

**Join Together Northern Nevada  
NOTICE OF SUBGRANT AWARD  
PREVENTION SERVICES**

<b><u>Coalition:</u></b> Join Together Northern Nevada DUNS: 05 332 0466	<b><u>Subgrantee Name:</u></b> Reno Police Department																					
<b><u>Address:</u></b> 505 S. Arlington Avenue, Suite 110 Reno, NV 89509	<b><u>Address:</u></b> 455 East 2 <sup>nd</sup> Street Reno, NV 89512																					
<b><u>Subgrant Period:</u></b> March 1, 2023 – March 1, 2024	<b><u>Area to be Served</u></b> City of Reno																					
<b><u>Reason for Award:</u></b> To conduct sale compliance and fake ID checks as well as underage drinking saturation patrols at establishments selling or serving alcohol and during special events such as “pub crawls” and “wine walks.”																						
<b><u>Approved Budget Categories:</u></b>																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1. Personnel</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 70%; text-align: right;">8,747.45</td> </tr> <tr> <td>2. Contractual/Consultant</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>3. Travel</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>4. Training – Education</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>5. Operating</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>6. Other – Supplies and Books</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total Cost</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>8,747.45</b></td> </tr> </table>		1. Personnel	\$	8,747.45	2. Contractual/Consultant	\$		3. Travel	\$		4. Training – Education	\$		5. Operating	\$		6. Other – Supplies and Books	\$		<b>Total Cost</b>	<b>\$</b>	<b>8,747.45</b>
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<b><u>Disbursement of funds will be as follows:</u></b> Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed <b>\$8747.45</b> during the subgrant period.																						
<b><u>Source of Funds:</u></b>	<b><u>Amount:</u></b>	<b><u>% of Funds:</u></b>	<b><u>CFDA#:</u></b>	<b><u>Federal Grant #:</u></b>																		
1. Join Together Northern Nevada	<b>\$8,747.45</b>	100%		N/A																		
<b><u>Terms and Conditions</u></b> In accepting these grant funds, it is understood that: 1. Expenditures must comply with appropriate state and/or federal regulations. 2. This award is subject to the availability of appropriate funds. 3. Recipient of these funds agrees to stipulations listed in Sections A-C.																						
Kathryn Nance, Chief of Police		Date																				
Anne-Elizabeth Northan Executive Director		Date																				

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**SECTION A  
Assurances**

As a condition of receiving subgranted funds from Join Together Northern Nevada (JTNN), Reno Police Department, hereinafter referred to as the Subgrantee agrees to the following conditions:

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance will not be reimbursed to the subgrantee or must be refunded to the Coalition.
2. Subgrantee acknowledges the continuation of this subgrant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the federal source.
3. Subgrantee agrees to submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure(s) beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Coalition, may result in denial of reimbursement.
4. Approval of subgrant budget by the Coalition constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Requests to revise the approved subgrant must be made in writing using the appropriate forms and provide sufficient narrative detail to determine justification. Expenses that are incurred without prior Coalition approval may not be reimbursed.
5. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
  - a. Records may be destroyed by the subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Coalition.
  - b. In all cases, an overriding requirement exists to retain records until notified in writing of resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this Subgrant Award. Records required for retention includes all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

6. Subgrantee agrees to disclose any existing or potential conflicts of interest, as outlined in the Coalition Conflict of Interest Policy Statement, relative to the performance of services resulting from this subgrant award. The Coalition reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.

7. Subgrantee agrees to comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, gender, religion, age, sexual preference, disability or handicap condition (including AIDS and AIDS-related conditions).
8. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
9. Subgrantee agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of Protected Health Information, the Subgrantee agrees to enter into a Business Associate Agreement with the Coalition, as required by 45 C.F.R 164.504 (e).
10. Subgrantee certifies, by signing this subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp.19150-19211). This provision shall be required of every sub-grantee receiving any payment in whole or in part from federal funds.
11. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
  - a. any federal, state, county or local agency, legislature, commission, counsel, or board;
  - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
  - c. any officer or employee of any federal, state, county or local agency, legislature, commission, council, or board.
14. Any audit of subgrantee's expenditures will be performed in accordance with Generally Accepted Government Auditing Standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Coalition as well as a federal requirement as specified in the Office of Management and Budget (OMB) Circular A-133 final guidance published in the Federal Register titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" on December 26, 2013 that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular.
15. Subgrantee will be a "smoke, alcohol, and other drug free" environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.

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**SECTION B**

**Description of services, scope of work, deliverables and reimbursement**

Reno Police Department, hereinafter referred to as Subgrantee, agrees to provide the following services and reports according to the identified timeframes:

1. Conduct a minimum of five (5) enforcement operations during the grant period targeting establishments that serve or sell alcohol.
2. Submit required reporting forms provided with each reimbursement request.
3. Participate in various meetings with bars/clubs in the downtown corridor.
4. Assist Executive Director in securing data as needed.

**Subgrantee agrees to adhere to the following budget:**

1. Personnel	\$	8,747.45
2. Contractual/Consultant	\$	
3. Travel	\$	
4. Training – Education	\$	
5. Operating	\$	
6. Other – Supplies and Books	\$	
<b>Total Cost</b>	<b>\$</b>	<b>8,747.45</b>

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**SECTION C  
Conditions and Reimbursement**

**Subgrantee, agrees to provide the following services and reports according to the identified timeframes:**

Provide all services as identified in the scope of work (Attachment A).

**Reimbursement shall be on the following basis:**

1. Subgrantee will submit a request for reimbursement by mail after each activity has been completed.
2. Sub grantee must retain copies of payroll register indicating title, and any other relevant source documentation in support of reimbursement requests. The amount requested cannot exceed the amount of the actual expenditure.

**Additionally, the sub grantee agrees to provide:**

1. A final Request for Reimbursement to JTNN within **20 days** of the CLOSE OF THE SUBGRANT PERIOD. Any unobligated funds shall be returned to JTNN at that time, or if not already requested, shall be deducted from the final award.

**JTNN agrees to:**

1. Process requests for reimbursement in a timely manner.
2. Provide technical assistance to ensure compliance with sub grant and to maintain program integrity.

**CONTACT INFORMATION:**

All questions or concerns should be directed to:

Anne-Elizabeth Northan  
505 S. Arlington Avenue, Suite 110, Reno, NV 89509  
775-324-7557  
[director@jtnn.org](mailto:director@jtnn.org)

## **2022 JTNN AGREEMENT Attachment A**

LAW ENFORCEMENT APPLICANT: Reno Police Department

OPERATIONS CONTACT PERSON: Sgt. Scott Smith

ADDRESS: P.O. Box 1900, Reno, NV 89505  
PHONE: (775) 321-8366  
EMAIL: smiths@reno.gov

AMOUNT OF AWARD: \$ 8,747.45

PROJECT PERIOD: 03/01/2023 – 03/01/2024

PURPOSE OF FUNDING: To conduct sale compliance and fake ID checks as well as underage drinking saturation patrols at establishments selling or serving alcohol and during special events such as “pub crawls” and “wine walks.”

### **GRANT REQUIREMENTS:**

- Reno Police Department will conduct a minimum of 5 enforcement operations during the subgrant period at any establishment that serves or sells alcohol, with a goal of visiting 12 establishments during each operation. If a business fails a compliance check, the business will be subjected to a compliance check at least two more times during the 12-month period that begins on the date of the first failure.
- Operations are budgeted at an estimated 5 staff x 5 hours=1,749.49
- Reno Police Department will submit the required reporting forms provided with each reimbursement request.
- Invoices and reporting forms will be submitted within 4-6 weeks of each operation.

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Kathryn Nance, RPD Chief of Police

Date

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Anne-Elizabeth Northan, JTNN Executive Director

Date