislative Council Bureau and the NDEM or any other entity as required by law to audit the sub-grantee. The sub-grantees are required if requested to respond to auditors inquiries, as required by the State of Nevada Administrative Manual (SAM) 3000, <http://nevadabudget.org/index.php/publications/sam/18-3000>

**II. FISCAL RESPONSIBILITY**

1. Financial management must comply with the requirements of OMB Circular A-102 or 2 CFR PART 215, whichever is applicable to sub-grantees organization, and which are incorporated into these assurances by reference.
2. All grant expenditures are to be reasonable and allowable in accordance with 2 CFR, PART 220, 2 CFR PART 225, 2 CFR PART 230, whichever is applicable to your organization, and which are incorporated into these assurances by reference.
3. **Sub-Grantees are required to adhere to the Department of Public Safety, Division of Emergency Management, and Office of Homeland Grant Management Guide.**
4. Payment made by the NDEM to the sub-grantee shall be on a reimbursement basis only and is conditioned upon receipt of applicable, accurate and complete reimbursement and match supporting documentation to be submitted by the sub-grantee. All payments will be contingent upon receipt of all fiscal and programmatic reports required of the sub-grantee under these assurances.
  - a. Supporting documentation shall include, but is not limited to, invoices, documented program/project deliverables, travel claims, payment vouchers, proof of payment (clearing documents), payroll reports, staffing/volunteer timesheets, contracts, bid/procurement process documentation, lease agreements,

Updated March 26, 2015

- agendas, meeting attendance documentation, training documentation, After Action Reports (AAR), Authorized Equipment Lists (AEL) (if applicable), Central Contractor Registry (CCR), Excluded Parties Listing (EPLS) and must be cross-referenced to approved budgets.
- b. All equipment requested must be on the approved equipment list (AEL) (using the most current AEL from grant year and grant program that you are requesting/expending grant funds, please see [www.rkb.us](http://www.rkb.us)). The NDEM will not reimburse for any equipment purchased which is not identified on the AEL list and/or not on the approved Budget Detail Matrix.
5. The sub-grantee is aware of and shall comply with the cost-sharing requirements of the Federal grant program (if applicable).
- a. Match supporting documentation must be kept in the same manner as reimbursement supporting documentation for grant funds and meet the following criteria for costs to be eligible as match:
    1. The costs must be allowable under the grant program.
    2. The costs must be in compliance with all Federal requirements and regulations (*i.e.*, 2 CFR PART 200 and 2 CFR PART 215, PART 225, PART 230 and OMB Circular A-102 as applicable to your organization).
    3. The costs must be reasonable, allowable, allocable, and necessary.
    4. The following documentation is required for third-party cash and in-kind contributions, but is not limited to: Record of donor; Dates of donation; Rates for staffing, equipment or usage, supplies, etc.; Amounts of donation; and Deposit slips for cash contributions. According to 2 CFR PART 200, this documentation is to be held at the applicant and sub-applicant level.
    5. Except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant or Federal funding.
    6. The source of the match funds must be identified in the grant application.
    7. Every item must be verifiable, *i.e.*, tracked and documented.
    8. Any claimed cost share expense can only be counted once.
  6. Indirect cost rates (IDC) included in the budget and application process are subject to the requirements of Appendix E (Indirect Cost Proposal Rates) in the CFR applicable to the sub-grantee agency (*i.e.*, 2 CFR PART 215, PART 225, PART 230, as applicable). All NDEM approved indirect cost rates are determined by the specific grant program.
  7. All IDC rates for sub-grantee applications and change requests for grant Federal fiscal year 2014, 2015 and 2016 will be subject to the specific grant program language. No project change requests will be approved to change an indirect cost rate.
  8. Sub-grantees will comply with the Federal Granting Agency policy regarding the use of preparedness grant funding for sustainment costs. Grant funds may be used to cover only those maintenance agreements, user fees, and other sustainment costs provided during the grant performance period in which the device was purchased.
  9. Sub-grantees may not use future year preparedness grant funding to pay for additional agreements and user fees, please refer to Information Bulletin (IB) 336. All ongoing expenses after the performance period has expired are the responsibility of the grantee/sub-grantee and will not be paid for with FEMA preparedness grant funding. (if applicable)
    - a. Sub-grantees may use FEMA preparedness grant funding to pay for maintenance agreements, user fees, and other sustainment costs as long as:
      1. The equipment was purchased with FEMA preparedness grant funding. (if applicable)
      2. The sustainment costs fall within the performance period of the grant that was used to purchase the equipment.
    - b. Sustainment costs are eligible under the equipment category unless the equipment is Management & Administration (M&A) related (grants management equipment).

### **III. FISCAL REPORTING RESPONSIBILITY**

1. Quarterly financial reports (QFR) with supporting documentation shall be submitted to the NDEM within 30 days following the close of each quarter of the sub-grant period. A QFR is required every quarter regardless if the QFR equals a zero dollar amount. The final financial report must be submitted to the NDEM no later than 30 days following the end of the grant performance period. If the sub-grantee has requested an extension the report must be submitted no later than 15 days after the last day of the approved extension. Sub-grantees may not obligate funds at the end of extension and use the State Administrative Agents's (SAA) close out period to submit reports/expenditures unless extenuation circumstances exist and the approval is issued in writing to the sub-grantee. Late reports, unless approved by the NDEM, could delay reimbursement or result in non-payment of the claim. All forms used for reporting are provided by the NDEM. Reimbursement will be made by the NDEM in a first come first serve basis. Every effort will be made by the NDEM to ensure reimbursements will be made timely. The submission of inaccurate or incomplete information with unapproved reporting documentation and/or templates will result in the rejection of the quarterly report.

As applicable for grant programs, reports consist of, but are not limited to:

- a. Division of Emergency Management Quarterly Financial Report (all grants)
  - b. Quarterly Progress Summary (all grants)
  - c. Program Narrative
  - d. Approved Detailed Budget (or approved Vulnerability Reduction Purchase Plan, VRPP)
  - e. Quarterly Project Plan/Work Plan (*EMPG*)
  - f. NDEM reserves the right to deny any reimbursement as we are the fiduciary agency responsible for the management and administration of the federal grant funds
  - g. Compliance with HSGP Reobligation Guidelines (effective August 18, 2011). Please see attached for the complete copy of the Guidelines. (HSGP only)
2. Sub-grantee understands that, except for extraordinary circumstances that will be 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 NDEM prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. All requests must be submitted to the NDEM on the approved Project Change Request form. The Project Change Request form must be accompanied by, but is not limited to, a Revised Budget Detail Matrix and written justification.
  3. It is the responsibility of all sub-grantees to know and adhere to the Nevada Revised Statute (NRS) and the United States General Services Administration (GSA) or their own established policies whichever is more restrictive regarding travel and per diem rates. The submission of travel must include the following and must adhere to the following.
    - a. Travel claim signed by the traveler with all receipts such as, hotel, parking, shuttle, taxi, rental car to include additional fuel cost, conference fee invoice, flight invoice, internet search map for mileage reimbursement, formal or informal agenda from the inviting agency.
    - b. Travel will not be reimbursed if the request exceeds the GSA rate found on [www.gsa.gov](http://www.gsa.gov) NDEM will reimburse the maximum lodging rates with a receipt and the prorated taxes on that amount only.
    - c. Rental cars will only be considered if necessary with documented justification. For example the venue is located offsite and it would cost more for taxi, shuttle etc., a rental car is allowable. Rental cars are to be used solely for business travel. Mileage on rental cars will be reviewed.
    - d. Travel must be accomplished by the least expensive mode practicable; NDEM may request additional information if not provided at the time of submission for reimbursement.
    - e. Meals provide by conference fees or other means such as invitational travel must deduct meals provided from the per diem rate. This includes Emergency Management Institute (EMI), NDEM will only reimburse for the Meal Ticket cost and travel days to and from EMI.
    - f. Traveler will only be allowed 75% of the per diem for the first and last day of travel unless the sub-grantee submits a more practical and approved process.
    - g. Travelers must travel at a minimum of a 50 mile radius outside of their duty station or their home/departure whichever is closer to their destination to be reimbursed for per diem and lodging.

- Travelers may request mileage and parking if they are within the 50 mile radius of their duty station.
- h. Cancellation fees will not be reimbursed unless a justification is submitted to NDEM for review and approval.
  - i. Travel as well as all grant expenditures must adhere to the following:
    - Reasonable** - A prudent person would have purchased this item and paid this price. A cost may be considered reasonable if the nature of the goods or services, and the price paid for the goods or services, reflects the action that a prudent person would have taken given the prevailing circumstances at the time the decision to incur the cost was made.
    - Allocable** - Expenses can be allocated to the federal grant or contract activity based on benefit derived, cause and effect, or other equitable relationship.
    - Consistently Treated** - Like expenses must be treated the same in like circumstances.
    - Allowable** - Permitted as a direct cost under the terms of a specific grant or contract.
  - j. NDEM reserves the right to deny any reimbursement as we are the fiduciary agency responsible for the management and administration of the federal grant funds.

#### **IV. FUNDS MANAGEMENT**

1. The sub-grantee must maintain funds received under these assurances in separate ledger accounts and cannot mix these funds with other sources. The sub-grantee must manage funds according to applicable Federal regulations for administrative requirements, costs principles and audits.
2. The sub-grantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained include, but are not limited to: Financial Management, Procurement, Personnel, Equipment, Property and Travel.
3. A system is adequate if it is 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds.
4. The sub-grantee must follow the Department of Public Safety, Division of Emergency Management Contracting and Procurement Grant Guidance dated April 19, 2011. The sub-grantee must follow 2 CFR PART 200, regarding sole source procurement. All sole sourcing requests over \$100,000 must be approved prior to procurement or a sub-grantee contractual agreement. The approval must be issued by the SAA and FEMA/DHS.
5. Compliance with HSGP Reobligation Guidelines (effective August 18, 2011). Please see attached for the complete copy of the Guidelines
6. **Sub-Grantees are required to adhere to the Department of Public Safety, Division of Emergency Management, and Office of Homeland Grant Management Guide.**
7. NDEM reserves the right to deny any reimbursement as we are the fiduciary agency responsible for the management and administration of the federal grant funds.

#### **V. PROGRAM RESPONSIBILITY**

1. Quarterly program reports with supporting documentation shall be submitted to the NDEM within 30 days following the close of each quarter of the grant performance period. The final Program Report must be submitted to the NDEM no later than 30 days following the end of the grant period. Late reports, unless approved by the NDEM, could delay reimbursement. Late reports, unless approved by the NDEM, could result in non-payment of the claim. All forms used for reporting are provided by the NDEM. The submission of inaccurate or incomplete information and unapproved documentation will result in the rejection of the Quarterly final report.

As applicable for grant programs, reports consist of, but are not limited to:

  - a. Division of Emergency Management Quarterly Financial Report (all grants)
  - b. Quarterly Progress Summary (all grants)
  - c. Program Narrative
  - d. Approved Detailed Budget
  - e. Quarterly Project Plan
2. A completed Project Plan form shall be submitted to NDEM prior to issuance of any sub-grant.
  - a. The project plan must clearly document all individual projects, milestones, tasks, deliverables and timelines and must support and be traceable to the approved Budget Detail Matrix and the federally approved Investment Justification.
  - b. Late submission could result in delay of reimbursement, and failure to comply could result in non-

payment of reimbursement claims.

3. The Program Narrative for exercises shall address the following required elements of the Nevada Exercise Program (*contact the NDEM for the Nevada Exercise Program instructions if applicable to your program*): All training funded by DHS grants must be pre-approved by the State NDEM Training Officer. Requests for the use of Homeland Security Grant Program (HSGP) funding in support of training programs/and or individual requests must be coordinated and approved by: Your local jurisdiction, your county (Emergency Manager) or designated Training Coordinator, the State Administrative Agency(SAA) Nevada Division of Emergency Management and the SAA Training Point of Contact (TPOC). The jurisdiction/ or individuals must obtain this approval prior to any commitment for any requested training utilizing Homeland Security funds. Detailed instruction and forms are attached.
  - a. Annual participation in the Training and Exercise Plan Workshop (TEPW) to collaborate with all agencies in the development, planning and implementation of the Multi-Year Exercise and Training Plan (MYTEP) regarding training and exercise types, dates, locations, target capabilities, and/or Federal funding.
  - b. Each county-level jurisdiction will identify a National Exercise Schedule (NEXS) point of contact that will serve as the Exercise Scheduler. The county-level Scheduler will be responsible for the submission of all required exercise information to the NEXS website. This requires approval by the State Exercise Officer.
  - c. Electronic submission of the AAR/IP to the NDEM within 60 days of the conduct of the exercise utilizing the DHS-approved format and process.
    1. One hard copy of the AAR/IP shall be submitted to the NDEM Exercise Training Officer and one electronic copy of AAR/IP shall be submitted via the DHS Secure Portal in the Nevada Folder with an email notifying in writing the State of Nevada Exercise Training Officer of the submission.

## VI. EQUIPMENT MANAGEMENT

Effective control and accountability must be maintained for all equipment acquired with Federal funds. The sub-grantee must adequately safeguard all such equipment and must assure that it is used solely for authorized purposes as described in the guidance. The sub-grantee will use, manage, and dispose of such property in accordance with 2 CFR PART 200

1. As required by 2 CFR PART 200 equipment, the NDEM, for compliance monitoring purposes as policy for all state agency sub-grantees equipment/asset management internal controls/policies and procedures will follow the regulatory compliance of the Nevada State Administrative Manual 1544.0, NRS 354.625 and NRS 333.220, which applies a state mandated \$5,000.00 per unit threshold.
2. **It is important to safe guard all equipment, therefore this is a new requirement starting in Federal Fiscal Year 2014 that all sub-grantees have a policy to safeguard items that cost below \$5,000 which would be considered "high risk" for personnel use or theft. These items may include computer equipment, cell phones, iPad or items that may be assigned to an employee.**
3. As required by 2 CFR PART 200, equipment, all other Local, Indian Tribal Governments, higher education, hospitals, and other non-profit sub-grantees for compliance monitoring purposes as policy will follow the regulatory compliance of 2 CFR PART 200, which applies a federally mandated \$5,000.00 per unit threshold.
4. Accurate records maintained on all acquisitions and dispositions of property acquired with Federal awards.
5. Federally funded equipment records must contain description (including serial number or other identification number), source, who holds title, acquisition date and cost, percentage of Federal participation in the cost, location, condition, and disposition data.
6. Property tags are placed on equipment.
7. At a minimum, a physical inventory of the federally funded property must be taken and reconciled with the property records at least once every two years in accordance with 2 CFR PART 200 or by jurisdictional regulation or guidance. The certified inventory is required to be sent to NDEM electronically for review. NDEM may desk audit the inventory or may elect to complete a site visit.
8. Procedures established to ensure that the Federal awarding agency is appropriately reimbursed for dispositions of property acquired with Federal awards.



- a. When the equipment is no longer needed, the grantee or sub-grantee will request disposition instructions from the Federal agency through the SAA
  - b. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency, however whenever possible the equipment should be retained and used or transferred to be used within the same general scope of work which it was originally paid under.
  - c. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Federal awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's share (*the Federal percentage of participation*) of the equipment.
9. Policies and procedures in place for responsibilities of recordkeeping and authorities for disposition.

**VII. SUB-GRANTEE MONITORING**

The sub-grantee agrees to participate in NDEM's annual monitoring visits and to follow up and take corrective action on all identified non-conformances and observations with action, which includes, but is not limited to, the submission and implementation of corrective action plans to the NDEM.

1. The sub-grantee is responsible for follow-up and corrective action on all non-conformances and observations with action from the NDEM.
2. The sub-grantee shall prepare a corrective action plan(s) for identified non-conformances and observations with action.
3. The sub-grantee will implement the approved corrective action plan(s) for non-conformances and observations with action.

**VIII. OWNERSHIP OF INFORMATION, PRINTED AND PUBLISHED MATERIAL**

1. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the sub-grantee in the performance of its obligations under this grant shall follow 2 CFR Appendix A Part 220 and 2 CFR 200.315. All publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the sub-grantee in the performance of its obligations under this grant shall be provided to the State of Nevada for review and archival in the grant file.
2. Whenever possible equipment, real property, public service announcements, etc., should reflect, "made possible by the Nevada Department of Public Safety Division of Emergency Management and paid for by FEMA/DHS." (example only for HSGP grants- other grants please see NDEM) All items above must be prior approved before procuring.
3. Under Section I. 1 and 2. above all items must be pre-approved in advance by NDEM in order to be reimbursable. Federal granting agency retains ownership of all publications, inventions, patents, photographs, negatives, books, drawings, records, documents or other material prepared by the sub-grantee in the performance of its obligations to the grant.

**IX. INDEMNIFICATION**

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.

**X. CONFIDENTIALITY OF RECORDS**

1. If this grant funds any form of written or visual material that identifies employees of the NDEM, prior approval must be obtained from the NDEM before publishing or finalization.

**XI. ASSIGNMENT AND DELEGATION**

1. The sub-grantee shall neither assign, transfer nor delegate any rights, obligations or duties under this Notice of Grant Award without prior approval of the NDEM, which includes sub-sub granting funds without prior knowledge or approval of NDEM.

**XII. DEBARMENT CERTIFICATION**

1. The sub-grantee agrees to comply with the Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions". Proof of debarment search must be provided to NDEM for our records.

### **XIII. CONTRACTORS**

1. The sub-grantee may enter into a written contract(s) for products and/or services pertaining to its functions under the grant award in accordance with terms established in the State of Nevada procurement policy, OMB Circulars, the DHS Financial Management Guide, and the DHS Program Guides or specific DHS, FEMA, DOE federal grant guidance. All contract scope of work must be reviewed and approved by NDEM. All contracts must be submitted for the grant file and debarment searches must be provided in hard copy for NDEM records.
2. The sub-grantee agrees and understands that no contract or agreement that the sub-grantee enters into with respect to performance under the grant award shall in any way relieve the sub-grantee of any responsibilities for performance if its duties.
3. The sub-grantee must follow the Department of Public Safety, Division of Emergency Management Contracting and Procurement Grant Guidance dated April 19, 2011. The sub-grantee must follow the 2 CFR PART 200, regarding sole source procurement. All sole sourcing requests over \$100,000 must be approved prior to procurement or a sub-grantee contractual agreement. The approval must be issued by the SAA and FEMA/DHS.
4. All contracts and or procurement will follow the open and free competitive bid process.

### **XIV. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

1. The Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) 8 Management of Domestic Incidents and Preparedness. HSPD-5 established and designated the National Integration Center (NIC) Incident Management Systems Division as the lead Federal entity to coordinate NIMS compliance.
2. To be eligible to receive grant funding, applicants must meet NIMS compliance requirements. State, Territory, Tribal, and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented compliance activities, as determined by the National Incident Management System Capability Assessment Support Tool (NIMSCAST) or other accepted means. Additional information on achieving compliance is available at <http://www.fema.gov/emergency/nims/>

### **XV. APPLICABLE FEDERAL REGULATIONS**

The sub-grantee must comply with the Office of Management and Budget (OMB) Circulars and other Federal guidance including but not limited to:

1. Grant Program Guidance issued by the U.S. Department of Homeland Security, at <http://www.fema.gov/government/grant/index.shtm>
2. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, at [http://www.whitehouse.gov/omb/circulars\\_a133/](http://www.whitehouse.gov/omb/circulars_a133/)
3. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, at [http://www.whitehouse.gov/omb/circulars\\_a102/](http://www.whitehouse.gov/omb/circulars_a102/)
4. 2 CFR PART 215, Uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations (OMB A-110), at <http://www.whitehouse.gov/omb/assets/omb/circulars/a110/2cfr215-0.pdf>
5. 2 CFR PART 220, Cost Principles for Educational Institutions (OMB 2 CFR, PART 220), at [http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105\\_a21.pdf](http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a21.pdf)
6. 2 CFR PART 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB A-87), at [http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105\\_a87.pdf](http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a87.pdf)
7. 2 CFR PART 230, Cost Principles for Non-Profit Organizations (OMB A-122), at [http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105\\_a122.pdf](http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a122.pdf)
8. 2 CFR PART 200, Emergency Management and Assistance, at [http://www.access.gpo.gov/nara/cfr/waisidx\\_08/44cfr13\\_08.html](http://www.access.gpo.gov/nara/cfr/waisidx_08/44cfr13_08.html)
9. U.S. Department of Homeland Security Authorized Equipment List (AEL) available at <https://www.rkb.us/mel.cfm?subtypeid=549>

### **XVI. Environmental Historical Preservation (EHP)**

The all sub-grantees will follow the EHP requirements set forth by the Federal granting agency. The sub-grantee will not undertake any project having the potential to impact Environment and Historical Preservation (EHP) resources without the prior written approval of the Federal granting agency, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment. Sub-grantees must comply with all conditions placed on the project as a result of the EHP review. Any change to the approved project scope of work will require a re-evaluation for compliance with these EHP requirements.

Any construction or renovation activities defined by the SAA's office that have been initiated without the necessary EHP review and approval will result in a non-compliance funding and will not be eligible for Federal funding.

Construction includes the following and requires EHP approval:

1. Training and Exercises
2. Purchase of Equipment
3. Physical Security Enhancements
4. Renovation/Upgrades, Modifications to existing structures (which include drywall, paint, carpet or any modifications to existing structure etc.)
5. New Construction or New Additions
6. Communication Towers and related equipment, equipment shelters
7. Other activities that may apply under the EHP section

Please see the link provided for Information Bulletin (IB) 371 Environmental Historical Review Process [http://www.fema.gov/doc/government/grant/bulletins/info329\\_final\\_screening\\_memo.docx](http://www.fema.gov/doc/government/grant/bulletins/info329_final_screening_memo.docx)

#### **XVII. TERMINATION**

The NDEM retains the right to terminate this sub-grant, for cause, at any time before completion of the grant period when it has determined that the sub-grantee has failed to comply with the conditions of these assurances.

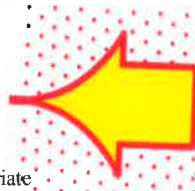
1. The NDEM reserves the right to terminate the grant in whole or in part due to the failure of the sub-grantee to comply with any term or condition of the signed and agreed upon assurances, failure to implement audit/monitoring recommendations within the prescribed period of time, failure to communicate with or respond to any State Administrative Agency (SAA) request or communication, to acquire and maintain all required insurance policies, bonds, licenses, permits and certifications or to make satisfactory progress in performing the program, financial and administrative requirements of the grant.
2. The NDEM staff shall provide written notice of the termination and the reasons for such actions to the sub-grantee.
3. *The NDEM may, upon termination of the award, procure, on terms and in the manner that it deems appropriate, materials or services to replace those described in the project description of the grant award. The sub-grantee shall be liable to the NDEM for any excess costs incurred by the NDEM in procuring equivalent materials or services in substitution for materials or services described in the project description of the grant award.*

As the duly authorized representative of the applicant for Place Jurisdiction name here, I hereby certify that the applicant will comply with the above assurances and certifications.

NAME: Gene R. Martini TITLE: Mayor

SIGNATURE: Gene R. Martini DATE: 08/31/2015

- Must be signed by the County Manager/Chief Financial Officer, the Tribal Chairman/designee or the state agency director as appropriate.



## Reobligation Guidelines

### Purpose

The purpose of these guidelines is to ensure that the Nevada Commission on Homeland Security (NCHS), State Administrative Authority (SAA) and subgrantees of Homeland Security Grant Programs (HSGP) provide for the best utilization of grant resources when cost savings or cost shortfalls are realized during a grant performance period.

### 1. Performance Period

Effective with the FFY10 HSGP grant cycle, the performance period for each subgrant will be 24 months to allow for adequate time to obligate HSGP funds as necessary. The SAA may modify performance periods based on the requirements of future grant guidance.

Extensions to the subgrant performance period will be approved by the SAA. The subgrantee must provide a written request for extension to the SAA at least one (1) month prior to the end of the subgrantee performance period. If the grant extension is denied, the grant funds will be deobligated.

### 2. Project Change Requests

All Project Change Requests must be submitted to the SAA using the approved Project Change Request form. The completed Project Change Request forms must be submitted to the SAA at [dhsgrants@dps.state.nv.us](mailto:dhsgrants@dps.state.nv.us).

All Project Change Requests will be reviewed by the SAA to ensure that the change(s) requested is compliant with federal grant guidance. Once the SAA makes its determination that the Project Change Request complies with federal grant guidance, the request will be handled as follows:

#### A. Project Change Requests Approved by SAA:

- i. Any request for reobligation of funding within an existing approved budget that does not exceed \$100,000, may be approved by the SAA, if the Project Change Request is clearly within federal grant guidance.

#### B. Project Change Requests Approved by NCHS:

- i. Any request for reobligation of funds that exceeds \$100,000 will be reviewed by the NCHS. The NCHS will provide a recommendation to the Governor for

reobligation of funding and notify DEM of the recommendation.

- ii. Any request for the redirect of funds that is inconsistent with the approved Investment Justification or which is considered a change in scope will be submitted to the NCHS and/or Finance Committee for review. The NCHS and/or Finance Committee will provide a recommendation to the Governor for reobligation of funding and notify DEM of the recommendation.
- iii. Any deobligated funding that exceeds \$100,000 will be submitted to the NCHS for review. The NCHS will provide a recommendation to the Governor for reobligation of funding and notify DEM of the recommendation.

DEM, at their own discretion, may defer to the NCHS and/or the Finance Committee on any Project Change Request subject to DEM approval.

### 3. Request for Additional Grant Funding

A sub-grantee seeking additional funding (de-obligated funds) must submit the request to the SAA on the approved forms at [dhsgrants@dps.state.nv.us](mailto:dhsgrants@dps.state.nv.us).

A request for additional funding must include:

- A. A written justification explaining, at a minimum, the following:
  - i. Impact of non-completion the project in the originally approved budget;
  - ii. Explanation as to why the redirect of funds was not addressed in the original investment or another related investment, if applicable;
  - iii. Benefit to the state's overall capabilities by approving the requested redirect of funds;
  - iv. Anticipated timeline to complete proposed project, inclusive of milestones and anticipated deliverables; and
  - v. Impact of not approving the request to redirect of funds;
- B. A copy of the original budget; and
- C. A copy of a detailed line-item budget demonstrating the subgrantee's intended use of the funds if the redirect of funds is approved.

The SAA will review the request to ensure compliance with federal grant guidance. The SAA will forward a report of compliance to the NCHS.

#### 4. Restrictions

Reobligation of funds will not be approved by the SAA or the NCHS if the request includes, but is not limited to, any of the following restrictions:

1. Non-compliance with federal guidance;
2. Supplanting;
3. Misappropriation of funds;
4. Commingling of funds;
5. Denial by the Department of Homeland Security;
6. Inability for projects to be completed within the remaining performance period; or
7. Non-conformance with the goals and priorities of the NCHS.

#### 5. Time Sensitive

Federal law mandates that unspent federal funds be returned to the federal government at the end of the grant performance period. In the event that unspent funds exist and there is insufficient time in the grant performance period to reconvene the NCHS and Finance Committee, the SAA in its sole discretion, may reobligate grant funding within the scope of the approved Investment Justification.

In the event that the SAA reobligates time sensitive funding, the reobligation of funds will be placed as an informational item on the agenda of the next regularly scheduled meeting of the NCHS.

**Brian Sandoval**  
Governor



**Division of Emergency Management and Homeland Security**

2478 Fairview Drive  
Carson City, Nevada 89701  
Telephone (775) 687-0300 • Fax (775) 687-0322 • <http://dem.state.nv.us/>

January 17, 2011

Dear Emergency Managers/Training Coordinators;

Requests for the use of Homeland Security Grant Program (HSGP) funding in support of training programs/and or individual requests must be coordinated and approved by:

- Your local jurisdiction
- Your county/local Emergency Manager or their designated Training Coordinator
- State Administrative Agency (SAA) Nevada Division of Emergency Management
- SAA Training Point of Contact (TPOC).

**The jurisdiction/ or individuals must obtain this approval prior to any commitment for any requested training utilizing Homeland Security funds. All requests must be directed through your local emergency manager.**

***REQUEST PROCESS/JURISDICTION OR AGENCY/INDIVIDUAL***

Step 1: Check to see if your program is already listed in one of the Approved Training Catalogs. If it is, the course is eligible for HSGP funding, but you still need to coordinate the training with the SAA and TPOC. Each training provider has their own process for scheduling training. Contact our office with the course number and title, and we will assist you with your request.

Step 2: If your requested training is NOT in any of the catalogs below, the next step is to ensure that the requested program meets the grant guidelines for training not provided by FEMA (DHS). The SAA and TPOC can assist with this determination, but the more information you provide, the better we can assist.

You will need to submit your request by completing the course request application submit the completed application via fax or email to the TPOC with the following information:

- Course title (and course number if applicable)
- Course description (attach flyer, website, etc)
- Mission area (common, prevent, protect, respond, recover)
- Level of training (awareness, performance, management)
- Training provider (contact information)
- Date of the course
- Anticipated number of attendees
- Associated disciplines of the attendees
- Anticipated costs
- Grant program/year/project

Step 3: The SAA and TPOC will review the course and determine if it is eligible and approved for use of HSGP funds.

Step 4: If this is a request for a specialized course for an individual or group you must submit the application 60 days in advance to the designated county emergency manager or their appropriate point of contact. Please keep in mind that the approval must be in place prior to course attendance. Failure to meet this requirement could result in a denial of reimbursement for incurred expense. If the program you're requesting is deemed eligible and approved for expenses, jurisdictions/or individuals must report the following to the SAA or TPOC within 30 days after attending training:

- Original Approval from SAA/TPOC, which should include:
  - Course title
  - Course description
  - Mission area
  - Level of training
  - Training provider
  - Reimbursement request and associated invoices

Programs contained in the following catalogs have already been deemed "eligible training", but expenses to support these programs still need to be coordinated with the SAA and TPOC.

FEMA (DHS) Training and Exercise Catalog (TEI)

- TEI/TO
- Federal Catalog
- State Catalog

If the program you're requesting is NOT in any of these catalogs, it is considered **NON-FEMA Training**. Non-FEMA courses are those courses that are either State sponsored or Federal sponsored, coordinated and approved by the State Administrative Agency (SAA) or Training Point of Contact (TPOC), and fall within the FEMA mission scope to prepare State and local personnel to prevent, protect, respond to, and recover from acts of terrorism or catastrophic events. These training programs include, but are not limited to, Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) terrorism, catastrophic events, cyber/agriculture/food security, and citizen preparedness

These courses are developed for and/or delivered by institutions and organizations funded directly by FEMA. The majority of these programs are offered at NO COST. This includes programs offered by the institutions below. All course requests must be coordinated with the STPOC for approval.

- The Center for Domestic Preparedness (CDP)
- The National Domestic Preparedness Consortium (NDPC)
- The Rural Domestic Preparedness Consortium (RDPC)
  - National Emergency Training Center
  - National Fire Academy
- Emergency Management Institute
- FEMA Training Partners funded through the Continuing and Demonstration Training grant programs

***In order to use HSGP funds, Non-FEMA courses must:***

- Build additional capabilities that a) support a specific training need identified by the State, Territory, and Urban Area, and b) comply with the State or Urban Area Homeland Security Strategy
- Address specific tasks and/or competencies articulated in FEMA's Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence
- Address specific capabilities and related tasks articulated in the Target Capabilities List
- Support the specific program training activities identified in the individual HSGP grant programs (SHSP, UASI, MMRS, CCP) for which the funding will be used
- Meet the standards with all applicable Federal, State, and local regulations, certifications, guidelines, and policies deemed appropriate for the type and level of training

**CONTACT**

For additional information on Grant Funded Training, please contact Nevada Division of Emergency Management, SAA or TPOC.



## STATE OF NEVADA TRAINING PROGRAM

- A. With the implementation of EMAP accredited state training program, NDEM continues to maintain the highest standard of training for the citizens of Nevada.
- B. Nevada's Emergency Management Training Program has a formal, documented training program composed of training needs assessment, curriculum, course evaluations, and records of training.
- C. The training needs assessment is conducted annually and results are used to prepare the TEP for the following year.
- D. Nevada's Emergency Management Training Program provides emergency personnel with opportunities to attend specialized training conducted through the NDPC at Anniston Alabama, and New Mexico, SERTC in Colorado, Emergency Management Institute, CTOS, and position specific courses delivered. Nevada processed application for consortium attendance for Nevada students in excess of 300 first responders in calendar year 2014.
- E. Specialty courses delivered to the state of Nevada: TEEK Cyber Courses, Emergency Planning for Schools, COOP Planning, FEMA P-154, and ATC 20, Next Generation 911.
- F. The variety of courses delivered have also included Modular Emergency Response Radiological Transportation Training (MERRT), designed to meet the training needs of persons serving in fire service, law enforcement, emergency medical service, emergency management, public works, or on a hazardous materials team. And meets the requirements outlined in the Waste Isolation Pilot Plant (WIPP) Land Withdrawal Act. We have been able to train over 100 first responders in Nevada.
- G. Nevada has developed specialty courses to meet the needs of local responders. Technical Large Animal Rescue (TLAER), Nevada Land Search Management, and have been delivered to multiple sites and have built capabilities for local jurisdictions with the training in excess of 125 students.
- H. Training is regularly scheduled and conducted in conjunction with the overall goals and objectives of the training program. Training is based on the training needs assessment, internal and external requirements, and mandates (i.e. NIMS) and addresses deficiencies identified in the corrective action process. Students have received ICS 300, ICS 400, HSEEP and G-191 as a result of direct deliveries in Nevada exceeded 240 in calendar year 2014. These recent numbers have decreased in the last few years due to the saturation of training that has been on-going since 2005.
- I. Coordination of Federally sponsored courses include, IED Awareness, IED Search Procedures, Vehicle Born Improvised Explosive Device, (VBIED), BMAP, Surveillance Detection and Active Shooter. Some of these courses have a limit on the numbers of attendees allowed, and several were placed on a waiting list. These records indicate 208 students.
- J. Nevada maintains a list of qualified instructors for position specific trainers ICS instructors. We have at this time 93 instructors.
- K. In January of 2015, NDEM has aggressively engaged in our internal training program that provides the following to staff, Emergency Support Function Personnel: State Comprehensive Emergency Management Plan Training, (SCEMP) SEOC Overview, Standard Operating Procedures, (SOP), Incident Support Planning, (ISP) Resource Request (RRF). And will continue with the implementation of specific section training, and implementation of the use of task books program which will develop our SEOC operation and Coordination efforts.

We hold our annual Emergency Managers Workshop in the fall of each calendar year. NDEM hosts this workshop annually to enhance our relationships and coordinate with our partners in the emergency management arena. We invite our local & tribal jurisdictions to engage in discussions that will benefit our preparedness in the state of Nevada. Attendance averages between 60-100 presenters and participates.

Brian Sandoval  
Governor



James M. Wright  
Director

Christopher B. Smith  
Chief

**Division of Emergency Management  
Homeland Security**

2478 Fairview Drive  
Carson City, Nevada 89701

Telephone (775) 687-0300 • Fax (775) 687-0322 • <http://dem.state.nv.us/>

The Nevada Department of Public Safety, Division of Emergency Management (DEM) is committed to providing the Nevada emergency management community, emergency response professionals, volunteers, and the private sector with the means to produce quality exercises that improve the preparedness of the State of Nevada, its citizens and resources. This is accomplished through the use of a State-wide exercise program: the Nevada Exercise Program (NEP), which includes standardized policies, processes, products, and assistance in all aspects of exercises. The NEP is an all hazard, multi-discipline, multi-jurisdictional program that utilizes a building-block approach with exercises of increasing complexity and scope.

Exercises validate capabilities of individuals, teams, organizations and communities to prevent, protect, respond to, and recover from the effects of all emergency/disaster events. In order to successfully accomplish the validation of capabilities exercises need to have consistent processes for development, conduct, and evaluation. The Homeland Security Exercise and Evaluation Program (HSEEP) provides this consistency. All exercises conducted in Nevada, utilizing Federal grant funds, are required to adopt the principles and guidance provided in HSEEP.

Additionally, all exercises must be National Incident Management System (NIMS) compliant by meeting the following three criteria:

- Incorporate NIMS/ICS into training and exercises.
- Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.
- Incorporate corrective actions into preparedness response plans and procedures.

### **NEP COMPONENTS**

The NEP consists of seven components: 1) *Training and Exercise Plan Workshop*, 2) Exercise *Scheduling*, 3) Standardized *Process* and Documents, 4) *Reporting*, 5) *Corrective Action*/Tracking, 6) *Technical Assistance*, and 7) Exercise *Training* Curriculum. Each component is dependent on each other and ties in and supports the State of Nevada Strategic Plan, which in turn supports the National Strategy and Priorities.

**Training and Exercise Plan Workshop.** Each year the annual Training and Exercise Plan Workshop (T&EPW) will be conducted for all local jurisdictions, State and Federal agencies, and the private sector to identify training and exercise activities for the subsequent three years that support the State Strategy which in turn support the National Priorities. Prior to the T&EPW an Improvement Planning Conference is conducted to review the previous year's exercise and actual disaster events' After Action Report / Improvement Plan (AAR/IP) for areas that identify modifications to the State Strategy and any shifts in designated Target Capabilities.

Capitol Police • Criminal Justice Assistance • Division of Emergency Management • Emergency Response Commission  
State Fire Marshal • Investigations Division • Highway Patrol Division • Office of Traffic Safety  
Parole and Probation • Records & Technology Division • State Board of Parole Commissioners • Training Division

A T&EPW Read Ahead Package is sent to participating jurisdictions, agencies and private sector participants to ensure that participants are prepared to address required information regarding training and exercise activities, targeted dates, associated costs, and identified Target Capabilities. The resulting Multi-Year Training and Exercise Plan (MYTEP) is produced, distributed, and periodically updated as modifications require.

**Exercise Scheduling.** All exercises conducted in Nevada must be entered into a national database of exercises utilizing the National Exercise System (NEXS), an internet-based software program that captures basic statistical information. Each county-level jurisdiction will identify a NEXS point of contact who will serve as the Exercise Scheduler. The Scheduler has the ability to create new exercises as well as modify and delete any exercise they create in the database. They will also have “view-only” capability for any exercise within their Exercise Administrative Authority (EAA’s) domain: in this case, the State of Nevada. Exercise Schedulers can register at the U.S. Department of Homeland Security, Federal Emergency Management Agency USDHS/FEMA HSEEP homepage at <https://hseep.dhs.gov/>.

Each state will also have a State Exercise Administrative Authority (EAA) who has access authority over all exercises, users, and Exercise Schedulers within their scheduling domain (State of Nevada). The EAA is the Domain’s approving authority prior to an exercise appearing in the National Exercise Schedule Database. The EAA can create, modify and delete any exercise data on the National Exercise Schedule.

**Standardized Process and Documents.** All exercises conducted in Nevada must follow the standardized process and guidance of the HSEEP. HSEEP provides exercise documents/document formats and samples, planning conferences, and exercise concepts in all phases of an exercise (concept, design and development, conduct, evaluation, and follow-up corrective actions and tracking). The one single exercise document that must follow a prescribed format with a specified content and process is the AAR/IP.

Exercise guidance is provided in the form of HSEEP Manuals (HSEEP Volume I: Exercise Program Overview and Management; Volume II: Exercise Planning and Conduct; Volume III: Exercise Evaluation and Improvement Planning; and Volume IV: Templates and Samples) which can be accessed from the HSEEP homepage at <https://hseep.dhs.gov/>.

**Exercise Reporting.** All operations- and discussion-based exercises will result in an exercise After Action Report (AAR) within 60 days following the conduct of the exercise. The AAR will identify areas of success and areas requiring improvement describing the issue, analysis, any recommendations utilizing the Exercise Evaluation Guides (EEGs) of the 37 Target Capabilities List (TCL) as the basis for evaluation. The AAR format will follow guidance identified in HSEEP Manuals. The AAR will include an Improvement Plan (IP) as part of the AAR (see next section). One hard copy of the AAR/IP shall be submitted to the DEM Exercise Training Officer and one electronic copy of the AAR/IP shall be submitted via the Corrective Action Program System (CAPS) in the Nevada Folder with an email notifying the State of Nevada Exercise Training Officer of the submission. All AARs will be reviewed for HSEEP formatting compliance and forwarded to USDHS/FEMA as a condition for meeting minimum Federal grants and programs requirements.

**Corrective Action/Tracking.** As an annex to the exercise AAR, a process for identifying corrective actions and tracking them to completion will be utilized. This is the IP. The IP will identify the issue, recommended corrective action, assignments, and recommended completion date. The IP format will follow guidance identified in HSEEP Manuals. Use the web-based software program CAPS to electronically manage the identification and tracking of the IP portion of the AAR.

**Technical Assistance.** Technical assistance in any area of exercise design, conduct, and evaluation will be available from the State of Nevada Exercise Training Officer (NV ETO). The NV ETO will be available to answer questions regarding areas such as: HSEEP, NIMS exercise compliance, exercise documents, formats, suggestions, problems, NEXS and CAPS programs, best practices or training. On a limited basis the NV ETO can assist as a member of a local exercise planning teams during any phase of an exercise as well as offer exercise-specific training, workshops, and seminars.

Web-based exercise assistance, information, guidance, and a variety of toolkits are also available at the USDHS/FEMA HSEEP homepage (<https://hseep.dhs.gov/>) as well as the USDHS/FEMA NEXS and CAPS systems. The secure portal requires a request by email from the requestor prior to gaining access to it.

**Exercise Training Curriculum.** A variety of exercise training courses will be offered throughout Nevada on a limited basis as either resident courses or as jurisdictional-hosted courses. Samples of the Exercise Curriculum includes: HSEEP Mobile Course, Exercise Design and Development, Exercise Evaluation, Exercise Control/Simulation, and Exercise Program Manager. Several Workshops are available that address evaluator/controller training, exercise planning teams, and simulations/moulage. The Master Exercise Practitioner Program, a Federal Emergency Management Agency program offered by the Emergency Management Institute in Emmitsburg, Maryland and administered by the Nevada Exercise Training Officer, provides training and certification as a Master Exercise Practitioner (MEP).

Further information regarding Nevada's Exercise Program is available by contacting:

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