



## STAFF REPORT

**Report To:** Board of Supervisors                      **Meeting Date:** April 7, 2022

**Staff Contact:** Carol Akers, Purchasing & Contracts Administrator and Aaron Lowe, Deputy Fire Chief

**Agenda Title:** For Possible Action: Discussion and possible action regarding an increase to the existing \$125,000 in purchase authority for Fiscal Year ("FY") 2022 for Fire Personal Protective Equipment-Turnouts and Fire Rescue Tools and Equipment from L.N. Curtis & Sons ("Curtis"), through NPPGov joinder contract PS20015 ("Contract"), by \$23,000 for a new FY 2022 not to exceed amount of \$148,000. (Carol Akers, CAkers@carson.org and Aaron Lowe, Deputy Fire Chief, ALowe@carson.org)

Staff Summary: On March 14, 2022, the Nevada Division of Emergency Management ("NDEM") awarded the Carson City Fire Department \$28,000 in grant funds to purchase extractors, which are used to clean personal protective equipment ("PPE"). Curtis can provide and install three extractors for the grant price but doing so would exceed the Contract's FY 2022 purchase threshold of \$125,000 by \$23,000. Therefore, the Fire Department seeks an additional \$23,000 in purchase authority under the Contract for FY 2022.

**Agenda Action:** Formal Action / Motion                      **Time Requested:** Consent

### **Proposed Motion**

I move to increase the FY 2022 purchase authority for the Contract by \$23,000 as requested.

### **Board's Strategic Goal**

Efficient Government

### **Previous Action**

On July 1, 2021, the Board of Supervisors approved the Contract with Curtis for a not to exceed amount of \$125,000 during FY 2022.

### **Background/Issues & Analysis**

On March 14, 2022, the Fire Department learned that it would receive \$28,000 in grant funds to purchase extractors; however, the grant expires April 15, 2022, meaning the funds must be committed on or before that date.

This grant will allow the Fire Department to purchase three NFPA 1851 approved Front Loading Extractor Washers for a purchase price of approximately \$23,000 with installation costs of \$5,000. The purchase and installation costs will be reimbursed 100% through this grant. At the start of the fiscal year when purchase authority for Curtis PPE was sought, the Fire Department did not anticipate that it would receive this grant, which is why it now seeks the \$23,000 in increased authority.

These extractors will clean PPE consistent with industry best practices and will minimize the degradation of PPE during the cleaning process. The Fire Department solicited three informal bids, and purchasing through the Contract with Curtis was the lowest cost option.

Contract being utilized:

Joinder Contract through NPPGov, Contract No. PS20015 (expires 3/18/26)

<https://nppgov.com/contract/l-n-curtis-sons-firefighting-equipment>

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 332.195

**Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** Grant Project Number G253022002 Public Fire Grants Equipment Account 2752505-507775

**Is it currently budgeted?** No

**Explanation of Fiscal Impact:** If approved, the total Curtis purchase authority will be increased by \$23,000 from \$125,000 to \$148,000. The previous purchase authority of \$125,000 was established to purchase PPE and Fire Rescue Tools budgeted in various Carson Fire budget accounts. The purchase of the three Front Loading Extractor Washers will be paid for out of grant project number G253022002, budget account 2752505-507775 Equipment. Both revenue and expense budgets will be augmented for this adjustment if approved.

**Alternatives**

Do not approve the increase and/or provide alternative direction to staff.

**Attachments:**

[Curtis\\_Quotation.pdf](#)

[Extractors Grant Award.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

Ph: 510-839-5111  
 TF: 800-443-3556  
 Fax: 510-839-5325  
[oaksales@lncurtis.com](mailto:oaksales@lncurtis.com)  
 DUNS#: 00-922-4163



Pacific North Division  
 6723 Sierra Court, Suite C  
 Dublin, CA 94568  
[www.LNCurtis.com](http://www.LNCurtis.com)  
 Quotation No. 207845

# Quotation

**CUSTOMER:**  
 Carson City Fire Department  
 777 South Stewart Street  
 Carson City NV 89701-5218

**SHIP TO:**  
 Carson City Fire Department  
 777 South Stewart Street  
 Carson City NV 89701-5218

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
207845	03/17/2022	04/29/2022

SALESPERSON	CUSTOMER SERVICE REP
Dan Bria <a href="mailto:dbria@lncurtis.com">dbria@lncurtis.com</a> 775-721-7678	Dan Bria <a href="mailto:dbria@lncurtis.com">dbria@lncurtis.com</a> 775-721-7678

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
FEMA AEL 08D2 03 TDEW	AARON LOWE	C30333	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
DEST	Standard Shipping	

### NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

**Safety Warning Notice:** Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

Transportation is included in below pricing.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	3	EA	EW30 GROVES	30Lb. 120V Front Loading Extractor Washer	\$7,449.00	\$22,347.00
				Installation	\$ 5,000.00	
				Total		\$27,347.00
				<b>Total Grant</b>		<b>\$28,000.00</b>

Small Business  
 CAGE Code: 5E720  
 DUNS Number: 009224163  
 SIC Code: 5099  
 Federal Tax ID: 94-1214350

This pricing remains firm until 04/29/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Ph: 510-839-5111  
TF: 800-443-3556  
Fax: 510-839-5325  
[oaksales@lncurtis.com](mailto:oaksales@lncurtis.com)  
DUNS#: 00-922-4163

# CURTIS

TOOLS FOR HEROES

Pacific North Division  
6723 Sierra Court, Suite C  
Dublin, CA 94568  
[www.LNCurtis.com](http://www.LNCurtis.com)  
Quotation No. 207845

<b>Subtotal</b>	\$22,347.00
<b>Tax Total</b>	\$0.00
<b>Transportation</b>	\$0.00

<b>Total</b>	\$22,347.00
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[View Terms of Sale and Return Policy](#)



## MEMORANDUM

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DATE: 3/14/22  
TO: Carson City Grant Recipient  
FROM: Division of Emergency Management  
SUBJECT: E-Mail Addresses

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Please be aware that the Division of Emergency Management has changed its e-mail address to [DHSGrant@dem.nv.gov](mailto:DHSGrant@dem.nv.gov) for all future e-mail correspondence.



March 14, 2022

Sean Slamon, Fire Chief/Emergency Manager  
Carson City Fire Department  
777 S. Stewart  
Carson City, NV 89701

RE: Federal Fiscal Year 2017, Homeland Security Grant Award – State Homeland Security Program

Dear Chief Slamon:

The Office of the Military, Division of Emergency Management is pleased to enclose a Federal Fiscal Year 2017, State Homeland Security Program (SHSP) grant award in the amount of \$28,000.00 for the Extractor Project.

The grant performance period is September 1, 2017 – April 15, 2022. The grant performance period is a condition of this grant award and is recognized to have been extended by the Federal Emergency Management Agency. 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, assurances and reobligation 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 assurances, along with the grant award documents, have been updated for the FFY 2017 grant cycle. Please review these documents carefully to ensure compliance.

Please sign the original award, confirmation copy and assurances and return the original grant award and the signed 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.



Sean Slamon  
Page 2

Best regards,

David Wm. Fogerson, Chief

DWF/shc/jpg

Attachments:

- Grant Award
- Budget
- Assurances
- Reobligation Guidelines



**STATE OF NEVADA  
OFFICE OF THE MILITARY (OTM)  
DIVISION OF EMERGENCY MANAGEMENT (NDEM)**

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

Sub Grant Award			
<b>SUBGRANTEE:</b> Carson City		<b>FAIN NUMBER:</b> EMW-2017-SS-00006	
<b>ADDRESS:</b> 777 S. Stewart St, Carson City, NV 89701		<b>ALT(formerly CFDA) / PROJECT NO:</b> 97067.19-3000	
Department of Homeland Security (DHS) Grant		<b>NDEM DUNS:</b> 607025848	
<b>PROGRAM NAME:</b> FFY17 - State Homeland Security Program (SHSP)		<b>SUB-GRANTEE DUNS:</b> 782889851	
<b>PROJECT TITLE:</b> Extractors		<b>SUBGRANTEE GRANT FUNDS:</b> \$28,000.00	
<b>SUBGRANTEE AWARD PERIOD:</b> September 1, 2017 - 2020 - April 15, 2022		<b>SUBGRANTEE MATCHING FUNDS:</b> \$0.00	
<b>FEDERAL AWARD PERIOD TO DEM:</b> September 1, 2017 - May 30, 2022		<b>TOTAL SUBGRANTEE AWARD:</b> \$28,000.00	
<b>FEDERAL AWARD AMOUNT TO DEM:</b> \$6,589,000.00			

APPROVED BUDGET FOR PROJECT		
CATEGORY	TOTAL PROJECT COSTS	
Equipment - Extractors		\$28,000.00
<b>SUBGRANTEE FEDERAL GRANT TOTAL</b>		<b>\$28,000.00</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	
David Wm. Fogerson, Chief		Sean Slamon, Fire Chief/Emergency Manager	
Name and Title of Appointing Official		Name and Title of Appointing Official	
<input checked="" type="checkbox"/>	<i>[Signature]</i> 14 MAR 22	<input checked="" type="checkbox"/>	<i>[Signature]</i> 3/15/22
Signature of Approving Official	Date:	Signature of Approving Official	Date:

Internal NDEM Review	
	EMPM
	ASO III
	GRM

**CONFIRMATION COPY**



HOMELAND SECURITY GRANT PROGRAM (HSGP)

FFY 2017

LINE ITEM DETAIL BUDGET

Agency Name	Carson City - Extractors	Project Manager Name & Contact #	Aaron Lowe, Deputy Fire Chief (775) 283-7162	Grant Manager Name & Contact #	David Auran, Business Manager (775) 283-7875
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<b>IJ TITLE:</b>												
		<b>One Budget Per Funding Stream</b>										
		<b>SHSP</b>										

Line #	CATEGORY	PERSONNEL DETAIL DESCRIPTION	Select Type	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.										
1								\$ -				
2								\$ -				
3								\$ -				
4								\$ -				
		<b>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 CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	FRINGE DETAIL DESCRIPTION	Purchase Type	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.										
5								\$ -				
6								\$ -				
		<b>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 - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

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Line #	CATEGORY	PURPOSE OF EACH TRAVEL, LOCATION, HOW MANY DAYS, PER DIEM BREAKDOWN	Purchase Type	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									
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
		<b>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 - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

Line #	CATEGORY	PLANNING DETAIL DESCRIPTION	Purchase Type	Previous Funding Type	QUANTITY	UNIT COST	TOTAL	Primary Core Capability	Secondary Core Capability	AEL Ref #	Funding Source
	Planning	DESCRIPTION OF PLANNING ACTIVITES MUST BE DETAILED OUT (GENERAL TERMS AND INFORMATION WILL NOT BE ACCEPTED BASED UPON NON-COMPLIANCE) NO TRAVEL IN THIS CATEGORY									
26											
27							-				
28							-				
29							-				
30							-				
31							-				
32							-				
33							-				
34							-				
<b>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 CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

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 ACTIVITES 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.									
35											
36							\$ -				
<b>Organization 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 CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

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 ACTIVITES 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									
37		Extractors						Risk and Disaster Resilience Assessment			
38					3	9,333.34	\$ 28,000.02			08D2-03-TDEW	SHSP
39							\$ -				
40							\$ -				
41							\$ -				
42							\$ -				
43							\$ -				
44							\$ -				
45							\$ -				
46							\$ -				
<b>EQUIPMENT Sub-Total</b>							\$ 28,000.02				

EQUIPMENT COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

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	TOTAL	AEL Ref #
	Training	All Training in this category must be coordinated with the State/UASI Training Officer, Training Must have a FEMA/DHS Course #. Must Support SPR, THIRA, Strategy (NO TRAVEL IN THIS CATEGORY) Add Course # in Description										
47											\$ -	
48											\$ -	
49											\$ -	
50											\$ -	
<b>Training Sub-Total</b>											\$ -	

TRAINING COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

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	TOTAL	AEL Ref #
	Exercise	All Exercises must be HSEEP compliant and coordinated with the State/UASI Exercise Officer, Must Support the SPR, THIRA, Strategy (NO TRAVEL IN THIS CATEGORY)										
51											\$ -	
52											\$ -	
<b>Exercise Sub-Total</b>											\$ -	

EXERCISE COST NARRATIVE REQUIRED FOR EACH LINE ITEM ABOVE - PLEASE EXPLAINE IN DETAIL THE POSITIONS AND DELIVERABLES. NARRATIVE WILL BE USED TO ENSURE ITEMS LISTED WILL BE COMPLETED IN THE GRANT CYCLE - ITEMS MAY NOT BE PURCHASED OUTSIDE THE ITEMS LISTED ABOVE WITHOUT A PRE-APPROVED PROJECT CHANGE REQUEST.

Narrative HERE

											<b>Budget Total Request</b>	\$ 28,000.02	
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## 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.