

Award Conditions and Assurances

Complete and submit this form to the Office of Criminal Justice Assistance (OCJA) with the signed award.

Award Information and Instructions

Award Information:

Sub-recipient Agency/Organization	City of Reno Police Department	
Project Title	Human Exploitation And Trafficking (HEAT)	
Project/Award #	23-JAG-17	CFDA#: 16.738

Instructions:

In Table A - "Award Conditions" below, the Office of Criminal Justice Assistance's (OCJAs) Grant Manager assigned to the award above marked the applicable Special Conditions. Please read carefully, sign and date the last page confirming awareness and compliance of the applicable Award Conditions and return this document to OCJA with the Signed Subaward Package.

Table A – Award Conditions

Name	Applicable	
1. Audit Arrangements	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Equipment Purchase 1122 Programs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Reimbursement of Grant Expenditures	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4. Bullet Proof Vests Mandatory Wear Policy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. Confidential Funds	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. Task Force Training Online	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. Employment eligibility verification for hiring under the award.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8. DOJ Financial Management Online Training	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9. Certification of Civil Rights Requirements & Designation of Civil Rights Liaison	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

NOTE: Pursuant to Executive Order 13513, 74 Fed. Reg. 51225, the Department of Public Safety and the Office of Criminal Justice Assistance encourage subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Note: Federal requirements prohibit OCJA from reimbursing subrecipients with missing or incomplete documentation.

Office of Criminal Justice Assistance



1. Audit Arrangements

Per CFR 200.332 (a) (5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements. OCJA is responsible for reviewing the subrecipient's previous Single Audit in accordance with subpart F.

Sub-recipient Agency/Organization Address:			
City:	NV	7-digit Zip:	
Name of Financial Manager		Phone:	
Email			

Does the subrecipient agency expect to spend an aggregate total of \$1,000,000 in federal funds in the current fiscal year? (**subrecipient agency refers to the entire County, city, state agency or tribe receiving the award**)

NO ☐ - stop; continue to the next applicable Award Condition

YES ☐ - Complete the information below and continue with the next award condition –if none are applicable, sign and return this form in its entirety to OCJA. This form is part of the Subaward package.

Name of Auditor/Firm:			
Address:	NV	Zip:	
Point of Contact		Phone:	
Email		Fax:	
Anticipated submission date of the audited financial statement to OCJA			

2. Equipment Purchases 1122 Program

OCJA requires sub-recipients awarded \$1,000 or more for equipment purchases to contact the State Coordinator for the 1122 General Services Administration Purchasing Program to determine the viability of acquiring approved equipment through the program. When purchasing through the 1122 program, retain the quote, or the letter from the State Coordinator authorizing the purchase outside the program in the award file for your records.

Regardless of the funding source, this program is open to state and local government agencies for purchases under \$1,000.

3. Reimbursement of Grant Expenditures

In compliance with state and federal mandates, OCJA cannot reimburse sub-recipients for financial claims with expenditures until after receiving the federal award and all federal special conditions have been met. State agencies must complete the State Legislative process approving the receipt of the award. *Late fees are not eligible for reimbursement with federal funds.* Please consider that regardless of a possible delay in reimbursement, the requirement to submit monthly program progress reports and quarterly BJA PMT reports does not change.

4. Bullet Proof Vest Mandatory Wear Policy

The sub-recipient certifies it has a current written "Mandatory Wear" Policy in effect for uniformed officers while on duty. The policy must be in place before any Justice Assistance Grant funding can be used for the purchase of ballistic-resistant and stab-resistant body armor. There are no requirements regarding the nature of the policy

other than it being a mandatory wear policy for all uniformed officers while on duty.

5. Confidential Funds

I certify that I read, understand and agree to abide by all the conditions for confidential funds, including the establishment of written procedures, as set forth in the effective edition of the Office of Justice Programs (OJP), "Financial Guide." **Keep a copy of the written procedures in the award file for your records.**

6. Task Force Training Online

Agencies receiving partial or full funding for Task Force(s) activities from the Justice Assistance Grant, agree that within 120 days of award acceptance, **each current member of a law enforcement task force** funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, **along with course completion certificates.**

7. Employment eligibility verification for hiring under the award.

All subrecipients must ensure that as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the subrecipient who are or will be involved in activities under this award of both—

- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

8. DOJ Financial Management Online Training

[Home | DOJ-FMT \(\[ojp.gov\]\(http://ojp.gov\)\)](#) Online Grants Financial Management Training

The DOJ Grants Financial Management Online Training has been updated to reflect the government-wide grant rules that went into effect (and were implemented by DOJ) on November 12, 2020.

Recipients must use their Unique Entity Identifier (UEI) to register for the online training. If you should have any questions about this or have trouble registering, please email: OJP.ITServiceDesk@ojp.usdoj.gov

[DOJ Grants Financial Guide \(\[ojp.gov\]\(http://ojp.gov\)\)](#)

The Office of Criminal Justice Assistance follows the DOJ Grants Financial Guide, updated January 2024 and is required by the Department of Justice to ensure all subrecipients are abiding by the same rules and regulations. The above link will provide a copy of the most current financial guide from the Department of Justice.

9. Certification of Civil Rights Requirements & Designation of Civil Rights Liaison

As Project Director for the above stated grant award, I agree:

Office of Criminal Justice Assistance



1. To submit the contact information (name, telephone, e-mail address) for the Civil Rights Liaison (Liaison) appointed by the agency/organization.
2. That the Liaison will coordinate the agency's/organization's compliance with the Federal Office of Justice Program's civil rights requirements.
3. That the Liaison will comply with the federal Office of Civil Rights training requirements found on the website <http://ojp.gov/about/ocr/assistance.htm>;
4. That **within 30 days** of receiving OCJA's award package, the Liaison will complete the certification form certifying that s/he completed the required training.
5. That the subrecipient agency/organization is aware OCJA will monitor compliance with civil rights requirements.

6. The Project Director:

- Refers to the person with direct responsibility for the administration of the proposed project to carry out the terms of the Grant Award, Award Conditions and Program Assurances.
- Ensures agreed upon grant-funded activities, operations, and the scope of the work.
- Keeps costs within approved amounts and maintains source documents
- Submits required progress reports and **may** submit reimbursement claims to DPS-OCJA throughout the grant year.
- All correspondence from OCJA pertaining to your project will be sent to the Project Director's attention.

NOTE: OCJA will not process fiscal reimbursements for claims related to awards without the Liaison's completed certification and/or contact information.

Contact Information for Designated Liaison:

Name			
Title			
E-mail		Phone	
Address			

I certify I read, understand and agree to the applicable Award Conditions as outlined in Page 1, Table A of this document and the Program Assurances. I agree to the above stated Civil Rights Requirements and Designation of Civil Rights Liaison.

Project Director Name _____ Title _____

Signature: _____ Date: _____

Agency Authorized Official Name _____ Title _____

Signature: _____ Date: _____

The Authorizing Official is the person in your agency ultimately responsible for all fiscal and operational aspects, including this project.

Civil Rights Liaison Certification & Training

Complete and return this form **within 30 days** of receiving OCJA'S grant award package **when one or more of the four items below apply.**

1. This is the first time the agency/organization is a subrecipient of funds from OCJA.
2. A change occurred in the agency/organization's Civil Rights Liaison
3. OCJA notified the agency/organization of significant changes in the law or the Office of Civil Rights training.
4. OCJA's Administrator requests the completion of the training.

As the Civil Rights Liaison for the above Agency/Organization, I certify that:

1. the Agency/Organization is aware that, in accordance with federal law, OCJA will audit and monitor compliance with federal civil rights requirements.
2. I read the information located on the federal Office of Civil Rights webpage,
http://ojp.gov/about/ocr/sample_documentation.htm regarding the Sample Civil Rights Compliance Checklist;
3. **by checking the list of training segments below**, I viewed the required and applicable civil rights training segments completing the self-tests found on the federal Office of Civil Rights webpage
<http://ojp.gov/about/ocr/assistance.htm> .

Required Training Segments for ALL Subrecipients

Viewing the following three training segments and completion of the respective self-tests is a requirement for all agencies receiving grant funds from OCJA.

- ☒ Overview of the Office for Civil Rights and Laws Enforced and self-test.
- ☒ Obligations of Recipients of DOJ Funding to Provide Services to Limited English Proficient Person and Self – test.
- ☒ Standard Assurances and How the Office for Civil Rights Enforce Civil Rights Laws and Self-test.
Additional required segments and Self-test for **FAITH-BASED Subrecipients**:
 - ☐ Civil Rights Laws that Affect Funded Faith-Based Organizations.
Additional required segments and Self-test for **TRIBAL Subrecipients**:
 - ☐ Civil rights Protections for American Indians in Programs funded by DOJ and Obligations of Funded Indian Tribes.

Liaison Signature: _____

Date: _____

Subrecipient Agency/Organization	
Project Title	
Project/Award #	

Program Assurances

The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Subaward:

1. A narrative **Monthly Progress** report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form on the 25th of each month during the grant period. Reimbursements for Financial Claims may be delayed if progress reports are not up to date. Forms will be supplied by your program manager and will be available at <http://www.ocj.nv.gov>. The Bureau of Justice Assistance requires an electronic quarterly report for the Performance Measurement Tools (PMT) due **Quarterly** on the 20th day following the close of each quarter.
2. The Subrecipient shall **issue a press release** to their local media detailing the project, funding source, goals, objectives and probable outcome within 60 days of issuance of the signed Grant Award. Include a copy of the press release with the monthly progress report.
3. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**. Contact at OCJA for approved wording
4. The Final Progress Report must be submitted to OCJA within **60 days following the end of the grant period**. Late reports, unless approved by OCJA, will result in non-payment of final claim.
5. Written approval must be obtained from OCJA for a change in the scope of work and/or goals and objectives, including changes to travel plans. The approval must be acquired prior to any purchases and/or adjustments to the grant. A Project Change Form must be completed and submitted to OCJA for consideration.
6. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when determined the grantee failed to comply with the conditions of the grant award.
7. To the extent limited in accordance with NRS 41.0305 to NRS 41.039, if applicable, the subrecipient agrees to indemnify, save and hold the state, its agents and employees harmless from any and all liability, claims, actions, damages, losses, and expenses, including without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of this agreement by sub-grantee, its agents or employees.
8. The subrecipient acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.



Project Director Name

Title

Signature: _____

Date: _____



Agency Authorized Official Name

Title

Signature: _____

Date: _____

This document must be signed by the Project Director and the Agency Authorized Official.

Financial Assurances

The sub-recipient hereby assures compliance with the following conditions as part of the Notice of Grant Award:



1. If the application includes funding for one or more **salaried** positions, this will be reimbursed at a **pro-rated amount over the 12-month grant period**.
2. A Financial claim shall be submitted to the Office of Criminal Justice Assistance (OCJA) when there are expenditures no later than 30 days following the end of the month. Financial claims must be submitted on the approved form available on the OCJA web site <http://ocj.nv.gov>.
3. When submitting a financial claim, the sub-recipient understands that the claim will not be paid if it reflects activities or expenses made prior to **the project period start date or after the ending date of the grant period**.
4. Reimbursements for Financial Claims may be delayed if progress reports are delinquent.
5. Grantee/Subrecipient understands that written pre-approval must be obtained from OCJA to make any budget modifications that transfer funds between budget categories. Modification requests will be considered on a case-by-case basis and must be made prior to the last 60 days of the grant period on the Project Change Request form available on the OCJA web page. Expenditure of funds for items not previously authorized may be considered on a case by case basis.
6. Any programmatic changes that impact the budget or scope of work require pre-approval and submittal of a project change request form.
7. The **final** financial claim form must be submitted to OCJA no later than **90** days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of the final claim.
8. Grant revenue and expenditure records must be maintained and made available to OCJA for monitoring and audit purposes.
9. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/sub-recipient has failed to comply with the conditions of the grant award.
10. Financial management **must comply with the requirements of 2 CFR Part 200 Subparts A through F and all appendices**, incorporated into this agreement by reference.
11. All grant expenditures are to be reasonable and allowable in accordance with **2 CFR Part 200 Subparts A through F and all appendices** incorporated into this agreement by reference.
12. Grantee/sub-recipient shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and 2 CFR Part 200 Subparts A through F and all appendices, incorporated into this agreement by reference to include the required submission of the most recent annual independent audit.
13. Upon OCJA request, required documentation for the performance of internal audits must be provided within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.



Name: _____ Title: _____

Signature: _____ Date: _____

This document must be signed by the Chief Financial Officer or Fiscal Manager for the organization.

Links to all OMB circulars referenced above are available on the OCJA web page at <http://www.ocj.nv.gov> – under Federal Resources / OMB Circulars