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Office of the Sheriff

Jesse Jahner, Sheriff

December 29, 2021

James Kapitan, Portfolio Commissioner
Cass County Commission
Cass County Courthouse
Fargo, ND 58103

Re: North Dakota Department of Emergency Services Grant Award Notification
Federal Award Number EMW-2021-SS-00063

Consent Agenda: Action Requested

Chairman Rick Steen,

The Cass County Sheriff's Office applied for and have been awarded a grant from the State of North Dakota Department of Emergency Services in the amount of \$ 65,418.79. These funds will be utilized for the purchase of cameras through out the LEC to maintain security and safety inside and outside of the building.

Suggested Motion: Move to authorize the Cass County Government to accept a grant awarded to the Cass County Sheriff's Office in the amount of \$ 65,418.79 from the North Dakota Department of Emergency Services for the purchase of a camera system.

Should you have any questions, please contact our office.

Respectfully,

Dean J. Haaland
Chief Deputy
Cass County Sheriff's Office

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967

NORTH
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December 15, 2021

Cass County Sheriff's Department
Ms. Tonya Jahner
1612 23rd Ave N
Fargo, ND 58102

Dear Ms. Jahner:

Congratulations, on behalf of the North Dakota Department of Emergency Services (NDDes) – Division of Homeland Security, your grant application submitted for the FY 2021 State Homeland Security Grant Program has been approved for award in the amount of \$65,418.79.

Before you begin your project or expend any of the Federal funds, you must establish acceptance of the award. By accepting this award, you acknowledge that the following documents and software are incorporated into the terms and conditions of your award:

- Fiscal Requirements and Other Program Rules, Regulations, Laws, and Policies for Federal Programs (<https://grants.des.nd.gov/site/HSGP.cfm>)
- Notice of Grant Award
- FEMA Preparedness Grants Manual 2021 ([fema.gov/grants/preparedness/manual](https://www.fema.gov/grants/preparedness/manual))
- Environmental and Historic Preservation (EHP), if applicable
- DES Grants Software Program

Please make sure you read and understand the terms of the award.

In order to establish acceptance of the award and its terms and conditions complete the following steps **within 10 days** from the date of this letter:

Step 1: Sign page 1 of the Notice of Grant Award

Step 2: Initial page 2 (Special Conditions)

Step 3: Scan pages 1 and 2 of the Notice of Grant Award

Step 4: Upload both documents into the DES Grants software to your project page. (See directions below.)

Step 5: Upload your jurisdictions/agencies written procurement policy.

Any changes to the project scope or changes to the approved cost line items must be pre-approved by NDDes. Failure to request and receive permission to make changes may result in loss of funds. Requests must be submitted through the online DES Grants software program. If approved, approval will be provided through the NDDes Grants software program.



Doug
Burgum
GOVERNOR

Major General
Alan S. Dohrmann
DIRECTOR - DEPARTMENT
OF EMERGENCY SERVICES

Cody
Schulz
DIRECTOR - DIVISION
OF HOMELAND SECURITY

Daniel
Donlin
DIRECTOR - DIVISION
OF STATE RADIO

Ensuring a safe and secure homeland for all North Dakotans

As a sub-recipient of FY21 State Homeland Security Program (SHSP) grant funds you are required to complete the 2021 Nationwide Cybersecurity Review (NCSR) by the end of calendar year 2021 to benchmark and measure your organizations progress of improving its cybersecurity posture. The NCSR is a no cost, anonymous, annual self-assessment that is designed to measure gaps and capabilities of state, local, tribal, and territorial (SLTT) governments' cybersecurity programs. **The 2021 NCSR will be open from October 1, 2021 – February 28, 2022.**

Federal (2 CFR Part 200.318-200.326) and state procurement laws and regulations must be followed when purchasing goods (equipment) and services (planning, training, or exercises). **Note:** If your application included a brand name or a particular contractor/vendor, this award is **NOT** an approval of that brand name for contractor/vendor. All procurement transactions **must** be conducted in a manner providing full and open competition (2 CFR Part 200.319). Please see NDDDES Fiscal Requirements and Other Program Rules, Regulations, Laws, and Polices for Federal Programs as well as the Reimbursement Processing Checklist (see web address below for more information and details on the type of documentation you will need to provide to NDDDES to show compliance. To aid sub-recipients we have developed the *Quote (Informal) Request Form*. This form is available on the DES Grants GMS website. Sub-recipients are required to submit all quotes along with the completed quote request form **prior** to accepting a quote. NDDDES will review the quotes and provide feedback within three business days. Sub-recipients must complete this form and submit it with their quotes.

When requesting reimbursement, you must do so through the online DES Grants software program. Remember to attach the appropriate supporting documentation. Please review the Reimbursement Processing Checklist on our website for information on required documentation. Purchases of \$10,000 or more require a **minimum** of three quotes. Sub-recipients must purchase from vendor providing the **lowest** aggregate quote.

Finally, 2021 HSGP Project Status Reports are due quarterly, with a final report due with your final reimbursement request. The Quarterly Reports will be done online through the DES Grants software program. Reports are due fifteen (15) days after the end of the reporting period as follows, with your first report due on January 1, 2022. Reports should show a steady progression of the project. If there is no progression during a quarter an explanation as to why the project is not progressing will be required.

- January 15 (October 1 – December 31 activity)
- April 15 (January 1 – March 31 activity)
- July 15 (April 1 – June 30 activity)
- October 15 (July 1 – September 30 activity)

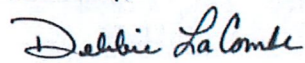
DES Grants Software Program

Existing Users:

1. Login at <https://grants.des.nd.gov/>
2. On your home page Click on FY 2021 SHSP – takes you to a **red** screen
3. On left hand side, Click on Projects
4. Click on the FY 2021 SHSP project – takes you to a **blue** screen
5. Toward bottom of page, Click on Add Document – following directions on your screen
6. Click Upload to upload the Notice of Grant Award, Special Conditions, and Procurement Policy.

Should you have any questions, please contact myself, Karen Hilfer, or Dave Rice at 701-328-8100.

Sincerely,



Debbie LaCombe
Preparedness Chief

North Dakota Department of Emergency Services Division of Homeland Security PO Box 5511 Bismarck, ND 58506-5511 NOTICE OF GRANT AWARD	ND DHS Interim Director: Debbie LaCombe PO Box 5511 Bismarck, ND 58506-5511 Recipient Contact Name: Debbie LaCombe Telephone: 328-8100
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Title of Grant Program: FY 21 State Homeland Security Grant Program	
Federal Award Identification Number: EMW-2021-SS-00063	Federal Award Date: September 1, 2021
Federal Awarding Agency: U.S. Department of Homeland Security	
CFDA No. 97.067 Homeland Security Grant Program	Federal Award to NDDDES: \$6,126,500.00

Subrecipient Name and Address: Cass County Sheriff's Department 1612 23rd Ave N Fargo, ND 58102 Subrecipient Contact Name: Ms. Tonya Jahner Telephone: 701-241-5844 Subrecipient DUNS Number: 054785266	Grant Number 48	County/Tribe Cass	
	Performance Period From: December 13, 2021		Through: December 31, 2022

Financial Information Amount of Financial Assistance	Grant Amount \$65,418.79	Subrecipient Cost Share	Total Project Cost \$65,418.79
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All Grant Award payments are processed upon receipt of expenditure reports unless otherwise specified in Special Conditions.

Scope of Service: The intent of NDDDES in providing this award is to enhance the capability of the subrecipient to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events in accordance with the Guidance for this grant program and in accordance with the subrecipient's application. This award is limited to the approved budget located online in DES Grants.


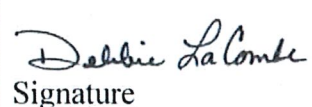
Reporting Requirements: Project Status Reports on project must be submitted to NDDDES on a quarterly basis through the NDDDES Grants Management Software. Reports are due January 15, April 15, July 15 and October 15 for the life of the grant. A final report is due with the final reimbursement request.

Special Conditions: The above grant project is approved subject to the special conditions or limitations as indicated on the attached page.

This award is subject to the terms and conditions incorporated either directly or by reference in the following:

- 1) Fiscal Requirement and Other Program Rules, Regulations, Laws, and Policies for Federal Programs which can be found at <https://grants.des.nd.gov/site/HSGP.cfm>
- 2) Applicable Federal and State laws and regulations
- 3) The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Federal/State Notice of Funding Opportunity & FEMA Preparedness Grants Manual for this grant program.

This contract is not effective until fully executed by both parties. By signing below you are accepting the terms and conditions of the award. Please make sure you read and understand these documents before signing. Maintain a copy of these documents in your official file for this award.

Evidence of Subrecipient's Acceptance		Evidence of DES Approval	
Signature 	Date 12/15/21	Signature 	Date: 12/15/2021

Typed Name and Title of Authorized Representative TONYA JAHNER, Sgt.	Typed Name and Title of Authorized Representative Debbie LaCombe Interim Director
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SPECIAL CONDITIONS
Homeland Security Grant Programs (SHSP, OPSG)

1. No Federal funds will be disbursed to the sub-recipient unless the grant award documents have been signed and uploaded to the online DES Grants Software Program.
2. This award document constitutes the operative document obligating and reserving the Federal funds for use by the sub-recipient in execution of the award. The sub-recipient should affirm its timely utilization of the award by signing the award document within 10 days from the date of the award.
3. Subrecipient may not deviate from the approved scope of work of the originally approved submission (Investment Justification) to include the budgeted items (cost lines)
 - Before making any change to the FEMA approved scope or budget for this award, subrecipient must request prior written approval from NDDDES.
 - Deviation from the FEMA approved scope or budget without prior written approval from NDDDES, or submission of false or fraudulent claims (*False Claims Act, 31 U.S.C. section 3829-3733*) will result in grant funds being de-obligated.
 - The sub-recipient shall be reimbursed only upon receipt of a Reimbursement Request through the DES Grants Software Program with supporting documentation (i.e., invoices and proof of payment, quotes, etc.).
 - At the conclusion of the period of performance, unexpended funds will be de-obligated.
4. Sub-recipient is required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (CFR) Part 200.
 - Sub-recipient must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
5. Sub-recipient must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose though non-federal sources.
6. Sub-recipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
 - Sub-recipient must cooperate with any compliance reviews or compliance investigations conducted by DHS.
 - Sub-recipient must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
 - Sub-recipient must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
 - Sub-recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
7. At the conclusion of the period of performance, unexpended funds will be de-obligated. By signing the Notice of Grant Award, the sub-recipient is authorizing NDDDES to reallocate and/or expend the de-obligated funds on program costs.
8. Sub-recipient must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on the Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA.
9. Sub-recipient must comply with applicable provisions of the follow federal laws, rules and regulations, and policies:
 - Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001*
 - Section 106 (g) of the *Trafficking Victims Protection Act of 2000* (TVPA) (2 C.F.R. section 175.15)
 - SAFECOM Guidance for Emergency Communications Grants
 - *Energy Policy and Conservation Act (1975)*
 - *Executive Order 13224* and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsibly to ensure compliance with the Order and laws.
 - Federal Fire Prevention and Control Act of 1974 in accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C section 2225a

SPECIAL CONDITIONS
Homeland Security Grant Programs (SHSP, OPSG)

10. Sub-recipient must comply with applicable provisions of laws and policies prohibiting discrimination, including but not limited to:
- Title VI of the *Civil Rights Acts of 1964* and Title VIII of the *Civil Rights Act of 1968*, which prohibit discrimination based on race, color, national origin (including limited English proficiency), religion, disability, family status, and sex.
 - Section 504 of the *Rehabilitation Act of 1973*, which prohibits discrimination based on disability
 - Title IX of the *Rehabilitation Act of 1972*, which prohibits discrimination based on sex in education programs or activities.
 - *Age Discrimination Act of 1975*, which prohibits discrimination based on age.
 - U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social services programs.
 - Titles I, II, and III of the *Americans with Disabilities Act of 1990*, which prohibits discrimination based on disability in the operations of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.



Initial



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Office of the Sheriff

Jesse Jahner, Sheriff

North Dakota Department of Emergency Services
Attn: HSGP Grants
PO Box 5511
Bismarck, ND 58056

December 1st, 2021

To Whom It May Concern,

The Cass County Sheriff's Office has applied for the 2021 North Dakota Department of Emergency Service's Homeland Security Grant. The Cass County Sheriff's Office was advised that they are being awarded monies as part of this grant and must provide documentation regarding their Procurement Policy.

The Cass County Sheriff's Office and Cass County Government follow North Dakota State and Federal Procurement Guidelines. The Cass County Sheriff's Office will follow whichever Procurement Guideline that is most restrictive. These Guidelines can be found at:

- Federal: [https://www.govregs.com/regulations/title2 chapter11 part200](https://www.govregs.com/regulations/title2%20chapter11%20part200)
- State: <https://www.nd.gov/omb/agency/procurement>

Respectfully,

Tonya Jahner
Detective Sergeant, Cass County Sheriff's Office

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