



**Nevada Department of Veterans Services**  
**6630 S. McCarran Blvd, Bldg. A, Suite 204**  
**Reno, Nevada 89509**  
**(775) 825-9752**

### **SUB-GRANT AGREEMENT**

This Sub-grant Agreement is entered into between the Nevada Department of Veterans Services (referred to as ‘Grantor’) and the City of Reno-Parks, Recreation, and Community Services (referred to as ‘Sub-grantee’).

<b>Sub-Grantee</b>	City of Reno-Parks, Recreation, and Community Services	<b>Grant Name</b>	64.034 Grants for Adaptive Sports Programs for Disabled Veterans and Disabled Members of the Armed Forces.
		<b>Grant Identifier</b>	SPORTS-24-064-RENO
<b>Address</b>	1301 Valley Road Reno, NV 89512	<b>Award Amount</b>	\$12,050
		<b>Performance Period</b>	09/30/2024 – 09/30/2025
<b>Contact Name</b>	April Wolfe, CTRS	<b>Contact Title</b>	Therapeutic Recreation Specialist
<b>Contact Phone</b>	775-333-7765	<b>Contact Email</b>	<a href="mailto:wolfea@reno.gov">wolfea@reno.gov</a>

Under the terms and conditions of this Agreement, the sub-grantee agrees to complete the Project as described in the project description, and the State of Nevada, Department of Veterans Services agrees to fund the Project not to exceed the Award Amount for costs described in the cost description.

#### **APPROVED BUDGET for PROJECT:**

<b>EXPENDITURE CATEGORY</b>	<b>BUDGET AMOUNT</b>
<b>Operations</b>	<b>\$ 5,515</b>
<b>Supplies (1 Sports Wheelchair)</b>	<b>\$ 2,825</b>
<b>Travel</b>	<b>\$ 3,710</b>
<b>Other (Marketing)</b>	<b>\$ 0</b>
<b>Equipment</b>	<b>\$ 0</b>
<b>Training</b>	<b>\$ 0</b>
<b>TOTAL AWARD</b>	<b>\$ 12,050</b>

This award is subject to the requirements (federal, state financial and program assurances) established by the federal government, the State of Nevada, and the Nevada Department of Veterans Services as well as any local code, ordinances, and policy. This award is subject to the availability of federal funding. Special Conditions: This project is approved subject to the conditions and limitations set forth on the following page(s): Financial and Program Assurances, Federal Certifications, Scope and Timeline of Work and Line Item Detailed Budget.

<b>AGENCY APPROVAL</b>	<b>SUBGRANTEE ACCEPTANCE</b>
<b>Joseph Theile, Executive Officer/CFO</b>	
Name and Title of Appointing Official	Name and Title of Authorized Official
<b>X</b>	<b>X</b>
Signature of Appointing Official      Date	Signature of Authorized Official      Date

## **TERMS AND CONDITIONS OF GRANT**

The Sub-grantee shall be responsible for the performance of the work as set forth herein below and for the preparation of products and reports as specified in this Agreement. The Sub-grantee's Project Representative shall promptly notify the State of events or proposed changes that could affect the Work Plan under this Agreement.

### **ARTICLE I : RESPONSIBILITIES**

Grantor agrees to:

- A. Provide funding to Sub-grantee in accordance with this Sub-grant Agreement and Federal, state, and local laws.
- B. Monitor Sub-grantee to ensure the Sub-grant is used in accordance with all applicable conditions, requirements, and restrictions.
- C. Provide information on current and any subsequent changes to the terms and conditions of the grant awards addressed in this Agreement.
- D. Provide technical assistance and training to assist Sub-grantee, with the limits of available resources, in fulfilling its obligations under this Agreement.
- E. Take action to recover funds that are not used in accordance with the conditions, requirements, or restrictions set forth in or incorporated by this Agreement.

Sub-grantee agrees to:

- A. Ensure the funds subject to this Sub-grant Agreement are used in accordance with conditions, requirements and restrictions of federal, state and local laws, the federal terms and conditions of the grant award, and this Sub-grant Agreement.
- B. Monitor all private and governmental entities that receive payments from Sub-grants awarded under this Agreement to ensure that each such entity uses the funds in accordance with the applicable federal and state laws and the terms of this Agreement.
- C. Take action to recover payments that are not used in accordance with the conditions, requirements, or restrictions set forth in this Agreement.
- D. Promptly reimburse Grantor for any funds Grantor pays to any entity because of an adverse audit finding, adverse quality control finding, final disallowance of federal financial participation, or other sanction or penalty for which Grantor is responsible.
- E. Take prompt corrective action, including paying amounts resulting from an adverse finding, sanction, or penalty, if Grantor, the Auditor of the State, any federal agency, or other entity authorized by federal, state or local law to determine compliance with the conditions, requirements, and restrictions applicable to the federal program from which this Sub-grant is awarded determines compliance has not been achieved.
- F. Keep and maintain records that are sufficient for the preparation of reports required by law and submit all reports as requested and required by Grantor.

- G. Make records available to Grantor, the Auditor of the State, federal agencies, and other authorized governmental agencies for review, audit, and investigation.

## **ARTICLE II: PERFORMANCE**

This Sub-grant Agreement will be in effect from designated performance period unless this Sub-grant Agreement is suspended or terminated prior to the established end-date.

### **Project Execution**

- A. Sub-grantee agrees to complete the Project in accordance with the time of Project Performance Period, and under the terms and conditions of this Agreement. Extensions may be requested at least 90 days in advance of the date of termination and will be considered in the event of circumstances beyond the control of the Sub-grantee, but in no event subsequent to the end of the Project Performance Period as identified in the Work Plan as the Project's date of completion.
- B. If the Project includes acquisition of real property, the property must be acquired from a willing seller and for no more than the appraised fair market value approved by Department of General Services. The Sub-grantee agrees to comply with all applicable State (Chapter 16, Section 7260, Government Code) and local laws or ordinances effecting relocation and real property acquisition. Documentation of such compliance must be submitted to the State.
- C. If the Project includes development, the Sub-grantee shall comply with all applicable current laws and regulations affecting development projects, including, but not limited to, laws affecting health and safety, hazardous materials, historical preservation, environmental impacts, building standards, and the like. Documentation of such compliance will be made available for review upon request by the State.
- D. Sub-grantee agrees to periodic site visits by the State to determine if development work is completed in accordance with the approved work plan, scope etc. including a final inspection upon grant closeout.
- E. Sub-grantee agrees to submit in writing, any deviation from the attached work plan, scope etc. to the State for approval prior to implementation of changes.

### **Project Work Plan, Scope, Deliverables (etc.)**

- A. Sub-grantee will conduct Outreach program activities in partnership with VA and others to support of adaptive sport programs for disabled Veterans and disabled members of the Armed Forces.
- B. Sub-grantee will conduct a Military Sports Camp for a minimum of 30 Nevada servicemen/women, by fall of 2023. Events to include water skiing, archery, water sports, sled hockey, fly fishing, rock climbing, wheelchair rugby, and a resiliency workshop.
- C. Sub-grantee will provide all deliverables applicable in the quarterly reports.

## **Project Costs**

- A. Subject to the availability of federal funds, the State hereby grants to the Sub-grantee a sum of money not to exceed the amount stated on page one (1) of this Agreement in consideration of and on condition that the sum be expended in carrying out the purpose as set forth in the Project Work Plan and under the terms and conditions set forth in this Agreement. Sub-grantee agrees to assume any obligation to furnish any additional funds that may be necessary to complete the Project. All costs accrued for services or supplies prior to the execution of Agreement are not eligible for reimbursement.
- B. Grantor will reimburse the sub-grantee upon submission of a payment request (using template provided) consistent with the Project Work Plan of this Agreement.
- C. As a sub-recipient of federal funds, SUBGRANTEE hereby specifically acknowledges its obligations relative to the funds provided under this Sub-grant Agreement pursuant to OMB Circulars A-110 (2 CFR 215), A-21 (2 CFR 220), A-122 (2 CFR 230), A-87 (2 CFR 225), A-102, as applicable under federal, state and local laws, and A-133.
- D. Standards for financial management systems: sub-grantee will comply with the requirements of the code of federal regulations, including, but not limited to:
  - Fiscal and accounting procedures;
  - Accounting records;
  - Internal control over cash, real and personal property, and other assets;
  - Budgetary control to compare actual expenditures or outlays to budgeted amounts;
  - Source documentation; and
  - Cash management.
- E. Matching or Cost Sharing as applicable, matching or cost sharing requirements applicable to the federal program must be satisfied by disbursements for allowable costs or third-party in-kind contributions and must be clearly identified and used in accordance with all applicable federal, state and local laws.
- F. Program Income: Program income must be used and accounted for as specified in federal guidance as applicable to the sub-grantee
- G. Equipment: Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Sub-grantee or its sub-grantee(s) with Sub-grant funds, will be governed by the provisions the applicable CFR.

## **ARTICLE III: ADMINISTRATION**

- A. Sub-grantee agrees to provide all technical and administrative services as needed for Agreement completion. Sub-grantee agrees to monitor and review all work performed; and coordinate budgeting and scheduling to assure that the Agreement is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.

B. Sub-grantee ensures that the Agreement requirements are met through completion of Quarterly Progress Report, (using template provided) and through regular communication with the State adhering to the following federal schedule:

- |               |                           |                |
|---------------|---------------------------|----------------|
| • 1st Quarter | September 1 - December 31 | Due January 30 |
| • 2nd Quarter | January 1 - March 31      | Due April 30   |
| • 3rd Quarter | April 1 - June 30         | Due July 30    |
| • 4th Quarter | July 1 - September 30     | Due October 30 |

**Sub-grantee agrees to provide the State with all report materials, invoices, etc. no later than the 15<sup>th</sup> of the month in which the reports are due as identified above.**

Sub-grantees are required to report progress on grant deliverables, budget status, equipment purchases, activity details, partnerships, unique Veterans served, training provided to adaptive sport professionals, outreach and success stories and challenges. (Note: VA requires Last Name, First Name and Zip Code as a means of identifying unique Veteran participants.) The quarterly report is intended to be updated throughout the grant lifecycle such that successive reports build off the previous version within a single report.

- C. The State reserves the right to require reports more frequently than on a quarterly basis, if necessary, but no more than once a month.
- D. The Quarterly Progress Report (template provided) shall describe activities undertaken and accomplishments of each task during the quarter, milestones achieved, and any problems encountered in the performance of the work under this Agreement. The description of activities and accomplishments of each task shall be in sufficient detail to provide a basis for payment of invoices and shall be translated into percent of task work completed for the purpose of calculating invoice amounts. Progress reports should directly address tasks, timelines, deliverables, milestones and associated costs. Any adjustments that impact the Project Work Plan or Project Costs must be reviewed with the grantor project manager.
- E. At the completion of this Project and prior to final payment, the sub-grantee shall complete a Project Certification Form (template provided) to the State.
- F. Sub-grantee must document steps taken in soliciting and awarding the subcontractors and submit them to the State for review and document all subcontractor activities in quarterly reports.
- G. Sub-grantee agrees to promptly submit reports as the State has requested in this Agreement or may request during the life of this Agreement.

#### **ARTICLE IV: RECORDS**

- A. Sub-grantee must maintain documentation conforming to all requirements prescribed by ODJFS or by federal, state and local laws. Sub-grantee must prepare and maintain documentation to support all transactions and to permit the reconstruction of all transactions and the proper completion of all reports

required by federal, state and local laws, and which substantiates compliance with all applicable federal, state and local laws.

B. Records must include sufficient detail to disclose:

1. Services provided to program participants;
2. Administrative cost of services provided to program participants;
3. Charges made and payments received for items identified in (B) (1) and (2) of this article; and
4. Cost of operating the organizations, agencies, programs, activities, and functions.

C. Sub-grantee must maintain all records relevant to the administration of this sub-grant for a period of 3 years from the closeout of the grant.

## **ARTICLE V: AUDITS**

A. Sub-grantee agrees to provide for timely audits as required by OMB Circular A-133, unless a waiver has been granted by a federal agency. OMB Circular A-133, sub-grantee must ensure that it has an audit with a scope as provided in OMB Circular A-133, Subpart E, § .500, that covers funds received under this agreement. Sub-grantee must send one (1) copy of the final audit report to Grantor within two (2) weeks of sub-grantee's receipt of any such audit report.

B. Additional responsibilities of sub-grantee as an auditee under OMB Circular A-133 include, but are not limited to:

- i. Proper identification of federal awards received.
- ii. Maintenance of appropriate internal controls.
- iii. Preparation of appropriate financial statements, including s schedule of federal awards expended.
- iv. Proper performance and timely submission of an OMB Circular A-133 audit report.
- v. Follow-up on audit findings, including the preparation of a summary schedule of prior audit findings and corrective action, if necessary, and the preparation of a corrective action plan.

C. Sub-grantee will take prompt action to correct problems identified in an audit.