CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF MEETING OF THE
BOARD OF SUPERVISORS

Day: Thursday
Date: September 21, 2023
Time: Beginning at 8:30 am
Location: Community Center, Robert ?Bob? Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:
Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors meeting at www.carson.org/granicus and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. CALL TO ORDER - BOARD OF SUPERVISORS

2. ROLL CALL

3. INVOCATION - NICK EMERY, PASTOR, HOPE CROSSING COMMUNITY CHURCH

4. PLEDGE OF ALLEGIANCE

5. PUBLIC COMMENT:**
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES -

6.a. August 17, 2023
08-17-2023 Minutes (BOS).pdf

7. SPECIAL PRESENTATIONS

7.a. Presentation of a proclamation to recognize September 18-22, 2023, as Adult Education Family Literacy Week. (Angela Holt, Director of College and Career Readiness, Western Nevada College)
Adult Literacy and Family Literacy Week 2023.pdf

7.b. Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

7.c. Presentation of a proclamation to recognize September 22, 2023, as National Centenarian's Day and to recognize Carson City residents who have reached the 100-year milestone. (Mayor Lori Bagwell, lbagwell@carson.org)
Centenarians Day 2023.pdf

CONSENT AGENDA

All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.

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8. CITY MANAGER

8.a. For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of August 5, 2023, through September 8, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall, by motion entered into its minutes, ratify the action taken.
Ratify the Bills backup.pdf

8.b. For Possible Action: Discussion and possible action regarding a proposed amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City ("City"), the Carson City District Attorney's Office ("CCDA") and the Carson City Culture and Tourism Authority ("CTA") to provide that CTA will host its website and register its domains. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City currently hosts the CTA website. For security reasons, the City is transferring the hosting of its websites to a new platform and currently blocks certain functionality from its websites. CTA, however, seeks to use blocked technology on its website and enable international traffic for tourism. To resolve many of these technological issues, the City and CTA have agreed that CTA should provide for the hosting of its website and register its domains. The proposed amendment does not affect other provisions of the existing agreement and does not alter the fee payment by CTA to the City.
CTA Interlocal Amendment #1.pdf
CTA Interlocal Agreement for Administrative Services 2021 amendment #1 redline.pdf

9. FINANCE

9.a. For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through September 8, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – www.carson.org.
BOS Cash Report 09-08-2023.pdf

10. FIRE

10.a. For Possible Action: Discussion and possible action regarding the submittal of an application to the State of Nevada, Division of Emergency Management ("DEM"), acting on behalf of the Federal Emergency Management Agency ("FEMA"), to receive $75,484 from the Homeland Security Grant Program ("HSGP") with no local match requirement, to purchase supplies and provide travel funding and part-time staffing for the Community Emergency Response Team ("CERT") program. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: The CERT program is a volunteer team supporting the community that would benefit from HSGP funds for supplies, travel reimbursement for meetings and staffing support, which would be contracted on a part-time basis. To ensure compliance with DEM's deadline for HSGP applications, the Carson City Fire Department's Emergency Management Division ("Emergency Management") has already submitted the HSGP application. Carson City's Grants Policy requires any grant application over $50,000 be approved by the Board of Supervisors ("Board").
HSGP FY23-Grant Application-Submitted.pdf
Budget HSGP Grant.pdf
US DHS NOFO Fiscal Year 2023 Homeland Security Grant Program.pdf
FY 2023 Homeland Security Grant Program Fact Sheet.pdf

10.b. For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department's Emergency Management Division to submit an application to the State of Nevada, Division of Emergency Management ("DEM"), acting on behalf of the Federal Emergency Management Agency and the Cybersecurity and Infrastructure Security Agency (collectively "CISA"), to receive $191,039.10 from CISA's State and Local Cybersecurity Grant Program ("SLCGP"), with a 20% local match not to exceed $38,207.82, to purchase proximity access and video surveillance equipment and related supplies and software for the new fire station. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: The new fire station will include shared facilities for an emergency operations center, a backup dispatch station and information technology offices. The application seeks SLCGP funds for that new facility's physical cybersecurity needs. If awarded, the grant would fund 80% of the improvement costs with a 20% local match that can be fulfilled, in whole or in part, by in-kind match. Carson City's Grants Policy requires any grant application over $50,000 be approved by the Board of Supervisors ("Board").
2023 SLCGP NOFO.pdf
2023 SLCGP Fact Sheet.pdf
DEMProcurementPolicy10-18-2021.pdf
Budget CISA Grant -.pdf

11. PARKS AND RECREATION

11.a. For Possible Action: Discussion and possible action regarding a proposed interlocal agreement ("Agreement") between Carson City ("City") and the Board of Regents of the Nevada System of Higher Education ("NSHE") on behalf of Western Nevada College ("WNC"), for use of the Community Center/Bob Boldrick Theater, Marv Teixeira Pavilion and other City-owned parks and recreation facilities with fees to be paid on a per reservation basis in accordance with the Fees and Charges Policy previously adopted by the Board of Supervisors, for a term retroactive from July 1, 2023, to June 30, 2025. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This Agreement, if approved, would authorize WNC to use the Community Center, Bob Boldrick Theater, Marv Teixeira Pavilion and other parks facilities in accordance with the adopted Parks, Recreation and Open Space Fees and Charges Policy.
072723_interlocal agreement_WNC.pdf

12. TREASURER

12.a. For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for August 2023, submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.
BOS Monthly Report August 2023 for 9.21.23 BOS.pdf

12.b. For Possible Action: Discussion and possible action regarding a resolution determining that the disposal and sale of a Carson City-owned property located between 816 W. Fifth Street and 807 W. Fourth Street, Assessor's Parcel Number ("APN") 003-133-39, consisting of a parcel approximately 3-feet wide by 88.25-feet in length, for not less than $1,606.25 plus any required fees or costs for transacting the disposal and sale, to the adjacent property owners Dr. Susan Pintar and Mr. Sheldon Kop, is in the best interest of the City and that the parcel is too small to establish an economically viable use by anyone other than the adjacent property owners pursuant to NRS 244.281(1)(e)(i). (Andrew Rasor, arasor@carson.org)

Staff Summary: In 2021, the Carson City Treasurer's Office issued a tax deed for

APN 003-133-39 due to delinquent property taxes. While preparing the list of properties for tax sale, the Treasurer determined that the parcel was landlocked between the backyards of two properties, and that the parcel was actually located within the fenced backyard of one of these properties rendering the small size of the parcel economically unviable for a regular tax sale by auction. The Treasurer is proposing that the City sell the property to the adjacent property owners residing at 816 W. Fifth Street for $1,606.25 plus any required fees or costs for transacting the disposal and sale.
Parcel 003-133-39--letter to BOS (9.21.23).pdf
Resolution of Disposal 816 W Fifth Street Parcel (9.21.23).docx
Consultant invoice.pdf

(END OF CONSENT AGENDA)

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

13. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME.

14. FIRE

14.a. For Possible Action: Discussion and possible action regarding the proposed adoption of an updated Carson City Community Wildfire Protection Plan ("CWPP"). (Kevin Nyberg, KNyberg@carson.org)

Staff Summary: The CWPP is a comprehensive plan developed by members of the Carson City Fire Department ("CCFD") and state and federal agencies with expertise in the fields of fire management and suppression and geographic information systems ("GIS"). Carson City's existing CWPP was created in 2009. The updated CWPP being presented to the Board of Supervisors ("Board") provides a detailed analysis of wildfire risks and hazards in and around Carson City's Wildland Urban Interface ("WUI").

CC_CWPP_August_2023 DA 09.13.23.pdf

15. COMMUNITY DEVELOPMENT

15.a. For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 111, a proposed ordinance changing the zoning from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") on a ±0.7 acre property located on Fleischmann Way ±275 feet to the west of its intersection with North Division Street, Assessor's Parcel Number ("APN") 001-141-67. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of a proposed ordinance to rezone a ±0.7 acre property from PR to SF6 (ZA-2023-0184).
ZA-2023-0184 Ordinance
Planning Commission Late Material - Public Comment
ZA-2023-0184 Planning Commission Staff Report
LATE MATERIAL - Public Comment.pdf

15.b. For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 112, a proposed ordinance changing the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Multifamily Duplex ("MFD-SPA") to Public Neighborhood ("PN-SPA") on a ±10.15 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Assessor's Parcel Number ("APN") 010-041-44. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to rezone a ±10.15 acre parcel from MFD-SPA to PN-SPA (ZA-2023-0186). The project is associated with a Master Plan amendment (MPA-2023-0185) that was accepted by the Board of Supervisors ("Board") on August 17, 2023.
ZA-2023-0186 Ordinance
Planning Commission Staff Report with Supporting Materials

15.c. For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 113, a proposed ordinance changing the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Single Family 6,000 ("SF6-SPA") and Public Regional ("PR") to Public Neighborhood ("PN-SPA") on a ±3 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the west of the intersection of Airport Road and Butti Way, Assessor's Parcel Number ("APN") 010-741-01. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to rezone a ±3 acre parcel from SF6-SPA and PR to PN-SPA (ZA-2023-0188). This project is associated with a Master Plan amendment (MPA-2023-0187) that was accepted by the Board of Supervisors on August 17, 2023.
ZA-2023-0188 Ordinance
6.F & 6.G Staff Report with Supporting Materials.pdf

15.d. For Possible Action: Discussion and possible action (1) regarding a proposed Order to Appear and Show Cause why Business License BL-005136-2020 issued to Remedys Bar LLC, dba Remedys, located at 306 East William Street, Carson City, Nevada should not be suspended, cancelled or revoked pursuant to Carson City Municipal Code ("CCMC") 4.04.210(1) for continued operation of the business in

violation of the CCMC, (2) to fix the time and place for the show cause hearing, and (3) to direct staff to serve notice of the Order to Appear and Show Cause. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Remedys is a bar that serves alcoholic beverages. The business does not currently have a liquor manager as required by CCMC. CCMC 4.04.210 establishes the process for suspending, canceling or revoking a business license based on "good cause," which includes the "commission of, or permitting of any act in the operation of the business which act is made unlawful or is prohibited by any ordinance, rule or law of Carson City, or state or federal government."
Remedy's Business License.pdf
Letter to Michelle Rodrigues dated July 26, 2023.pdf
Order_to_Appear_and_Show_Cause_clean (updated 9.11).docx

16. CITY MANAGER

16.a. For Possible Action: Discussion and possible action regarding (1) the appointment of Sandra Doughty as the Public Guardian for a four-year term beginning on November 7, 2023, through November 6, 2027, and (2) the starting compensation for the position, proposed at $90,000 in the first year. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Nevada Revised Statutes ("NRS") 253.150 requires the Board of Supervisors ("Board") to establish the office of public guardian and to appoint a public guardian to serve at the pleasure of the Board for a term of four years. The City Manager recommends the appointment of Sandra Doughty for a four-year term beginning on November 7, 2023.
Giomi resignation.pdf
Doughty resume.pdf
Consolidated Municipality of Carson City - Class Specification Bulletin.pdf

16.b. For Possible Action: Discussion and possible action regarding a proposed mural to be painted on an exterior wall of the Carson City Library ("Library") as part of the Carson City Murals and Music Festival ("Festival"), and authorization for the Mayor to execute a Muralist Agreement ("Agreement"), a three-year, no cost agreement between Hayley Meadows, the artist; the Brewery Arts Center ("BAC"), the promoter of the Festival; and the City, authorizing the artist to paint the mural on an exterior Library wall, committing the City to maintain the mural for three years and granting the City a license to use an image of the mural. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Festival will create an estimated 21 murals on walls throughout Carson City over the course of the weekend of September 28-30, 2023. Most of the murals will be painted on walls belonging to private owners; however, one mural is

proposed for the eastern exterior wall of the Library. At the Carson City Cultural Commission ("Commission") meeting on September 11, 2023, the Commission recommended approval of the Library mural.
Mural Contract v4.docx
Library mural.pdf

17. BOARD OF SUPERVISORS

Non-Action Items:
City Manager Update
Status review of projects
Internal communications and administrative matters
Correspondence to the Board of Supervisors
Status reports and comments from the members of the Board
Staff comments and status report

CLOSED NON-MEETING TO CONFER WITH MANAGEMENT REPRESENTATIVES AND COUNSEL:

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

18. PUBLIC COMMENT:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

19. FOR POSSIBLE ACTION: TO ADJOURN

**PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak. Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agendized item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Rachael Evanson revanson@carson.org or call (775) 887-2100.

This agenda and backup information are available on the City's website at www.carson.org/agendas and at the City Manager's Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775) 887-2100.

This notice has been posted at the following locations:
City Hall 201 North Carson Street
Community Center 851 East William Street
www.carson.org/agendas
http://notice.nv.gov

DRAFT

A regular meeting of the Carson City Board of Supervisors was scheduled for 8:30 a.m. on Thursday, August 17, 2023, in the Community Center Robert "Bob" Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT:
Mayor Lori Bagwell
Supervisor Stacey Giomi, Ward 1
Supervisor Maurice White, Ward 2
Supervisor Curtis Horton, Ward 3
Supervisor Lisa Schuette, Ward 4

STAFF:
Nancy Paulson, City Manager
Scott Hoen, Clerk-Recorder
Dan Yu, Assistant District Attorney
Stephanie Hicks, Deputy City Manager
Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the Board's agenda materials, and any written comments or documentation provided to the Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours. All meeting minutes are available for review at: https://www.carson.org/minutes.

1 - 4. CALL TO ORDER, ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE

(8:33:40) – Mayor Bagwell called the meeting to order at 8:33 a.m. Mr. Hoen called roll and noted the presence of a quorum. Bruce Henderson, Pastor of Airport Road Church Of Christ, delivered the invocation. At Mayor Bagwell's request, Carson City Chief Financial Officer (CFO) Sheri Russell-Benabou led the Pledge of Allegiance.

5. PUBLIC COMMENT

(8:35:24) – Mayor Bagwell entertained public comments. Eric Brooks introduced himself as the new gallery curator at the Brewery Arts Center (BAC) and reviewed several upcoming BAC activities including the last Levitt AMP Concert on Saturday and the Psychedelic Rock Art Poster exhibit with its origin in Virginia City. He also announced the upcoming Carson City Murals and Music Festival on September 28-30, 2023 which would host several international artists. Deni French requested pulling the following items from the Consent Agenda: 11.b, 13.a, 13.g, and 19.a [not on the Consent Agenda]. He also recommended utilizing local talent for art projects.

6. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JULY 20, 2023.

(8:40:44) – Mayor Bagwell introduced the item and entertained comments, corrections, or a motion.

(8:40:55) – Supervisor Giomi moved to approve the minutes of the July 20, 2023 meeting of the Carson City Board of Supervisors and Liquor and Entertainment Board as presented. The motion was seconded by Supervisor Horton and carried 5-0-0.

7. SPECIAL PRESENTATIONS

7.a PRESENTATION OF LENGTH OF SERVICE CERTIFICATES TO CITY EMPLOYEES.

(8:41:17) – Mayor Bagwell invited the Supervisors to join her in recognizing the longevity awards of several City employees. Sheriff Furlong introduced recipients Brett Bindley, Sergeant (15 years), and Clay Wall, Captain (30 years). He read their accomplishments into the record and Mayor Bagwell presented them with their Length of Service Certificates. She also invited the recipients, their coworkers, and their families to join her, the Board, and the Sheriff for a commemorative photograph.

7.b FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION FROM CHRISTINE JOHNSON, EXECUTIVE SECRETARY, UNIVERSITY OF NEVADA, RENO/NEVADA STATE BOARD ON GEOGRAPHIC NAMES ("NSBGN"), ON POLICIES AND PROCEDURES AND STATE AND FEDERAL ACTIONS CONCERNING THE COORDINATION AND APPROVAL OF NAMES OF GEOGRAPHIC FEATURES AND PLACES WITHIN THE STATE OF NEVADA FOR UNIFORM USE IN MAPS AND OFFICIAL DOCUMENTS AT ALL LEVELS OF GOVERNMENT.

(8:48:14) – Mayor Bagwell introduced the item. Christine Johnson, Ph.D., Executive Secretary, University of Nevada, Reno/Nevada State Board on Geographic Names (NSBGN) reviewed a PowerPoint presentation titled Nevada State Board on Geographic Names Policies, Procedures, New State and Federal Actions, which is incorporated into the record. She gave background and provided an overview of the NSBGN and recent changes in state law governing the NSBGN based on the recent requirements enacted into state law by AB 88 in 2021. She highlighted the removal of many offensive and derogatory names and noted that Carson City had not been subject to any name changes.

CONSENT AGENDA

(8:58:52) – Mayor Bagwell introduced the item and noted that items 13.a and 13.g would be pulled from the Consent Agenda. She also inquired whether the Board or the members of the public wished to pull any additional items; however, none were forthcoming. She then entertained a motion.

(8:59:13) – Supervisor Giomi moved to approve the Consent Agenda consisting of items 8.a, 8.b, 8.c, 8.d, 8.e, 9.a, 10.a, 11.a, 11.b, 12.a, 12.b, 13.b, 13.c, 13.d, 13.e, 13.f, and 14.a as presented. Supervisor White seconded the motion.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

8. ASSESSOR

8.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO CORRECT A CLERICAL ERROR AND INCREASE THE TAXES FOR FISCAL YEAR ("FY") 2022/2023 IN THE AMOUNT OF $1,610.46 FOR THE PROPERTY LOCATED AT 3534 & 3542 HWY 50 EAST, ASSESSOR'S PARCEL NUMBER ("APN") 008-271-16, PER NRS 361.765.

8.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR THE PARTIAL REMOVAL OF REAL PROPERTY TAXES FOR FISCAL YEAR ("FY") 2023/2024 FROM ASSESSOR'S PARCEL NUMBER ("APN") 005-051-21 (3850 ARROWHEAD DRIVE), PER NRS 361.055 IN THE AMOUNT OF $208,826.42 FOR THE TIME PERIOD THAT THIS PARCEL IS EXEMPT FROM JULY 20, 2023, THROUGH JUNE 30, 2024, AND AUTHORIZATION FOR A REFUND OF TAXES IN THE AMOUNT OF $1,246.51.

8.c. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO CORRECT A CLERICAL ERROR AND INCREASE THE TAXES FOR FISCAL YEAR ("FY") 2023/2024 IN THE AMOUNT OF $722.34 FOR THE PROPERTY LOCATED AT 1414 KINGSLEY LN., ASSESSOR'S PARCEL NUMBER ("APN") 009-644-09, PER NRS 361.765.

8.d. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO CORRECT A CLERICAL ERROR AND INCREASE THE REAL PROPERTY TAXES FOR FISCAL YEAR ("FY") 2021/2022 IN THE AMOUNT OF $744.99, FY 2022/2023 IN THE AMOUNT OF $14,001.54 AND FY 2023/2024 IN THE AMOUNT OF $13,438.02 FOR A CORRECTED COMBINED TOTAL REAL PROPERTY TAX INCREASE AMOUNT OF $28,184.55 FOR THE PROPERTY LOCATED AT 1400 EMPIRE RANCH RD., ASSESSOR'S PARCEL NUMBER ("APN") 010-032-32, PER NRS 361.765.

8.e. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO CORRECT A CLERICAL ERROR AND DECREASE THE TAXES FOR FISCAL YEARS ("FYS") 2022/2023 AND 2023/2024 FOR THE PROPERTIES LOCATED AT 2708 GARDNER LN, ASSESSOR'S PARCEL NUMBER ("APN") 008-281-71, 1370 SOUTH SUTRO TERR., APN 008-483-01 AND 5371 CORRINNE CT., APN 008-816-21 PER NRS 361.765 FOR A CORRECTED COMBINED TOTAL TAX AMOUNT OF $4,090.11.

9. CITY MANAGER

9.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON RATIFYING THE APPROVAL OF BILLS AND OTHER REQUESTS FOR PAYMENTS BY THE CITY MANAGER FOR THE PERIOD OF JULY 8, 2023, THROUGH AUGUST 4, 2023.

10. COMMUNITY DEVELOPMENT

10.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM JEFFREY K. SULLIVAN AND JULIE E. HOUZE (“APPLICANT”) FOR A

HISTORIC TAX DEFERMENT ON PROPERTY ZONED RESIDENTIAL OFFICE ("RO"), LOCATED IN THE HISTORIC DISTRICT AT 308 N NEVADA STREET, ASSESSOR'S PARCEL NUMBER ("APN") 003-227-03.

11. FINANCE

11.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE REPORT ON THE CONDITION OF EACH FUND IN THE TREASURY AND THE STATEMENTS OF RECEIPTS AND EXPENDITURES THROUGH AUGUST 4, 2023, PER NRS 251.030 AND NRS 354.290.

11.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ENGAGEMENT OF JNA CONSULTING GROUP, LLC AS INDEPENDENT REGISTERED MUNICIPAL ADVISOR AND NSULTANT TO CARSON CITY, NEVADA IN CONNECTION WITH THE ISSUANCE OF A GENERAL OBLIGATION BOND FOR A NOT TO EXCEED AMOUNT OF $55,000, WITH BOND PROCEEDS TO BE USED TO FINANCE CERTAIN PARKS RECREATIONAL FACILITY PROJECTS AS SET FORTH IN NRS 224A.597.

12. PUBLIC WORKS

12.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED 40 SQUARE-FOOT PUBLIC UTILITY EASEMENT ("PUE") LOCATED AT 320 BURTON STREET ON ASSESSOR'S PARCEL NUMBER ("APN") 002-095-07 ("PROPERTY") FROM GS PROPERTY HOLDINGS, LLC, SERIES EIGHT ("GS PROPERTY HOLDINGS") TO CARSON CITY, AT NO COST.

12.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED 120 SQUARE-FOOT WATER PUBLIC UTILITY EASEMENT ("PUE") LOCATED OFF JANAS WAY ON ASSESSOR'S PARCEL NUMBER ("APN") 004-015-06 ("PROPERTY") FROM KB LITTLE LANE, LLC TO CARSON CITY, AT NO COST.

13. PURCHASING AND CONTRACTS

13.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE NEW TABLES AND STOOLS FOR THE CARSON CITY JAIL FROM THE BOB BARKER COMPANY FOR A NOT-TO-EXCEED AMOUNT OF $93,974.

(8:59:56) – Mayor Bagwell introduced the item and entertained Board and/or public comments. Mr. French commented on the expensive nature of purchasing tables and chairs and expressed concern that a local vendor was not being used for the purchase. Mayor Bagwell pointed out that the City follows the Nevada local government bidding guidelines, and this item could not be sourced differently. She also entertained a motion.

(8:59:13) – Supervisor Giomi moved to approve the purchase authority as requested. The motion was seconded by Supervisor White.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE 43 NEW TASERS FOR THE CARSON CITY SHERIFF'S OFFICE ("CCSO"), UTILIZING JOINDER CONTRACT 3544-21-4615 BETWEEN THE UNIVERSITY OF NEBRASKA AND AXON ENTERPRISE INC. FOR A NOT-TO-EXCEED AMOUNT OF $118,621.48.

13.c. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE BOOKS AND PERIODICALS FOR THE CARSON CITY LIBRARY ("LIBRARY") FROM BAKER & TAYLOR ACQUISITION CORP., DBA BAKER & TAYLOR, LLC ("BAKER & TAYLOR"), FOR A TOTAL NOT TO EXCEED AMOUNT OF $100,000, THROUGH JUNE 30, 2024.

13.d. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERLOCAL AGREEMENT ("AGREEMENT") WITH THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION, ON BEHALF OF WESTERN NEVADA COLLEGE ("COLLEGE") FOR THE CARSON CITY FIRE DEPARTMENT ("CCFD") TO TRAIN QUALIFIED COLLEGE STUDENTS IN PARAMEDICINE FOR A BASE CHARGE OF $1,500 PER STUDENT, WITH OPTIONAL EXTENSIONS OF $300 PER STUDENT, EFFECTIVE RETROACTIVELY BEGINNING JULY 1, 2023, THROUGH JUNE 30, 2026.

13.e. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE SOFTWARE LICENSES, AND RELATED SERVICES AND SUPPORT, COMPRISING AN EXTENDED DETECTION AND RESPONSE ("XDR") PLATFORM THROUGH ESCAPE VELOCITY HOLDINGS, INC. DBA TRACE3 ("TRACE3"), WITH A NOT TO EXCEED AMOUNT OF $103,716.00 FOR ONE YEAR.

13.f. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED PURCHASE THROUGH RDO INTEGRATED CONTROLS ("RDO"), FOR AN AMOUNT NOT TO EXCEED $101,257.50, TO PROCURE ADDITIONAL CARLSON LANDFILL GPS SOFTWARE AND EQUIPMENT ("CARLSON SYSTEM") WHICH ALLOWS REAL-TIME MONITORING OF COMPACTION AND GRADING AT THE CARSON CITY LANDFILL ("LANDFILL").

13.g. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACT NO. 24300231 WITH ANDRITZ SEPARATION INC. ("ANDRITZ") FOR THE REPAIR

OF CENTRIFUGE #1 AT THE CARSON CITY WATER RESOURCE RECOVERY FACILITY ("WRRF") AND ASSOCIATED FREIGHT COSTS, FOR AN AMOUNT NOT TO EXCEED $117,633.50.

(9:02:20) – Mayor Bagwell introduced the item and entertained Board and/or public comments. Mr. French reiterated his comment that he preferred using local vendors and inquired why the contract stated equipment would be sent to the vendor for repairs. There were no other public comments; therefore, Mayor Bagwell entertained a motion.

(9:04:17) – Supervisor Giomi moved to approve the contract as presented. The motion was seconded by Supervisor White.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

14. TREASURER

14.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE TREASURER'S MONTHLY STATEMENT OF ALL MONEY ON DEPOSIT, OUTSTANDING CHECKS AND CASH ON HAND FOR JUNE 2023 AND JULY 2023, SUBMITTED PER NEVADA REVISED STATUTES ("NRS") 354.280.

END OF CONSENT AGENDA

ORDINANCES, RESOLUTIONS, AND OTHER ITEMS

15. ITEM(S) PULLED FROM THE CONSENT AGENDA WILL BE HEARD AT THIS TIME

Please see the minutes for items 13.a. and 13.g.

16. PURCHASING AND CONTRACTS

16.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO PURCHASE EQUIPMENT, AND RELATED SOFTWARE LICENSES AND SUPPORT, FOR SIX DELL VXRAIL P670F ALL FLASH SERVERS THROUGH ESCAPE VELOCITY HOLDINGS, INC. D/B/A TRACE3 ("TRACE3") FOR A NOT-TO-EXCEED AMOUNT OF $783,449.

(9:04:47) – Mayor Bagwell introduced the item. Chief Technology Officer Frank Abella explained that the City's virtual servers had reached their end of service life on May 31, 2023, and would no longer be supported by Dell,

adding that all the applications within the City would be impacted. He also noted that the purchase had been approved as part of the FY 2024 Capital Improvement Plan (CIP). Mayor Bagwell highlighted the fact that the expense was for a five-year plan and that the decision to end of life the equipment was made by the vendor. Mr. Abella clarified that they would not be able to purchase spare equipment and would be open to vulnerabilities. Supervisor Giomi pointed out the need for efficiency and how critical it was to carry out the City's business to serve the community. Supervisor White thanked Mr. Abella for being "way out in front" of the technology; however, he believed that enterprises are being held hostage to end-of-life processes by the vendors. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(9:11:57) – Supervisor Schuette moved to approve the purchase authority as presented. The motion was seconded by Supervisor White.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Schuette
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

17. FINANCE

17.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERLOCAL CONTRACT ("CONTRACT") BETWEEN CARSON CITY, THROUGH THE CARSON CITY PUBLIC DEFENDER'S OFFICE ("CCPD") AND STOREY COUNTY FOR THE CCPD TO PROVIDE PRIMARY INDIGENT DEFENSE SERVICES AND REPRESENTATION OF INDIGENT JUVENILES IN STOREY COUNTY AND TO COVER THE COST OF CCPD EMPLOYEES AND OTHER OPERATING EXPENSES NEEDED TO PROVIDE THESE SERVICES, WITH AN INITIAL TERM FROM AUGUST 18, 2023, TO JUNE 30, 2025, AND AUTOMATIC ONE-YEAR RENEWAL TERMS THEREAFTER UNTIL JUNE 30, 2035, FOR A FLAT FEE OF $196,648.17 FOR THE PERIOD OF AUGUST 18, 2023, THROUGH JUNE 30, 2024, $216,243.57 FOR THE PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025 AND FOR AN AMOUNT TO BE DETERMINED FOR EACH RENEWAL TERM, BUT WHICH IS EXPECTED TO INCREASE BY APPROXIMATELY FIVE PERCENT PER YEAR.

(9:12:22) – Mayor Bagwell introduced the item. Ms. Paulson gave background and reviewed the Staff Report which is incorporated into the record. She highlighted the fact that the Carson City Public Defender's Office (CCPD) had the capacity to provide primary indigent defense services to Storey County with the addition of one Supervising Deputy Public Defender position allocated approximately 75 percent to Storey County, and a part-time office specialist position allocated 100 percent to Storey County. In addition, Storey County would fund approximately 30 percent of a current CCPD investigator position and a portion of other operating expenses needed to provide these services. Mayor Bagwell reiterated the additional staff and the funding sources outlined above and stressed the fact that there would not be any additional incurred costs by the City and the City's

taxpayers, which was confirmed by Ms. Paulson. There were no public comments. Mayor Bagwell entertained a motion.

(9:16:24) – Supervisor Schuette moved to approve the Contract as presented. The motion was seconded by Supervisor Horton.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Schuette
SECONDER:	Supervisor Horton
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

18. HUMAN RESOURCES

18.a. FOR DISCUSSION ONLY: DISCUSSION AND PRESENTATION OF THE ANNUAL REPORT FROM THE HUMAN RESOURCES DEPARTMENT FOR FISCAL YEAR ("FY") 2023.

(9:16:52) – Mayor Bagwell introduced the item. Human Resources (HR) Director Melanie Bruketta introduced the HR staff members, gave background, and offered to respond to questions relating to the Annual Report which is incorporated into the record. Supervisor Giomi pointed out the presence of municipal government recruitment advertisements on billboards and inquired about the situation in Carson City. Ms. Bruketta noted that applications for entry-level positions are not an issue; however, filling technical positions was a challenge due to the unavailability of candidates. Mayor Bagwell thanked Ms. Bruketta for the report and called the HR Department the backbone of the City, adding that the City had finally reached the 2008 employee count to provide the necessary services. There were no public comments. This item was not agendized for action.

19. FINANCE

19.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED INTERLOCAL AGREEMENT ("AGREEMENT") BETWEEN CARSON CITY AND THE CARSON CITY CULTURE AND TOURISM AUTHORITY ("CTA") PROVIDING FOR A PLEDGE OF ROOM TAX PROCEEDS TO THE CITY FOR THE REPAYMENT OF GENERAL OBLIGATION PARK BONDS ADDITIONALLY SECURED BY PLEDGED REVENUES, IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $5,000,000, AND A PROPOSED RESOLUTION AUTHORIZING AND RATIFYING THE EXECUTION AND DELIVERY OF THE AGREEMENT.

(9:22:18) – Mayor Bagwell introduced the item. Carson City Chief Financial Officer Sheri Russell-Benabou introduced Ryan Henry, Bond Counsel at Sherman and Howard, and referenced the Staff Report, clarifying that regardless of circumstances, the bonds would be paid by the Culture and Tourism Authority (CTA). She also responded to clarifying questions and offered to send Mayor Bagwell information on a similar bond and interest rates from 20 years ago. Mr. Henry explained that the CTA Board had approved the Interlocal Agreement at its

last Board meeting. He also clarified that the room taxes are not new and will only be used for bond repayments and recreational facilities. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(9:25:30) – Supervisor Giomi moved to approve the Interlocal Agreement and to adopt Resolution No. 2023-R-26. The motion was seconded by Supervisor White.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

19.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A FINAL APPROPRIATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") FUNDING FOR FISCAL YEAR ("FY") 2024.

(8:25:47) – Mayor Bagwell introduced the item. Grants Administrator Rebecca Phipps presented the Staff Report and noted that the Application Review Work Group (ARWG) had recommended funding Public Works $325,854 and Friends in Service Helping (FISH) $13,468 for parking lot improvements. Ms. Russell-Benabou noted that the Public Works funding was for ADA improvements. There were no public comments and Mayor Bagwell entertained a motion.

(9:27:42) – Supervisor Horton moved to approve the CDBG funding for Fiscal Year 2024 as recommended. The motion was seconded by Supervisor White.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Horton
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

20. FIRE

20.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED AMENDMENT TO RETROACTIVELY EXTEND THE CURRENT CONTRACT ("CONTRACT") BETWEEN NV ENERGY AND CARSON CITY FOR THE CARSON CITY FIRE DEPARTMENT ("CCFD") TO PERFORM HAZARDOUS FUELS MANAGEMENT AND STAND-BY

SERVICES FROM JULY 1, 2023, TO DECEMBER 31, 2023, TO BE BILLED, ON A TIME AND MATERIALS BASIS, AGAINST AN UPDATED PURCHASE ORDER ("PO") FROM NV ENERGY IN THE AMOUNT OF $435,000.

(9:27:58) – Mayor Bagwell introduced the item. Carson City Fire Department (CCFD) Battalion Chief Kevin Nyberg gave background and presented the information incorporated into the Staff Report and the supporting documentation. He noted that NV Energy was in the process of finalizing a new, three-year contract with Carson City to continue funding the Wildland Group and that the proposed amendment would keep the Contract and funding for CCFD's Wildland Group in place until the new contract is finalized. He also responded to clarifying questions. Mayor Bagwell questioned why an extension was submitted instead of a new contract. Deputy District Attorney Adam Tully explained that NV Energy had submitted the contract to several involved agencies and that Carson City was the only one not using General Fund dollars and had a "tougher needle to thread." Mayor Bagwell received confirmation that the agreement was for the clearing of hazardous fuels. There were no public comments and Mayor Bagwell entertained a motion.

(9:32:19) – Supervisor Schuette moved to approve the amendment as presented. The motion was seconded by Supervisor White.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Schuette
SECONDER:	Supervisor White
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

21. PUBLIC WORKS

21.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A PROPOSED POLICY ("POLICY") FOR PUBLIC ELECTRIC VEHICLE CHARGING STATIONS ON CARSON CITY-OWNED PROPERTY AND RIGHTS-OF-WAY ("CITY PROPERTY"), INCLUDING FEES TO BE CHARGED FOR THE USE OF THOSE ELECTRIC VEHICLE CHARGING STATIONS.

(9:32:50) – Mayor Bagwell introduced the item. Supervisor Schuette read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that she would participate in discussion and action. Transportation Manager Chris Martinovich gave background and noted that the proposed policy included the changes requested by the Board during a previous presentation. He clarified for Supervisor Schuette that the charging equipment would be purchased from a service provider who would continue to own and operate the individual stations, even if paid for by a grant. Mayor Bagwell received confirmation that the Board could update the policy at a later date. She also entertained public comments.

(9:38:20) – Mr. French called the proposed policy difficult to understand and he received confirmation that the $5 loitering fee would be charged in addition to the flat rate payment to charge. Mayor Bagwell entertained a motion.

(9:39:34) – Supervisor White moved to approve the Policy as presented. The motion was seconded by Supervisor Giomi.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor White
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

21.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF GRANT APPLICATIONS TO THE NEVADA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES ("DCNR") FOR THE CARMINE COMPLETE STREETS PROJECT, PRISON HILL BOOSTER PUMP STATION AND PIPELINE REHABILITATION PROJECT, SOUTHEAST AREA SEWER EXTENSION AND SEPTIC CONVERSION PROJECT, MENLO DRIVE ROAD REHABILITATION AND UTILITY REPLACEMENT PROJECT, AND WATER METER UPGRADE PROJECT.

(9:39:56) – Mayor Bagwell introduced the item. Public Works Director Darren Schulz reviewed the five grant applications, incorporated into the record, calling the submissions a last-minute effort. He also responded to clarifying questions. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(9:43:43) – Supervisor Horton moved to ratify the submission of five grant applications to the Nevada Department of Conservation and Natural Resources as requested. The motion was seconded by Supervisor Schuette.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Horton
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Mayor Bagwell thanked the Public Works Staff and praised the efforts of Government Affairs Liaison Stephen Wood as well.

22. COMMUNITY DEVELOPMENT

22.a. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE CHANGING THE ZONING FROM PUBLIC REGIONAL ("PR") TO SINGLE FAMILY 6,000 SQUARE FEET ("SF6") ON A ±0.7 ACRE PROPERTY LOCATED ON FLEISCHMANN WAY ±275 FEET TO THE WEST OF ITS INTERSECTION WITH NORTH DIVISION STREET, ASSESSOR'S PARCEL NUMBER ("APN") 001-141-67.

(8:44:26) – Mayor Bagwell introduced the item. Associate Planner Heather Manzo presented the subject property and reviewed the Staff Report and the supporting documentation which are incorporated into the record. She specifically highlighted the outcome of the Planning Commission meeting of July 26, 2023, in which the Commission had voted to recommend to the Board of Supervisors the zoning map amendment which would "bring the property into conformance with the Master Plan land use designation of Medium Density Residential." Ms. Manzo also addressed a written public comment to the Planning Commission, incorporated into the record, noting a deed restriction that limited the use and ownership of the land. She noted that the City was not a party to any restrictions, nor did it have the authority to enforce a private-party deed restriction, adding that "any zone change today will not affect the validity of that agreement…that will still be in place." Ms. Manzo recommended approval and responded to clarifying questions. She informed Supervisor Giomi that the parking lot could be used again to dispense emergency vaccinations as it had been in the past because it would be for "temporary use."

(9:49:27) – Mayor Bagwell was informed that "if we don't do anything, the site is not conforming to the Master Plan designation." Supervisor Giomi noted that the deed restriction would be known at the time of purchase to a buyer. Supervisor White believed that the private-party agreement was similar to a homeowners' association agreement. Discussion ensued and Supervisor Schuette inquired whether a potential problem was being created due to its proximity to the Public Regional (PR)-zoned property to the south of the subject land. Community Development Director Hope Sullivan informed Mayor Bagwell that zoning was a tool to help what the land should be. She gave the example that the property which is now a parking lot could remain one; however, in its current PR designation, it may become a jail or any other PR-zoned place. Ms. Sullivan indicated that by "rezoning this land, what you're achieving is the opportunity to make sure any redevelopment is consistent with the Master Plan." She cited the example of the Architecture Review Board in the Lakeview neighborhood which is not enforceable by the City. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(10:00:19) – Supervisor White moved to introduce on first reading, Bill No. 111. The motion was seconded by Supervisor Giomi.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor White
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

Mayor Bagwell thanked the Board for the discussion and believed that it was important to ensure those sending public comments that their comments are considered and debated by the Board.

(10:01:01) – Mayor Bagwell recessed the meeting.

(10:12:01) – Mayor Bagwell reconvened the meeting. A quorum was still present.

ITEMS 22.b and 22.c

(10:12:06) – Mayor Bagwell introduced both items noting that they would be discussed concurrently but would be acted upon separately. Ms. Manzo presented the Staff Reports and accompanying documentation and introduced the subject property as a City park that would be "developed by the developer and maintained with private funds but will eventually be dedicated to the City." She noted that the property would be converted from "Open Space and Medium Density Residential to Parks and Recreation for the Master Plan and to Public Neighborhood within the Specific Plan for zoning." Mayor Bagwell entertained Board and/or public comments. Mr. French believed that by taking over the park, the City was taking on "a huge amount of responsibilities." However, he was pleased the City was "accommodating the real local situation with a park." Mayor Bagwell entertained appropriate motions.

22.b. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A MASTER PLAN AMENDMENT, MPA-2023-0185, REQUESTED BY CARSON CITY TO CHANGE THE MASTER PLAN DESIGNATION FROM OPEN SPACE AND MEDIUM DENSITY RESIDENTIAL TO PARKS AND RECREATION ON A ±10.15 ACRE PARCEL IDENTIFIED IN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA AS A PARK SITE, LOCATED EAST OF THE TERMINUS OF EAST ROBINSON STREET AND TO THE NORTH OF EAST 5TH STREET, ASSESSOR'S PARCEL NUMBER ("APN") 010-041-44.

(10:14:38) – Supervisor Horton moved to approve the amendment to the Master Plan land use map as presented. The motion was seconded by Supervisor Schuette.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Horton
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

22.c. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE CHANGING THE ZONING OF A PROPERTY WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") FROM MULTIFAMILY DUPLEX ("MFD-SPA") TO PUBLIC NEIGHBORHOOD ("PN-SPA") ON A ±10.15 ACRE PARCEL

IDENTIFIED IN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA AS A PARK SITE, LOCATED TO THE EAST OF THE TERMINUS OF EAST ROBINSON STREET AND TO THE NORTH OF EAST 5TH STREET, ASSESSOR'S PARCEL NUMBER ("APN") 010-041-44.

(10:15:02) – Supervisor Giomi moved to introduce on first reading Bill No. 112. The motion was seconded by Supervisor Schuette.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

ITEMS 22.d and 22.e

(10:15:48) – Mayor Bagwell introduced both items and noted that they would be discussed concurrently; however, they would be acted upon separately. Ms. Manzo presented both agenda items and reiterated the Master Plan amendment request by Carson City to change the Master Plan designation from Mixed-Use Residential and Mixed-Use Employment to Parks and Recreation and to change the zoning from Single Family 6,000 (SF6-SPA) and Public Regional (PR) to Public Neighborhood (PN-SPA) on a parcel identified in the Lompa Ranch North Specific Plan Area as a park site. She also responded to clarifying questions. Mayor Bagwell noted that this park will also be privately built and maintained, in order to remain consistent with other developments, the homeowners of which will maintain the parks. Supervisor Giomi indicated that even though the parks were privately built and maintained, they would be publicly accessible. Mayor Bagwell entertained public comments and when none were forthcoming, she entertained appropriate motions.

22.d. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A MASTER PLAN AMENDMENT, MPA-2023-0187, REQUESTED BY CARSON CITY TO CHANGE THE MASTER PLAN DESIGNATION FROM MIXED-USE RESIDENTIAL AND MIXED-USE EMPLOYMENT TO PARKS AND RECREATION ON A ±3 ACRE PARCEL IDENTIFIED IN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA AS A PARK SITE, LOCATED TO THE WEST OF THE INTERSECTION OF AIRPORT ROAD AND BUTTI WAY, ASSESSOR'S PARCEL NUMBER ("APN") 010-741-01.

(10:19:06) – Supervisor Giomi moved to approve the amendment to the Master Plan land use map as presented. The motion was seconded by Supervisor Schuette.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

22.e. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO INTRODUCE, ON FIRST READING, A PROPOSED ORDINANCE CHANGING THE ZONING OF A PROPERTY WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") FROM SINGLE FAMILY 6,000 ("SF6-SPA") AND PUBLIC REGIONAL ("PR") TO PUBLIC NEIGHBORHOOD ("PN-SPA") ON A ±3 ACRE PARCEL IDENTIFIED IN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA AS A PARK SITE, LOCATED TO THE WEST OF THE INTERSECTION OF AIRPORT ROAD AND BUTTI WAY, ASSESSOR'S PARCEL NUMBER ("APN") 010-741-01.

(10:19:22) – Supervisor Giomi moved to introduce on first reading Bill No. 113. The motion was seconded by Supervisor Schuette.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

22.f. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION (AB-2023-0203) FROM MICHAEL MISTRIEL ("APPLICANT") FOR THE ABANDONMENT OF A PUBLIC ACCESS EASEMENT ±47,360 SQUARE FEET IN SIZE TO ACCOMMODATE THE DEVELOPMENT OF AN APPROVED 139 LOT RESIDENTIAL SUBDIVISION (SUB-2021-0399), LOCATED APPROXIMATELY 0.27 MILES NORTHEAST OF THE EASTERN TERMINUS OF EAST ROBINSON STREET WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA AND ZONED MULTIFAMILY DUPLEX ("MFD-SPA"), ASSESSOR'S PARCEL NUMBER ("APN") 010-041-42.

(10:19:56) – Mayor Bagwell introduced the item. Ms. Manzo gave background and presented the Staff Report which is incorporated into the record, noting that the Planning Commission had recommended the abandonment of the vacant site which was no longer needed for access to the development. There were no Board comments. In the form of public comment, Mr. French wished to see the property become a preserve for insects. He also noted that he had been in discussions with Ms. Sullivan regarding abandonments in general. There were no other comments; therefore, Mayor Bagwell entertained a motion.

(10:22:52) – Supervisor Horton moved to approve the abandonment as presented. The motion was seconded by Supervisor Giomi.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor Horton
SECONDER:	Supervisor Giomi
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

22.g. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION (AB-2023-0243) FROM LARRY STOCK ("APPLICANT") FOR THE ABANDONMENT OF A 50-FOOT WIDE BY ±607.2-FOOT-LONG PORTION OF NORTH DEER RUN ROAD TOTALING ±33,827 SQUARE FEET IN SIZE, LOCATED ALONG THE FRONTAGE OF TWO PARCELS ZONED GENERAL INDUSTRIAL ("GI"), ASSESSOR'S PARCEL NUMBERS ("APNS") 008-541-91 AND 008-541-59.

(10:23:16) – Mayor Bagwell introduced the item. Ms. Manzo reviewed the Staff Report and recommended approval of the abandonment of a 50-foot wide by ±607.2-foot-long portion of North Deer Run Road totaling ±33,827 square feet in size, located along the frontage of two parcels zoned General Industrial (GI), APNs 008-541-91 and 008-541-59. If approved, the property would become part of the subject properties listed above. Mayor Bagwell was informed that funds are involved only "when the City purchases that right of way from someone," adding that in this case, the abandonment was "a dedication and not a financial transaction."

(10:25:11) – Applicant representative Brian Moon, Senior Project Manager at Lumos and Associates, stated that there were plans to build "a small warehouse" for a manufacturing company. Mayor Bagwell entertained public comments and when none were forthcoming, a motion.

(10:25:55) – Supervisor White moved to approve the abandonment as presented. The motion was seconded by Supervisor Horton.

RESULT:	**APPROVED (5-0-0)**
MOVER:	Supervisor White
SECONDER:	Supervisor Horton
AYES:	Supervisors Giomi, Horton, Schuette, White, and Mayor Bagwell
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

22.h. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM STEVE THOMSEN ("APPLICANT") CONCERNING A TENTATIVE SUBDIVISION MAP KNOWN AS BLACKSTONE RANCH PHASE 2 (SUB-2023-0061) TO CREATE 204 SINGLE FAMILY RESIDENTIAL LOTS ON A ±58.52-ACRE SITE WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") ZONED SINGLE FAMILY 6,000 SQUARE FEET ("SF6-SPA") AND MULTIFAMILY DUPLEX ("MFD-SPA"), LOCATED AT 2230 EAST 5TH STREET, ASSESSOR'S PARCEL NUMBER ("APN") 010-041-40.

(10:26:16) – Mayor Bagwell introduced the item. Ms. Manzo presented the Staff Report and supporting documentation regarding an applicant's request to subdivide a ±58.52-acre site into 204 single-family residential lots with a minimum lot size of 6,000 square feet. She noted that the Planning Commission has recommended approval of the tentative subdivision map and clarified that the original subdivision map had expired. Ms. Manzo highlighted several small design changes from the original map; however, she explained that there were no major changes. She also responded to clarifying questions.

(10:29:00) – Applicant Jeremiah Brown informed Supervisor Schuette that the shared driveways on certain parcels provided Fire Department access and walkway access, adding that since they were shared, they were not part of individual properties. Mr. Brown explained that the shared driveways were common areas and property owners would be notified of that. Supervisor White was informed that Matterhorn Drive was the official street name and not Matterhorn Lane. Supervisor Giomi believed that shared driveways had become common for certain types of accesses such as Fire Department access and he was informed that they would be owned by the Landscape Maintenance District (LMD). City Engineer Randy Rice explained the City's Development Standards relating to curbs and explained that rolled curbs now require the approval of the City Engineer or the Public Works Director; however, in this case, rolled curbs had been approved with the initial Tentative Subdivision Maps. Discussion ensued regarding street sweepers and Mr. Rice noted that the vehicles moved which allowed less debris to accumulate. Supervisor White suggested having sidewalks for safety reasons. Mayor Bagwell entertained public comments. Mr. French inquired whether the shared streets were going to be publicly maintained and Mayor Bagwell noted they would be maintained by the City. Supervisor White said he could not support the item and believed that adding inventory to existing City streets would "compound an already difficult situation." Mayor Bagwell entertained a motion.

(10:46:34) – Supervisor Giomi moved to approve the tentative subdivision map as presented. The motion was seconded by Supervisor Schuette.

RESULT:	**APPROVED (4-1-0)**
MOVER:	Supervisor Giomi
SECONDER:	Supervisor Schuette
AYES:	Supervisors Giomi, Horton, Schuette, and Mayor Bagwell
NAYS:	Supervisor White
ABSTENTIONS:	None
ABSENT:	None

23. BOARD OF SUPERVISORS

NON-ACTION ITEMS.

FUTURE AGENDA ITEMS
STATUS REVIEW OF PROJECTS
INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS
CORRESPONDENCE TO THE BOARD OF SUPERVISORS
STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD
STAFF COMMENTS AND STATUS REPORT

(10:47:00) – Mayor Bagwell introduced the item. Ms. Paulson announced that the next meeting would include the Board of Health. She also responded to several questions asked during item 18.a. She clarified that the highest employee count for the City had been 636 in 2007 and noted that 16 positions had been added in the past 17 years with 43 grant positions in 2024 versus two in 2007. Ms. Paulson explained that in 2013 the City had refunded bonds at a two percent interest rate. Supervisor Schuette announced that Carson City was now a certified city for

Better City for Pets awarded by Mars Petcare. Mayor Bagwell invited everyone to join her on September 9, 2023, at 9 a.m., at Mills Park for Move with the Mayor, skating, and Safe Route to Schools events. Supervisor Giomi announced that the Stetina's Paydirt event enrollment had been down due to two competing events that weekend, with an estimated 450 room nights occupied due to the event. He also reported that the Mark Twain Days had generated $170,000 in community impact dollars. Supervisor Giomi announced the upcoming Ford Bronco event on October 4-7, 2023, and the Nevada Association of Counties Conference in Elko on August 26-28, 2023. He also informed the Board that a regional 30-year water plan was being worked on by the Carson Water Subconservancy District, adding that the State had plans to repair the Marlette Lake Dam.

CLOSED NON-MEETING TO CONFER WITH MANAGEMENT REPRESENTATIVES AND COUNSEL

This item did not take place.

24. PUBLIC COMMENT

(10:54:29) – Mayor Bagwell entertained final public comments. Mr. French reported on his attendance at the Regional Transportation Commission and the Carson City Airport Authority meetings and invited more residents to attend those meetings.

25. FOR POSSIBLE ACTION: TO ADJOURN

(10:56:08) – Mayor Bagwell adjourned the Board of Supervisors meeting at 10:56 a.m.

The Minutes of the August 17, 2023, Carson City Board of Supervisors meeting are so approved on this 21st day of September, 2023.

_____
LORI BAGWELL, Mayor

ATTEST:

_____
SCOTT HOEN, Clerk-Recorder

Proclamation

Adult Education Family Literacy Week
September 18-22, 2023

WHEREAS, education is the foundation upon which individuals build their futures and pursue their dreams, and literacy is the cornerstone of lifelong learning and personal growth; and

WHEREAS, the ability to read, write, and comprehend is not only essential for personal advancement but also vital for active participation in our community, economy, and democracy; and

WHEREAS, family literacy plays a crucial role in breaking the cycle of intergenerational low literacy, fostering a love for learning from an early age, and creating a culture of education within our homes; and

WHEREAS, adult education programs provide valuable opportunities for individuals to enhance their literacy skills, further their education, and improve their employability, thereby contributing to the economic and social well-being of our community; and

WHEREAS, Adult Education Family Literacy Week serves as a reminder of the importance of supporting and investing in programs that empower adults and families with the tools they need to succeed; and

WHEREAS, Carson City recognizes the dedicated efforts of educators, community organizations, and advocates who work tirelessly to promote adult education and family literacy.

NOW, THEREFORE, I, Lori Bagwell, Mayor of Carson City, Nevada on behalf of the Board of Supervisors do hereby proclaim the week of September 18-22, 2023, as Adult Education Family Literacy Week in Carson City. I call upon the residents, businesses, educational institutions, and community organizations to join in raising awareness about the significance of adult education and family literacy and to support initiatives that promote these essential skills.

Dated this 18th day of September 2023

Lori Bagwell

Lori Bagwell, Mayor

Agenda Item No: 7.b

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Alana Mills, Human Resources Generalist

Agenda Title: Presentation of Length of Service certificates to City Employees. (Alana Mills, amills@carson.org)

Staff Summary: Every month the Board of Supervisors presents Length of Service certificates to employees who have completed 5, 10, 15, 20, 25 and 30 years of City service.

Agenda Action: Other / Presentation **Time Requested:** 15 Minutes

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Proposed Motion
N/A

Board's Strategic Goal
Organizational Culture

Previous Action
The Board of Supervisors presented the "Length of Service" certificates on August 17, 2023.

Background/Issues & Analysis
The Board of Supervisors wishes to recognize those employees who have provided, and continue to provide, dedicated service to the residents, business owners and visitors of Carson City. This month, the following employees are recognized:

25 Years:

Bryon Hunt, Fire Captain

20 Years:

Daniel Gonzales, Assistant Sheriff

15 Years:

Aaron Collier, Water Production Operator 3

James Lutu, Youth Advisor

10 Years:

Adam Robertson, Firefighter/Paramedic

Sandra Wartgow, Division Chief Emergency Medical Services

5 Years:

Ryan Argust, Water Production Operator 4

Victor Castaneda, Deputy Sheriff

Cody Drews, Assistant Court Administrator

Mark Rendinelli, Electrical Instrumentation & Controls Technician

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? Yes

Explanation of Fiscal Impact:

Alternatives

Attachments:

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

Agenda Item No: 7.c

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: N/A

Agenda Title: Presentation of a proclamation to recognize September 22, 2023, as National Centenarian's Day and to recognize Carson City residents who have reached the 100-year milestone. (Mayor Lori Bagwell, lbagwell@carson.org)

Agenda Action: Other / Presentation **Time Requested:** 20 Minutes

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Proposed Motion
N/A

Board's Strategic Goal
N/A

Previous Action
N/A

Background/Issues & Analysis
In celebration of National Centenarian's Day, the following persons are recognized:

Audrey Johnson, 100 years of age.
Cleo Leonard, 100 years of age.
Harley Utz, 100 years of age.
Walter Drew, 101 years of age.
Kay Winters, 102 years of age.
Rollin “Ron" Carter, 102 years of age.
Helen Foster, 103 years of age.

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

Attachments:
Centenarians Day 2023.pdf

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____
_____
_____
_____

_____
(Vote Recorded By)

Proclamation

National Centenarian's Day
September 22, 2023

***WHEREAS*,** Over the years, the human population and life expectancy have increased with a corresponding increase in the number of people who attain the age of 100; and

***WHEREAS*,** National Centenarian's Day is a day to celebrate and honor those among us who have lived an entire century and to share in their wisdom, joys, and life as a whole; and

WHEREAS, these precious members of society have seen the tragedies of the Great Depression and World Wars, the advent of the talking picture, the golden age of the radio and the invention of television, the innovation of air travel, all the way to the exploration of space and the digital revolution — all in one lifetime; and

***WHEREAS*,** Centenarians are often the subject of news stories, highlighting that they are over 100 years old. These reports provide cultural historians and researchers with deep insight into how the rest of society views this elderly population; and

***WHEREAS*,** Centenarians will always be with us at each point in history, and all the memories of their lives will continue to live on when passed down.

***NOW, THEREFORE*,** I, Lori Bagwell, Mayor of Carson City, do hereby proclaim September 22, 2023, as "National Centenarian's Day." Please help us to celebrate and honor those who have reached such a remarkable milestone.

Dated this 21st day of September 2023.

Lori Bagwell

Lori Bagwell, Mayor

Agenda Item No: 8.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action on ratifying the approval of bills and other requests for payments by the City Manager for the period of August 5, 2023, through September 8, 2023. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to Carson City Municipal Code ("CCMC") Chapter 2.29, the Controller will present all bills or other requests for payment by the City to the City Manager for approval. Upon approval, the register book of bills and other requests for payment and warrants are presented at least once a month to the Board of Supervisors, who shall, by motion entered into its minutes, ratify the action taken.

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

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Proposed Motion
I move to ratify the approval of bills and other requests for payments by the City Manager for the period of August 5, 2023, through September 8, 2023.

Board's Strategic Goal
Efficient Government

Previous Action
N/A

Background/Issues & Analysis
N/A

Applicable Statute, Code, Policy, Rule or Regulation
CCMC Chapter 2.29

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: All Funds

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Accounts Payable & Wire Transfers $ 13,019,746.75
Payroll Checks and Direct Deposits $ 3,805,709.93

Alternatives

N/A

Attachments:
Ratify the Bills backup.pdf

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____
_____
_____
_____

_____
(Vote Recorded By)

City of Carson City
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000 FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
82523	09/08/2023	WIRE	001369	PUBLIC EMPLOYEE'S BENEFIT	27,388.73			
1860823	08/08/2023	WIRE	000186	BANK OF AMERICA		662,551.98	1	08/09/2023
3110823	08/08/2023	WIRE	000311	CANNON COCHRAN MNGMT SERV		106,993.62	1	08/09/2023
3110923	09/07/2023	WIRE	000311	CANNON COCHRAN MNGMT SERV	28,771.58			
3530823	08/21/2023	WIRE	000353	CARSON CITY SCHOOL DISTRI		61,163.30	1	08/30/2023
13440623	08/11/2023	WIRE	001344	NEVADA DEPT OF EMPLOYMENT		7,299.01	1	08/15/2023
15580823	08/15/2023	WIRE	001558	PERS ADMINISTRATIVE FUND		1,564,470.37	1	08/15/2023
22350923	09/07/2023	WIRE	002235	ZIONS BANK	773,709.38			
24980923	09/01/2023	WIRE	002498	VOYA	79,375.20			
24990823	08/21/2023	WIRE	002499	NEVADA STATE CONTROLLER		29,635.41	1	08/30/2023
25010923	09/01/2023	WIRE	002501	BANK OF AMERICA EXPRESS T	352,930.62			
30740823	08/31/2023	WIRE	003074	STATE OF WASHINGTON UNCLA		26.73	1	08/30/2023
54350823	08/21/2023	WIRE	005435	STATE OF NV DEPT OF EDUCA		831,844.57	1	08/21/2023
91110823	08/08/2023	WIRE	000911	HR SIMPLIFIED		486.01	1	07/25/2023
91120823	08/18/2023	WIRE	000911	HR SIMPLIFIED		55,039.60	1	08/21/2023
118090123	09/01/2023	WIRE	000118	ANTHEM BLUE CROSS BLUE SH	582,664.81			
118090223	09/01/2023	WIRE	000118	ANTHEM BLUE CROSS BLUE SH	132,243.85			
155810823	08/15/2023	WIRE	001558	PERS ADMINISTRATIVE FUND		2,141.54	1	08/15/2023
249810823	08/18/2023	WIRE	002498	VOYA		80,284.51	1	08/18/2023
249910823	08/21/2023	WIRE	002499	NEVADA STATE CONTROLLER		23,840.28	1	08/30/2023
250120823	08/18/2023	WIRE	002501	BANK OF AMERICA EXPRESS T		357,526.38	1	08/18/2023
250130823	08/18/2023	WIRE	002501	BANK OF AMERICA EXPRESS T		151.21	1	08/30/2023
903106509	08/11/2023	PRINTED	005502	CHRISTOPHER POULIN		10,472.04	1	08/14/2023
903106510	08/11/2023	PRINTED	000036	ADVANCED COMPUTER TECHNOL		349.44	1	08/21/2023
903106511	08/11/2023	PRINTED	000061	DS SERVICES OF AMERICA, I		28.99	1	08/21/2023
903106512	08/11/2023	PRINTED	005202	ALLBUILT CONSTRUCTION COM		77.61	1	08/14/2023
903106513	08/11/2023	PRINTED	005202	ALLBUILT CONSTRUCTION COM		158.08	1	08/14/2023
903106514	08/11/2023	PRINTED	005202	ALLBUILT CONSTRUCTION COM		54.47	1	08/14/2023
903106515	08/11/2023	PRINTED	005059	CRISTOPHER BRANDT		4,030.00	1	08/15/2023
903106516	08/11/2023	PRINTED	000091	AMERICAN FAMILY LIFE ASSU		1,752.15	1	08/18/2023
903106517	08/11/2023	PRINTED	000100	AMERICAN READY-MIX INC		4,466.00	1	08/15/2023
903106518	08/11/2023	PRINTED	000126	ARAMARK UNIFORM & CAREER		2,554.53	1	08/16/2023
903106519	08/11/2023	PRINTED	000128	ARC HEALTH AND WELLNESS		5,789.00	1	08/15/2023
903106520	08/11/2023	PRINTED	000147	AT&T		65.07	1	08/17/2023
903106521	08/11/2023	PRINTED	000148	AT&T		19,419.30	1	08/18/2023
903106522	08/11/2023	PRINTED	000165	AT&T ONENET SERVICE		23.97	1	08/16/2023
903106523	08/11/2023	PRINTED	000169	AWARDZONE LLC		22.90	1	08/17/2023
903106524	08/11/2023	PRINTED	000170	AXON ENTERPRISE INC		267,278.44	1	08/15/2023
903106525	08/11/2023	PRINTED	000178	BADGER METER INC		2,172.46	1	08/18/2023
903106526	08/11/2023	PRINTED	000190	BARBER, FAITH		285.00	1	08/21/2023
903106527	08/11/2023	PRINTED	002491	B&C CABINETS MILLWORK, IN		3,036.00	1	08/17/2023
903106528	08/11/2023	PRINTED	003262	BLUE KNIGHT SECURITY, LLC		12,300.00	1	08/16/2023
903106529	08/11/2023	PRINTED	000273	BREWERY ARTS CENTER		10,000.00	1	08/15/2023
903106530	08/11/2023	PRINTED	000315	CAPITAL BEVERAGES		761.97	1	08/16/2023
903106531	08/11/2023	PRINTED	005455	THOMAS L WION		1,400.00	1	08/21/2023
903106532	08/11/2023	PRINTED	000327	CAPITOL REPORTERS		291.78	1	08/22/2023
903106533	08/11/2023	PRINTED	000360	CARSON CITY SQUARE, LLC		5,694.73	1	08/22/2023
903106534	08/11/2023	PRINTED	005475	CARSON TAHOE MOBILE HOME		3,600.00	1	08/21/2023
903106535	08/11/2023	PRINTED	000394	CASHMAN EQUIPMENT COMPANY		31,914.91	1	08/14/2023
903106536	08/11/2023	PRINTED	000403	CCSO SPECIAL INVESTIGATIV		845.00	1	08/24/2023
903106537	08/11/2023	PRINTED	000410	CELLEBRITE		12,950.00	1	08/17/2023
903106538	08/11/2023	PRINTED	005398	CHAGNOT, D'ANN R		98.85	1	08/28/2023

City of Carson City
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000 FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903106539	08/11/2023	PRINTED	005105	BATTLE BORN SERVICES, L.L		2,251.96	1	08/16/2023
903106540	08/11/2023	PRINTED	000447	CINDERLITE TRUCKING INC		2,980.00	1	08/15/2023
903106541	08/11/2023	PRINTED	002390	CITI CARDS		3,678.24	1	08/17/2023
903106542	08/11/2023	PRINTED	004418	CMC TIRES INC		3,500.00	1	08/15/2023
903106543	08/11/2023	PRINTED	005484	CRAPO, STANFORD T		78.12	1	08/17/2023
903106544	08/11/2023	PRINTED	005293	DECISION OPTIMIZATION TEC		19,000.00	1	08/22/2023
903106545	08/11/2023	PRINTED	005056	DEREK C DREILING		949.18	1	08/15/2023
903106546	08/11/2023	PRINTED	000577	DESIGN WORKSHOP INC		1,800.00	1	08/22/2023
903106547	08/11/2023	PRINTED	000610	DOUGLAS COUNTY UTILITIES		149,408.86	1	08/15/2023
903106548	08/11/2023	PRINTED	000639	ECOLANE USA INC		6,500.00	1	08/17/2023
903106549	08/11/2023	PRINTED	000689	EUROFINS EATON ANALYTICAL		7,774.00	1	08/18/2023
903106550	08/11/2023	PRINTED	000705	FEDEX		377.84	1	08/21/2023
903106551	08/11/2023	PRINTED	003830	FLAT TOP THREE INVESTMENT		190.25	1	09/05/2023
903106552	08/11/2023	PRINTED	000736	FLYERS ENERGY LLC		5,863.64	1	08/15/2023
903106553	08/11/2023	PRINTED	005480	FRANCEL, DAVID W		293.53	1	08/16/2023
903106554	08/11/2023	PRINTED	000770	GALAS, VERONICA		195.64	1	08/14/2023
903106555	08/11/2023	PRINTED	004339	GALENA PROPERTY DEVELOPME		10,000.00	1	08/14/2023
903106556	08/11/2023	PRINTED	005294	RICKY M BREWSTER		2,520.00	1	08/17/2023
903106557	08/11/2023	PRINTED	005492	GILBERT CARDWELL	111.87			
903106558	08/11/2023	PRINTED	004698	GREATAMERICA FINANCIAL SE		831.00	1	08/16/2023
903106559	08/11/2023	PRINTED	004488	GUY L WARDEN & SONS INC		976.08	1	08/14/2023
903106560	08/11/2023	PRINTED	000853	HANSFORD, CATHERINE		1,687.50	1	08/17/2023
903106561	08/11/2023	PRINTED	004307	HERO INDUSTRIES		5,940.00	1	08/16/2023
903106562	08/11/2023	PRINTED	005481	HSKS LLC		284.38	1	08/14/2023
903106563	08/11/2023	PRINTED	002922	INLAND BUSINESS MACHINES		40.04	1	08/14/2023
903106564	08/11/2023	PRINTED	004608	JAYME WATTS		500.00	1	08/14/2023
903106565	08/11/2023	PRINTED	005478	JENNIFER DAVIS	283.25			
903106566	08/11/2023	PRINTED	005479	JERRY GRAY		204.34	1	08/23/2023
903106567	08/11/2023	PRINTED	005493	JOOST, KARLA		188.53	1	08/14/2023
903106568	08/11/2023	PRINTED	002315	JOURNEY WITHIN BEHAVIORAL	375.00			
903106569	08/11/2023	PRINTED	005490	KAREN WELLS		137.61	1	08/16/2023
903106570	08/11/2023	PRINTED	005494	KLINK, BENJAMIN		125.59	1	09/07/2023
903106571	08/11/2023	PRINTED	005482	KRAUSE, KELLY E	204.08			
903106572	08/11/2023	PRINTED	001053	KRONOS INC		13.05	1	08/17/2023
903106573	08/11/2023	PRINTED	001094	LEGALSHIELD		415.39	1	08/16/2023
903106574	08/11/2023	PRINTED	001101	LEXIPOL LLC		11,559.00	1	08/17/2023
903106575	08/11/2023	PRINTED	001102	RELX INC.		2,794.00	1	08/16/2023
903106576	08/11/2023	PRINTED	001114	LOCKE, JOEL		450.00	1	08/14/2023
903106577	08/11/2023	PRINTED	004802	LT BUILDERS, LLC		174.88	1	08/14/2023
903106578	08/11/2023	PRINTED	001159	MARATHON STAFFING GROUP I		2,419.94	1	08/24/2023
903106579	08/11/2023	PRINTED	005485	MARTIN, RAY H		105.39	1	09/06/2023
903106580	08/11/2023	PRINTED	002613	MARY K BRYAN		5,087.00	1	08/14/2023
903106581	08/11/2023	PRINTED	004210	RANDY L ROBERTSON		3,721.73	1	08/15/2023
903106582	08/11/2023	PRINTED	001183	JOSEPH MCELLISTREM		800.00	1	08/28/2023
903106583	08/11/2023	PRINTED	001223	MILLARD REALTY		4,175.00	1	08/17/2023
903106584	08/11/2023	PRINTED	005372	MILLER MENDEL, INC		4,962.34	1	08/21/2023
903106585	08/11/2023	PRINTED	003807	GREATER WORKS PRINTING		34.00	1	08/14/2023
903106586	08/11/2023	PRINTED	999913	CHRISTIE CONTRERAS		285.00	1	09/01/2023
903106587	08/11/2023	PRINTED	999913	Cody Bindley		340.00	1	08/15/2023
903106588	08/11/2023	PRINTED	999913	CONRAD FRANZ		90.00	1	08/16/2023
903106589	08/11/2023	PRINTED	999913	EAGLE STATION, LLC		154.96	1	08/17/2023
903106590	08/11/2023	PRINTED	999913	Jacob Vanbeuge		455.60	1	08/17/2023

City of Carson City
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000 FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903106591	08/11/2023	PRINTED	999913	Joan Marie Lane		40.00	1	08/18/2023
903106592	08/11/2023	PRINTED	999913	Margaret Judge		300.00	1	08/11/2023
903106593	08/11/2023	PRINTED	999913	Miguel Albarran		28.00	1	08/15/2023
903106594	08/11/2023	PRINTED	999913	NICKI HENDEE / CHS FOOTBA		500.00	1	09/05/2023
903106595	08/11/2023	PRINTED	999913	NICOLE PHAY		17.25	1	08/14/2023
903106596	08/11/2023	PRINTED	999913	Sean Slamon		222.00	1	08/14/2023
903106597	08/11/2023	PRINTED	001237	MOJAVE MAILING LLC		174.01	1	08/22/2023
903106598	08/11/2023	PRINTED	000527	CREATIVE BUS SALES INC		482.56	1	08/18/2023
903106599	08/11/2023	PRINTED	001244	MONROE TRUCK EQUIPMENT IN		1,703.05	1	08/18/2023
903106600	08/11/2023	PRINTED	001263	MOUNTAIN MACHINERY REPAIR		6,981.90	1	08/14/2023
903106601	08/11/2023	PRINTED	001295	NATIONAL FOOD GROUP INC		4,435.70	1	08/16/2023
903106602	08/11/2023	PRINTED	005495	NEVADA CAPITAL BLDG, LLC		199.55	1	08/18/2023
903106603	08/11/2023	PRINTED	005495	NEVADA CAPITAL BLDG, LLC		1,700.33	1	08/18/2023
903106604	08/11/2023	PRINTED	001342	NEVADA DEPARTMENT OF TAXA		23,179.78	1	08/16/2023
903106605	08/11/2023	PRINTED	001372	NEVADA PRESORT & MAIL MAR		4,164.66	1	08/17/2023
903106606	08/11/2023	PRINTED	001390	NEVADA STATE TREASURER		10.00	1	08/14/2023
903106607	08/11/2023	PRINTED	003232	NORTHERN SIERRA SOCCER RE		9,025.00	1	08/14/2023
903106608	08/11/2023	PRINTED	001461	NV ENERGY		4,787.70	1	08/14/2023
903106609	08/11/2023	PRINTED	001465	NV ENERGY/WATER SUMMARY		113,075.39	1	08/14/2023
903106610	08/11/2023	PRINTED	001467	NEVADA LEGISLATIVE COUNSE		335.94	1	08/22/2023
903106611	08/11/2023	PRINTED	001479	OAKES ESQ, JUSTIN E		1,299.00	1	08/14/2023
903106612	08/11/2023	PRINTED	001487	OFFICE DEPOT INC		57.45	1	08/17/2023
903106613	08/11/2023	PRINTED	003010	ORBIS PARTNERS LLC		1,540.00	1	08/16/2023
903106614	08/11/2023	PRINTED	004857	PARAMETRIX, INC.		107,738.75	1	08/16/2023
903106615	08/11/2023	PRINTED	005488	PAYETTE, JASON		177.20	1	08/17/2023
903106616	08/11/2023	PRINTED	001593	PURCELL ELECTRICAL PROFES		2,000.00	1	08/18/2023
903106617	08/11/2023	PRINTED	001609	POWERCOMM SOLUTIONS INC		18,381.00	1	08/16/2023
903106618	08/11/2023	PRINTED	002986	PROFESSIONAL DEVELOPMENT		500.00	1	08/21/2023
903106619	08/11/2023	PRINTED	001633	PUBLIC EMPLOYEES RETIREME		2,940.71	1	08/15/2023
903106620	08/11/2023	PRINTED	001646	RAPID SPACE, LLC		1,332.60	1	08/14/2023
903106621	08/11/2023	PRINTED	001669	UBEO WEST		4,576.83	1	08/15/2023
903106622	08/11/2023	PRINTED	999915	ANGELICA GUTIERREZ		50.00	1	08/21/2023
903106623	08/11/2023	PRINTED	999915	DAN AVID C/O ESTATE OF MA		52.50	1	08/16/2023
903106624	08/11/2023	PRINTED	999915	DONNA MARIE DEHART	50.00			
903106625	08/11/2023	PRINTED	999915	DONNA MARIE DEHART	50.00			
903106626	08/11/2023	PRINTED	999915	DONNA MARIE DEHART	25.00			
903106627	08/11/2023	PRINTED	999915	DONNA MARIE DEHART	25.00			
903106628	08/11/2023	PRINTED	999915	DONNA MARIE DEHART	100.00			
903106629	08/11/2023	PRINTED	999915	GLORIA PACHECO	54.85			
903106630	08/11/2023	PRINTED	999915	JERRY NAPIRE		316.90	1	08/14/2023
903106631	08/11/2023	PRINTED	999915	JUAN MENA		100.00	1	08/21/2023
903106632	08/11/2023	PRINTED	999915	LARRY TORRES		857.00	1	08/24/2023
903106633	08/11/2023	PRINTED	999915	LIZETH CATANO-VEGA		218.00	1	08/15/2023
903106634	08/11/2023	PRINTED	999915	MICHAEL MCNEACE		75.00	1	08/28/2023
903106635	08/11/2023	PRINTED	999915	MIDTOWN MARKETPLACE		50.00	1	08/24/2023
903106636	08/11/2023	PRINTED	999915	MV TRANSPORTATION		100.00	1	08/31/2023
903106637	08/11/2023	PRINTED	999915	NISSAN CARSON CITY		25.00	1	08/15/2023
903106638	08/11/2023	PRINTED	999915	PHIL DOSS		95.15	1	08/16/2023
903106639	08/11/2023	PRINTED	999915	TYLER HARRINGTON		100.00	1	08/22/2023
903106640	08/11/2023	PRINTED	001708	RICK'S AEC REPROGRAPHIC'S		1,500.00	1	08/18/2023
903106641	08/11/2023	PRINTED	001718	RISTENPART LAW LLC		8,860.00	1	08/14/2023
903106642	08/11/2023	PRINTED	005477	ROHWER, STEVE		172.84	1	08/15/2023

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903106643	08/11/2023	PRINTED	001739	RON'S REFRIGERATION INC		848.88	1	08/21/2023
903106644	08/11/2023	PRINTED	004577	RYDER HOMES OF NEVADA		172.54	1	08/28/2023
903106645	08/11/2023	PRINTED	005486	SHANAHAN, JOHN		102.97	1	08/16/2023
903106646	08/11/2023	PRINTED	001828	SHRED-IT RENO		1,090.53	1	08/16/2023
903106647	08/11/2023	PRINTED	001876	TONICA LATHROP		125.00	1	08/22/2023
903106648	08/11/2023	PRINTED	005483	SONG, LORI	273.53			
903106649	08/11/2023	PRINTED	002581	SONSRAY MACHINERY, LLC		3,119.80	1	08/15/2023
903106650	08/11/2023	PRINTED	001904	SOUTHWEST GAS CORP		4,103.99	1	08/15/2023
903106651	08/11/2023	PRINTED	001925	STAPLES BUSINESS ADVANTAG		147.20	1	08/15/2023
903106652	08/11/2023	PRINTED	001933	STAY GREEN TREE SERVICE		8,700.00	1	08/18/2023
903106653	08/11/2023	PRINTED	005491	STEVEN NELMS		98.14	1	08/15/2023
903106654	08/11/2023	PRINTED	001956	SULIVAN, HOPE V		266.16	1	08/21/2023
903106655	08/11/2023	PRINTED	000008	SFP HOLDING, INC.		2,013.50	1	08/17/2023
903106656	08/11/2023	PRINTED	003204	T&T LAWNS PLUS, LLC	1,075.00			
903106657	08/11/2023	PRINTED	001989	TATRO, JOHN		1,486.25	1	08/21/2023
903106658	08/11/2023	PRINTED	005489	TEIGLER, LOUISE		137.09	1	08/31/2023
903106659	08/11/2023	PRINTED	099992	HOLLY DIANE JENSEN		415.00	1	08/14/2023
903106660	08/11/2023	PRINTED	099992	SEAN DAVID GARRISON		130.00	1	08/14/2023
903106661	08/11/2023	PRINTED	003241	ESCAPE VELOCITY HOLDINGS,		115,008.04	1	08/14/2023
903106662	08/11/2023	PRINTED	004473	TREVOR CHARLES SMITH		850.00	1	08/16/2023
903106663	08/11/2023	PRINTED	004028	TATE SNYDER KIMSEY ARCHIT		91,043.75	1	08/17/2023
903106664	08/11/2023	PRINTED	002057	TYLER TECHNOLOGIES INC		24,826.17	1	08/15/2023
903106665	08/11/2023	PRINTED	002062	UNIFORMITY OF NEVADA LLC		800.85	1	08/14/2023
903106666	08/11/2023	PRINTED	005498	UNITED SERVICES AUTOMOBIL		5,377.46	1	08/16/2023
903106667	08/11/2023	PRINTED	002070	UNITED SITE SERVICES OF N		684.50	1	08/17/2023
903106668	08/11/2023	PRINTED	002086	UNITED STATES DEPARTMENT		4,150.00	1	08/18/2023
903106669	08/11/2023	PRINTED	002125	DEUCE NINE LLC		127.49	1	08/14/2023
903106670	08/11/2023	PRINTED	002148	WASHOE COUNTY SHERIFF'S O		5,450.00	1	08/17/2023
903106671	08/11/2023	PRINTED	002177	WESTERN NEVADA SUPPLY CO		4,087.07	1	08/14/2023
903106672	08/11/2023	PRINTED	005487	ZEHNER, ALLEN B	40.69			
903106673	08/18/2023	PRINTED	000006	AARP INSURANCE		96.63	1	08/28/2023
903106674	08/18/2023	PRINTED	000036	ADVANCED COMPUTER TECHNOL		2,937.42	1	08/24/2023
903106675	08/18/2023	PRINTED	000053	AIRPORT AUTHORITY		347,969.13	1	08/29/2023
903106676	08/18/2023	PRINTED	005497	ALERT MEDIA, INC.		6,840.00	1	08/24/2023
903106677	08/18/2023	PRINTED	000067	ALLIANCEONE RECEIVABLES M		300.00	1	08/24/2023
903106678	08/18/2023	PRINTED	002856	ALLIED ENVIRONMENTAL SERV		5,494.50	1	08/28/2023
903106679	08/18/2023	PRINTED	000071	ALLSTREAM		2,538.01	1	08/23/2023
903106680	08/18/2023	PRINTED	002461	ALTITUDE SIGNAL, LLC		88,486.00	1	08/24/2023
903106681	08/18/2023	PRINTED	000121	APEX GRADING & PAVING INC		21,303.85	1	08/23/2023
903106682	08/18/2023	PRINTED	000126	ARAMARK UNIFORM & CAREER		135.86	1	08/23/2023
903106683	08/18/2023	PRINTED	000146	ATKINS NORTH AMERICA, INC		11,940.00	1	08/23/2023
903106684	08/18/2023	PRINTED	000148	AT&T		3,092.38	1	08/23/2023
903106685	08/18/2023	PRINTED	002895	AT&T		655.87	1	08/23/2023
903106686	08/18/2023	PRINTED	000152	AT&T (775-71C-1404)		3,619.00	1	08/23/2023
903106687	08/18/2023	PRINTED	000154	AT&T (775-74C-1517)		7,797.17	1	08/23/2023
903106688	08/18/2023	PRINTED	000163	AT & T MOBILITY #28726500		99.18	1	08/23/2023
903106689	08/18/2023	PRINTED	000213	BEJAC CORPORATION		2,211.81	1	08/21/2023
903106690	08/18/2023	PRINTED	002492	BREANA COONS		18,681.97	1	08/22/2023
903106691	08/18/2023	PRINTED	002588	BRIAN DOUGLAS LEANY		3,675.00	1	08/21/2023
903106692	08/18/2023	PRINTED	000297	KARLA K. BUTKO, LTD		5,605.10	1	09/01/2023
903106693	08/18/2023	PRINTED	000327	CAPITOL REPORTERS		2,308.40	1	08/30/2023
903106694	08/18/2023	PRINTED	000333	CAROLLO ENGINEERS INC		33,213.77	1	08/29/2023

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903106695	08/18/2023	PRINTED	000387	CARSON VALLEY OIL CO		24.00	1	08/23/2023
903106696	08/18/2023	PRINTED	000389	CARSON VICTORY ROLLERS		236.25	1	08/29/2023
903106697	08/18/2023	PRINTED	000390	CARSON WATER SUB-CONSERVA		33,272.88	1	08/21/2023
903106698	08/18/2023	PRINTED	000394	CASHMAN EQUIPMENT COMPANY		7,517.02	1	08/21/2023
903106699	08/18/2023	PRINTED	000398	CASSINELLI LANDSCAPING &		6,825.00	1	08/21/2023
903106700	08/18/2023	PRINTED	004320	CINTAS CORPORATION		307.48	1	08/29/2023
903106701	08/18/2023	PRINTED	002631	CISCO AIR SYSTEMS, INC		1,735.00	1	08/22/2023
903106702	08/18/2023	PRINTED	000477	CARSON CITY COMMUNITY COU		1,583.52	1	08/25/2023
903106703	08/18/2023	PRINTED	003880	CROWN EQUIPMENT CORPORATI		37,609.45	1	08/23/2023
903106704	08/18/2023	PRINTED	000575	DESERT HILLS FIRE & SECUR		1,761.54	1	08/22/2023
903106705	08/18/2023	PRINTED	000583	DIAMOND DRUGS, INC		19,801.07	1	08/25/2023
903106706	08/18/2023	PRINTED	000607	DOUGLAS COUNTY SHERIFF'S		9,567.80	1	08/25/2023
903106707	08/18/2023	PRINTED	004934	FARR WEST ENGINEERING		14,812.50	1	08/28/2023
903106708	08/18/2023	PRINTED	004948	EBERHARD SOUTHWEST ROOFIN		106,366.75	1	08/25/2023
903106709	08/18/2023	PRINTED	000660	MESA ENERGY SYSTEMS, INC.		3,859.75	1	08/21/2023
903106710	08/18/2023	PRINTED	000689	EUROFINS EATON ANALYTICAL		850.00	1	08/24/2023
903106711	08/18/2023	PRINTED	005453	EVIDENCE SOLUTIONS, INC.		5,000.00	1	08/21/2023
903106712	08/18/2023	PRINTED	999912	JEFFREY BURWELL		300.00	1	08/25/2023
903106713	08/18/2023	PRINTED	999912	LINDA WEBSTER		99.18	1	08/28/2023
903106714	08/18/2023	PRINTED	999912	RICH HASKELL		54.47	1	09/05/2023
903106715	08/18/2023	PRINTED	999912	VICTORIA MENDOZA		525.00	1	08/22/2023
903106716	08/18/2023	PRINTED	000724	DAIOHS USA INC		189.50	1	08/22/2023
903106717	08/18/2023	PRINTED	000736	FLYERS ENERGY LLC		12,262.82	1	08/22/2023
903106718	08/18/2023	PRINTED	000770	GALAS, VERONICA		126.00	1	08/21/2023
903106719	08/18/2023	PRINTED	002484	GOGOV, INC	7,056.00			
903106720	08/18/2023	PRINTED	000825	GREAT BASIN INSTITUTE		3,751.19	1	08/23/2023
903106721	08/18/2023	PRINTED	000867	HDR INC.		1,503.14	1	08/23/2023
903106722	08/18/2023	PRINTED	000888	HIGH SIERRA ELEVATOR INSP		460.00	1	08/24/2023
903106723	08/18/2023	PRINTED	000942	INSIGHT PUBLIC SECTOR		4,958.44	1	08/24/2023
903106724	08/18/2023	PRINTED	002852	JACK HENRY &ASSOCIATES IN		5,709.18	1	08/24/2023
903106725	08/18/2023	PRINTED	003216	JESSICA C. PRUNTY		650.00	1	08/25/2023
903106726	08/18/2023	PRINTED	000972	JFG SYSTEMS INC		1,428.84	1	08/22/2023
903106727	08/18/2023	PRINTED	002410	JOHNSON LAW PRACTICE, PLL		2,260.00	1	08/25/2023
903106728	08/18/2023	PRINTED	001003	JLW HOLDINGS SERIES I		8,222.50	1	08/22/2023
903106729	08/18/2023	PRINTED	002487	KATHARINE J COX		60.00	1	08/21/2023
903106730	08/18/2023	PRINTED	001015	KELLER ASSOCIATES INC		3,915.05	1	08/25/2023
903106731	08/18/2023	PRINTED	001026	KIMLEY-HORN & ASSOCIATES		7,500.00	1	08/22/2023
903106732	08/18/2023	PRINTED	001040	KNECHT, RAQUEL		140.61	1	08/22/2023
903106733	08/18/2023	PRINTED	004747	SPECIALIZED ELEVATOR SERV		5,463.37	1	08/22/2023
903106734	08/18/2023	PRINTED	001066	LANGUAGE TESTING INTERNAT		126.00	1	08/24/2023
903106735	08/18/2023	PRINTED	001076	SHANE BELL		1,575.00	1	08/25/2023
903106736	08/18/2023	PRINTED	001101	LEXIPOL LLC		2,661.52	1	08/23/2023
903106737	08/18/2023	PRINTED	001103	LEXISNEXIS RISK DATA MANA		1,092.72	1	08/23/2023
903106738	08/18/2023	PRINTED	002576	L.N.CURTIS.& SONS	785.25			
903106739	08/18/2023	PRINTED	001114	LOCKE, JOEL	400.00			
903106740	08/18/2023	PRINTED	004743	KRISTIN WITHROW		1,640.00	1	08/23/2023
903106741	08/18/2023	PRINTED	001131	LUMOS & ASSOCIATES, INC		21,197.56	1	08/22/2023
903106742	08/18/2023	PRINTED	001157	HAT LIMITED PARTNERSHIP		9,611.49	1	08/22/2023
903106743	08/18/2023	PRINTED	001159	MARATHON STAFFING GROUP I		19,344.51	1	08/24/2023
903106744	08/18/2023	PRINTED	003084	STEVEN F MASON		5,220.26	1	08/22/2023
903106745	08/18/2023	PRINTED	004210	RANDY L ROBERTSON		607.50	1	08/25/2023
903106746	08/18/2023	PRINTED	004858	MCGINLEY AND ASSOCIATES,		1,253.00	1	08/21/2023

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903106747	08/18/2023	PRINTED	001192	MCMORRIS, STEVEN D		773.06	1	08/28/2023
903106748	08/18/2023	PRINTED	999913	BRYAN BYRNE		260.00	1	08/31/2023
903106749	08/18/2023	PRINTED	999913	DARREN ANDERSON		617.95	1	08/22/2023
903106750	08/18/2023	PRINTED	999913	DARREN SCHULZ		281.00	1	08/23/2023
903106751	08/18/2023	PRINTED	999913	JUSTIN TIEARNEY		260.00	1	08/24/2023
903106752	08/18/2023	PRINTED	999913	KAREN KULESZA	260.00			
903106753	08/18/2023	PRINTED	999913	MICHELE GARCIA		39.96	1	08/24/2023
903106754	08/18/2023	PRINTED	999913	NATHAN TERNES		238.00	1	08/21/2023
903106755	08/18/2023	PRINTED	999913	Paula Helvik		48.75	1	08/28/2023
903106756	08/18/2023	PRINTED	999913	RANDALL RICE		260.00	1	08/29/2023
903106757	08/18/2023	PRINTED	999913	SCOTT ATKINS		264.00	1	08/22/2023
903106758	08/18/2023	PRINTED	005221	MCKENNA TEMEN		1,200.00	1	08/23/2023
903106759	08/18/2023	PRINTED	001263	MOUNTAIN MACHINERY REPAIR		3,514.71	1	08/21/2023
903106760	08/18/2023	PRINTED	001272	CHARLES ROBERT AYERS		392.00	1	08/23/2023
903106761	08/18/2023	PRINTED	001275	MUND, STEPHEN		462.00	1	08/22/2023
903106762	08/18/2023	PRINTED	001309	QUADIENT FINANCE USA, INC		63.78	1	08/24/2023
903106763	08/18/2023	PRINTED	001331	NEVADA BLUE LTD		311.13	1	08/23/2023
903106764	08/18/2023	PRINTED	001337	NEVADA DAY INC		5,000.00	1	08/21/2023
903106765	08/18/2023	PRINTED	001339	NEVADA DEPARTMENT OF CORR		1,827.75	1	08/23/2023
903106766	08/18/2023	PRINTED	001357	NEVADA HUMANE SOCIETY		116,666.66	1	08/22/2023
903106767	08/18/2023	PRINTED	002940	PACIFIC PUBLISHING COMPAN		221.00	1	08/23/2023
903106768	08/18/2023	PRINTED	001402	NIELSEN CONSULTING, LLC		1,435.00	1	08/21/2023
903106769	08/18/2023	PRINTED	005039	NIGHT OFF THE STREETS INC		2,257.00	1	08/24/2023
903106770	08/18/2023	PRINTED	001407	NORIDIAN MEDICARE JE PAR		432.83	1	08/22/2023
903106771	08/18/2023	PRINTED	001434	NEVADA DEPARTMENT OF AGRI		750.00	1	08/21/2023
903106772	08/18/2023	PRINTED	001441	NEVADA DEPT OF CONSERVATI		2,352.50	1	08/22/2023
903106773	08/18/2023	PRINTED	001458	NV ENERGY		418.07	1	08/21/2023
903106774	08/18/2023	PRINTED	001461	NV ENERGY		3,626.50	1	08/21/2023
903106775	08/18/2023	PRINTED	001467	NEVADA LEGISLATIVE COUNSE		363.97	1	08/25/2023
903106776	08/18/2023	PRINTED	001494	OFFSITE DATA DEPOT LLC		571.74	1	08/21/2023
903106777	08/18/2023	PRINTED	005496	JUSTIN G. OLSON		2,854.90	1	08/23/2023
903106778	08/18/2023	PRINTED	004123	OUTREACH SMARTPHONE MONIT		36.88	1	09/06/2023
903106779	08/18/2023	PRINTED	001512	OVERHEAD DOOR CO.		600.00	1	08/21/2023
903106780	08/18/2023	PRINTED	001531	PARADIGM SOFTWARE		7,370.00	1	08/21/2023
903106781	08/18/2023	PRINTED	005317	BRIAN KARL HIATT		1,393.00	1	08/21/2023
903106782	08/18/2023	PRINTED	001598	F&F INDUSTRIES		42,498.00	1	08/21/2023
903106783	08/18/2023	PRINTED	001609	POWERCOMM SOLUTIONS INC		11,444.00	1	08/22/2023
903106784	08/18/2023	PRINTED	001613	COMPLETE DOCUMENT MANAGEM		2,366.21	1	08/21/2023
903106785	08/18/2023	PRINTED	001646	RAPID SPACE, LLC		4,383.12	1	08/21/2023
903106786	08/18/2023	PRINTED	002637	RAPID RESPONSE DRUG TESTI		1,770.00	1	08/21/2023
903106787	08/18/2023	PRINTED	001669	UBEO WEST		3,399.37	1	08/21/2023
903106788	08/18/2023	PRINTED	005437	RAYMOND E. ARESHENKO		8,289.46	1	08/22/2023
903106789	08/18/2023	PRINTED	005473	REAL TIME NETWORKS INC.	7,200.00			
903106790	08/18/2023	PRINTED	001681	REESE, RICHARD R.		480.00	1	08/21/2023
903106791	08/18/2023	PRINTED	002785	RESIDENCE PUBLISHING, INC		74.00	1	08/22/2023
903106792	08/18/2023	PRINTED	001718	RISTENPART LAW LLC		1,980.00	1	08/21/2023
903106793	08/18/2023	PRINTED	001740	RON WOOD FAMILY RESOURCE		2,684.16	1	08/28/2023
903106794	08/18/2023	PRINTED	001773	SAFETY-KLEEN SYSTEMS, INC		5,219.09	1	08/22/2023
903106795	08/18/2023	PRINTED	001796	SECURUS MONITORING		75.00	1	08/24/2023
903106796	08/18/2023	PRINTED	005127	STERICYCLE, INC.		94.23	1	08/22/2023
903106797	08/18/2023	PRINTED	001837	BERRY ENTERPRISES, INC		750.00	1	08/21/2023
903106798	08/18/2023	PRINTED	001865	SILVER STATE INDUSTRIES		13.00	1	08/21/2023

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CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903106799	08/18/2023	PRINTED	004336	SILVER STATE LAW LLC		7,300.00	1	08/24/2023
903106800	08/18/2023	PRINTED	002259	SITEONE LANDSCAPE SUPPLY		1,576.05	1	08/23/2023
903106801	08/18/2023	PRINTED	001892	SNYDER, TERRI		1,259.70	1	08/22/2023
903106802	08/18/2023	PRINTED	001900	NATIONAL CENTER FOR SAFET		92.50	1	08/23/2023
903106803	08/18/2023	PRINTED	001904	SOUTHWEST GAS CORP		99.58	1	08/22/2023
903106804	08/18/2023	PRINTED	001922	SECURITAS TECHNOLOGY CORP		38.60	1	08/24/2023
903106805	08/18/2023	PRINTED	001925	STAPLES BUSINESS ADVANTAG		106.23	1	08/22/2023
903106806	08/18/2023	PRINTED	002310	STATE ROOFING SYSTEMS, IN		35,818.00	1	08/21/2023
903106807	08/18/2023	PRINTED	002317	SAINT TERESA OF AVILA CON		1,200.00	1	08/22/2023
903106808	08/18/2023	PRINTED	001958	SUMMIT PLUMBING CO., LLC		7,285.00	1	08/22/2023
903106809	08/18/2023	PRINTED	001965	SUPERIOR COURT OF PLACER		123.50	1	08/25/2023
903106810	08/18/2023	PRINTED	001967	SURF THRU INC		48.00	1	08/23/2023
903106811	08/18/2023	PRINTED	001977	SYSCO FOOD SERVICES OF SA		2,672.38	1	08/23/2023
903106812	08/18/2023	PRINTED	003204	T&T LAWNS PLUS, LLC		1,075.00	1	08/22/2023
903106813	08/18/2023	PRINTED	001985	DOMINIC J SPALLONE III		747.40	1	08/25/2023
903106814	08/18/2023	PRINTED	001989	TATRO, JOHN		1,377.50	1	08/21/2023
903106815	08/18/2023	PRINTED	003653	TERRAPHASE ENGINEERING IN		1,590.30	1	08/21/2023
903106816	08/18/2023	PRINTED	002005	LB 1106		37,402.13	1	08/21/2023
903106817	08/18/2023	PRINTED	005159	KRISTINE L. BROWN		5,500.00	1	08/21/2023
903106818	08/18/2023	PRINTED	002014	THOMAS PETROLEUM LLC		48,582.19	1	08/24/2023
903106819	08/18/2023	PRINTED	099992	ERIC BURNS		8.00	1	08/21/2023
903106820	08/18/2023	PRINTED	099992	GABRIEL ROJAS		195.00	1	09/07/2023
903106821	08/18/2023	PRINTED	099992	WILLIAM FAULKNER		30.00	1	09/05/2023
903106822	08/18/2023	PRINTED	002022	TITAN ELECTRICAL CONTRACT		4,700.00	1	08/28/2023
903106823	08/18/2023	PRINTED	002536	TOTAL COURT SERVICES OF N		2,433.38	1	08/22/2023
903106824	08/18/2023	PRINTED	003241	ESCAPE VELOCITY HOLDINGS,		2,964.00	1	08/21/2023
903106825	08/18/2023	PRINTED	004130	TRACK GROUP AMERICAS, INC		2,431.25	1	08/22/2023
903106826	08/18/2023	PRINTED	002070	UNITED SITE SERVICES OF N		894.50	1	08/23/2023
903106827	08/18/2023	PRINTED	002088	US GEOLOGICAL SURVEY		10,140.00	1	08/24/2023
903106828	08/18/2023	PRINTED	002092	U S POSTAL SERVICE - UTIL		30,000.00	1	08/23/2023
903106829	08/18/2023	PRINTED	002103	VANCE, JERRY		286.30	1	08/21/2023
903106830	08/18/2023	PRINTED	002104	VARN		1,145.00	1	08/25/2023
903106831	08/18/2023	PRINTED	002112	VERITIV OPERATING COMPANY		4,044.20	1	08/21/2023
903106832	08/18/2023	PRINTED	002113	VERIZON WIRELESS		120.04	1	08/25/2023
903106833	08/18/2023	PRINTED	002117	MATTHEW PETERSON		1,475.00	1	08/21/2023
903106834	08/18/2023	PRINTED	002125	DEUCE NINE LLC		54.70	1	08/21/2023
903106835	08/18/2023	PRINTED	002148	WASHOE COUNTY SHERIFF'S O		1,936.19	1	08/25/2023
903106836	08/18/2023	PRINTED	002155	NOEL S. WATERS		15,020.83	1	08/21/2023
903106837	08/18/2023	PRINTED	002177	WESTERN NEVADA SUPPLY CO		3,809.66	1	08/22/2023
903106838	08/18/2023	PRINTED	002205	WITTMAN ENTERPRISES LLC		12,338.60	1	08/22/2023
903106839	08/18/2023	PRINTED	002224	GUY YEAMAN		693.00	1	08/21/2023
903106840	08/25/2023	PRINTED	002395	A CARLISLE & COMPANY OF N		1,222.00	1	08/31/2023
903106841	08/25/2023	PRINTED	000091	AMERICAN FAMILY LIFE ASSU		1,752.15	1	09/01/2023
903106842	08/25/2023	PRINTED	000100	AMERICAN READY-MIX INC		5,486.00	1	08/29/2023
903106843	08/25/2023	PRINTED	000100	PYRAMID MATERIALS, INC		12,489.90	1	08/29/2023
903106844	08/25/2023	PRINTED	000126	ARAMARK UNIFORM & CAREER		336.09	1	08/30/2023
903106845	08/25/2023	PRINTED	000128	ARC HEALTH AND WELLNESS		1,564.00	1	08/29/2023
903106846	08/25/2023	PRINTED	000153	AT&T (775-71E-0004)		493.68	1	08/31/2023
903106847	08/25/2023	PRINTED	000160	AT&T MOBILITY #2872445916		136.45	1	09/01/2023
903106848	08/25/2023	PRINTED	000170	AXON ENTERPRISE INC		44,900.77	1	08/28/2023
903106849	08/25/2023	PRINTED	002787	BAKEMARK INGREDIENTS LLC		4,139.23	1	08/28/2023
903106850	08/25/2023	PRINTED	000237	BISBEE, PATRICIA		910.00	1	09/05/2023

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903106851	08/25/2023	PRINTED	000247	BLUE LOCKER COMMERCIAL DI		14,000.00	1	08/29/2023
903106852	08/25/2023	PRINTED	000257	BOGGAN, JAMES	320.00			
903106853	08/25/2023	PRINTED	000273	BREWERY ARTS CENTER		10,000.00	1	09/01/2023
903106854	08/25/2023	PRINTED	002588	BRIAN DOUGLAS LEANY		3,150.00	1	08/29/2023
903106855	08/25/2023	PRINTED	000284	JOSEPH A. BRUNO		163.49	1	08/28/2023
903106856	08/25/2023	PRINTED	000286	VARSITY BRANDS HOLDING CO		116.94	1	08/30/2023
903106857	08/25/2023	PRINTED	000292	BURNEY'S COMMERCIAL SERVI		4,769.45	1	08/29/2023
903106858	08/25/2023	PRINTED	005095	C.A. GROUP INC.	375.00			
903106859	08/25/2023	PRINTED	000315	CAPITAL BEVERAGES		6,232.22	1	09/01/2023
903106860	08/25/2023	PRINTED	000327	CAPITOL REPORTERS		217.60	1	09/07/2023
903106861	08/25/2023	PRINTED	000387	CARSON VALLEY OIL CO		55.38	1	08/30/2023
903106862	08/25/2023	PRINTED	000389	CARSON VICTORY ROLLERS	437.85			
903106863	08/25/2023	PRINTED	000394	CASHMAN EQUIPMENT COMPANY		2,247.48	1	08/28/2023
903106864	08/25/2023	PRINTED	005431	CASTLE TIRE DISPOSAL, LLC		4,961.18	1	08/29/2023
903106865	08/25/2023	PRINTED	005156	CC BUILDERS LLC		172.85	1	09/06/2023
903106866	08/25/2023	PRINTED	000447	CINDERLITE TRUCKING INC		6,421.10	1	08/29/2023
903106867	08/25/2023	PRINTED	004320	CINTAS CORPORATION	230.61			
903106868	08/25/2023	PRINTED	001469	OCCUPATIONAL HEALTH CENTE		106.00	1	08/30/2023
903106869	08/25/2023	PRINTED	004523	CORE WEST, INC		8,100.00	1	08/31/2023
903106870	08/25/2023	PRINTED	000526	MICHAEL PHILIP CREAGER		181.83	1	08/30/2023
903106871	08/25/2023	PRINTED	000573	DEPT OF PUBLIC SAFETY		958.50	1	08/29/2023
903106872	08/25/2023	PRINTED	000575	DESERT HILLS FIRE & SECUR		21,574.00	1	08/29/2023
903106873	08/25/2023	PRINTED	002380	EGGEN,LOREN ELIZABETH		329.56	1	08/29/2023
903106874	08/25/2023	PRINTED	005510	ELIZABETH CAMPBELL		33.60	1	08/31/2023
903106875	08/25/2023	PRINTED	002510	ENVISIONWARE INC	725.00			
903106876	08/25/2023	PRINTED	004529	EPACT NETWORK LTD		2,950.00	1	08/30/2023
903106877	08/25/2023	PRINTED	000675	EP MINERALS LLC		15,894.07	1	08/30/2023
903106878	08/25/2023	PRINTED	000689	EUROFINS EATON ANALYTICAL		2,392.00	1	08/31/2023
903106879	08/25/2023	PRINTED	000695	EWING IRRIGATION PRODUCTS		166.50	1	08/29/2023
903106880	08/25/2023	PRINTED	000696	EXPRESS SYSTEMS		854.22	1	09/01/2023
903106881	08/25/2023	PRINTED	005097	ROUNDABOUT BREAD LLC		1,143.20	1	08/28/2023
903106882	08/25/2023	PRINTED	000757	FRONTIER COMMUNICATIONS		89.91	1	08/31/2023
903106883	08/25/2023	PRINTED	003222	GARDNER ENGINEERING, INC		5,950.20	1	08/28/2023
903106884	08/25/2023	PRINTED	000777	GARLAND/DBS INC		115,987.78	1	08/30/2023
903106885	08/25/2023	PRINTED	005509	GOUDSWAARD, PATRICIA		80.06	1	08/29/2023
903106886	08/25/2023	PRINTED	000814	GRANITE CONSTRUCTION COMP		2,370.19	1	08/29/2023
903106887	08/25/2023	PRINTED	004526	GRAYSHIFT, LLC		10,995.00	1	08/29/2023
903106888	08/25/2023	PRINTED	000842	GUTIERREZ, JESSE		179.90	1	08/31/2023
903106889	08/25/2023	PRINTED	000860	HARRY'S BUSINESS MACHINES		714.68	1	08/30/2023
903106890	08/25/2023	PRINTED	000863	HATLEY, SAM		376.00	1	08/30/2023
903106891	08/25/2023	PRINTED	000875	HEMOCUE AMERICA/ RADIOMET		171.80	1	08/30/2023
903106892	08/25/2023	PRINTED	005507	HIEP TRAN		147.00	1	09/01/2023
903106893	08/25/2023	PRINTED	000932	IMSA		80.00	1	08/28/2023
903106894	08/25/2023	PRINTED	002206	INDUSTRIAL SOFTWARE SOLUT		29,600.00	1	08/31/2023
903106895	08/25/2023	PRINTED	001005	KAHABKA, HEATHER	66.12			
903106896	08/25/2023	PRINTED	001040	KNECHT, RAQUEL	340.61			
903106897	08/25/2023	PRINTED	004747	SPECIALIZED ELEVATOR SERV		216.21	1	08/29/2023
903106898	08/25/2023	PRINTED	001050	KPS-3		25,658.50	1	08/30/2023
903106899	08/25/2023	PRINTED	004643	LANGUAGE LINE SERVICES, I		230.40	1	08/29/2023
903106900	08/25/2023	PRINTED	005508	LARKIN, DAVID	80.31			
903106901	08/25/2023	PRINTED	001094	LEGALSHIELD		415.39	1	08/29/2023
903106902	08/25/2023	PRINTED	005505	LEONE, KURT	86.41			

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903106903	08/25/2023	PRINTED	001101	LEXIPOL LLC		18,962.78	1	08/29/2023
903106904	08/25/2023	PRINTED	002944	L&M DISTRIBUTION INC.		498.81	1	09/01/2023
903106905	08/25/2023	PRINTED	005518	LORRAINE H BAGWELL		1,166.37	1	08/29/2023
903106906	08/25/2023	PRINTED	005506	LSP SPECIALTY PRODUCTS		438.07	1	09/01/2023
903106907	08/25/2023	PRINTED	005506	LSP SPECIALTY PRODUCTS		251.70	1	09/01/2023
903106908	08/25/2023	PRINTED	001130	LUM, KERSTIN		70.74	1	08/28/2023
903106909	08/25/2023	PRINTED	001136	LYON COUNTY TREASURER		20.00	1	09/01/2023
903106910	08/25/2023	PRINTED	001157	HAT LIMITED PARTNERSHIP		2,276.80	1	08/29/2023
903106911	08/25/2023	PRINTED	001159	MARATHON STAFFING GROUP I		14,153.00	1	09/05/2023
903106912	08/25/2023	PRINTED	001163	MARQUEZ-MONTALVO, RAMON		675.00	1	08/28/2023
903106913	08/25/2023	PRINTED	005511	MCCORMICK, JONATHAN A		222.07	1	08/30/2023
903106914	08/25/2023	PRINTED	001183	JOSEPH MCELLISTREM		1,600.00	1	08/28/2023
903106915	08/25/2023	PRINTED	999913	Brad Mihelic	39.53			
903106916	08/25/2023	PRINTED	999913	BSA SCOUTS		100.00	1	09/05/2023
903106917	08/25/2023	PRINTED	999913	CARLOS ORTIZ-MEZA		88.25	1	08/28/2023
903106918	08/25/2023	PRINTED	999913	CHAZ MARTIN-MERRITT		186.00	1	09/08/2023
903106919	08/25/2023	PRINTED	999913	Daniel Henneberger		554.96	1	08/29/2023
903106920	08/25/2023	PRINTED	999913	Daniel Loyola	51.00			
903106921	08/25/2023	PRINTED	999913	DEBBIE WONG	56.60			
903106922	08/25/2023	PRINTED	999913	DENNIS REW		40.36	1	08/30/2023
903106923	08/25/2023	PRINTED	999913	EDGAR HINOJOSA		539.96	1	09/01/2023
903106924	08/25/2023	PRINTED	999913	FRANK STRESHLEY		124.34	1	08/30/2023
903106925	08/25/2023	PRINTED	999913	Jennifer Stoffer		562.32	1	08/30/2023
903106926	08/25/2023	PRINTED	999913	Jessie Kizer		395.00	1	08/29/2023
903106927	08/25/2023	PRINTED	999913	Jose Nunez	494.00			
903106928	08/25/2023	PRINTED	999913	Jose Nunez	494.00			
903106929	08/25/2023	PRINTED	999913	JUSTIN HERBERT		291.00	1	09/07/2023
903106930	08/25/2023	PRINTED	999913	KELLY NORMAN		110.00	1	08/31/2023
903106931	08/25/2023	PRINTED	999913	Makayla Raub		395.00	1	09/06/2023
903106932	08/25/2023	PRINTED	999913	Marcela Ceballos		395.00	1	08/29/2023
903106933	08/25/2023	PRINTED	999913	Miguel Albarran		6.28	1	08/29/2023
903106934	08/25/2023	PRINTED	999913	MILE HIGH JAZZ BAND ASSOC		400.00	1	08/31/2023
903106935	08/25/2023	PRINTED	999913	Nathan Trapp		51.00	1	08/30/2023
903106936	08/25/2023	PRINTED	999913	NEVADA STATE LIBRARY		85.00	1	09/08/2023
903106937	08/25/2023	PRINTED	999913	Richard Dodds	3.48			
903106938	08/25/2023	PRINTED	999913	Richards, William		673.84	1	08/29/2023
903106939	08/25/2023	PRINTED	999913	ROBERT LEWIS		49.22	1	08/29/2023
903106940	08/25/2023	PRINTED	999913	Sharon Montiel		1,302.65	1	09/08/2023
903106941	08/25/2023	PRINTED	999913	Stephen Wood		121.25	1	08/28/2023
903106942	08/25/2023	PRINTED	999913	WALTON'S FUNERAL HOME		109.47	1	09/05/2023
903106943	08/25/2023	PRINTED	002470	MISSION CRITICAL PARTNERS		21,742.50	1	08/31/2023
903106944	08/25/2023	PRINTED	001316	NEVADA APPEAL/SUBSCRIBER		278.50	1	08/30/2023
903106945	08/25/2023	PRINTED	002935	NEVADA FIREARMS TRAINING	520.84			
903106946	08/25/2023	PRINTED	001372	NEVADA PRESORT & MAIL MAR		1,605.56	1	09/01/2023
903106947	08/25/2023	PRINTED	001377	NEVADA RURAL WATER ASSOCI		366.00	1	08/31/2023
903106948	08/25/2023	PRINTED	001390	NEVADA STATE TREASURER		10.00	1	08/28/2023
903106949	08/25/2023	PRINTED	002684	NICHE ACADEMY LLC		500.00	1	08/31/2023
903106950	08/25/2023	PRINTED	001455	NEVADA DEPARTMENT OF PUBL		14,594.69	1	08/30/2023
903106951	08/25/2023	PRINTED	001461	NV ENERGY		92,447.80	1	08/28/2023
903106952	08/25/2023	PRINTED	001464	NV ENERGY/WASTE WATER SUM		52,990.74	1	08/28/2023
903106953	08/25/2023	PRINTED	002654	OCLC, INC.		9,608.10	1	08/31/2023
903106954	08/25/2023	PRINTED	001487	OFFICE DEPOT INC		56.10	1	09/01/2023

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903106955	08/25/2023	PRINTED	001513	OVERHEAD FIRE PROTECTION		581.30	1	08/31/2023
903106956	08/25/2023	PRINTED	001552	PEPSI-COLA		1,233.33	1	08/31/2023
903106957	08/25/2023	PRINTED	004305	LAURA NIELSEN, PSYD	3,000.00			
903106958	08/25/2023	PRINTED	005098	POWERSCREEN OF NORTHERN C		43,017.92	1	08/28/2023
903106959	08/25/2023	PRINTED	001633	PUBLIC EMPLOYEES RETIREME		2,940.71	1	08/29/2023
903106960	08/25/2023	PRINTED	001149	QUADIENT LEASING USA, INC		224.77	1	08/30/2023
903106961	08/25/2023	PRINTED	005335	R&R CLEANING LLC		680.00	1	08/28/2023
903106962	08/25/2023	PRINTED	001669	UBEO WEST		2,546.03	1	08/29/2023
903106963	08/25/2023	PRINTED	001683	REGIONAL TRANSPORTATION C		18,701.15	1	08/30/2023
903106964	08/25/2023	PRINTED	001694	RENO RENDERING CO INC	180.00			
903106965	08/25/2023	PRINTED	002785	RESIDENCE PUBLISHING, INC		13.00	1	08/29/2023
903106966	08/25/2023	PRINTED	005126	JIMMY SURRATT		2,950.00	1	08/28/2023
903106967	08/25/2023	PRINTED	004398	JUSTIN SIBLEY		150.00	1	08/28/2023
903106968	08/25/2023	PRINTED	001739	RON'S REFRIGERATION INC		204.00	1	09/01/2023
903106969	08/25/2023	PRINTED	001774	SAFETY SUPPLY & SIGN CO	311.47			
903106970	08/25/2023	PRINTED	001789	SANI-HUT CO INC		1,320.00	1	08/29/2023
903106971	08/25/2023	PRINTED	003539	SCHILLER, LINDA C		2,464.98	1	08/30/2023
903106972	08/25/2023	PRINTED	005127	STERICYCLE, INC.		145.00	1	08/30/2023
903106973	08/25/2023	PRINTED	001845	SIERRA NEVADA CONSTRUCTIO		118,503.19	1	08/28/2023
903106974	08/25/2023	PRINTED	001845	SIERRA NEVADA CONSTRUCTIO		21,618.48	1	08/31/2023
903106975	08/25/2023	PRINTED	001865	SILVER STATE INDUSTRIES		1,290.00	1	08/28/2023
903106976	08/25/2023	PRINTED	001904	SOUTHWEST GAS CORP		15,522.32	1	08/29/2023
903106977	08/25/2023	PRINTED	001967	SURF THRU INC	904.00			
903106978	08/25/2023	PRINTED	005512	SUSAN GUILD		64.47	1	08/28/2023
903106979	08/25/2023	PRINTED	001975	SWIRE COCA COLA, USA		1,446.48	1	08/31/2023
903106980	08/25/2023	PRINTED	001985	DOMINIC J SPALLONE III		11,159.33	1	08/29/2023
903106981	08/25/2023	PRINTED	001989	TATRO, JOHN	543.75			
903106982	08/25/2023	PRINTED	002005	LB 1106		12,123.26	1	08/31/2023
903106983	08/25/2023	PRINTED	005318	JENA CASAS		1,500.00	1	09/01/2023
903106984	08/25/2023	PRINTED	004859	THE WOODHOUSE PARTNERSHIP		13,585.39	1	09/05/2023
903106985	08/25/2023	PRINTED	099992	BRENDA JEANNE SWEET		305.00	1	09/01/2023
903106986	08/25/2023	PRINTED	099992	COTTER C. CONWAY	415.00			
903106987	08/25/2023	PRINTED	099992	JOHN O MARTINEZ	415.00			
903106988	08/25/2023	PRINTED	099992	JUDITH ANN PATOCKA		220.00	1	08/29/2023
903106989	08/25/2023	PRINTED	099992	PORTER FELTON		95.00	1	08/30/2023
903106990	08/25/2023	PRINTED	004131	T-MOBILE USA, INC.		50.00	1	08/31/2023
903106991	08/25/2023	PRINTED	004131	T-MOBILE USA, INC.		62.30	1	08/30/2023
903106992	08/25/2023	PRINTED	004474	TOM D HARRIS		25.55	1	08/28/2023
903106993	08/25/2023	PRINTED	004642	TRANSCRIPTION OUTSOURCING		428.75	1	09/05/2023
903106994	08/25/2023	PRINTED	002057	TYLER TECHNOLOGIES INC		801.05	1	08/29/2023
903106995	08/25/2023	PRINTED	002062	UNIFORMITY OF NEVADA LLC		417.25	1	08/28/2023
903106996	08/25/2023	PRINTED	002062	UNIFORMITY OF NEVADA LLC		884.00	1	08/28/2023
903106997	08/25/2023	PRINTED	002070	UNITED SITE SERVICES OF N		210.00	1	08/30/2023
903106998	08/25/2023	PRINTED	002112	VERITIV OPERATING COMPANY		141.52	1	08/29/2023
903106999	08/25/2023	PRINTED	002125	DEUCE NINE LLC		86.72	1	08/28/2023
903107000	08/25/2023	PRINTED	002141	WARNER, COURTNEY		84.00	1	09/01/2023
903107001	08/25/2023	PRINTED	004415	WEST COAST PAVING, INC.		144,312.60	1	08/31/2023
903107002	08/25/2023	PRINTED	002170	MDK, LLC		201.30	1	08/29/2023
903107003	08/25/2023	PRINTED	002173	WESTERN INSURANCE SPECIAL		3,332.19	1	08/29/2023
903107004	08/25/2023	PRINTED	002177	WESTERN NEVADA SUPPLY CO		4,615.28	1	08/28/2023
903107005	09/01/2023	PRINTED	000023	MORLAN, WADE R		285.00	1	09/07/2023
903107006	09/01/2023	PRINTED	000069	ALLISON MACKENZIE, LTD.		50.00	1	09/05/2023

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903107007	09/01/2023	PRINTED	000100	AMERICAN READY-MIX INC		1,531.00	1	09/06/2023
903107008	09/01/2023	PRINTED	000100	PYRAMID MATERIALS, INC		2,491.35	1	09/06/2023
903107009	09/01/2023	PRINTED	000101	AMERIGAS		1,425.77	1	09/07/2023
903107010	09/01/2023	PRINTED	000109	GEORGE ANASTASSATOS	2,650.00			
903107011	09/01/2023	PRINTED	003768	PAM PER HER LLC		894.00	1	09/05/2023
903107012	09/01/2023	PRINTED	000126	ARAMARK UNIFORM & CAREER		225.24	1	09/06/2023
903107013	09/01/2023	PRINTED	000128	ARC HEALTH AND WELLNESS	5,804.00			
903107014	09/01/2023	PRINTED	000132	ARNOLD MACHINERY COMPANY		24,920.07	1	09/05/2023
903107015	09/01/2023	PRINTED	000148	AT&T		5,348.31	1	09/07/2023
903107016	09/01/2023	PRINTED	000169	AWARDZONE LLC		19.90	1	09/08/2023
903107017	09/01/2023	PRINTED	000178	BADGER METER INC		2,065.32	1	09/08/2023
903107018	09/01/2023	PRINTED	000213	BEJAC CORPORATION		1,291.40	1	09/06/2023
903107019	09/01/2023	PRINTED	002604	BERKLEY INSURANCE COMPANY		30,444.00	1	09/05/2023
903107020	09/01/2023	PRINTED	000237	BISBEE, PATRICIA		519.14	1	09/05/2023
903107021	09/01/2023	PRINTED	002588	BRIAN DOUGLAS LEANY		3,850.00	1	09/06/2023
903107022	09/01/2023	PRINTED	003726	CADD MICROSYSTEMS, INC	11,723.00			
903107023	09/01/2023	PRINTED	000300	CAD INC.		270.00	1	09/08/2023
903107024	09/01/2023	PRINTED	004640	CARSON HEIGHTS, LLC	950.00			
903107025	09/01/2023	PRINTED	000374	DANIEL TRAMPE		48,838.00	1	09/05/2023
903107026	09/01/2023	PRINTED	000394	CASHMAN EQUIPMENT COMPANY		14,778.14	1	09/05/2023
903107027	09/01/2023	PRINTED	000397	CASSINELLI, JACQUE		99.50	1	09/01/2023
903107028	09/01/2023	PRINTED	000398	CASSINELLI LANDSCAPING &		1,100.00	1	09/05/2023
903107029	09/01/2023	PRINTED	005431	CASTLE TIRE DISPOSAL, LLC		4,563.87	1	09/06/2023
903107030	09/01/2023	PRINTED	000426	CHEMART		7,086.84	1	09/06/2023
903107031	09/01/2023	PRINTED	000440	CHRISTY VAULT COMPANY INC		1,690.00	1	09/05/2023
903107032	09/01/2023	PRINTED	000447	CINDERLITE TRUCKING INC	64.50			
903107033	09/01/2023	PRINTED	002631	CISCO AIR SYSTEMS, INC		2,710.00	1	09/05/2023
903107034	09/01/2023	PRINTED	003198	COLLEEN C. LYONS		2,500.00	1	09/08/2023
903107035	09/01/2023	PRINTED	000477	CARSON CITY COMMUNITY COU		1,850.00	1	09/06/2023
903107036	09/01/2023	PRINTED	000492	CONVERSE CONSULTANTS		1,155.00	1	09/06/2023
903107037	09/01/2023	PRINTED	000497	COONS CONSTRUCTION LLC		39,334.75	1	09/07/2023
903107038	09/01/2023	PRINTED	000518	COURTSMART DIGITAL SYSTEM	16,878.00			
903107039	09/01/2023	PRINTED	000575	DESERT HILLS FIRE & SECUR		470.00	1	09/07/2023
903107040	09/01/2023	PRINTED	000577	DESIGN WORKSHOP INC		300.00	1	09/06/2023
903107041	09/01/2023	PRINTED	000583	DIAMOND DRUGS, INC		17,858.05	1	09/07/2023
903107042	09/01/2023	PRINTED	005522	DKSMITH HOLDINGS LLC		193.74	1	09/08/2023
903107043	09/01/2023	PRINTED	000608	DOUGLAS COUNTY SOCIAL SER		8,647.25	1	09/06/2023
903107044	09/01/2023	PRINTED	000689	EUROFINS EATON ANALYTICAL		9,487.00	1	09/07/2023
903107045	09/01/2023	PRINTED	005180	FACQUE CONSULTING, LLC		1,135.59	1	09/07/2023
903107046	09/01/2023	PRINTED	004153	FIRE CATT, LLC		6,038.90	1	09/05/2023
903107047	09/01/2023	PRINTED	000724	DAIOHS USA INC		146.45	1	09/06/2023
903107048	09/01/2023	PRINTED	002805	FIRSTNET		37.66	1	09/07/2023
903107049	09/01/2023	PRINTED	005246	FIRST TACTICAL LLC		426.74	1	09/06/2023
903107050	09/01/2023	PRINTED	002997	FIRST TRANSIT, INC.		94,245.40	1	09/07/2023
903107051	09/01/2023	PRINTED	005448	FLOCK GROUP, INC.		148,500.00	1	09/06/2023
903107052	09/01/2023	PRINTED	000736	FLYERS ENERGY LLC		18,940.42	1	09/06/2023
903107053	09/01/2023	PRINTED	005097	ROUNDABOUT BREAD LLC		285.80	1	09/05/2023
903107054	09/01/2023	PRINTED	004207	FREEDOM FLATS LLC	1,900.00			
903107055	09/01/2023	PRINTED	005369	FREY SPRAY, LLC	4,926.00			
903107056	09/01/2023	PRINTED	004827	F.W. CARSON CO.		18,649.76	1	09/06/2023
903107057	09/01/2023	PRINTED	003222	GARDNER ENGINEERING, INC		53,378.75	1	09/05/2023
903107058	09/01/2023	PRINTED	003988	GENOA FLATS LLC	775.00			

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903107059	09/01/2023	PRINTED	000813	GRANICUS, LLC		15,081.28	1	09/08/2023
903107060	09/01/2023	PRINTED	002361	HARRIS CORPORATION		16.82	1	09/08/2023
903107061	09/01/2023	PRINTED	003799	HEARD, CARL	624.75			
903107062	09/01/2023	PRINTED	002693	GREG HERBACK		284,340.75	1	09/08/2023
903107063	09/01/2023	PRINTED	002742	HERSHENOW & KLIPPENSTEIN		3,423.50	1	09/08/2023
903107064	09/01/2023	PRINTED	000911	HR SIMPLIFIED		425.82	1	09/07/2023
903107065	09/01/2023	PRINTED	000929	IC SOLUTIONS	10,562.58			
903107066	09/01/2023	PRINTED	002514	INTEGRITY PEST MANAGEMENT		2,200.00	1	09/05/2023
903107067	09/01/2023	PRINTED	000947	INTERMOUNTAIN SLURRY SEAL	68,149.39			
903107068	09/01/2023	PRINTED	002496	CHRISTOPHER J BADER		2,835.00	1	09/05/2023
903107069	09/01/2023	PRINTED	005523	KARPENKO, PAVEL	86.52			
903107070	09/01/2023	PRINTED	001015	KELLER ASSOCIATES INC	785.12			
903107071	09/01/2023	PRINTED	004947	KEYSTONE SAFE COMPANY	30,897.00			
903107072	09/01/2023	PRINTED	001024	K G WALTERS CONSTRUCTION	70,999.13			
903107073	09/01/2023	PRINTED	005218	KODIAK ROOFING & WATERPRO		39,714.00	1	09/05/2023
903107074	09/01/2023	PRINTED	001066	LANGUAGE TESTING INTERNAT	126.00			
903107075	09/01/2023	PRINTED	002576	L.N. CURTIS & SONS		28.80	1	09/05/2023
903107076	09/01/2023	PRINTED	001114	LOCKE, JOEL		200.00	1	09/05/2023
903107077	09/01/2023	PRINTED	001157	HAT LIMITED PARTNERSHIP		1,958.54	1	09/05/2023
903107078	09/01/2023	PRINTED	001159	MARATHON STAFFING GROUP I	10,397.00			
903107079	09/01/2023	PRINTED	005094	MARLETTE FLATS LLC	2,700.00			
903107080	09/01/2023	PRINTED	004210	RANDY L ROBERTSON		1,187.68	1	09/06/2023
903107081	09/01/2023	PRINTED	001183	JOSEPH MCELLISTREM		6,631.36	1	09/08/2023
903107082	09/01/2023	PRINTED	005521	MCLAUGHLIN, MARYJO	72.42			
903107083	09/01/2023	PRINTED	001223	MILLARD REALTY		3,857.57	1	09/06/2023
903107084	09/01/2023	PRINTED	999913	City of Carson Public Gua		1,935.00	1	09/07/2023
903107085	09/01/2023	PRINTED	999913	GREG KRANTZ	194.00			
903107086	09/01/2023	PRINTED	999913	Jake Tignac	597.90			
903107087	09/01/2023	PRINTED	999913	JEREMY GILLAM		150.00	1	09/07/2023
903107088	09/01/2023	PRINTED	999913	Kimberly Fahey	62.62			
903107089	09/01/2023	PRINTED	999913	Lucas Burr	187.00			
903107090	09/01/2023	PRINTED	999913	Serge Duarte	27.01			
903107091	09/01/2023	PRINTED	001244	MONROE TRUCK EQUIPMENT IN		12,816.27	1	09/08/2023
903107092	09/01/2023	PRINTED	002587	MPS DENTA LLLC	3,680.00			
903107093	09/01/2023	PRINTED	001309	QUADIENT FINANCE USA, INC	818.23			
903107094	09/01/2023	PRINTED	001375	NEVADA RURAL COUNTIES RSV	15,000.00			
903107095	09/01/2023	PRINTED	003256	NICHOLAS & CO., INC		20,347.50	1	09/05/2023
903107096	09/01/2023	PRINTED	001449	NEVADA DEPARTMENT OF HEAL		2,066.59	1	09/05/2023
903107097	09/01/2023	PRINTED	001461	NV ENERGY		717.43	1	09/06/2023
903107098	09/01/2023	PRINTED	001462	NV ENERGY/PARKS SUMMARY		25,637.60	1	09/06/2023
903107099	09/01/2023	PRINTED	001463	NV ENERGY/STREETS SUMMARY		31,000.18	1	09/06/2023
903107100	09/01/2023	PRINTED	001467	NEVADA LEGISLATIVE COUNSE	373.37			
903107101	09/01/2023	PRINTED	001852	OSM SIERRA SPRINGS		841.00	1	09/07/2023
903107102	09/01/2023	PRINTED	001513	OVERHEAD FIRE PROTECTION		43,906.92	1	09/05/2023
903107103	09/01/2023	PRINTED	005181	PARKWAY PLAZA APARTMENTS		1,300.00	1	09/06/2023
903107104	09/01/2023	PRINTED	005375	PIONEER NEVADA, INC.		980.00	1	09/06/2023
903107105	09/01/2023	PRINTED	002335	POWELL, CHARLES EDWARD		270.00	1	09/06/2023
903107106	09/01/2023	PRINTED	001613	COMPLETE DOCUMENT MANAGEM		34,889.30	1	09/05/2023
903107107	09/01/2023	PRINTED	001616	PRE-SORT CENTER		6,132.41	1	09/06/2023
903107108	09/01/2023	PRINTED	001619	PRIMA-PUBLIC RISK MANAGEM		385.00	1	09/08/2023
903107109	09/01/2023	PRINTED	001621	MEDICAL PRIORITY CONSULTA	220.00			
903107110	09/01/2023	PRINTED	099993	AT&T	102.93			

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903107111	09/01/2023	PRINTED	099993	Bastien & Burrows Family		153.70	1	09/05/2023
903107112	09/01/2023	PRINTED	099993	BLUMBERG, ZACHARY J & BRA		301.08	1	09/07/2023
903107113	09/01/2023	PRINTED	099993	FORMAN, BARRY R	258.77			
903107114	09/01/2023	PRINTED	099993	GRIMES LIVING TRUST		214.45	1	09/05/2023
903107115	09/01/2023	PRINTED	099993	HYATT, PHILIP		198.01	1	09/06/2023
903107116	09/01/2023	PRINTED	099993	JORDAN GRACE REEDER IREV	543.98			
903107117	09/01/2023	PRINTED	099993	KEARNEY, CECIL M & SUSAN		22.64	1	09/07/2023
903107118	09/01/2023	PRINTED	099993	LAWHEAD FAMILY TRUST		123.48	1	09/05/2023
903107119	09/01/2023	PRINTED	099993	MIDDLETON, MICHELLE		224.38	1	09/05/2023
903107120	09/01/2023	PRINTED	099993	MILESTONE TITLE & ESCROW	26.79			
903107121	09/01/2023	PRINTED	099993	REA LIVING TRUST		114.22	1	09/06/2023
903107122	09/01/2023	PRINTED	099993	WASTUN, PATRICK D & TERES	27.79			
903107123	09/01/2023	PRINTED	099993	WELLS FARGO BANK	279.61			
903107124	09/01/2023	PRINTED	001149	QUADIENT LEASING USA, INC	1,000.00			
903107125	09/01/2023	PRINTED	001646	RAPID SPACE, LLC		994.00	1	09/05/2023
903107126	09/01/2023	PRINTED	005335	R&R CLEANING LLC		5,260.00	1	09/05/2023
903107127	09/01/2023	PRINTED	002721	RAD STRATEGIES INC.	225.00			
903107128	09/01/2023	PRINTED	005233	MELISSA ANN JOHNSON		200.00	1	09/05/2023
903107129	09/01/2023	PRINTED	001669	UBEO WEST		2,751.71	1	09/06/2023
903107130	09/01/2023	PRINTED	005437	RAYMOND E. ARESHENKO		6,257.69	1	09/06/2023
903107131	09/01/2023	PRINTED	004428	RENAISSANCE LIFE & HEALTH		51,180.66	1	09/07/2023
903107132	09/01/2023	PRINTED	001700	RESOURCE CONCEPTS, INC.		881.25	1	09/06/2023
903107133	09/01/2023	PRINTED	999915	ASHLEY WILHELM	200.00			
903107134	09/01/2023	PRINTED	999915	BRAD LEON	100.00			
903107135	09/01/2023	PRINTED	999915	CARSON INN		100.00	1	09/07/2023
903107136	09/01/2023	PRINTED	999915	CHERYL KNIGHT	100.00			
903107137	09/01/2023	PRINTED	999915	CITY OF CARSON	100.00			
903107138	09/01/2023	PRINTED	999915	DIANA ROSALES		40.00	1	09/06/2023
903107139	09/01/2023	PRINTED	999915	DONNA MARIE DEHART	50.00			
903107140	09/01/2023	PRINTED	999915	ENTERPRISE RENTAL CAR	50.00			
903107141	09/01/2023	PRINTED	999915	GREGORY PETERS	100.00			
903107142	09/01/2023	PRINTED	999915	JESSE POTTER		854.89	1	09/05/2023
903107143	09/01/2023	PRINTED	999915	JESUS SANTOS	120.00			
903107144	09/01/2023	PRINTED	999915	LISA BUDER	100.00			
903107145	09/01/2023	PRINTED	999915	OSVALDO ORTEGA	87.00			
903107146	09/01/2023	PRINTED	999915	SHAROLD DALE CHENEY	142.00			
903107147	09/01/2023	PRINTED	001826	SHI INTERNATIONAL CORP		17,687.40	1	09/05/2023
903107148	09/01/2023	PRINTED	001845	SIERRA NEVADA CONSTRUCTIO		290,022.24	1	09/06/2023
903107149	09/01/2023	PRINTED	001859	SILVERADO AVIONICS INC	4,278.47			
903107150	09/01/2023	PRINTED	001904	SOUTHWEST GAS CORP		2,878.70	1	09/06/2023
903107151	09/01/2023	PRINTED	002769	SPIRIT OF HOPE, INC		4,400.00	1	09/05/2023
903107152	09/01/2023	PRINTED	001922	SECURITAS TECHNOLOGY CORP		1,421.08	1	09/08/2023
903107153	09/01/2023	PRINTED	001925	STAPLES BUSINESS ADVANTAG	114.27			
903107154	09/01/2023	PRINTED	002717	STATE OF NEVADA DIVISION		23,188.36	1	09/05/2023
903107155	09/01/2023	PRINTED	002310	STATE ROOFING SYSTEMS, IN		14,687.00	1	09/05/2023
903107156	09/01/2023	PRINTED	005426	SUMMIT FIRE & SECURITY LL		666.00	1	09/06/2023
903107157	09/01/2023	PRINTED	001962	SUNSHINE REPORTING & LITI		278.40	1	09/06/2023
903107158	09/01/2023	PRINTED	002594	SWITCH, LTD	2,753.91			
903107159	09/01/2023	PRINTED	003204	T&T LAWNS PLUS, LLC		590.00	1	09/07/2023
903107160	09/01/2023	PRINTED	001989	TATRO, JOHN	543.75			
903107161	09/01/2023	PRINTED	001995	TECHNICAL ASSOCIATES INC		3,950.00	1	09/05/2023
903107162	09/01/2023	PRINTED	002005	LB 1106		31,137.70	1	09/05/2023

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903107163	09/01/2023	PRINTED	005159	KRISTINE L. BROWN	4,080.00			
903107164	09/01/2023	PRINTED	002014	THOMAS PETROLEUM LLC	48,142.10			
903107165	09/01/2023	PRINTED	002015	THOMSON REUTERS - WEST		718.00	1	09/08/2023
903107166	09/01/2023	PRINTED	099992	ANTOINETTE LYNN VANCLEAVE		110.00	1	09/06/2023
903107167	09/01/2023	PRINTED	099992	JILL TALBOT DERBY		190.00	1	09/05/2023
903107168	09/01/2023	PRINTED	099992	TAMARA VAN DAHL		115.00	1	09/05/2023
903107169	09/01/2023	PRINTED	003241	ESCAPE VELOCITY HOLDINGS,		1,721.62	1	09/05/2023
903107170	09/01/2023	PRINTED	002034	TRAVELERS CL REMITTANCE C	13,481.00			
903107171	09/01/2023	PRINTED	002051	TSA CUSTOM CAR + TRUCK		9,973.50	1	09/07/2023
903107172	09/01/2023	PRINTED	002062	UNIFORMITY OF NEVADA LLC		1,050.00	1	09/05/2023
903107173	09/01/2023	PRINTED	002062	UNIFORMITY OF NEVADA LLC		223.98	1	09/05/2023
903107174	09/01/2023	PRINTED	002076	D & C PROPERTIES LLC		831.00	1	09/05/2023
903107175	09/01/2023	PRINTED	002719	U.S. ARMOR CORPORATION		6,546.34	1	09/05/2023
903107176	09/01/2023	PRINTED	003220	VERIZON WIRELESS SERVICES	200.00			
903107177	09/01/2023	PRINTED	005526	WECO INDUSTRIES, LLC		4,788.00	1	09/08/2023
903107178	09/01/2023	PRINTED	004415	WEST COAST PAVING, INC.		111,792.48	1	09/06/2023
903107179	09/01/2023	PRINTED	002175	WESTERN NEVADA DEVELOPMEN	5,000.00			
903107180	09/01/2023	PRINTED	002177	WESTERN NEVADA SUPPLY CO		7,071.66	1	09/05/2023
903107181	09/01/2023	PRINTED	099998	BLAKE CONGER		25.00	1	09/05/2023
903107182	09/01/2023	PRINTED	099998	BREANNA MAN		25.00	1	09/05/2023
903107183	09/01/2023	PRINTED	099998	DIEGO AVINA		25.00	1	09/07/2023
903107184	09/01/2023	PRINTED	099998	FRED EDGETT		25.00	1	09/05/2023
903107185	09/01/2023	PRINTED	099998	JENNIFER HAMM	25.00			
903107186	09/01/2023	PRINTED	099998	JOHN MANN		25.00	1	09/05/2023
903107187	09/01/2023	PRINTED	099998	JUSTIN HEMSLEY	25.00			
903107188	09/01/2023	PRINTED	099998	KEVIN EDGETT	25.00			
903107189	09/01/2023	PRINTED	099998	MARK ALBRECHT	25.00			
903107190	09/01/2023	PRINTED	099998	MELISSA ARGETSINGER	25.00			
903107191	09/01/2023	PRINTED	099998	MELISSA ARGETSINGER	25.00			
903107192	09/01/2023	PRINTED	099998	MIRIAM FONSECA		25.00	1	09/06/2023
903107193	09/01/2023	PRINTED	099998	PRINCESS TORRES	25.00			
903107194	09/01/2023	PRINTED	099998	RICHARD MARTINEZ	25.00			
903107195	09/01/2023	PRINTED	099998	SHANE ADAMS	25.00			
903107196	09/01/2023	PRINTED	099998	STEPHANIE MORALES	25.00			
903107197	09/01/2023	PRINTED	099998	TRINITY CARRETTE	25.00			
903107198	09/01/2023	PRINTED	099998	VERONICA DAVIS-DELONEY		25.00	1	09/07/2023
903107199	09/08/2023	PRINTED	000010	SUZANNE ABERASTURI	3,000.00			
903107200	09/08/2023	PRINTED	005530	AGE OF LEARNING, INC.	3,834.92			
903107201	09/08/2023	PRINTED	000061	DS SERVICES OF AMERICA, I	59.98			
903107202	09/08/2023	PRINTED	002856	ALLIED ENVIRONMENTAL SERV	2,664.00			
903107203	09/08/2023	PRINTED	000091	AMERICAN FAMILY LIFE ASSU	1,739.91			
903107204	09/08/2023	PRINTED	000126	ARAMARK UNIFORM & CAREER	954.68			
903107205	09/08/2023	PRINTED	000128	ARC HEALTH AND WELLNESS	520.00			
903107206	09/08/2023	PRINTED	000134	ARTISTIC FENCE CO., INC.	73,397.00			
903107207	09/08/2023	PRINTED	000146	ATKINS NORTH AMERICA, INC	4,358.75			
903107208	09/08/2023	PRINTED	000148	AT&T	5,284.02			
903107209	09/08/2023	PRINTED	002588	BRIAN DOUGLAS LEANY	6,737.50			
903107210	09/08/2023	PRINTED	000306	CAL-NEVADA PRECISION DRIL	45,448.00			
903107211	09/08/2023	PRINTED	004670	TOMMY L JONES	275.00			
903107212	09/08/2023	PRINTED	000360	CARSON CITY SQUARE, LLC	5,630.57			
903107213	09/08/2023	PRINTED	000387	CARSON VALLEY OIL CO	1,245.55			
903107214	09/08/2023	PRINTED	000387	CARSON VALLEY OIL CO	1,361.88			

City of Carson City
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000 FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903107215	09/08/2023	PRINTED	000398	CASSINELLI LANDSCAPING &	7,700.00			
903107216	09/08/2023	PRINTED	002552	CDW LLC	33,310.85			
903107217	09/08/2023	PRINTED	005105	BATTLE BORN SERVICES, L.L	1,001.43			
903107218	09/08/2023	PRINTED	004320	CINTAS CORPORATION	76.87			
903107219	09/08/2023	PRINTED	002390	CITI CARDS	878.93			
903107220	09/08/2023	PRINTED	005441	CLARK COUNTY COLLECTION S	261.09			
903107221	09/08/2023	PRINTED	003198	COLLEEN C. LYONS	5,000.00			
903107222	09/08/2023	PRINTED	000473	COMMISSION ON POST	200.00			
903107223	09/08/2023	PRINTED	000477	CARSON CITY COMMUNITY COU	1,583.52			
903107224	09/08/2023	PRINTED	000487	CONSTRUCTION MATERIALS EN	5,287.50			
903107225	09/08/2023	PRINTED	004950	CUSTOM SIGN SERVICE, LLC	3,584.30			
903107226	09/08/2023	PRINTED	000575	DESERT HILLS FIRE & SECUR	1,325.00			
903107227	09/08/2023	PRINTED	000577	DESIGN WORKSHOP INC	1,065.00			
903107228	09/08/2023	PRINTED	000607	DOUGLAS COUNTY SHERIFF'S	6,274.70			
903107229	09/08/2023	PRINTED	000610	DOUGLAS COUNTY UTILITIES	164,446.81			
903107230	09/08/2023	PRINTED	004934	FARR WEST ENGINEERING	30,129.46			
903107231	09/08/2023	PRINTED	000646	EIDE BAILLY LLP	29,480.00			
903107232	09/08/2023	PRINTED	005062	ELECTION CENTER	419.00			
903107233	09/08/2023	PRINTED	000705	FEDEX	72.20			
903107234	09/08/2023	PRINTED	002911	FERGUSON US HOLDINGS, INC	2,778.00			
903107235	09/08/2023	PRINTED	005515	GEORGE ROBERT BACKER	4,000.00			
903107236	09/08/2023	PRINTED	005246	FIRST TACTICAL LLC	2,356.82			
903107237	09/08/2023	PRINTED	000736	FLYERS ENERGY LLC	4,924.94			
903107238	09/08/2023	PRINTED	005097	ROUNDABOUT BREAD LLC	281.96			
903107239	09/08/2023	PRINTED	004339	GALENA PROPERTY DEVELOPME	8,750.00			
903107240	09/08/2023	PRINTED	000842	GUTIERREZ, JESSE	75.91			
903107241	09/08/2023	PRINTED	000853	HANSFORD, CATHERINE	1,012.50			
903107242	09/08/2023	PRINTED	000860	HARRY'S BUSINESS MACHINES	484.50			
903107243	09/08/2023	PRINTED	004694	HIGHLAND FLOORS, INC.	17,932.89			
903107244	09/08/2023	PRINTED	000958	JACKSON, ERIN	54.00			
903107245	09/08/2023	PRINTED	000960	JALKSON, CHRIS	69.00			
903107246	09/08/2023	PRINTED	002315	JOURNEY WITHIN BEHAVIORAL	375.00			
903107247	09/08/2023	PRINTED	001015	KELLER ASSOCIATES INC	7,141.50			
903107248	09/08/2023	PRINTED	001026	KIMLEY-HORN & ASSOCIATES	1,176.00			
903107249	09/08/2023	PRINTED	002574	KNOWLEDGECITY, LLC	13,213.20			
903107250	09/08/2023	PRINTED	001047	KOMATSU AMERICA CORP	226.31			
903107251	09/08/2023	PRINTED	001076	SHANE BELL	4,665.00			
903107252	09/08/2023	PRINTED	004655	INTERNATIONAL BUSINESS IN	5,975.00			
903107253	09/08/2023	PRINTED	001094	LEGALSHIELD	415.39			
903107254	09/08/2023	PRINTED	002576	L.N. CURTIS & SONS	4,117.80			
903107255	09/08/2023	PRINTED	002404	LSC TRANSPORTATION CONSUL	488.75			
903107256	09/08/2023	PRINTED	001131	LUMOS & ASSOCIATES, INC	4,100.80			
903107257	09/08/2023	PRINTED	001157	HAT LIMITED PARTNERSHIP	1,958.54			
903107258	09/08/2023	PRINTED	001159	MARATHON STAFFING GROUP I	9,005.52			
903107259	09/08/2023	PRINTED	002613	MARY K BRYAN	5,023.00			
903107260	09/08/2023	PRINTED	004210	RANDY L ROBERTSON	4,522.50			
903107261	09/08/2023	PRINTED	001213	MICHAEL BAKER INTERNATION	6,214.00			
903107262	09/08/2023	PRINTED	001223	MILLARD REALTY	3,600.00			
903107263	09/08/2023	PRINTED	999913	Amber LaFollette	461.55			
903107264	09/08/2023	PRINTED	999913	DENNIS REW	136.49			
903107265	09/08/2023	PRINTED	999913	Lucas Burr	22.60			
903107266	09/08/2023	PRINTED	999913	Maria Razo	255.00			

City of Carson City
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000 FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903107267	09/08/2023	PRINTED	999913	Michael Jerauld	598.00			
903107268	09/08/2023	PRINTED	999913	Miguel Albarran	54.00			
903107269	09/08/2023	PRINTED	999913	Miguel Albarran	69.00			
903107270	09/08/2023	PRINTED	999913	Miguel Albarran	94.00			
903107271	09/08/2023	PRINTED	999913	Paul Robbins	376.00			
903107272	09/08/2023	PRINTED	999913	RAYMOND J. SCHULZ	180.60			
903107273	09/08/2023	PRINTED	999913	Roy Singer	48.59			
903107274	09/08/2023	PRINTED	999913	Vincent Pirozzi	857.13			
903107275	09/08/2023	PRINTED	000527	MODEL 1 COMMERCIAL VEHICL	13,580.43			
903107276	09/08/2023	PRINTED	005182	DM LUXURY, LLC	4,500.00			
903107277	09/08/2023	PRINTED	001263	MOUNTAIN MACHINERY REPAIR	2,447.75			
903107278	09/08/2023	PRINTED	001338	STATE OF NEVADA	115,243.40			
903107279	09/08/2023	PRINTED	001341	NEVADA DEPARTMENT OF MOTO	17.25			
903107280	09/08/2023	PRINTED	001350	NEVADA ENERGY	75,423.00			
903107281	09/08/2023	PRINTED	002894	NEVADA SANDBLAST & PAINT,	8,095.00			
903107282	09/08/2023	PRINTED	001390	NEVADA STATE TREASURER	10.00			
903107283	09/08/2023	PRINTED	003256	NICHOLAS & CO., INC	2,604.53			
903107284	09/08/2023	PRINTED	002844	NICHOLS CONSULTING ENGINE	160,681.50			
903107285	09/08/2023	PRINTED	001423	NORTHERN NEVADA INTERNATI	1,520.00			
903107286	09/08/2023	PRINTED	001455	NEVADA DEPARTMENT OF PUBL	39,066.42			
903107287	09/08/2023	PRINTED	001461	NV ENERGY	20,584.36			
903107288	09/08/2023	PRINTED	001465	NV ENERGY/WATER SUMMARY	96,442.22			
903107289	09/08/2023	PRINTED	001467	NEVADA LEGISLATIVE COUNSE	211.92			
903107290	09/08/2023	PRINTED	002698	ONSOLVE INTERMEDIATE HOLD	12,155.06			
903107291	09/08/2023	PRINTED	001593	PURCELL ELECTRICAL PROFES	225.00			
903107292	09/08/2023	PRINTED	001601	PORTER GROUP LLC	4,150.00			
903107293	09/08/2023	PRINTED	001605	POTTERS INDUSTRIES LLC	6,816.00			
903107294	09/08/2023	PRINTED	001613	COMPLETE DOCUMENT MANAGEM	1,030.00			
903107295	09/08/2023	PRINTED	001616	PRE-SORT CENTER	23.91			
903107296	09/08/2023	PRINTED	001633	PUBLIC EMPLOYEES RETIREME	2,940.71			
903107297	09/08/2023	PRINTED	001646	RAPID SPACE, LLC	5,330.00			
903107298	09/08/2023	PRINTED	005335	R&R CLEANING LLC	100.00			
903107299	09/08/2023	PRINTED	001669	UBEO WEST	480.60			
903107300	09/08/2023	PRINTED	999916	Antonio Zarate	24.00			
903107301	09/08/2023	PRINTED	999916	Carson High School	477.00			
903107302	09/08/2023	PRINTED	999916	Chelsea Gutierrez	171.48			
903107303	09/08/2023	PRINTED	999916	Eric Fiegeher	160.00			
903107304	09/08/2023	PRINTED	999916	Ethan Rico	38.08			
903107305	09/08/2023	PRINTED	999916	Gabriella Brogan	29.33			
903107306	09/08/2023	PRINTED	999916	Gunner Simeroth	171.48			
903107307	09/08/2023	PRINTED	999916	Kevin Leid	171.48			
903107308	09/08/2023	PRINTED	999916	Robin Luke	171.48			
903107309	09/08/2023	PRINTED	999916	Russell Bird	171.50			
903107310	09/08/2023	PRINTED	999916	William Ehni	171.50			
903107311	09/08/2023	PRINTED	001740	RON WOOD FAMILY RESOURCE	3,953.51			
903107312	09/08/2023	PRINTED	004260	INTERACTIVE LEARNING PARA	11,700.00			
903107313	09/08/2023	PRINTED	001828	SHRED-IT RENO	626.00			
903107314	09/08/2023	PRINTED	001848	SIERRA OFFICE SOLUTIONS	18.15			
903107315	09/08/2023	PRINTED	001888	SMITH, MATTHEW	598.00			
903107316	09/08/2023	PRINTED	001896	SOLENIS LLC	23,083.20			
903107317	09/08/2023	PRINTED	001904	SOUTHWEST GAS CORP	4,211.56			
903107318	09/08/2023	PRINTED	002777	1788 INC.	5,349.98			

City of Carson City
AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 999 101000 FOR: All Except Stale

CHECK #	CHECK DATE	TYPE	VENDOR	NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
903107319	09/08/2023	PRINTED	004424	SPENCE,DANIEL	15,020.83			
903107320	09/08/2023	PRINTED	001922	SECURITAS TECHNOLOGY CORP	276.44			
903107321	09/08/2023	PRINTED	002317	SAINT TERESA OF AVILA CON	3,229.45			
903107322	09/08/2023	PRINTED	001962	SUNSHINE REPORTING & LITI	144.00			
903107323	09/08/2023	PRINTED	003204	T&T LAWNS PLUS, LLC	8,785.00			
903107324	09/08/2023	PRINTED	001985	DOMINIC J SPALLONE III	2,518.48			
903107325	09/08/2023	PRINTED	001989	TATRO, JOHN	471.25			
903107326	09/08/2023	PRINTED	005318	JENA CASAS	2,400.00			
903107327	09/08/2023	PRINTED	099992	MATTHEW MYERS	35.00			
903107328	09/08/2023	PRINTED	004131	T-MOBILE USA, INC.	62.30			
903107329	09/08/2023	PRINTED	003241	ESCAPE VELOCITY HOLDINGS,	5,758.13			
903107330	09/08/2023	PRINTED	005528	TRAVELSPIKE LLC	5,000.00			
903107331	09/08/2023	PRINTED	004203	TRC SOLUTIONS INC	2,040.00			
903107332	09/08/2023	PRINTED	002051	TSA CUSTOM CAR + TRUCK	66,984.68			
903107333	09/08/2023	PRINTED	004028	TATE SNYDER KIMSEY ARCHIT	91,043.75			
903107334	09/08/2023	PRINTED	002062	UNIFORMITY OF NEVADA LLC	633.49			
903107335	09/08/2023	PRINTED	002083	U.S. BANK NATIONAL ASSOCI	258.14			
903107336	09/08/2023	PRINTED	003878	VITALIZE CLEANING SERVICE	250.00			
903107337	09/08/2023	PRINTED	002141	WARNER, COURTNEY	165.51			
903107338	09/08/2023	PRINTED	002177	WESTERN NEVADA SUPPLY CO	2,115.94			
903107339	09/08/2023	PRINTED	002822	WOOD RODGERS, INC.	6,975.00			
903107340	09/08/2023	PRINTED	005536	ZZ-27 JOSEPH PRILLER	107.47			
		854 CHECKS		CASH ACCOUNT TOTAL	3,756,209.04	9,263,537.71		

City of Carson City
AP CHECK RECONCILIATION REGISTER

		UNCLEARED	CLEARED
854 CHECKS	FINAL TOTAL	3,756,209.04	9,263,537.71

** END OF REPORT - Generated by Sheri Russell **

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230818 **PAY PERIOD: 07/28/2023 TO 08/10/2023** **CHECK DATE: 08/18/2023**

DEDUCTION: 9980 DIRDEP$1 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	588.00	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	100.00	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	100.00	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	5.00	0.00			
5070	BECK, LYDIA M	7407201	7200	300.00	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	1.23	0.00			
3220	BOGGAN, JESSICA A	1014700	4700	125.00	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	250.00	0.00			
5204	BRISTOL, MARC D	1012512	2512	1,200.00	0.00			
760	BRUKETTA, MELANIE	1010705	0705	1,500.00	0.00			
4542	BURT, CAMERON M	1012512	2512	50.00	0.00			
5086	CARILLO, JAIME	1012012	2012	1,000.00	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	700.00	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	50.00	0.00			
4224	CHANEY, JOSHUA E	1012011	2011	300.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	150.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	2,000.00	0.00			
3631	COOPER, MATTHEW L	1012520	2520	100.00	0.00			
3285	CORTES, MAXINE	1014700	4700	135.00	0.00			
5966	DEMILLE, TRACIEE E	1012800	2800	200.00	0.00			
5891	DEVINE, IAN W	1010710	0710	720.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
4812	ESPINOZA, RAQUEL N	1010500	0500	750.00	0.00			
1507	FRY, CARL V	1012014	2014	2,400.00	0.00			
4540	GANGER, PAMALA A	1010701	0701	300.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	35.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4154	GREEN, COLE E	1012512	2512	500.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	50.00	0.00			
2782	HARNS, CHAD	1012512	2512	50.00	0.00			
3964	HUNT, BRENDA L	7607050	3005	500.00	0.00			
1474	HUNT, BRYON A	1012512	2512	20.00	0.00			
2842	JACKLETT, JAMES V	5103201	3201	100.00	0.00			
5269	JAMES, MARVIN R	1013015	3012	250.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,000.00	0.00			
6111	JUDGE, MARGARET A	1010610	0610	0.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	2,000.00	0.00			
4418	KIZER, JESSIE C	1012017	2017	50.00	0.00			
5161	KURLAND, ANA M	1016200	6200	30.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	25.00	0.00			
3017	LEE, KIPLAN M	1012014	2014	700.00	0.00			
3719	LOYOLA, ISRAEL S	1012012	2012	250.00	0.00			
1726	MARSHALL, ADA D	5800714	0704	30.00	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	50.00	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	250.00	0.00			
2893	MENDOZA, BRIAN P	1012014	2014	650.00	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	10.00	0.00			
5145	MURRAY, RAY D	5103201	3201	1,000.00	0.00			
5140	PACHECO, CESAR R	1012012	2012	400.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	3.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	300.00	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY
WARRANT: 230818 **PAY PERIOD: 07/28/2023 TO 08/10/2023** **CHECK DATE: 08/18/2023**

DEDUCTION: 9980 DIRDEP$1 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3076	PETTY, CORY E	1012512	2512	5.00	0.00			
3834	PIER, CAMERON M	5103201	3702	333.00	0.00			
938	PRIMKA, JAMES W	1012004	2004	75.00	0.00			
4887	RATTI, ANIL K	5012525	2525	5.00	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,050.00	0.00			
5323	REYNOSO, JACK B	5012525	2525	600.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	5.00	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	1,650.00	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	450.00	0.00			
3146	RUIZ, HAZEL P	2756800	6800	20.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	450.00	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	500.00	0.00			
3678	SCHULZ, DARREN L	1013012	3012	500.00	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	167.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	900.00	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2014	100.00	0.00			
5585	STONE, MARLINA M	1012800	2800	150.00	0.00			
6043	TEMEN, MARK N	1013012	3012	1,000.00	0.00			
1000	TIEARNEY, JUSTIN C	1013012	3012	1,020.00	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	500.00	0.00			
1551	TORRES, BRENDA L	1014700	4700	1,500.00	0.00			
5043	TOUPS, EMILY A	1010216	0216	150.00	0.00			
3461	TRIPP, KIMBERLY L	1012017	2017	50.00	0.00			
2613	TSCHETTER, MARTHA A	1012014	2014	500.00	0.00			
3219	TUCKER, MORGAN H	1012012	2012	325.00	0.00			
5130	VANBEUGE, BRENDON D	1012014	2014	100.00	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	100.00	0.00			
	RECORD COUNT: 80	TOTAL		34,207.23	0.00			

DEDUCTION: 9981 DIRECT DEPOSIT AMT 2

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5070	BECK, LYDIA M	7407201	7200	300.00	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	500.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	1,000.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	1,000.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	50.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	100.00	0.00			
3488	HERRING, ANNA C	1010500	0500	100.00	0.00			
1474	HUNT, BRYON A	1012512	2512	975.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	800.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	450.00	0.00			
3075	NYBERG, KEVIN J	5012525	2525	1,100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	300.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
3076	PETTY, CORY E	1012512	2512	340.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,924.07	0.00			

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DEDUCTION: 9981 DIRDEP$2 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	125.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	1,600.00	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	150.00	0.00			
	RECORD COUNT: 22	TOTAL		11,439.07	0.00			

DEDUCTION: 9982 DIRECT DEPOSIT AMT 3

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	2,250.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	250.00	0.00			
1474	HUNT, BRYON A	1012512	2512	820.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
3076	PETTY, CORY E	1012512	2512	500.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	125.00	0.00			
	RECORD COUNT: 10	TOTAL		4,845.00	0.00			

DEDUCTION: 9983 DIRECT DEPOSIT AMT 4

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	25.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	150.00	0.00			
1731	MAYS, BRIAN M	1012012	2012	2,755.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	100.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	436.00	0.00			
	RECORD COUNT: 7	TOTAL		3,816.00	0.00			

DEDUCTION: 9984 DIRECT DEPOSIT AMT 5

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	75.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	50.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
	RECORD COUNT: 3	TOTAL		225.00	0.00			

DEDUCTION: 9985 DIRECT DEPOSIT AMT 6

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	25.00	0.00			
	RECORD COUNT: 1	TOTAL		25.00	0.00			

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DEDUCTION: 9986 DIRDEP$7 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
DEDUCTION: 9986 DIRECT DEPOSIT AMT 7								
2593	GONZALES, DANIEL G	1012004	2004	6.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	800.00	0.00			
	RECORD COUNT: 2	TOTAL		806.00	0.00			
DEDUCTION: 9990 DIRECT DEPOSIT PER 1								
4548	BAILEY, RYAN R	1012512	2512	1,494.05	0.00			
4961	BARBER, FAITH M	2756574	6800	412.94	0.00			
6073	BASAK, GABRIEL W	1015055	5055	49.34	0.00			
5968	BUMA, RICHARD W	2752800	2800	561.18	0.00			
5196	BURR, LUCAS P	1010500	0500	481.54	0.00			
4279	COOK, CRAIG A	1012512	2512	302.64	0.00			
5467	CROWLEY, JOSEPH J	1013904	3904	910.49	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	184.87	0.00			
5712	DAWSON, CHRISTIAN D	1012014	2014	276.06	0.00			
1500	DOYAL, BRIAN A	1013012	3012	1,111.49	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	756.45	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	47.57	0.00			
6030	GALEANO, BIANCA J	1010400	0400	38.96	0.00			
2372	GAULT, JASON A	1012012	2012	622.34	0.00			
2396	GOMES, DANIEL A	1012012	2012	4,304.56	0.00			
2593	GONZALES, DANIEL G	1012004	2004	18.24	0.00			
2605	GONZALES, MELIAH H	1014700	4700	340.26	0.00			
5502	GROTH, GARY R	2752505	2512	0.00	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	2,914.01	0.00			
3646	JAMES, EDWIN D	7607050	3005	577.89	0.00			
5803	KEY, MICHAEL T	5603055	3201	144.97	0.00			
1731	MAYS, BRIAN M	1012012	2012	1,167.82	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	671.40	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	706.61	0.00			
4699	PEEK, CODY R	1012800	2800	135.39	0.00			
5587	PETERSON, BRYCE M	1015055	5055	88.13	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	180.11	0.00			
5517	RICHARDS, GREGORY T	1012512	2512	3,730.57	0.00			
5934	SAWKO, ELI M	5203502	3502	72.13	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	279.63	0.00			
4785	SLAMON, SEAN P	1012505	2505	1,325.34	0.00			
	RECORD COUNT: 31	TOTAL		23,906.98	0.00			
DEDUCTION: 9991 DIRECT DEPOSIT PER 2								
5927	BAKER, RYAN W	2752505	2505	1,368.72	0.00			
4279	COOK, CRAIG A	1012512	2512	4,020.78	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	4,709.19	0.00			
2396	GOMES, DANIEL A	1012012	2012	759.63	0.00			

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DEDUCTION: 9991 DIRDEP%2 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	1,805.55	0.00			
2605	GONZALES, MELIAH H	1014700	4700	1,928.14	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	1,942.68	0.00			
3646	JAMES, EDWIN D	7607050	3005	4,237.89	0.00			
4699	PEEK, CODY R	1012800	2800	2,572.34	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	1,621.02	0.00			
4785	SLAMON, SEAN P	1012505	2505	3,976.02	0.00			
	RECORD COUNT: 11	TOTAL		28,941.96	0.00			

DEDUCTION: 9999 DIRECT DEPOSIT NET

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	3,882.12	0.00			
5674	ABELLA, FRANK K	1010710	0710	5,091.85	0.00			
2612	ACOSTA, SALVADOR	5800714	0704	4,473.94	0.00			
5570	ADAMS, JOSHUA N	2752505	2505	3,539.27	0.00			
2007	ADAMS, KIMBERLY D	1010400	0400	2,622.00	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	2,419.94	0.00			
6097	AGUILAR, MARTHA A	1012013	2013	1,562.51	0.00			
4982	AKERS, CAROLINA E	1010620	0720	2,716.40	0.00			
5395	ALBARRAN-LOZANO, MIGUEL A	1012705	2705	2,721.35	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	2,271.62	0.00			
5568	ALCANTAR, ALEXANDER S	1010710	0710	2,511.58	0.00			
3338	ALEGRIA, VANESSA C	1014700	4700	2,240.38	0.00			
4120	ALLEN, KATHLEEN A	1013012	3012	2,291.55	0.00			
4552	ALLEN, VICKI-DAWN R	1012705	2705	1,897.57	0.00			
6047	ALTRINGER, CAMDEN M	1012545	2545	1,181.18	0.00			
1581	AMUNDSON, ROBERT C	2563038	3038	1,883.58	0.00			
3937	ANDERSON, DARREN S	1013012	3012	3,564.29	0.00			
4442	ANDERSON, WILLIAM D	1015012	5012	1,437.78	0.00			
6064	AQUINO, JULIA B	1015055	5055	41.18	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	3,516.66	0.00			
5488	ARDINGER, ROBERT J	5012525	2525	2,623.16	0.00			
6101	ARELLANO, ABRAHAM A	1012014	2014	0.00	0.00			
5064	ARGUST, RYAN F	5203502	3502	3,090.52	0.00			
3931	ARMSTRONG, THOMAS R	1014700	4700	4,894.59	0.00			
5696	ARNOLD, WENDY J	1015005	5005	635.75	0.00			
5584	ARRENDALE, JESSICA D	1010710	0710	2,616.82	0.00			
5266	ARRISON, CHRISTOPHER R	1012012	2012	2,751.89	0.00			
4872	ARTAM, NICHOLAS	1015059	5059	1,697.23	0.00			
2946	ASHLEY, FRANCES M	2756800	6800	1,850.15	0.00			
2668	ATTASHIAN, RAFFI P	1012512	2512	6,375.30	0.00			
2097	AUNKST, MIA G	1015055	5055	327.63	0.00			
4598	AURAND, DAVID P	1012505	2505	2,829.54	0.00			
5984	AYERS, EMMA M	1015055	5055	477.43	0.00			
4433	BAGWELL, LORRAINE H	1010100	0100	1,325.25	0.00			
6105	BAILEY, DAVID A	1010610	0610	3,121.96	0.00			
4548	BAILEY, RYAN R	1012512	2512	2,241.07	0.00			
5927	BAKER, RYAN W	2752505	2505	1,368.71	0.00			
6049	BAKKEDAHL, GAVIN L	1012545	2545	1,051.77	0.00			
6130	BAKKEDAHL, JON M	1012530	2530	0.00	0.00			

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ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5959	BALEY, ALLIE B	2756800	6800	1,447.09	0.00			
6050	BALLINGHAM, TREYSON Z	1012545	2545	911.85	0.00			
4134	BANISTER, ALI M	1012705	2705	4,504.28	0.00			
5329	BARAJAS, SINDY	1014700	4700	1,663.51	0.00			
4961	BARBER, FAITH M	2756574	6800	1,238.80	0.00			
3868	BARLOW, JUDY L	1016800	6800	3,145.79	0.00			
4579	BARNETT, KEITH A	1010710	0710	438.05	0.00			
6073	BASAK, GABRIEL W	1015055	5055	444.01	0.00			
5971	BASAK, STEPHEN W	1015055	5055	314.55	0.00			
5341	BATEMAN, DAWN E	1015057	5057	1,602.54	0.00			
2611	BAUER, DENISE M	1012017	2017	4,288.51	0.00			
4790	BAUGH, MICHELE H	1012705	2705	2,825.22	0.00			
5686	BAUMANN, BRITTNEY C	2086550	2005	2,525.27	0.00			
5671	BAXTER, GARRET R	2563038	3038	1,677.50	0.00			
5076	BEAUDETTE, CAITLIN M	1015056	5056	1,523.47	0.00			
5070	BECK, LYDIA M	7407201	7200	1,360.97	0.00			
5690	BELLUSA, STEPHANIE A	1012705	2705	2,930.25	0.00			
5810	BENSON, JAMES F	1012515	2515	674.95	0.00			
5941	BERGER-HIGHT, DEBORAH M	1010213	0213	546.30	0.00			
4788	BERGGREN, GREGG E	2545047	5047	1,487.25	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	4,801.72	0.00			
2877	BIASOTTI, ANDREW J	1013034	3034	2,968.79	0.00			
3025	BINDLEY, BRETT J	1012011	2011	5,768.32	0.00			
4546	BINDLEY, CODY D	1012011	2011	2,942.96	0.00			
4249	BLATNICK, KYLE J	1013904	3904	1,830.57	0.00			
5261	BOBBITT, ALEXANDRA D	1012800	2800	1,493.53	0.00			
5258	BOEHME, JOSHUA L	2563038	3038	1,790.15	0.00			
3274	BOGGAN, JAMES T	1012014	2014	5,082.82	0.00			
3220	BOGGAN, JESSICA A	1014700	4700	2,388.13	0.00			
6051	BOGGS, KASEN C	1012545	2545	625.87	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	5,948.85	0.00			
5782	BOHEMIER, ALAN S	2503040	3012	2,578.41	0.00			
6046	BONNAR, FARRELL B	1015012	5012	1,271.99	0.00			
1724	BOOTH, JOSEPH D	2563038	3038	3,013.46	0.00			
956	BOOTHE, DUSTIN	1016800	6800	2,967.34	0.00			
6032	BORGES, CHRISTOPHER W	1015055	5055	355.38	0.00			
5461	BORINO, BRYSON D	1012512	2512	3,067.68	0.00			
5271	BORN, AUBREY M	1012017	2017	1,942.74	0.00			
3923	BOTTINO, WARREN J	2151500	1500	2,544.90	0.00			
6107	BOVARD, GUY P	1010610	0610	2,335.43	0.00			
4955	BOYER, CHRISTOPHER F	1012512	2512	3,065.20	0.00			
4779	BOYER, LYNDSEY J	2545047	5047	2,316.21	0.00			
1095	BRADSHAW, JEFF R	5103201	3201	2,989.59	0.00			
5468	BRAGDON, ZACHARY E	7407201	7200	1,544.53	0.00			
5987	BRAMBILA, JULIO	1012017	2017	1,879.06	0.00			
5106	BRANDON, KELLY E	1010500	0500	3,672.20	0.00			
4993	BRANINBURG, MARILYN A	1012005	2005	2,200.07	0.00			
3444	BRANTINGHAM, MELANIE	1010500	0500	4,558.62	0.00			
2805	BREHM, NATHAN E	1012012	2012	3,897.34	0.00			
5097	BRENNER, JESSICA R	2756800	6800	1,961.59	0.00			
5204	BRISTOL, MARC D	1012512	2512	6,701.92	0.00			
5321	BROWN, ANDREA L	5012525	2525	3,894.11	0.00			

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DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5333	BROWN, RANDALL E	1012800	2800	462.60	0.00			
760	BRUKETTA, MELANIE	1010705	0705	3,624.68	0.00			
3938	BRUKETTA, SAMUEL H	1010500	0500	4,290.14	0.00			
4799	BRUNO, JOE A	1012004	2005	432.48	0.00			
5970	BRUNSON, CASSANDRA L	1014700	4700	1,405.74	0.00			
4661	BUDGE, JENNIFER H	1015005	5005	5,220.58	0.00			
2948	BUENO, JASON J	1012012	2012	2,916.84	0.00			
5968	BUMA, RICHARD W	2752800	2800	1,683.54	0.00			
5397	BURKS, AMBER E	1012017	2017	2,334.83	0.00			
4924	BURNHAM, JOHN R	1015012	5012	1,469.90	0.00			
3773	BURNHAM, TERENCE O	1012014	2014	2,943.93	0.00			
5383	BURNS, JOSHUA R	1012013	2013	1,359.04	0.00			
5196	BURR, LUCAS P	1010500	0500	1,926.16	0.00			
5809	BURROWS, BRITTANY A	1013012	3012	1,493.61	0.00			
4542	BURT, CAMERON M	1012512	2512	3,283.96	0.00			
4882	BURTON, HEATH D	5012525	2525	2,799.55	0.00			
5310	BUSBY, HAYLEE N	1012017	2017	1,615.93	0.00			
5750	BUSTOS, REBECCA D	2503035	3012	1,980.62	0.00			
5775	BYRNE, BRYAN J	2503035	3012	3,096.52	0.00			
5121	CAMACHO REYES, MIGUEL A	1010216	0216	2,492.17	0.00			
6065	CAMPBELL-RICHARDS, BETSY	1015055	5055	520.16	0.00			
3466	CANNE, MICHAEL A	1012706	2706	2,062.03	0.00			
5976	CARDENAS, CINDY Y	1014700	4700	1,536.77	0.00			
5086	CARILLO, JAIME	1012012	2012	1,694.77	0.00			
6108	CARLISLE, MELISSA P	1010610	0610	2,104.27	0.00			
5571	CARLSON, JOHN T	2752505	2505	5,284.42	0.00			
2890	CARTER, JOSH J	1012014	2014	3,397.45	0.00			
5407	CASAREZ, SALVADOR N	5103201	3201	1,896.15	0.00			
5092	CASCI, FELECIA M	1010500	0500	2,177.22	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	1,238.79	0.00			
5066	CASTANEDA, VICTOR M	1012014	2014	2,844.98	0.00			
4263	CASTILLO-SALAZAR, STEVE	2563038	3038	1,536.45	0.00			
3333	CATLETT, JEFF W	2563038	3038	1,872.64	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	3,453.81	0.00			
5709	CHALK, PAUL M	1012005	2005	2,570.32	0.00			
6007	CHAN, STEVEN M	1012014	2014	954.93	0.00			
5448	CHANEY, DANIEL S	1012515	2515	85.14	0.00			
4224	CHANEY, JOSHUA E	1012011	2011	3,311.63	0.00			
4733	CHANEY, TEDDY L	2563038	3038	2,013.80	0.00			
2340	CHAPMAN, SCOTT M	1015060	5060	2,572.18	0.00			
5008	CHASE, JANET E	1015055	5055	445.20	0.00			
5298	CHRIST, JUSTIN A	2563038	3038	1,670.48	0.00			
6066	CHRISTY, CHLOE M	1015055	5055	563.40	0.00			
3985	CHURCHWARD, JENNIFER A	1013012	3201	2,094.26	0.00			
4883	CLAMAN, JUSTIN B	5012525	2525	2,664.35	0.00			
4599	CLARK, ROBIN M	1014300	4300	952.63	0.00			
1661	COLATORTI, JAMES P	1012512	2512	6,326.32	0.00			
5961	COLEMAN, AVERY A	1015057	5057	393.35	0.00			
5532	COLEMAN, CRAIG R	1013034	3034	1,522.27	0.00			
3272	COLLAZO, URIEL	1012014	2014	3,748.51	0.00			
3551	COLLIER, AARON S	5203502	3502	2,346.26	0.00			
5822	COLONICA, JOHN T	1015055	5055	272.26	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5979	CONNOLLY, DEVIN C	1012014	2014	2,225.08	0.00			
5562	CONNORS, TIMOTHY P	1015059	5059	696.53	0.00			
5895	CONTRERAS, CHRISTIE A	2086550	6800	1,399.02	0.00			
5965	CONTRERAS, FRANCISCO J	1012800	2800	1,184.09	0.00			
5330	COOK, HAYDON R	2756800	6800	420.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	1,322.54	0.00			
2815	COOPER, CRISTAL A	1014700	4700	2,314.28	0.00			
4606	COOPER, LAURA K	2756800	6800	232.16	0.00			
3631	COOPER, MATTHEW L	1012520	2520	3,486.64	0.00			
3878	CORBIT, JUNE K	2756800	6800	1,051.72	0.00			
5320	CORBRIDGE, NICHOLAS L	1012800	2800	1,649.19	0.00			
3285	CORTES, MAXINE	1014700	4700	5,359.70	0.00			
4929	CORTES, VANESSA A	1012706	2706	1,828.66	0.00			
5402	COSSEL, CASSANDRA N	1012017	2017	2,108.46	0.00			
4582	COSTELLO, JOHN J	2545047	5047	2,186.62	0.00			
862	COX, GEORGE	5103201	3702	2,179.49	0.00			
4884	COX, MICHAEL R	1012512	2525	3,270.95	0.00			
4775	CRAVEY, WILLIAM M	1010710	0710	2,639.92	0.00			
3961	CRAWFORD, SUZANNE M	1010500	0500	2,853.97	0.00			
5860	CRISP, KONNOR J	1015055	5055	372.94	0.00			
4948	CROSSMAN, GABRIEL D	1015055	5055	458.73	0.00			
5467	CROWLEY, JOSEPH J	1013904	3904	428.47	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	1,663.80	0.00			
5958	CUEVAS-ZARATE, ANGELA M	5203502	3502	1,642.86	0.00			
4721	CUPP, JAMES W	1012800	2800	884.74	0.00			
4768	CUSTIS, MARK R	1015055	5055	257.40	0.00			
2435	DANIEL, TAWNYA S	1014700	4700	2,987.97	0.00			
2882	DANTZLER, FRANCES C	1012706	2706	2,234.19	0.00			
5449	DAVIDSON, SARA N	1010610	0610	1,564.51	0.00			
5506	DAVIS, DENISE L	1010710	0710	661.18	0.00			
5712	DAWSON, CHRISTIAN D	1012014	2014	2,024.48	0.00			
6060	DE LA TORRE, MORGAN M	1015060	5060	199.75	0.00			
5289	DELANEY, NATHAN J	1015012	5012	1,244.61	0.00			
5966	DEMILLE, TRACIEE E	1012800	2800	793.41	0.00			
2487	DEVERAUX, SHANE D	1013034	3034	1,766.18	0.00			
5891	DEVINE, IAN W	1010710	0710	873.08	0.00			
5670	DEWITT, CHARLES B	5203502	3502	2,824.21	0.00			
5946	DIARTE, CECILIA M	1016800	6800	1,334.92	0.00			
3218	DICKEY, JESSICA M	1012012	2012	3,157.01	0.00			
6004	DONNELS, CHLOE J	1010500	0500	1,535.78	0.00			
6075	DORAN, CORINE E	1015055	5055	831.96	0.00			
4159	DORAN, JOHN P	1015012	5012	1,998.60	0.00			
4911	DOUGHTY, SANDRA	1010217	0217	2,466.64	0.00			
1500	DOYAL, BRIAN A	1013012	3012	1,111.49	0.00			
3102	DRAKE, LINDA R	1010213	0213	2,450.95	0.00			
4890	DREWS, CASEY A	5251414	2515	3,920.29	0.00			
3651	DREWS, CODY J	1014700	4700	3,190.22	0.00			
4873	DUENAS-ESTRELLA, ISRAEL	1015012	5012	1,478.35	0.00			
6077	DUNCAN, ABIGAIL L	1015057	5057	165.95	0.00			
5931	DUNCAN, DEANNA R	1014700	4700	1,632.23	0.00			
5184	DUNCAN, LORI	1012505	2505	576.26	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	1,390.77	0.00			

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5381	DURAN, JAZLYN V	1015057	5057	1,294.48	0.00			
5193	DUREN, SAMANTHA J	1012014	2014	1,500.48	0.00			
5075	DZYAK, JAKOB A	1012013	2005	896.15	0.00			
4761	EARP, DANIEL J	1015057	5057	3,952.12	0.00			
3130	EISNER, DAVID F	1013034	3034	1,785.18	0.00			
5565	EISSINGER, LAUREN E	1012012	2012	2,805.19	0.00			
4362	ELDER, BRIAN W	1013012	3012	2,860.57	0.00			
6071	ELTON, MARK R	1013904	3904	1,924.45	0.00			
3570	ENGELS, ERIC B	2563038	3038	2,472.05	0.00			
4936	ENTZ, MICHELLE R	2752705	2705	1,956.89	0.00			
5260	ESPARZA, NADIA J	1010610	0610	1,608.50	0.00			
4869	ESPINO, KYLE	1012012	2012	2,786.43	0.00			
4812	ESPINOZA, RAQUEL N	1010500	0500	965.54	0.00			
2829	ESTES, JAMES M	5203502	3502	3,330.97	0.00			
4840	ETCHEGARAY, DYLAN T	1012012	2012	2,612.98	0.00			
5322	EVANS, THOMAS G	5012525	2512	2,798.75	0.00			
4225	EVANSON, RACHAEL N	1010600	0600	1,736.10	0.00			
6039	FAHEY, KIMBERLY M	2752505	2545	3,642.65	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	3,025.81	0.00			
4388	FELIX, RYAN J	1012705	2705	3,031.17	0.00			
5675	FENCL, AMANDA J	1010701	0701	1,653.11	0.00			
6093	FENCL, KYLE M	1016800	6800	2,050.40	0.00			
6005	FERONE, ALEXANDER G	5012537	2537	1,228.58	0.00			
5050	FERRIS, HEATHER M	1011425	1425	3,800.52	0.00			
6021	FINNIGAN, RHYS M	1012014	2014	2,073.38	0.00			
4841	FOERSCHLER, CHARLENE	1012014	2014	3,510.58	0.00			
5825	FONSECA DELGADILLO, MOISE	1012012	2012	2,063.13	0.00			
5292	FOUTZ, MYLES L	1012012	2012	2,114.75	0.00			
6095	FOX, JOSHUA D	1015055	5055	421.74	0.00			
2680	FRANZ, CHRISTINE M	1014700	4700	2,707.12	0.00			
5916	FRANZ, CONRAD J	5103201	3201	1,503.72	0.00			
5234	FRAZER, JACOB B	1015055	5055	123.95	0.00			
4774	FREEMAN, JEANNE M	2750600	6800	3,146.51	0.00			
4605	FREEMAN, MICHAEL P	1015055	5055	2,616.34	0.00			
5707	FRESHMAN, RAECHEL E	2756800	6800	2,317.98	0.00			
5389	FRIEND, MICHAEL P	1013012	3012	3,309.40	0.00			
1507	FRY, CARL V	1012014	2014	1,629.04	0.00			
2781	FUHRMAN, DANIEL D	1012512	2512	2,476.20	0.00			
2458	FURLONG, KENNETH T	1012004	2005	4,059.68	0.00			
3718	GALAS, VERONICA M	2756800	6800	1,947.18	0.00			
6030	GALEANO, BIANCA J	1010400	0400	1,259.74	0.00			
5719	GAMER, SYDNEY L	1016800	6800	1,598.54	0.00			
4540	GANGER, PAMALA A	1010701	0701	3,036.99	0.00			
5981	GARCIA, ALEXANDRA M	1012017	2017	1,525.02	0.00			
4590	GARCIA, JEREMY N	1012014	2014	2,469.18	0.00			
4696	GARCIA, MICHELE A	1010217	0217	1,481.89	0.00			
4551	GARCIA, NICOLAS R	1012512	2512	3,182.85	0.00			
4828	GARCIA, SAVAHNA C	1015057	5057	268.76	0.00			
3453	GARCIA GONZALEZ, MARIA LO	1012706	2706	1,947.47	0.00			
2372	GAULT, JASON A	1012012	2012	2,489.34	0.00			
5781	GAUNT, DANIEL D	1012800	2800	2,559.25	0.00			
5989	GBENJO, OLUWAFEMI O	1016574	6574	2,078.30	0.00			

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5226	GERMAIN-SANCHEZ, ANGELICA	1015057	5057	817.75	0.00			
4512	GETZ, STEVEN W	1013034	3034	1,770.57	0.00			
5813	GIBSON, HEATH D	1015012	5012	1,141.04	0.00			
4125	GIBSON, MICHAEL D	2752005	2012	2,816.30	0.00			
6098	GILLAM, JEREMY D	5103201	3201	1,742.39	0.00			
5111	GIOMI, JOHN C	1010217	0217	3,119.50	0.00			
145	GIOMI, ROBERT S	1010100	0100	824.97	0.00			
5823	GOETZ, ROCKY D	1012012	2012	2,302.31	0.00			
6109	GOMEZ, ANDREA	1010610	0610	1,817.07	0.00			
5104	GOMEZ, EMMA	1012520	2520	1,809.70	0.00			
5787	GONZALES, CHRISTOPHER A	1013012	3012	2,761.03	0.00			
3973	GONZALEZ, ANA C	1016800	6800	1,294.65	0.00			
5293	GOODNIGHT, DILLON M	6027505	5012	1,103.72	0.00			
5928	GOODWIN, COREY K	2752505	2505	5,327.86	0.00			
5615	GOODWIN, EMILY E	1015057	5057	831.74	0.00			
2283	GOWER, MITCHELL A	1013904	3904	2,911.99	0.00			
4749	GRANATA, LIZZETH	1012012	2012	2,078.66	0.00			
4697	GREB, RYAN M	1012012	2012	3,082.59	0.00			
4154	GREEN, COLE E	1012512	2512	2,969.77	0.00			
5694	GREEN, JEREMIAH A	1012012	2012	3,148.34	0.00			
5516	GREEN, KENNETH C	2752505	2545	5,800.34	0.00			
5679	GREENLAW, BRIANNA R	1013012	3012	2,969.50	0.00			
4858	GRIFFITTS, WILLIA P	1015012	5012	1,738.29	0.00			
5893	GRIGGS, VALERIE R	5700706	0705	324.63	0.00			
5502	GROTH, GARY R	2752505	2512	5,079.03	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	3,196.08	0.00			
836	GUTIERREZ, MARIBEL	1014300	4300	2,809.00	0.00			
6106	HAAS, RICHARD G	1012014	2014	2,202.16	0.00			
5901	HAGGARD, JOHN B	2802020	2014	1,517.59	0.00			
3143	HALE, KELLY A	5203502	3201	3,037.01	0.00			
5793	HALE, SHANE J	2752505	2530	2,342.60	0.00			
5892	HAMMONS, GILLIAN B	2545047	5047	218.52	0.00			
5886	HARDEMAN-SWINDLE, NICOLE	1010500	0500	1,022.51	0.00			
3176	HARDGRAVE, ALBERT W	1015055	5055	1,443.13	0.00			
4804	HARJES, SHANNON P	2563038	3038	1,939.93	0.00			
1973	HARKLEROAD, JULIE C	1014700	4700	2,765.61	0.00			
2782	HARNS, CHAD	1012512	2512	2,865.60	0.00			
5711	HARRISON, CAROL E	2086550	2014	1,601.37	0.00			
4202	HARVEY, KANDIS A	1016800	6800	964.94	0.00			
5151	HASKELL, NATALIE R	1015055	5055	216.64	0.00			
5147	HASLEM, TRAVIS J	1010400	0400	1,849.61	0.00			
5914	HATCH, RICHARD J	1012012	2012	1,674.67	0.00			
1971	HATLEY, SAMUEL I	1012011	2011	3,412.24	0.00			
6022	HEANS-STAGGS, TREVOR R	1012014	2014	2,050.17	0.00			
4568	HENNEBERGER, DANIEL G	2752005	2005	3,543.13	0.00			
5299	HERBERT, JUSTIN T	5603025	3025	2,199.93	0.00			
6048	HERNANDEZ, KATIE L	1015057	5057	248.92	0.00			
3488	HERRING, ANNA C	1010500	0500	1,706.28	0.00			
5401	HEWLETT, KENNETH C	1012800	2800	1,184.46	0.00			
5300	HICKS, DWIGHT M	2563038	3038	2,286.18	0.00			
5327	HICKS, EMILY E	1012800	2800	1,926.71	0.00			
4628	HICKS, STEPHANIE A	1010600	0600	5,781.07	0.00			

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6055	HIGGINS, FRED S	1010710	0710	1,754.26	0.00			
5153	HIGGINS, NICHOLAS B	1014700	4700	1,815.82	0.00			
4767	HILL, ANTOINETTE F	5305067	5067	162.30	0.00			
5705	HILLIS, KIANA S	1015054	5054	1,057.78	0.00			
5387	HILLS, KENDRA L	1016800	6800	568.60	0.00			
4447	HINOJOSA, EDGAR L	5603025	3025	2,872.72	0.00			
3319	HITCH, JOHN R	1012014	2014	3,712.21	0.00			
4419	HOELZEN, DANIELLE N	1010300	0300	1,757.65	0.00			
5957	HOEN, WILLIAM S	1010213	0213	3,122.52	0.00			
262	HOGEN, RORY A	5251414	3012	709.00	0.00			
3969	HOLLAND, SHELLEY L	5012525	2525	641.59	0.00			
4059	HOLLOWAY, MARGARET	1016800	6800	2,978.13	0.00			
5495	HOLM, ANDREW C	5012525	2525	3,219.75	0.00			
4904	HOLT, JOY N	1016200	6200	4,606.60	0.00			
5313	HOMER, ZACHARY D	5603025	3025	1,851.36	0.00			
5354	HOPPER, ERIK A	5012525	2525	3,000.69	0.00			
168	HORTON, CURTIS W	1010100	0100	967.76	0.00			
2298	HORTON, JESSE C	1012512	2512	4,934.67	0.00			
2152	HORTON, MICAH S	1012512	2512	10,777.18	0.00			
3465	HOTALING, SALVANETTE O	1016800	6800	3,364.87	0.00			
6110	HOUGH, DENNIS W	1010610	0610	4,380.59	0.00			
5337	HOWARD, DANIELLE A	1010212	0212	1,519.58	0.00			
5738	HUERTA, MARCO A JR	5012537	2537	1,268.46	0.00			
4027	HUGHES, WILLIAM A	1012706	2706	2,717.47	0.00			
5208	HUMPHREY, ALEXIS N	1015055	5055	770.37	0.00			
3964	HUNT, BRENDA L	7607050	3005	2,125.73	0.00			
1474	HUNT, BRYON A	1012512	2512	1,844.02	0.00			
6006	HUSKEY, KACIE L	1010701	0701	1,485.14	0.00			
4437	INMAN, BRETTA D	1016800	6800	2,630.16	0.00			
3216	IRWIN, MARK A	5103201	3201	2,357.86	0.00			
2842	JACKLETT, JAMES V	5103201	3201	3,454.41	0.00			
4514	JACKSON, ERIN M	1012705	2705	2,773.89	0.00			
4243	JALKSON, CHRISTOPHER G	1012705	2705	2,046.40	0.00			
5269	JAMES, MARVIN R	1013015	3012	1,708.09	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,435.02	0.00			
4428	JERAULD, MICHAEL C	1012012	2012	3,050.96	0.00			
4643	JESSE, TYLER H	1013012	3012	2,903.71	0.00			
5630	JEZEK, LINCOLN C	1015057	5057	548.12	0.00			
5039	JOHNSON, BENJAMIN R	1010500	0500	4,033.83	0.00			
2623	JOHNSON, SARAH L	1012017	2017	2,467.47	0.00			
5589	JONES, CHRISTOPHER T	2563038	3038	1,422.89	0.00			
3099	JONES, DANIEL L	1012012	2012	2,990.89	0.00			
3833	JONES, DILLON C	1013904	3904	2,412.33	0.00			
5877	JONES, RICHARD A JR	1013904	3904	1,469.52	0.00			
5885	JOSEPH, JULIE N	1014700	4700	3,342.01	0.00			
6111	JUDGE, MARGARET A	1010610	0610	2,448.73	0.00			
4597	KAHABKA, HEATHER D	2756800	6800	1,426.03	0.00			
4094	KASTENS, DANIEL D	1015012	5012	2,432.88	0.00			
5691	KAUBLE, ANDREW K	1010710	0710	3,597.71	0.00			
5604	KAUFMAN, KHALEEL W	1015060	5060	314.12	0.00			
6062	KAUFMAN, NOLAN J	1015060	5060	0.00	0.00			
5527	KEENNON, DOUGLAS A	1012014	2014	2,554.43	0.00			

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3518	KELLY, SHADOW L	5203502	3502	1,908.52	0.00			
5508	KELSEY, KAYLA M	1012017	2017	1,611.76	0.00			
3755	KEPLER, DERRICK D	2752005	2005	2,203.70	0.00			
5948	KERNS, JILL A	1012011	2011	1,818.11	0.00			
5083	KERVER, TYLER J	1015012	5012	1,950.02	0.00			
5803	KEY, MICHAEL T	5603055	3201	2,754.52	0.00			
5480	KIEL, NATALIE S	1011430	1425	1,035.19	0.00			
5902	KINCHELOE, CHELSEA A	2545047	5047	1,683.91	0.00			
5372	KINDORF, HARRY R	1015055	5055	69.70	0.00			
4522	KING, JON G	2563038	3038	8,117.60	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	37.02	0.00			
5963	KIRVIDA-MCGOWAN, SHANE P	1010705	0705	2,259.12	0.00			
4418	KIZER, JESSIE C	1012017	2017	3,199.77	0.00			
2878	KLUG, ERIC M	1015056	5056	2,163.17	0.00			
5114	KNIGHT, ROBERT A	5012537	2537	1,166.91	0.00			
4932	KOHBARGER, WILLIAM A	1011425	1425	2,197.31	0.00			
4763	KOHLER, JESSE W	1012512	2512	4,528.49	0.00			
5128	KOVAL, ANDREW B	1013034	3034	1,832.42	0.00			
4867	KRANTZ, GREGORY A	5603055	3201	3,400.18	0.00			
5747	KUKONU, KEAOLOHINANI S	1016200	6200	307.30	0.00			
5669	KULESZA, KAREN J	1013012	3012	2,259.88	0.00			
5161	KURLAND, ANA M	1016200	6200	2,172.81	0.00			
350	LAAKER, JOHN J JR	2563038	3038	1,878.05	0.00			
5742	LABATE, JOHN A	2563038	3201	3,953.53	0.00			
4931	LACHEW, JAMES F	1012012	2012	2,269.45	0.00			
5227	LAFOLLETTE, AMBER M	1010300	0300	2,546.12	0.00			
5807	LAHAIR, KELLY J	1015012	5012	1,165.31	0.00			
4602	LAMBERT, BART A	1012800	2800	3,495.40	0.00			
5657	LAMUSAO, FRANKLIN Q	1015012	5012	1,269.69	0.00			
5439	LANE, JOANMARIE G	1012706	2706	530.60	0.00			
5476	LANGSTAFF, JOSEPH R	1015012	5012	1,155.62	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	815.40	0.00			
6089	LARKIN, JOSHUA B	1016800	6800	2,212.20	0.00			
6132	LARSEN, JESSE F	1010610	0610	0.00	0.00			
5771	LARSON, DEBORAH R	1012004	2004	836.65	0.00			
1784	LAWLOR, LINDA L	1012705	2705	4,092.78	0.00			
5045	LAZANEO, GALIN J	2563038	3201	2,048.85	0.00			
4365	LEAGUE, TYSON D	1010500	0500	3,724.58	0.00			
5159	LECK, AUSTIN M	1012512	2512	2,836.27	0.00			
5093	LEDEZMA RUBIO, AZUCENA	1016800	6800	1,624.38	0.00			
3017	LEE, KIPLAN M	1012014	2014	1,555.04	0.00			
3036	LEET, KAREN L	1013012	3012	2,883.45	0.00			
5672	LEWIS, JERRED S	2563038	3038	1,618.22	0.00			
5697	LEWIS, ROBERT D	5103201	3702	1,598.84	0.00			
4684	LIEBESPECK, PATTI A	1015005	5005	2,325.02	0.00			
2783	LINSCOTT, JEFF F	1012512	2512	4,451.61	0.00			
3926	LIVESAY, APRIL G	1015005	5005	1,693.29	0.00			
5649	LLAMAS CRUZ, ALEXANDRA	1015055	5055	269.57	0.00			
4544	LOBATO MELGAREJO, CRISTIN	1014700	4300	2,023.81	0.00			
3512	LOCATELLI, RONALD G	1012014	2014	3,811.39	0.00			
5875	LOHMAN, KARLI S	1012013	2013	1,689.15	0.00			
6120	LONON, TINA R	2503040	3012	356.00	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
952	LOPEZ, JULIO A	1014300	4300	2,838.32	0.00			
5666	LOPEZ, MARTHA	1016800	6800	1,286.78	0.00			
6131	LOPEZ, MELISSA A	1015057	5057	0.00	0.00			
6056	LOVEJOY, MARENNA K	2545047	5047	2,165.95	0.00			
2870	LOWE, CRAIG E	1012011	2011	5,604.87	0.00			
5908	LOWE, DANIELLE W	1013015	3012	1,664.96	0.00			
4787	LOYOLA, DANIEL A	2752005	2005	3,211.16	0.00			
3719	LOYOLA, ISRAEL S	1012012	2012	3,290.17	0.00			
5698	LUCAS, EMMA J	1015057	5057	796.22	0.00			
5852	LUCAS, KATE E	1015057	5057	902.86	0.00			
1772	LUIS, KRISTIN N	1014700	4700	4,432.43	0.00			
6087	LUMMEL, ALAN P	1012014	2014	2,414.77	0.00			
6104	LUNDIN, EMILY L	1012013	2013	1,507.90	0.00			
3549	LUTU, JAMES S	1012706	2706	1,963.94	0.00			
3682	MACAULEY, LINDA K	7407200	7200	1,592.75	0.00			
5388	MACIAS, BRANDON K	1013034	3034	1,708.98	0.00			
5053	MACIAS, CASSANDRA J	1010213	0213	1,574.90	0.00			
4555	MACIAS, EDGAR	1012705	2705	2,625.96	0.00			
5824	MACIAS, JOSE C	1012014	2014	2,649.82	0.00			
5535	MACISAAC, LISA P	1013012	3012	1,999.48	0.00			
5572	MADRID, CARLOS A	2752505	2505	2,622.33	0.00			
6023	MAFFEI, BRADLEY J	1012014	2014	2,089.97	0.00			
5685	MANZO, HEATHER R	1011425	1425	2,840.92	0.00			
2010	MARCH, RACHEL M	1016200	6200	2,215.39	0.00			
6008	MARION, ROBERT G	1010710	0710	2,544.27	0.00			
6031	MARQUEZ, KRISTEN N	1012013	2013	2,259.14	0.00			
4958	MARQUEZ-MONTALVO, RAMON M	1012011	2011	4,140.88	0.00			
1726	MARSHALL, ADA D	5800714	0704	1,743.49	0.00			
5994	MARTEL, SARA A	1016200	6200	1,548.06	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	1,646.31	0.00			
3128	MARTIN, ELIZABETH A	1012011	2011	2,052.11	0.00			
5954	MARTIN-MERRITT, CHAZ R	5603025	3025	2,102.32	0.00			
5980	MARTINEZ, ANNA J	1012014	2014	2,440.03	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	3,164.69	0.00			
2446	MASON, CHRISTOPHER J	1012512	2512	12,547.66	0.00			
4216	MASON, JENNIFER L	5103201	3201	2,777.33	0.00			
5953	MATHIS, CHERIE P	1016200	6200	338.71	0.00			
5847	MATSON, MONICA N	1015057	5057	522.71	0.00			
4587	MAURER, TREY U	1015060	5060	603.54	0.00			
6058	MAYOTTE, IVAN J	1012545	2545	1,191.68	0.00			
1731	MAYS, BRIAN M	1012012	2012	0.00	0.00			
1577	MAYS III, EARL A	1012014	2014	4,046.98	0.00			
5763	MCCREARY, MEGAN A	1012014	2014	1,818.94	0.00			
3577	MCDONALD, THOMAS D	1012012	2012	2,702.65	0.00			
5906	MCFADDEN, JONAH	1016200	6200	1,354.92	0.00			
3520	MCMAHON, ERIN M	1012011	2011	3,304.00	0.00			
5873	MCWILLIAMS, CODY J	1012515	2515	2,906.88	0.00			
4068	MEAD, GAGE M	2752005	2005	3,278.05	0.00			
4500	MELGAREJO, SUSANA E	1016853	6800	1,405.16	0.00			
5785	MELGAREJO-LARA, JESSICA	1016574	6574	1,141.91	0.00			
2893	MENDOZA, BRIAN P	1012014	2014	2,065.77	0.00			
4928	MENENDEZ, ANDREW S	1015057	5057	1,866.14	0.00			

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ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5829	MENJIVAR, MARIA E	1016853	6800	2,686.60	0.00			
6112	MERIDETH, JENNIFER J	1010610	0610	4,068.04	0.00			
5996	MERRELL, DANIEL L	1016200	3034	546.30	0.00			
1545	MERRITT, MATTHEW P	1012512	2512	6,302.59	0.00			
5511	MERRITT, NANCY L	1012505	2505	1,354.74	0.00			
5431	MESSMANN, EMILY A	1015057	5057	961.45	0.00			
4944	METZLER CURRY, LYNDSY A	1010500	0500	2,037.21	0.00			
3727	MEYER, CECILIA A	5800704	0704	2,589.42	0.00			
5099	MEZA MARQUEZ, ANGEL L	1012014	2014	2,744.87	0.00			
5553	MICHAEL, CHRISTOPHER G	1015059	5059	266.85	0.00			
5274	MICHAEL, MOBBY T	1012706	2706	1,866.14	0.00			
5973	MIDDLETON, KELLY E	1014700	4700	1,394.68	0.00			
4420	MIERAS, TAYLOR M	1012014	2014	3,672.76	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	11,689.45	0.00			
3741	MILES, SALLYANNE L	1016800	6800	1,081.63	0.00			
2667	MILLER, THOMAS T	1014700	4700	2,672.19	0.00			
4312	MILLS, ALANA N	1010705	0705	2,127.65	0.00			
5576	MILLS, HOPE M	1010212	0212	2,296.81	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	1,007.09	0.00			
5924	MOHR, DAVID A	1010300	0300	196.67	0.00			
5419	MOHR, JUDITH M	1013904	3904	1,348.02	0.00			
5945	MONTIEL, SHARON E	1016854	6800	2,185.70	0.00			
4950	MONTOYA III, JULIAN M	1014700	4700	2,626.39	0.00			
4702	MOORE, CORY M	5603025	3025	2,387.72	0.00			
3443	MOORE, JASON	2563038	3038	2,032.70	0.00			
5290	MOORE, MONICA R	1015055	5055	215.85	0.00			
5668	MOORE, ROD T	1010500	0500	445.70	0.00			
5773	MORA, OMAR	1015012	5012	1,156.55	0.00			
5888	MORALES, JOCELYNN	1012706	2706	1,700.82	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	706.61	0.00			
5678	MORELLI, PHILLIP L	5603025	3025	2,210.06	0.00			
4620	MORENO-BRAVO, BRYAN	5103201	3201	2,286.09	0.00			
6079	MORGAN, ADDISON Y	1015057	5057	316.52	0.00			
5209	MORGAN, WALKER D	1015055	5055	392.47	0.00			
5755	MORO, MICHAEL T	1012014	2014	2,045.56	0.00			
5291	MORRILL, DOUGLAS F	1010500	0500	337.29	0.00			
5960	MORRIS, BROOKE R	1012706	2706	1,627.72	0.00			
5626	MORRIS, JAMES D	1013012	3012	2,128.80	0.00			
5967	MORRIS, MARLA L	1012005	2005	91.05	0.00			
5855	MORWAY, LEIF E	1015055	5055	39.58	0.00			
5304	MOSES, SIERRA J	5103201	3201	2,152.12	0.00			
2888	MOURNIGHAN, FRANK J	1012706	2706	3,188.92	0.00			
6085	MULLEN, GEOFFREY E	1013904	3904	1,900.47	0.00			
5577	MUNDY, SEAN R	1012017	2017	2,343.32	0.00			
6035	MURPHY, RACHEL L	1015057	5057	381.04	0.00			
5145	MURRAY, RAY D	5103201	3201	2,278.89	0.00			
5796	MURUATO, AIDA A	1014700	4700	1,935.67	0.00			
6028	NAVARRO, DAJARRAH P	1010300	0300	531.80	0.00			
3203	NAVARRO, DAVID A	1015012	5012	3,537.61	0.00			
5210	NAYLOR, JEAN-MARIE	1016200	6200	2,341.67	0.00			
3724	NEAGOS, MIHAELA	1010500	0500	3,503.32	0.00			
3639	NEDDENRIEP, DEBORAH L	7607050	3005	1,307.88	0.00			

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6036	NEELY-WOODS, MARY C	1016200	6200	2,613.77	0.00			
409	NEEP, REBECCA J	1012005	2005	1,630.40	0.00			
5470	NELLIS, ROBERT C	1013012	3012	4,107.93	0.00			
5854	NERSKA, ALEXANDRA K	1015055	5055	12.29	0.00			
5991	NEWELL, TAYLOR L	1015054	5054	0.00	0.00			
5986	NEWMAN, CHRISTOPHER R	1012706	2706	1,918.13	0.00			
5400	NICHOLAS, AUSTEN R	5203502	3502	1,913.85	0.00			
4802	NICHOLAS, COURTTNEY J	1013012	3012	2,559.25	0.00			
5759	NOBRIGA, DARIN A	1015056	5056	376.03	0.00			
2637	NOFTSKER, CHARLES A	2563038	3038	2,259.90	0.00			
5105	NORMAN, KELLY M	2503035	3012	2,609.14	0.00			
5142	NUNEZ, JOSE A	1012012	2012	2,928.91	0.00			
3075	NYBERG, KEVIN J	5012525	2525	4,769.26	0.00			
2784	O BRIEN, SCOTT T	1012512	2512	2,742.76	0.00			
5236	O'BRIEN, JACOB S	5012537	2537	1,583.73	0.00			
5844	OCHOA CARRILLO, MIRELLA	2756800	6800	229.45	0.00			
6116	ODGERS, CHARLES H	1010610	0610	4,618.92	0.00			
3414	OKEZIE, KIMBERLY A	1014300	4300	4,618.63	0.00			
5573	OKUMA, BRANDON W	1012512	2512	2,989.25	0.00			
5992	OLSON, GARRETT L	1016800	6800	2,259.12	0.00			
4340	OLSON, JASON L	1012011	2011	2,336.98	0.00			
5492	OLSON, KYLE T	5012525	2525	2,945.91	0.00			
2793	OLSON, STEVEN T	2752005	2005	4,235.80	0.00			
5481	OLVERA, CHELSEA	1015057	5057	986.32	0.00			
6024	OLVERA, SUSAN E	1012706	2706	1,627.33	0.00			
4747	ORAVETZ, LEE M	1016854	6800	2,565.84	0.00			
5921	ORDUNO, KRISTOPHER J	1015060	5060	1,734.99	0.00			
6082	ORTIZ FERNANDEZ, DENI A	1014700	4700	1,357.19	0.00			
5635	ORVALD, OWEN L	1015055	5055	305.25	0.00			
4081	OSTRANDER, MARY JANE A	1016574	6800	2,938.26	0.00			
5911	OWENS, DUSTIN J	1014700	4700	2,492.05	0.00			
5140	PACHECO, CESAR R	1012012	2012	2,131.11	0.00			
3411	PALAMAR, SEAN C	1012012	2012	2,850.40	0.00			
5947	PALOTAS, HAILEY M	1014700	4700	1,452.90	0.00			
5623	PAPKE, REBECCA K	1015057	5057	293.63	0.00			
5683	PAREDES-NIETO, ALFREDO	1012800	2800	1,678.48	0.00			
4879	PARKER, MYA A	1015057	5057	878.77	0.00			
6122	PARKS, RALPH L	1012800	2800	2,321.05	0.00			
5677	PARSONS, VICTORIA L	1016200	6200	327.78	0.00			
1524	PAULSON, NANCY M	1010600	0600	5,937.52	0.00			
3457	PECK, KENNETH S	5103201	3201	2,242.49	0.00			
5918	PEDERSEN, MICHELLE A	1010212	0212	218.52	0.00			
3348	PEDRINI, JONATHON J	1012512	2512	6,989.23	0.00			
6025	PEDRINI, RENEE A	1012005	2005	1,415.34	0.00			
6052	PEDRINI, ZANE A	1012545	2545	1,051.77	0.00			
6124	PENCE, MICHAELA D	1012004	2004	0.00	0.00			
4558	PENDRAGON, BRUCE	1012012	2012	2,932.04	0.00			
4933	PEQUEEN, AMANDA M	5103201	3201	2,413.24	0.00			
6115	PEREA, RICHARD R	1012800	2800	733.85	0.00			
5636	PEREZ ROJAS, SUMMER	1015055	5055	468.44	0.00			
5587	PETERSON, BRYCE M	1015055	5055	132.20	0.00			
4974	PETERSON, CASEY C	1012706	2706	927.58	0.00			

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4543	PETERSON, CLAYTON T	1012512	2512	3,313.57	0.00			
5107	PETERSON, DAVID C	7407200	7200	4,353.67	0.00			
4020	PETERSON, DUSTIN J	1012512	2512	5,154.07	0.00			
5262	PETERSON, EVAN H	1015055	5055	13.65	0.00			
5466	PETERSON, KAILA N	1014700	4700	513.71	0.00			
3927	PETRI, TONYA J	1013012	3012	1,735.56	0.00			
3076	PETTY, CORY E	1012512	2512	3,257.41	0.00			
5119	PHAY, NICOLE D	1010216	0216	1,216.31	0.00			
4880	PHILIPPI, ALEXIS J	1010600	0600	1,319.24	0.00			
6017	PHILLIPS, DIANE G	1012005	2005	1,486.91	0.00			
6027	PHIPPS, REBECCA J	1010701	0701	2,257.81	0.00			
4444	PICKEL, LANE A	5203502	3502	1,714.23	0.00			
3834	PIER, CAMERON M	5103201	3702	2,887.46	0.00			
6041	PINO, ROBERT J	1011430	1425	536.79	0.00			
1104	PLATT, JOHN F	1013012	3012	2,261.66	0.00			
4616	PONCE, ALONDRA C	1012800	2800	1,494.32	0.00			
6102	PONCE, MIRIAN C	1014700	4700	627.43	0.00			
189	POPE, RICHARD D	1012012	2012	3,201.97	0.00			
5655	PORRAS, JASON M	1012705	2705	2,969.24	0.00			
5925	PORTER, LILY A	1012013	2013	1,300.06	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,659.06	0.00			
5977	POWELL, KATHERINE E	1010300	0300	1,517.07	0.00			
5680	PRESSWOOD, KRISTOPHER L	1014700	4700	2,350.04	0.00			
5834	PRICE, CALEB J	5203502	3502	1,305.89	0.00			
2822	PRICE, RHONDA L	1010400	0400	1,456.87	0.00			
4209	PRICE, SHELBY L	1012515	2515	1,669.44	0.00			
5647	PRIETO, YVONNE J	1014700	4700	1,729.24	0.00			
938	PRIMKA, JAMES W	1012004	2004	4,803.85	0.00			
5850	PRIMKA, NATHAN J	1012014	2014	2,167.91	0.00			
4594	PRUYT, GARRIT S	1010500	0500	5,003.64	0.00			
5936	PULLEN, HAILEY R	1010213	0213	1,388.04	0.00			
2255	PULLEN, JEFF J	1012012	2012	3,568.57	0.00			
6091	PURYEAR, HOUSTON S	1015055	5055	205.46	0.00			
3914	QUILICI, DONALD A	2563038	3038	437.04	0.00			
5579	QUINTERO, MASON R	1015012	5012	1,055.61	0.00			
5720	RAISOR, KELLY J	2086550	6800	678.40	0.00			
3413	RAMOS, CHRISTOPHER L	1012014	2014	3,156.76	0.00			
5500	RANDOL, DUSTIN A	1012014	2014	2,510.45	0.00			
5364	RASOR, ANDREW J	1010300	0300	2,481.54	0.00			
4887	RATTI, ANIL K	5012525	2525	5,555.95	0.00			
4959	RAUB, MAKAYLA A	1012017	2017	2,310.56	0.00			
6125	RAY, MACKENZI D	1011425	1425	0.00	0.00			
5769	REDDICK, ETHAN T	2752505	2505	5,018.08	0.00			
4397	REDWINE, NICHOLAS A	1013012	3012	2,245.08	0.00			
4535	REECE, DANIEL J	1012018	2018	2,991.70	0.00			
5776	REECE, KATHARYN E	1016852	6800	2,739.61	0.00			
2808	REED, RONALD J	1013034	3034	3,122.73	0.00			
5116	REESE, TODD E	1010500	0500	2,725.59	0.00			
5038	REGALADO, DANIEL R	1012012	2012	2,741.27	0.00			
3410	REID, JERAD M	5203502	3502	1,674.92	0.00			
5790	REID, KALEB J	1013034	3034	1,365.46	0.00			
5069	RENDINELLI, MARK A	5103201	3201	966.49	0.00			

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3027	RESECK, LENA E	1011425	1425	2,036.85	0.00			
5393	RESNICK, RACHELLE M	1010500	0500	2,668.63	0.00			
5406	REW, DENNIS J	5103201	3702	2,321.87	0.00			
3831	REYNA, KELLY J	5203502	3502	3,122.79	0.00			
5349	REYNA, KRISTINA L	5700706	0705	2,265.07	0.00			
5323	REYNOSO, JACK B	5012525	2525	2,156.52	0.00			
5692	RICE, ANDREW W	1010710	0710	3,707.78	0.00			
5909	RICE, CECILIA B	1011425	1425	1,645.64	0.00			
5473	RICE, RANDALL C	1013012	3012	3,028.17	0.00			
5866	RICHARDS, ERNEST H	1015055	5055	181.79	0.00			
3289	RICHARDSON, NATHAN	5203502	3502	2,257.96	0.00			
3345	RIGGIN, DARIN G	1012012	2012	5,060.93	0.00			
4256	RIGGIN, KEVIN R	1012706	2706	1,848.20	0.00			
5518	RIKALO, ROBERT P	1012013	2013	389.40	0.00			
4776	RIOUX, CARI C	2756800	6800	1,611.18	0.00			
6053	RIVAS, JOSE M	1012545	2545	911.85	0.00			
2307	RIVERA, CHRISTOPHER P	1012014	2014	4,727.08	0.00			
5778	ROBBINS, PARIS L	1015055	5055	535.73	0.00			
5405	ROBBINS, PAUL G	1012012	2012	2,609.79	0.00			
5950	ROBERTS, TARYN R	1013015	3012	1,530.98	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	3,424.60	0.00			
5887	ROBERTSON, KELLY R	1016200	6200	1,751.02	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	634.43	0.00			
5256	ROBINSON, GREGORY E	5012525	2525	3,487.69	0.00			
5912	ROBINSON, MAX G	7607050	3005	1,947.84	0.00			
5436	RODRIGUEZ, DELIA A	1012012	2012	1,417.41	0.00			
5531	RODRIGUEZ, MARILU J	1016800	6800	878.61	0.00			
5820	ROEFER, FREDERICK A	1012545	2545	679.34	0.00			
6076	ROQUE-ORTEGA, MALIYAH A	1015055	5055	609.80	0.00			
5504	ROSAS, HESED S	1016800	6800	1,296.12	0.00			
5867	ROSELIUS, ERICA L	2503040	3012	290.64	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	1,949.01	0.00			
6000	ROSENTHAL, MELISSA A	1010500	0500	3,632.15	0.00			
6114	RUCKER, WALTER G	1015059	5059	344.17	0.00			
5642	RUGAMA MEZA, STEFANY	1016200	6200	235.59	0.00			
3146	RUIZ, HAZEL P	2756800	6800	1,758.99	0.00			
3934	RUSSELL-BENABOU, SHERI M	1010701	0701	5,037.50	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	1,208.26	0.00			
4953	RYAN, PETER J	1012512	2512	2,342.85	0.00			
3434	RYBA, JUSTIN M	1012800	2800	2,453.83	0.00			
4255	SALANOA, JAMES T	1010600	0600	2,468.39	0.00			
6086	SALERNO, ETHAN C	1010710	0710	1,421.42	0.00			
3994	SALOGGA, MICHAEL J	2151500	1500	2,677.48	0.00			
4962	SAMANIEGO, CHARMAINE F	1015057	5057	0.00	0.00			
5767	SANCHEZ, KRISTIN A	1015005	5005	1,638.18	0.00			
5483	SANCHEZ, PATRICIA G	1013034	3034	1,347.74	0.00			
5896	SANDAGE, DANIELLE N	1012014	2014	1,815.86	0.00			
5177	SANDSTROM, KASSIE B	1016200	6200	1,340.63	0.00			
5876	SANNES, AUSTIN E	1013034	3034	1,408.74	0.00			
6010	SANTIAGO, JENNIFER L	1010500	0500	629.39	0.00			
4264	SAPOSNEK, JEREMY M	1010400	0400	2,147.85	0.00			
5913	SATTLER, DANIELLE M	1015012	5012	1,856.57	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230818 **PAY PERIOD: 07/28/2023 TO 08/10/2023** **CHECK DATE: 08/18/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2785	SAUNDERS, SAMUEL B	1012512	2512	2,668.21	0.00			
6014	SAWAMURA, SCOTT K	1016800	6800	2,389.73	0.00			
5934	SAWKO, ELI M	5203502	3502	1,370.52	0.00			
75	SAYLO, RAYMONT C	1012004	2005	68.28	0.00			
5766	SCANLAND, JENNIFER L	1015055	5055	30.20	0.00			
5425	SCARBROUGH, ROBERT J	1013904	3904	1,676.17	0.00			
5126	SCHAMBRA, CATHERINE G	7607050	3005	2,163.97	0.00			
5794	SCHELLHAMMER, TYLER F	2752505	2512	3,459.73	0.00			
5862	SCHMELZER, ETHAN M	1015055	5055	89.00	0.00			
5287	SCHMIDT, NIKKI D	1010400	0400	646.45	0.00			
5805	SCHMITZ, JEFFREY D	1015055	5055	36.87	0.00			
4741	SCHRECKENGOST, BRITTANY A	1012014	2014	1,671.78	0.00			
4870	SCHRECKENGOST, LESLEY	1012705	2705	1,557.34	0.00			
6099	SCHROEDER, SONIA R	1016800	6800	1,326.89	0.00			
3048	SCHUELLER, LORA M	1010300	0300	417.91	0.00			
5526	SCHUETTE, LISA G	1010100	0100	877.82	0.00			
3678	SCHULZ, DARREN L	1013012	3012	5,494.95	0.00			
4378	SCHULZ, RAYMOND J	5103201	3702	1,724.85	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	3,606.53	0.00			
5103	SERRANO, KIMBERLY K	1014700	4700	1,855.95	0.00			
4615	SEWELL, JAZMYN D	1012706	2706	2,086.85	0.00			
5404	SHADRON, BILLIE J	1014700	4700	2,743.04	0.00			
6123	SHAFFER, MASON L	2563038	3038	1,383.57	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	2,516.63	0.00			
4035	SHINE, NOLAN J	1012512	2512	1,241.62	0.00			
4545	SHULL, DENISE A	5012525	2525	1,575.95	0.00			
5940	SILVA, SHANNON D	1010400	0400	2,429.35	0.00			
5956	SIMMONS, EVA M	1010701	0701	1,520.15	0.00			
4387	SIMPSON, NICHOLAS G	1012012	2012	2,274.32	0.00			
5180	SINGH-LUEDTKE, OMATTIE	1010701	0701	2,625.46	0.00			
5835	SINGLETON, AMANDA N	1013012	3012	2,014.83	0.00			
4509	SMITH, KYLE A	1012014	2014	3,154.86	0.00			
2985	SMITH, MATTHEW R	1012012	2012	6,218.03	0.00			
5194	SMITH, PETER W	1010500	0500	3,747.68	0.00			
6059	SMITH, RAVYN C	1015057	5057	316.52	0.00			
5029	SMITH, ROBERT G	1010500	0500	2,346.81	0.00			
5985	SNYDER, JACK K	1015055	5055	55.56	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	2,057.17	0.00			
5939	SOLIS, LENETTE M	1010500	0500	1,397.77	0.00			
5639	SORENSON, ILSE S	1015055	5055	409.90	0.00			
5645	SOULE, DEBRA J	7407254	7200	1,487.39	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2014	5,867.11	0.00			
4983	STAFFEN, LAUREN M	2756800	6800	2,007.78	0.00			
6072	STEELE, JOSEPH E	2545047	5047	1,210.53	0.00			
5085	STEVENS-HUGHES, MICHAEL A	1013034	3034	1,472.03	0.00			
4410	STEVENSON, JAMIE D	1010701	0701	2,791.33	0.00			
3902	STOFFER, JENNIFER A	1012017	2017	2,995.69	0.00			
4311	STONE, JONATHAN M	1012011	2011	2,707.18	0.00			
5585	STONE, MARLINA M	1012800	2800	4,269.12	0.00			
6045	STOOPS, DAVID J	1012545	2545	1,229.51	0.00			
5650	STOVALL, STEVEN M	1013904	3904	1,998.71	0.00			
4212	STRUBLE, ALISHA C	1015055	5055	62.94	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230818 **PAY PERIOD: 07/28/2023 TO 08/10/2023** **CHECK DATE: 08/18/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5930	STUERZL, JACOB F	5103201	3201	2,106.13	0.00			
4619	SULLIVAN, HOPE V	1011425	1425	3,371.16	0.00			
5316	SWANSON, MICHAEL L	1010710	0710	3,315.78	0.00			
4422	SWIFT, HALEY C	1016200	6200	1,795.90	0.00			
5509	TANNER, LAWRENCE M	1013904	3904	1,422.27	0.00			
6043	TEMEN, MARK N	1013012	3012	1,921.30	0.00			
6044	TERNES, NATHAN D	5203502	3502	1,434.99	0.00			
6094	TEST, JOHN J	1015055	5055	247.12	0.00			
3246	THICKE, MICHAEL R	5203502	3502	4,096.02	0.00			
6016	THIEDE, DIANNA E	1010216	0216	357.92	0.00			
4618	THOMAS, DAVID C	1015012	5012	1,544.87	0.00			
6080	THOMAS, JEFFREY M	1010710	0710	2,779.83	0.00			
6038	TIEARNEY, CHANDLER D	1013034	3034	1,656.30	0.00			
1000	TIEARNEY, JUSTIN C	1013012	3012	2,733.54	0.00			
5751	TIEARNEY, KATIE A	1013012	3025	1,303.11	0.00			
5515	TIGNAC, JACOB W	2752505	2505	6,881.88	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	2,378.65	0.00			
1551	TORRES, BRENDA L	1014700	4700	512.14	0.00			
5644	TORRES, FRANCISCO	1012011	2011	2,879.18	0.00			
4836	TORRES, KATE M	1015055	5055	382.57	0.00			
4981	TORRES, SAMANTHA M	1012014	2014	3,866.89	0.00			
5043	TOUPS, EMILY A	1010216	0216	1,284.28	0.00			
5469	TRAPP, NATHAN P	1012012	2012	2,386.08	0.00			
5115	TREMAINE, TY W	1012512	2512	2,998.06	0.00			
5566	TRIPP, JONATHAN A	1012012	2012	4,231.51	0.00			
3461	TRIPP, KIMBERLY L	1012017	2017	2,494.96	0.00			
2291	TROTTER, JOE C	1012011	2011	2,786.21	0.00			
6029	TRUMBLE, MEGAN L	1012005	2005	1,517.24	0.00			
2613	TSCHETTER, MARTHA A	1012014	2014	3,534.24	0.00			
3219	TUCKER, MORGAN H	1012012	2012	3,482.51	0.00			
5560	TULLY, ADAM Q	1010500	0500	4,226.76	0.00			
5567	TURRELL, CHRISTOPHER H	1015059	5059	556.41	0.00			
4926	TUSHBANT, JEROME S	1012004	2004	4,663.71	0.00			
6128	UNG, MICHAEL J	1014700	4700	0.00	0.00			
4659	URBAN, ANDREA C	1015055	5055	1,180.06	0.00			
5498	VAIRO, KAITLIN N	1016853	6800	1,606.30	0.00			
4765	VALDES, JOSHUA O	1012014	2014	2,236.86	0.00			
5889	VALOROSI, PATRICIA L	1010500	0500	1,014.79	0.00			
5864	VAN UNEN, ANNETTE N	1012004	2005	697.74	0.00			
5130	VANBEUGE, BRENDON D	1012014	2014	1,167.94	0.00			
5437	VANBEUGE, JACOB D	1012014	2014	2,560.88	0.00			
6117	VANOOIJEN, WILHELM M	1013012	3012	2,189.87	0.00			
5819	VASENDEN, SAMANTHA N	2752505	2545	6,295.56	0.00			
5949	VASQUEZ, JONATHON J	1012014	2014	2,109.15	0.00			
5851	VIEIRA, LAUREN M	1012017	2017	2,591.03	0.00			
4219	VIGLIETTA, ANTHONY W	1012012	2012	2,981.68	0.00			
4773	VILLAGRANA, PAOLA I	1012705	2705	2,715.71	0.00			
6057	VILLANUEVA, SERGIO IV	1015057	5057	460.95	0.00			
3643	WAKELING, EVELYN S	1014700	4700	2,219.92	0.00			
6113	WALKER, JOHN S	1010610	0610	4,068.04	0.00			
5770	WALKER, TYLER C	1015012	5012	1,143.73	0.00			
492	WALL, FRED	1012012	2012	5,832.38	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230818 **PAY PERIOD: 07/28/2023 TO 08/10/2023** **CHECK DATE: 08/18/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5929	WALL, TANNER J	2752505	2505	4,607.18	0.00			
6054	WALLACE, LOGEN K	5053702	3038	1,351.45	0.00			
5735	WALLACE, MICHAEL P	5103201	3201	1,515.06	0.00			
5799	WALLS, COREY J	5103201	3201	1,978.18	0.00			
5760	WALSH, MEGAN N	1016853	6800	1,396.70	0.00			
5955	WALTON, PEYTON M	1015054	5054	689.47	0.00			
5964	WANDLER, BRANDON D	1013904	3904	1,631.47	0.00			
6040	WARD, MONICA R	1013012	3012	1,643.23	0.00			
4508	WARNER, COURTNEY E	2151500	1500	4,002.30	0.00			
3794	WARREN, TAMAR S	1010212	0212	1,780.76	0.00			
4236	WARTGOW, SANDRA M	5012525	2525	2,979.16	0.00			
5067	WASS, GRANT H	1015056	5056	475.52	0.00			
4952	WASZKIEWICZ, BRET A	5012525	2525	2,535.49	0.00			
6096	WEAVER, DEVIN G	1013012	3012	934.95	0.00			
5335	WEAVER, JAKOB B	1012017	2017	2,537.17	0.00			
5581	WEIDNER, AMY C	1012014	2014	1,556.06	0.00			
5708	WEISS, KEVIN B	1010710	0710	2,269.76	0.00			
4287	WENTWORTH, NICHOLAS A	1015005	5005	2,249.55	0.00			
4502	WERNETT, JAMES A	1016200	6200	1,906.10	0.00			
5599	WETHERINGTON, CHASE R	2752505	2545	5,020.98	0.00			
5802	WEXLER, STUART B	7407205	7200	2,186.70	0.00			
4984	WHITAKER, JARED L	2545047	5047	1,563.95	0.00			
5816	WHITE, CARMEN E	1013034	3034	1,562.59	0.00			
4519	WHITE, HANS H	2563038	3201	2,399.15	0.00			
5540	WHITE, JEANNIE M	1013034	3034	1,721.49	0.00			
5522	WHITE, MAURICE E	1010100	0100	546.72	0.00			
5346	WIELE, BRYCE C	1010400	0400	1,704.88	0.00			
3866	WIESE, SHAWN L	5103201	3201	3,779.77	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	3,057.09	0.00			
5830	WILKINSON, MICHAEL R	1012515	2515	4,689.46	0.00			
5975	WILKINSON, NICHOLAS E	2756800	6800	1,749.70	0.00			
4744	WILLIAMSON, JENNIFER C	1012515	2515	3,188.70	0.00			
5607	WILLIARD, RIDGE L	1015060	5060	581.69	0.00			
5385	WILLIS, ROSALINDA B	1012004	2004	628.40	0.00			
4960	WILSON, DANIELLE R	1012017	2005	409.22	0.00			
5411	WILSON, HALEY M	1016200	6200	1,528.12	0.00			
4971	WISE, ALLEN W	1015056	5056	573.61	0.00			
3032	WISE, URIAH V	5203502	3502	1,746.61	0.00			
5538	WITTER, SCOTT M	5203502	3502	1,597.10	0.00			
5942	WOLFE, CODY A	5203502	3502	1,490.35	0.00			
4092	WOOD, GARY N	2563038	3038	1,967.72	0.00			
5757	WOOD, STEPHEN J	1010600	0600	2,546.63	0.00			
4432	WOODBURY, JASON D	1010500	0500	4,338.66	0.00			
5359	WURSTER, BETHANY M	1012012	2012	3,306.01	0.00			
5367	YANEZ-MONTIEL, NATHALIE M	1016800	6800	1,470.69	0.00			
623	YANG, WENDY E	1014700	4700	3,005.34	0.00			
2705	YASUMOTO, SYLVIA M	1010212	0212	1,470.68	0.00			
5684	YOST, JANELLE L	1010500	0500	605.56	0.00			
4601	YU, JENG DAW	1010500	0500	5,707.95	0.00			
5529	ZAMPIRRO, GRANT A	1012014	2014	1,857.46	0.00			
5275	ZAVALA, FRANK	1012706	2706	1,893.03	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230818 **PAY PERIOD: 07/28/2023 TO 08/10/2023** **CHECK DATE: 08/18/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
RECORD COUNT:	818	TOTAL		1,767,930.10	0.00			
		GRAND TOTAL		1,876,142.34	0.00			

** END OF REPORT - Generated by Amanda Fencl **

City of Carson City
CURRENT CHECK REGISTER - BIWEEKLY
WARRANT: 230818 07/28/2023 to 08/10/2023 CHECK DATE: 08/18/2023

EMP #	NAME	TYP	NET PAY	CHECK #	CHECK DATE	SPECIAL
5903	CHILDERS, SAVANNAH M	CK	547.87	000002732	08/18/2023	
6132	LARSEN, JESSE F.	CK	1,776.73	000002733	08/18/2023	
5361	DAVIS, MARIAH M.	CK	241.36	000002734	08/18/2023	
6081	LEWIS, ERIN M.	CK	964.63	000002735	08/18/2023	
6125	RAY, MACKENZI D.	CK	1,124.50	000002736	08/18/2023	
6124	PENCE, MICHAELA D.	CK	3,239.14	000002737	08/18/2023	
5993	SNIDER, SANDRA H.	CK	34.15	000002738	08/18/2023	
5988	CARTER, ROSE MONIQUE	CK	1,373.28	000002739	08/18/2023	
6101	ARELLANO, ABRAHAM A.	CK	2,356.30	000002740	08/18/2023	
5502	GROTH, GARY R.	CK	267.32	000002741	08/18/2023	
6130	BAKKEDAHL, JON M.	CK	1,811.31	000002742	08/18/2023	
6092	JONES, DAKOTA L.	CK	1,051.77	000002743	08/18/2023	
398	AIKINS, ALBERT P.	CK	437.04	000002744	08/18/2023	
3777	LEWIS, JOHN W.	CK	821.60	000002745	08/18/2023	
6129	HAMLIN, REBECCA M.	CK	692.26	000002746	08/18/2023	
405	LOPEZ, SYLVIA C.	CK	772.67	000002747	08/18/2023	
6128	UNG, MICHAEL J.	CK	1,237.48	000002748	08/18/2023	
6103	ZEMP, ALICE D.	CK	619.14	000002749	08/18/2023	
6063	HADJIGHASEMI, PARSA	CK	130.92	000002750	08/18/2023	
5991	NEWELL, TAYLOR L.	CK	775.98	000002751	08/18/2023	
6068	DAO, ELIZABETH T.	CK	148.00	000002752	08/18/2023	
6069	DAO, VICTORIA	CK	184.50	000002753	08/18/2023	
5874	DELANGE, SOFIA M.	CK	423.47	000002754	08/18/2023	
6074	DILLER, JAYLON P.	CK	53.10	000002755	08/18/2023	
5808	EBERLE-BRINSON, JANE	CK	51.26	000002756	08/18/2023	
5868	FRANCO, ABIGAIL K.	CK	190.41	000002757	08/18/2023	
5865	GAGEN, LEO S.	CK	384.56	000002758	08/18/2023	
5774	GOSSELIN, TODD A.	CK	349.20	000002759	08/18/2023	
6070	HEYDER, MAKALA M.	CK	540.08	000002760	08/18/2023	
6090	INGRAM, SYDNEY J.	CK	40.81	000002761	08/18/2023	
5788	KALLEY, EWAN F.	CK	24.58	000002762	08/18/2023	
6100	LAUGHLIN, SEAN C.	CK	229.38	000002763	08/18/2023	
5662	MUNOZ, BRENDIN C.	CK	393.90	000002764	08/18/2023	
6009	SCHARDT, GAGE M.	CK	353.22	000002765	08/18/2023	
5652	SERVICE, LORRELL S.	CK	263.12	000002766	08/18/2023	
5653	SERVICE, MICHAEL R.	CK	404.47	000002767	08/18/2023	
5899	SHIM, AUSTIN	CK	611.75	000002768	08/18/2023	
5667	TORRES-CRUZ, ANTON H	CK	189.07	000002769	08/18/2023	
5643	TURNER, ANNA K.	CK	110.04	000002770	08/18/2023	
6083	WACKER, MABEL P.	CK	123.41	000002771	08/18/2023	
6067	WARD, RONALD W.	CK	268.59	000002772	08/18/2023	
6042	AMBRIZ CABRERA, MARI	CK	708.95	000002773	08/18/2023	
5839	DAVIS, LAUREN R.	CK	447.29	000002774	08/18/2023	
5935	DOPP, MARINA A.	CK	307.31	000002775	08/18/2023	
5843	HOULE, EMILY K.	CK	843.16	000002776	08/18/2023	
5910	LEAZER, MACKENZIE J.	CK	442.50	000002777	08/18/2023	
6131	LOPEZ, MELISSA A.	CK	319.58	000002778	08/18/2023	
6126	MEDINA-ROJAS, KENIA	CK	473.23	000002779	08/18/2023	
6127	PEACHAY, CAMRYN S.	CK	365.70	000002780	08/18/2023	
4962	SAMANIEGO, CHARMAINE	CK	345.99	000002781	08/18/2023	
6062	KAUFMAN, NOLAN J.	CK	104.48	000002782	08/18/2023	
357	CARSON CITY SHERIFFS	CK	396.79	000002783	08/18/2023	
52	** TOTAL CHECK(S)		30,367.35			

City of Carson City
CURRENT CHECK REGISTER - BIWEEKLY
WARRANT: 230818 07/28/2023 to 08/10/2023 CHECK DATE: 08/18/2023

EMP #	NAME	TYP	NET PAY	CHECK #	CHECK DATE	SPECIAL

** END OF REPORT - Generated by Amanda Fencl **

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9980 DIRDEP$1 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	588.00	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	100.00	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	100.00	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	5.00	0.00			
5070	BECK, LYDIA M	7407201	7200	300.00	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	1.23	0.00			
3220	BOGGAN, JESSICA A	1014700	4700	125.00	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	250.00	0.00			
5204	BRISTOL, MARC D	1012512	2512	1,200.00	0.00			
760	BRUKETTA, MELANIE	1010705	0705	1,500.00	0.00			
4542	BURT, CAMERON M	1012512	2512	50.00	0.00			
5086	CARILLO, JAIME	1012012	2012	1,000.00	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	700.00	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	50.00	0.00			
4224	CHANEY, JOSHUA E	1012011	2011	300.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	0.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	2,000.00	0.00			
3631	COOPER, MATTHEW L	1012520	2520	100.00	0.00			
3285	CORTES, MAXINE	1014700	4700	135.00	0.00			
5966	DEMILLE, TRACIEE E	1012800	2800	200.00	0.00			
5891	DEVINE, IAN W	1010710	0710	720.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
4812	ESPINOZA, RAQUEL N	1010500	0500	750.00	0.00			
1507	FRY, CARL V	1012014	2014	2,400.00	0.00			
4540	GANGER, PAMALA A	1010701	0701	300.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	35.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4154	GREEN, COLE E	1012512	2512	500.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	50.00	0.00			
2782	HARNS, CHAD	1012512	2512	50.00	0.00			
3964	HUNT, BRENDA L	7607050	3005	500.00	0.00			
1474	HUNT, BRYON A	1012512	2512	20.00	0.00			
2842	JACKLETT, JAMES V	5103201	3201	100.00	0.00			
5269	JAMES, MARVIN R	1013015	3012	250.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,000.00	0.00			
6111	JUDGE, MARGARET A	1010610	0610	300.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	2,000.00	0.00			
4418	KIZER, JESSIE C	1012017	2017	50.00	0.00			
5161	KURLAND, ANA M	1016200	6200	30.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	25.00	0.00			
3017	LEE, KIPLAN M	1012014	2014	700.00	0.00			
3719	LOYOLA, ISRAEL S	1012012	2012	250.00	0.00			
1726	MARSHALL, ADA D	5800714	0704	30.00	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	50.00	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	250.00	0.00			
2893	MENDOZA, BRIAN P	1012014	2014	650.00	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	10.00	0.00			
5145	MURRAY, RAY D	5103201	3201	1,000.00	0.00			
5140	PACHECO, CESAR R	1012014	2014	400.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	3.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	300.00	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY
WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9980 DIRDEP$1 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3076	PETTY, CORY E	1012512	2512	5.00	0.00			
3834	PIER, CAMERON M	5103201	3702	777.00	0.00			
938	PRIMKA, JAMES W	1012004	2004	75.00	0.00			
4887	RATTI, ANIL K	5012525	2525	5.00	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,050.00	0.00			
5323	REYNOSO, JACK B	5012525	2525	600.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	5.00	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	1,650.00	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	450.00	0.00			
3146	RUIZ, HAZEL P	2756800	6800	20.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	450.00	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	500.00	0.00			
3678	SCHULZ, DARREN L	1013012	3012	500.00	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	167.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	367.30	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2014	100.00	0.00			
5585	STONE, MARLINA M	1012800	2800	150.00	0.00			
6043	TEMEN, MARK N	1013012	3012	1,000.00	0.00			
1000	TIEARNEY, JUSTIN C	1013012	3012	1,020.00	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	500.00	0.00			
1551	TORRES, BRENDA L	1014700	4700	1,500.00	0.00			
5043	TOUPS, EMILY A	1010216	0216	150.00	0.00			
3461	TRIPP, KIMBERLY L	1012017	2017	50.00	0.00			
2613	TSCHETTER, MARTHA A	1012014	2014	500.00	0.00			
3219	TUCKER, MORGAN H	1012012	2012	325.00	0.00			
5130	VANBEUGE, BRENDON D	1012014	2014	100.00	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	100.00	0.00			
	RECORD COUNT: 80	TOTAL		34,268.53	0.00			

DEDUCTION: 9981 DIRECT DEPOSIT AMT 2

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5070	BECK, LYDIA M	7407201	7200	300.00	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	500.00	0.00			
4599	CLARK, ROBIN M	1014300	4300	1,000.00	0.00			
4106	COOLEY, RICKY D	1013012	3012	1,000.00	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	50.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	25.00	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	100.00	0.00			
3488	HERRING, ANNA C	1010500	0500	100.00	0.00			
1474	HUNT, BRYON A	1012512	2512	975.00	0.00			
1386	JENNINGS, TAMI D	1015055	5055	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	800.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	450.00	0.00			
3075	NYBERG, KEVIN J	5012525	2525	1,100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	300.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
3076	PETTY, CORY E	1012512	2512	340.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,924.07	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9981 DIRDEP$2 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	125.00	0.00			
4035	SHINE, NOLAN J	1012512	2512	1,600.00	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	150.00	0.00			
	RECORD COUNT: 22	TOTAL		11,439.07	0.00			

DEDUCTION: 9982 DIRECT DEPOSIT AMT 3

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3200	DUQUE-JONES, CHARLINE A	1010300	0300	300.00	0.00			
2593	GONZALES, DANIEL G	1012004	2004	2,250.00	0.00			
2605	GONZALES, MELIAH H	1014700	4700	250.00	0.00			
1474	HUNT, BRYON A	1012512	2512	820.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	100.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	250.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
3076	PETTY, CORY E	1012512	2512	500.00	0.00			
5473	RICE, RANDALL C	1013012	3012	150.00	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	125.00	0.00			
	RECORD COUNT: 10	TOTAL		4,845.00	0.00			

DEDUCTION: 9983 DIRECT DEPOSIT AMT 4

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	100.00	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	25.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	150.00	0.00			
1731	MAYS, BRIAN M	1012012	2012	2,755.00	0.00			
4974	PETERSON, CASEY C	1012706	2706	100.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	250.00	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	436.00	0.00			
	RECORD COUNT: 7	TOTAL		3,816.00	0.00			

DEDUCTION: 9984 DIRECT DEPOSIT AMT 5

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	75.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	50.00	0.00			
5466	PETERSON, KAILA N	1014700	4700	100.00	0.00			
	RECORD COUNT: 3	TOTAL		225.00	0.00			

DEDUCTION: 9985 DIRECT DEPOSIT AMT 6

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	25.00	0.00			
	RECORD COUNT: 1	TOTAL		25.00	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9986 DIRDEP$7 LOC RANGE: ALL
ORG RANGE:

DEDUCTION: 9986 DIRECT DEPOSIT AMT 7

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	6.00	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	800.00	0.00			
	RECORD COUNT: 2	TOTAL		806.00	0.00			

DEDUCTION: 9990 DIRECT DEPOSIT PER 1

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4548	BAILEY, RYAN R	1012512	2512	1,021.04	0.00			
4961	BARBER, FAITH M	2756574	6800	436.86	0.00			
6073	BASAK, GABRIEL W	1015055	5055	3.69	0.00			
5968	BUMA, RICHARD W	2752800	2800	473.41	0.00			
5196	BURR, LUCAS P	1010500	0500	585.65	0.00			
4279	COOK, CRAIG A	1012512	2512	230.22	0.00			
5467	CROWLEY, JOSEPH J	1013904	3904	949.51	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	231.38	0.00			
5712	DAWSON, CHRISTIAN D	1012012	2012	352.15	0.00			
1500	DOYAL, BRIAN A	1013012	3012	1,187.07	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	755.53	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	25.24	0.00			
6030	GALEANO, BIANCA J	1010400	0400	38.96	0.00			
2372	GAULT, JASON A	1012012	2012	614.31	0.00			
2396	GOMES, DANIEL A	1012012	2012	3,687.06	0.00			
2593	GONZALES, DANIEL G	1012004	2004	18.24	0.00			
2605	GONZALES, MELIAH H	1014700	4700	340.26	0.00			
5502	GROTH, GARY R	2752505	2512	180.53	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	2,960.98	0.00			
3646	JAMES, EDWIN D	7607050	3005	577.53	0.00			
5803	KEY, MICHAEL T	5603055	3201	137.33	0.00			
1731	MAYS, BRIAN M	1012012	2012	1,628.83	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	671.40	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	706.61	0.00			
4699	PEEK, CODY R	1012800	2800	153.23	0.00			
5587	PETERSON, BRYCE M	1015055	5055	35.75	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	182.60	0.00			
5517	RICHARDS, GREGORY T	1012512	2512	2,185.22	0.00			
5934	SAWKO, ELI M	5203502	3502	76.01	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	286.55	0.00			
4785	SLAMON, SEAN P	1012505	2505	1,340.65	0.00			
	RECORD COUNT: 31	TOTAL		22,073.80	0.00			

DEDUCTION: 9991 DIRECT DEPOSIT PER 2

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5927	BAKER, RYAN W	2752505	2505	1,371.49	0.00			
4279	COOK, CRAIG A	1012512	2512	3,058.69	0.00			
2780	FRIEDLANDER, JEFFREY M	1012512	2512	2,498.77	0.00			
2396	GOMES, DANIEL A	1012012	2012	650.66	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY
WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9991 DIRDEP%2 LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
2593	GONZALES, DANIEL G	1012004	2004	1,805.55	0.00			
2605	GONZALES, MELIAH H	1014700	4700	1,928.14	0.00			
5090	HUMMEL, ANDREW M	5103201	3201	1,973.98	0.00			
3646	JAMES, EDWIN D	7607050	3005	4,235.21	0.00			
4699	PEEK, CODY R	1012800	2800	2,911.29	0.00			
4778	QUEZADA, CAMERON M	2563038	3038	1,643.38	0.00			
4785	SLAMON, SEAN P	1012505	2505	4,021.95	0.00			
	RECORD COUNT: 11	TOTAL		26,099.11	0.00			

DEDUCTION: 9999 DIRECT DEPOSIT NET

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3230	AAKER, NICOLA J	1016800	6800	3,943.36	0.00			
5674	ABELLA, FRANK K	1010710	0710	5,151.49	0.00			
2612	ACOSTA, SALVADOR	5800714	0704	4,473.94	0.00			
5570	ADAMS, JOSHUA N	2752505	2505	3,539.27	0.00			
2007	ADAMS, KIMBERLY D	1010400	0400	2,691.24	0.00			
2412	AGRELLA, KEVIN T	5203502	3502	2,250.25	0.00			
6097	AGUILAR, MARTHA A	1012013	2013	1,622.73	0.00			
4982	AKERS, CAROLINA E	1010620	0720	2,785.64	0.00			
5395	ALBARRAN-LOZANO, MIGUEL A	1012705	2705	2,322.98	0.00			
2272	ALBERTSON, ERICK J	1013034	3034	2,340.86	0.00			
5568	ALCANTAR, ALEXANDER S	1010710	0710	2,580.82	0.00			
3338	ALEGRIA, VANESSA C	1014700	4700	2,240.37	0.00			
4120	ALLEN, KATHLEEN A	1013012	3012	2,353.79	0.00			
4552	ALLEN, VICKI-DAWN R	1012705	2705	1,916.21	0.00			
6047	ALTRINGER, CAMDEN M	1012545	2545	1,212.67	0.00			
1581	AMUNDSON, ROBERT C	2563038	3038	1,883.58	0.00			
3937	ANDERSON, DARREN S	1013012	3012	3,644.67	0.00			
4442	ANDERSON, WILLIAM D	1015012	5012	1,437.78	0.00			
6064	AQUINO, JULIA B	1015055	5055	133.86	0.00			
2474	ARAMBURU, DIEGO F	1012512	2512	5,873.18	0.00			
5488	ARDINGER, ROBERT J	5012525	2525	3,549.37	0.00			
6101	ARELLANO, ABRAHAM A	1012014	2014	1,914.29	0.00			
5064	ARGUST, RYAN F	5203502	3502	2,876.11	0.00			
3931	ARMSTRONG, THOMAS R	1014700	4700	5,300.31	0.00			
5696	ARNOLD, WENDY J	1015005	5005	308.66	0.00			
5266	ARRISON, CHRISTOPHER R	1012012	2012	2,632.67	0.00			
4872	ARTAM, NICHOLAS	1015059	5059	1,666.14	0.00			
2946	ASHLEY, FRANCES M	2756800	6800	2,005.24	0.00			
2668	ATTASHIAN, RAFFI P	1012512	2512	6,375.30	0.00			
2097	AUNKST, MIA G	1015055	5055	276.50	0.00			
4598	AURAND, DAVID P	1012505	2505	2,829.54	0.00			
5984	AYERS, EMMA M	1015055	5055	81.01	0.00			
4433	BAGWELL, LORRAINE H	1010100	0100	1,394.49	0.00			
6105	BAILEY, DAVID A	1010610	0610	3,319.30	0.00			
4548	BAILEY, RYAN R	1012512	2512	1,531.57	0.00			
5927	BAKER, RYAN W	2752505	2505	1,371.48	0.00			
6049	BAKKEDAHL, GAVIN L	1012545	2545	1,212.67	0.00			
6130	BAKKEDAHL, JON M	1012530	2530	3,789.65	0.00			
5959	BALEY, ALLIE B	2756800	6800	1,447.08	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
6136	BALTISBERGER, THOMAS C	1013034	3034	0.00	0.00			
4134	BANISTER, ALI M	1012705	2705	4,563.92	0.00			
5329	BARAJAS, SINDY	1014700	4700	1,601.07	0.00			
4961	BARBER, FAITH M	2756574	6800	1,310.57	0.00			
3868	BARLOW, JUDY L	1016800	6800	3,023.65	0.00			
4579	BARNETT, KEITH A	1010710	0710	627.45	0.00			
6073	BASAK, GABRIEL W	1015055	5055	33.18	0.00			
5971	BASAK, STEPHEN W	1015055	5055	340.99	0.00			
5341	BATEMAN, DAWN E	1015057	5057	1,619.13	0.00			
2611	BAUER, DENISE M	1012017	2017	3,057.12	0.00			
4790	BAUGH, MICHELE H	1012705	2705	2,894.46	0.00			
5686	BAUMANN, BRITTNEY C	2086550	2005	2,586.51	0.00			
5671	BAXTER, GARRET R	2563038	3038	1,727.00	0.00			
5076	BEAUDETTE, CAITLIN M	1015056	5056	1,546.44	0.00			
5070	BECK, LYDIA M	7407201	7200	1,422.21	0.00			
5690	BELLUSA, STEPHANIE A	1012705	2705	2,991.49	0.00			
5810	BENSON, JAMES F	1012515	2515	415.19	0.00			
5941	BERGER-HIGHT, DEBORAH M	1010213	0213	546.30	0.00			
4788	BERGGREN, GREGG E	2545047	5047	1,536.99	0.00			
4015	BERNTSON, HOUSTON J	1012512	2512	4,708.74	0.00			
2877	BIASOTTI, ANDREW J	1013034	3034	3,133.30	0.00			
3025	BINDLEY, BRETT J	1012011	2011	6,981.74	0.00			
4546	BINDLEY, CODY D	1012011	2011	3,250.68	0.00			
4249	BLATNICK, KYLE J	1013904	3904	1,751.99	0.00			
5261	BOBBITT, ALEXANDRA D	1012800	2800	1,645.35	0.00			
5258	BOEHME, JOSHUA L	2563038	3038	1,849.07	0.00			
3274	BOGGAN, JAMES T	1012011	2011	5,176.32	0.00			
3220	BOGGAN, JESSICA A	1014700	4700	2,388.14	0.00			
2654	BOGGS, TRAVIS J	1012512	2512	4,827.77	0.00			
5782	BOHEMIER, ALAN S	2503040	3012	2,647.65	0.00			
6046	BONNAR, FARRELL B	1015012	5012	1,271.99	0.00			
1724	BOOTH, JOSEPH D	2563038	3038	2,977.79	0.00			
956	BOOTHE, DUSTIN	1016800	6800	3,112.94	0.00			
6032	BORGES, CHRISTOPHER W	1015055	5055	47.57	0.00			
5461	BORINO, BRYSON D	1012512	2512	4,910.72	0.00			
5271	BORN, AUBREY M	1012017	2017	1,875.88	0.00			
3923	BOTTINO, WARREN J	2151500	1500	2,544.90	0.00			
6107	BOVARD, GUY P	1010610	0610	2,350.11	0.00			
4955	BOYER, CHRISTOPHER F	1012512	2512	2,150.82	0.00			
4779	BOYER, LYNDSEY J	2545047	5047	2,377.45	0.00			
1095	BRADSHAW, JEFF R	5103201	3201	2,340.09	0.00			
5468	BRAGDON, ZACHARY E	7407201	7200	1,544.53	0.00			
5987	BRAMBILA, JULIO	1012017	2017	1,686.74	0.00			
5106	BRANDON, KELLY E	1010500	0500	3,731.84	0.00			
4993	BRANINBURG, MARILYN A	1012004	2004	2,219.20	0.00			
3444	BRANTINGHAM, MELANIE	1010500	0500	4,619.86	0.00			
2805	BREHM, NATHAN E	1012012	2012	4,305.03	0.00			
5097	BRENNER, JESSICA R	2756800	6800	2,084.90	0.00			
5204	BRISTOL, MARC D	1012512	2512	1,589.10	0.00			
5321	BROWN, ANDREA L	5012525	2525	3,766.73	0.00			
5333	BROWN, RANDALL E	1012800	2800	860.48	0.00			
760	BRUKETTA, MELANIE	1010705	0705	3,685.92	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3938	BRUKETTA, SAMUEL H	1010500	0500	2,469.20	0.00			
4799	BRUNO, JOE A	1012004	2005	254.94	0.00			
5970	BRUNSON, CASSANDRA L	1014700	4700	1,405.75	0.00			
4661	BUDGE, JENNIFER H	1015005	5005	5,314.71	0.00			
2948	BUENO, JASON J	1012012	2012	3,486.26	0.00			
5968	BUMA, RICHARD W	2752800	2800	1,420.24	0.00			
5397	BURKS, AMBER E	1012017	2017	2,965.17	0.00			
4924	BURNHAM, JOHN R	1015012	5012	1,722.76	0.00			
3773	BURNHAM, TERENCE O	1012014	2014	3,427.78	0.00			
5383	BURNS, JOSHUA R	1012013	2013	1,359.05	0.00			
5196	BURR, LUCAS P	1010500	0500	2,342.59	0.00			
5809	BURROWS, BRITTANY A	1013012	3012	1,493.61	0.00			
4542	BURT, CAMERON M	1012512	2512	3,226.21	0.00			
4882	BURTON, HEATH D	5012525	2525	2,799.55	0.00			
5310	BUSBY, HAYLEE N	1012017	2017	1,533.07	0.00			
5750	BUSTOS, REBECCA D	2503035	3012	1,980.62	0.00			
5775	BYRNE, BRYAN J	2503035	3012	3,157.76	0.00			
5121	CAMACHO REYES, MIGUEL A	1010216	0216	2,492.17	0.00			
6065	CAMPBELL-RICHARDS, BETSY	1015055	5055	202.69	0.00			
3466	CANNE, MICHAEL A	1012706	2706	2,130.71	0.00			
5976	CARDENAS, CINDY Y	1014700	4700	1,418.16	0.00			
5086	CARILLO, JAIME	1012012	2012	1,655.56	0.00			
6108	CARLISLE, MELISSA P	1010610	0610	1,925.48	0.00			
5571	CARLSON, JOHN T	2752505	2505	2,329.95	0.00			
2890	CARTER, JOSH J	1012014	2014	3,082.93	0.00			
5988	CARTER, ROSE MONIQUE I	1012013	2013	0.00	0.00			
5407	CASAREZ, SALVADOR N	5103201	3201	1,549.90	0.00			
5092	CASCI, FELECIA M	1010500	0500	2,546.71	0.00			
4240	CASSINELLI, JACQUELINE A	5700706	0706	1,238.79	0.00			
5066	CASTANEDA, VICTOR M	1012014	2014	2,545.99	0.00			
4263	CASTILLO-SALAZAR, STEVE	2563038	3038	1,536.45	0.00			
3333	CATLETT, JEFF W	2563038	3038	1,872.64	0.00			
2690	CEBALLOS, MARICELA	1012017	2017	2,659.32	0.00			
5709	CHALK, PAUL M	1012005	2005	2,639.56	0.00			
6007	CHAN, STEVEN M	1012014	2014	954.93	0.00			
5448	CHANEY, DANIEL S	1012515	2515	370.59	0.00			
4224	CHANEY, JOSHUA E	1012011	2011	3,479.04	0.00			
4733	CHANEY, TEDDY L	2563038	3038	2,013.80	0.00			
2340	CHAPMAN, SCOTT M	1015060	5060	2,633.42	0.00			
5008	CHASE, JANET E	1015055	5055	401.12	0.00			
5298	CHRIST, JUSTIN A	2563038	3038	1,756.81	0.00			
6066	CHRISTY, CHLOE M	1015055	5055	262.44	0.00			
3985	CHURCHWARD, JENNIFER A	1013012	3201	2,094.26	0.00			
4883	CLAMAN, JUSTIN B	5012525	2525	3,553.97	0.00			
4599	CLARK, ROBIN M	1014300	4300	1,102.64	0.00			
1661	COLATORTI, JAMES P	1012512	2512	6,048.73	0.00			
5961	COLEMAN, AVERY A	1015057	5057	98.34	0.00			
5532	COLEMAN, CRAIG R	1013034	3034	1,522.27	0.00			
3272	COLLAZO, URIEL	1012012	2012	3,781.60	0.00			
3551	COLLIER, AARON S	5203502	3502	3,156.20	0.00			
6084	COLON, CODY K	1015060	5060	404.95	0.00			
5822	COLONICA, JOHN T	1015055	5055	392.98	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5979	CONNOLLY, DEVIN C	1012014	2014	2,265.40	0.00			
5562	CONNORS, TIMOTHY P	1015059	5059	778.47	0.00			
5895	CONTRERAS, CHRISTIE A	2086550	6800	1,399.02	0.00			
5965	CONTRERAS, FRANCISCO J	1012800	2800	1,194.88	0.00			
5330	COOK, HAYDON R	2756800	6800	393.83	0.00			
4106	COOLEY, RICKY D	1013012	3012	1,389.26	0.00			
2815	COOPER, CRISTAL A	1014700	4700	2,314.29	0.00			
4606	COOPER, LAURA K	2756800	6800	436.72	0.00			
3631	COOPER, MATTHEW L	1012520	2520	3,547.87	0.00			
3878	CORBIT, JUNE K	2756800	6800	1,029.27	0.00			
5320	CORBRIDGE, NICHOLAS L	1012800	2800	1,649.19	0.00			
3285	CORTES, MAXINE	1014700	4700	5,500.39	0.00			
4929	CORTES, VANESSA A	1012706	2706	1,680.17	0.00			
5402	COSSEL, CASSANDRA N	1012017	2017	2,136.13	0.00			
4582	COSTELLO, JOHN J	2545047	5047	2,247.86	0.00			
862	COX, GEORGE	5103201	3702	2,516.18	0.00			
4884	COX, MICHAEL R	1012512	2525	3,270.95	0.00			
4775	CRAVEY, WILLIAM M	1010710	0710	2,701.16	0.00			
3961	CRAWFORD, SUZANNE M	1010500	0500	2,794.97	0.00			
4948	CROSSMAN, GABRIEL D	1015055	5055	394.83	0.00			
5467	CROWLEY, JOSEPH J	1013904	3904	446.83	0.00			
5714	CRUZ-FLORES, HECTOR	5603025	3025	2,082.37	0.00			
5958	CUEVAS-ZARATE, ANGELA M	5203502	3502	1,642.87	0.00			
4721	CUPP, JAMES W	1012800	2800	583.71	0.00			
4768	CUSTIS, MARK R	1015055	5055	229.30	0.00			
2435	DANIEL, TAWNYA S	1014700	4700	3,049.21	0.00			
2882	DANTZLER, FRANCES C	1012706	2706	2,243.06	0.00			
5449	DAVIDSON, SARA N	1010610	0610	1,636.08	0.00			
5506	DAVIS, DENISE L	1010710	0710	609.27	0.00			
5712	DAWSON, CHRISTIAN D	1012012	2012	2,582.47	0.00			
6060	DE LA TORRE, MORGAN M	1015060	5060	122.91	0.00			
5244	DEFALCO, RYAN B	1015060	5060	1,020.94	0.00			
5289	DELANEY, NATHAN J	1015012	5012	1,303.10	0.00			
5966	DEMILLE, TRACIEE E	1012800	2800	507.67	0.00			
2487	DEVERAUX, SHANE D	1013034	3034	1,780.35	0.00			
5891	DEVINE, IAN W	1010710	0710	909.35	0.00			
5946	DIARTE, CECILIA M	1016800	6800	1,334.92	0.00			
3218	DICKEY, JESSICA M	1012012	2012	3,246.21	0.00			
6004	DONNELS, CHLOE J	1010500	0500	1,535.77	0.00			
4159	DORAN, JOHN P	1015012	5012	1,972.87	0.00			
4911	DOUGHTY, SANDRA	1010217	0217	2,604.43	0.00			
1500	DOYAL, BRIAN A	1013012	3012	1,187.06	0.00			
3102	DRAKE, LINDA R	1010213	0213	2,450.95	0.00			
4890	DREWS, CASEY A	5251414	2515	3,979.93	0.00			
3651	DREWS, CODY J	1014700	4700	3,251.46	0.00			
4873	DUENAS-ESTRELLA, ISRAEL	1015012	5012	1,547.59	0.00			
5931	DUNCAN, DEANNA R	1014700	4700	1,701.75	0.00			
5184	DUNCAN, LORI	1012505	2505	576.26	0.00			
3200	DUQUE-JONES, CHARLINE A	1010300	0300	1,439.16	0.00			
5381	DURAN, JAZLYN V	1015057	5057	454.82	0.00			
5193	DUREN, SAMANTHA J	1012014	2014	1,500.48	0.00			
5075	DZYAK, JAKOB A	1012013	2005	860.17	0.00			

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4761	EARP, DANIEL J	1015057	5057	4,021.36	0.00			
3130	EISNER, DAVID F	1013034	3034	1,846.05	0.00			
5565	EISSINGER, LAUREN E	1012012	2012	2,414.59	0.00			
4362	ELDER, BRIAN W	1013012	3012	2,940.93	0.00			
6071	ELTON, MARK R	1013904	3904	1,677.10	0.00			
3570	ENGELS, ERIC B	2563038	3038	3,244.50	0.00			
4936	ENTZ, MICHELLE R	2752705	2705	1,956.89	0.00			
5260	ESPARZA, NADIA J	1010610	0610	1,455.38	0.00			
4869	ESPINO, KYLE	1012012	2012	2,982.34	0.00			
4812	ESPINOZA, RAQUEL N	1010500	0500	998.42	0.00			
2829	ESTES, JAMES M	5203502	3502	2,336.59	0.00			
4840	ETCHEGARAY, DYLAN T	1012012	2012	2,647.10	0.00			
5322	EVANS, THOMAS G	5012525	2512	3,543.35	0.00			
4225	EVANSON, RACHAEL N	1010600	0600	1,805.34	0.00			
6039	FAHEY, KIMBERLY M	2752505	2545	2,876.91	0.00			
5489	FARRIS, MITCHELL D	5012525	2525	3,022.14	0.00			
4388	FELIX, RYAN J	1012705	2705	2,951.33	0.00			
5675	FENCL, AMANDA J	1010701	0701	1,653.11	0.00			
6093	FENCL, KYLE M	1016800	6800	2,050.41	0.00			
6005	FERONE, ALEXANDER G	5012537	2537	1,670.63	0.00			
5050	FERRIS, HEATHER M	1011425	1425	3,934.71	0.00			
6021	FINNIGAN, RHYS M	1012014	2014	1,845.07	0.00			
4841	FOERSCHLER, CHARLENE	1012014	2014	3,648.37	0.00			
5825	FONSECA DELGADILLO, MOISE	1012012	2012	2,020.29	0.00			
5292	FOUTZ, MYLES L	1012012	2012	2,584.87	0.00			
6095	FOX, JOSHUA D	1015055	5055	50.40	0.00			
2680	FRANZ, CHRISTINE M	1014700	4700	2,858.06	0.00			
5916	FRANZ, CONRAD J	5103201	3201	1,522.38	0.00			
5234	FRAZER, JACOB B	1015055	5055	287.56	0.00			
4774	FREEMAN, JEANNE M	2750600	6800	3,311.73	0.00			
4605	FREEMAN, MICHAEL P	1015055	5055	2,585.11	0.00			
5707	FRESHMAN, RAECHEL E	2756800	6800	2,394.53	0.00			
5389	FRIEND, MICHAEL P	1013012	3012	3,412.86	0.00			
1507	FRY, CARL V	1012014	2014	1,734.65	0.00			
2781	FUHRMAN, DANIEL D	1012512	2512	2,476.20	0.00			
2458	FURLONG, KENNETH T	1012004	2005	4,059.68	0.00			
3718	GALAS, VERONICA M	2756800	6800	2,006.79	0.00			
6030	GALEANO, BIANCA J	1010400	0400	1,259.74	0.00			
5719	GAMER, SYDNEY L	1016800	6800	1,687.61	0.00			
4540	GANGER, PAMALA A	1010701	0701	3,096.63	0.00			
5981	GARCIA, ALEXANDRA M	1012017	2017	1,785.61	0.00			
4590	GARCIA, JEREMY N	1012012	2012	2,402.97	0.00			
4696	GARCIA, MICHELE A	1010217	0217	1,667.88	0.00			
4551	GARCIA, NICOLAS R	1012512	2512	2,043.47	0.00			
3453	GARCIA GONZALEZ, MARIA LO	1012706	2706	2,149.58	0.00			
2372	GAULT, JASON A	1012012	2012	2,457.26	0.00			
5781	GAUNT, DANIEL D	1012800	2800	2,177.93	0.00			
5989	GBENJO, OLUWAFEMI O	1016574	6574	2,099.93	0.00			
5226	GERMAIN-SANCHEZ, ANGELICA	1015057	5057	368.75	0.00			
4512	GETZ, STEVEN W	1013034	3034	1,900.27	0.00			
5813	GIBSON, HEATH D	1015012	5012	1,141.04	0.00			
4125	GIBSON, MICHAEL D	2752005	2012	4,415.68	0.00			

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6098	GILLAM, JEREMY D	5103201	3201	1,532.65	0.00			
5111	GIOMI, JOHN C	1010217	0217	3,188.74	0.00			
145	GIOMI, ROBERT S	1010100	0100	892.47	0.00			
5823	GOETZ, ROCKY D	1012012	2012	2,324.87	0.00			
6109	GOMEZ, ANDREA	1010610	0610	1,799.75	0.00			
5104	GOMEZ, EMMA	1012520	2520	1,617.52	0.00			
5609	GOMEZ, JAYDEN O	1015060	5060	273.15	0.00			
5787	GONZALES, CHRISTOPHER A	1013012	3012	2,830.27	0.00			
3973	GONZALEZ, ANA C	1016800	6800	1,316.29	0.00			
6138	GONZALEZ CONTRERAS, TANIA	1014700	4700	0.00	0.00			
5293	GOODNIGHT, DILLON M	6027505	5012	1,103.72	0.00			
5928	GOODWIN, COREY K	2752505	2505	3,838.94	0.00			
5615	GOODWIN, EMILY E	1015057	5057	259.49	0.00			
414	GOWER, CYNTHIA L	1013012	3012	163.89	0.00			
2283	GOWER, MITCHELL A	1013904	3904	1,947.62	0.00			
4749	GRANATA, LIZZETH	1012012	2012	1,974.09	0.00			
4697	GREB, RYAN M	1012012	2012	4,232.72	0.00			
4154	GREEN, COLE E	1012512	2512	2,969.77	0.00			
5694	GREEN, JEREMIAH A	1012012	2012	2,698.52	0.00			
5516	GREEN, KENNETH C	2752505	2545	6,947.93	0.00			
5679	GREENLAW, BRIANNA R	1013012	3012	2,969.51	0.00			
4858	GRIFFITTS, WILLIA P	1015012	5012	1,807.53	0.00			
5893	GRIGGS, VALERIE R	5700706	0705	602.84	0.00			
5502	GROTH, GARY R	2752505	2512	3,430.07	0.00			
4786	GUTIERREZ, JESSE J	1012705	2705	3,045.35	0.00			
836	GUTIERREZ, MARIBEL	1014300	4300	2,809.00	0.00			
6106	HAAS, RICHARD G	1012014	2014	2,181.87	0.00			
5901	HAGGARD, JOHN B	2802020	2014	1,353.99	0.00			
3143	HALE, KELLY A	5203502	3201	3,037.00	0.00			
5793	HALE, SHANE J	2752505	2530	6,278.82	0.00			
6012	HALES, SHARLA S	7607050	3005	71.68	0.00			
5892	HAMMONS, GILLIAN B	2545047	5047	218.52	0.00			
3176	HARDGRAVE, ALBERT W	1015055	5055	1,443.13	0.00			
4804	HARJES, SHANNON P	2563038	3038	1,939.93	0.00			
1973	HARKLEROAD, JULIE C	1014700	4700	2,812.11	0.00			
2782	HARNS, CHAD	1012512	2512	2,906.07	0.00			
5711	HARRISON, CAROL E	2086550	2014	1,551.39	0.00			
5151	HASKELL, NATALIE R	1015055	5055	199.83	0.00			
5147	HASLEM, TRAVIS J	1010400	0400	1,849.60	0.00			
5914	HATCH, RICHARD J	1012012	2012	1,674.67	0.00			
1971	HATLEY, SAMUEL I	1012011	2011	3,318.14	0.00			
6022	HEANS-STAGGS, TREVOR R	1012014	2014	1,831.22	0.00			
6013	HENDRIX, TAMMY G	7607050	3005	51.68	0.00			
4568	HENNEBERGER, DANIEL G	1012011	2011	3,868.51	0.00			
5299	HERBERT, JUSTIN T	5603025	3025	2,067.75	0.00			
6048	HERNANDEZ, KATIE L	1015057	5057	98.33	0.00			
3488	HERRING, ANNA C	1010500	0500	1,775.52	0.00			
5401	HEWLETT, KENNETH C	1012800	2800	1,380.78	0.00			
5300	HICKS, DWIGHT M	2563038	3038	2,012.41	0.00			
5327	HICKS, EMILY E	1012800	2800	1,926.71	0.00			
4628	HICKS, STEPHANIE A	1010600	0600	5,842.31	0.00			
6055	HIGGINS, FRED S	1010710	0710	1,754.26	0.00			

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5153	HIGGINS, NICHOLAS B	1014700	4700	1,716.25	0.00			
5705	HILLIS, KIANA S	1015054	5054	334.73	0.00			
5387	HILLS, KENDRA L	1016800	6800	740.39	0.00			
5726	HINDLE, DURWARD J III	7607050	3005	78.65	0.00			
4447	HINOJOSA, EDGAR L	5603025	3025	2,109.16	0.00			
3319	HITCH, JOHN R	1012014	2014	3,349.68	0.00			
4419	HOELZEN, DANIELLE N	1010300	0300	1,757.65	0.00			
5957	HOEN, WILLIAM S	1010213	0213	3,209.07	0.00			
262	HOGEN, RORY A	5251414	3012	301.45	0.00			
5665	HOLLAND, DUSTIN J	5012525	2525	1,333.54	0.00			
3969	HOLLAND, SHELLEY L	5012525	2525	641.59	0.00			
4059	HOLLOWAY, MARGARET	1016800	6800	2,709.61	0.00			
5495	HOLM, ANDREW C	5012525	2525	3,584.37	0.00			
4904	HOLT, JOY N	1016200	6200	4,666.24	0.00			
5313	HOMER, ZACHARY D	5603025	3025	2,049.32	0.00			
5354	HOPPER, ERIK A	5012525	2525	3,122.53	0.00			
5016	HORN, TIMOTHY D	1015060	5060	1,724.27	0.00			
168	HORTON, CURTIS W	1010100	0100	1,046.45	0.00			
2298	HORTON, JESSE C	1012512	2512	4,012.59	0.00			
2152	HORTON, MICAH S	1012512	2512	8,547.75	0.00			
3465	HOTALING, SALVANETTE O	1016800	6800	3,390.64	0.00			
6110	HOUGH, DENNIS W	1010610	0610	4,697.44	0.00			
5337	HOWARD, DANIELLE A	1010212	0212	1,519.58	0.00			
5738	HUERTA, MARCO A JR	5012537	2537	1,466.26	0.00			
4027	HUGHES, WILLIAM A	1012706	2706	2,691.70	0.00			
3964	HUNT, BRENDA L	7607050	3005	2,851.10	0.00			
1474	HUNT, BRYON A	1012512	2512	1,861.42	0.00			
4831	HUNTER, ALEXIA R	2545047	5012	0.00	0.00			
6006	HUSKEY, KACIE L	1010701	0701	1,485.13	0.00			
4437	INMAN, BRETTA D	1016800	6800	2,699.40	0.00			
3216	IRWIN, MARK A	5103201	3201	2,322.87	0.00			
2842	JACKLETT, JAMES V	5103201	3201	3,534.79	0.00			
4514	JACKSON, ERIN M	1012705	2705	3,364.51	0.00			
4243	JALKSON, CHRISTOPHER G	1012705	2705	2,291.83	0.00			
5269	JAMES, MARVIN R	1013015	3012	1,727.22	0.00			
1386	JENNINGS, TAMI D	1015055	5055	1,435.02	0.00			
4428	JERAULD, MICHAEL C	1012012	2012	4,753.22	0.00			
4643	JESSE, TYLER H	1013012	3012	2,982.55	0.00			
5630	JEZEK, LINCOLN C	1015057	5057	70.10	0.00			
5039	JOHNSON, BENJAMIN R	1010500	0500	4,095.07	0.00			
2623	JOHNSON, SARAH L	1012017	2017	2,328.37	0.00			
5589	JONES, CHRISTOPHER T	2563038	3038	1,509.44	0.00			
3099	JONES, DANIEL L	1012012	2012	3,184.37	0.00			
3833	JONES, DILLON C	1013904	3904	2,350.55	0.00			
5877	JONES, RICHARD A JR	1013904	3904	1,469.52	0.00			
6111	JUDGE, MARGARET A	1010610	0610	2,027.94	0.00			
4597	KAHABKA, HEATHER D	2756800	6800	1,426.03	0.00			
4094	KASTENS, DANIEL D	1015012	5012	2,494.12	0.00			
5691	KAUBLE, ANDREW K	1010710	0710	3,666.95	0.00			
5604	KAUFMAN, KHALEEL W	1015060	5060	409.72	0.00			
6062	KAUFMAN, NOLAN J	1015060	5060	307.30	0.00			
5527	KEENNON, DOUGLAS A	1012012	2012	2,518.76	0.00			

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ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
3518	KELLY, SHADOW L	5203502	3502	1,908.52	0.00			
5508	KELSEY, KAYLA M	1012017	2017	3,458.47	0.00			
3755	KEPLER, DERRICK D	2752005	2005	2,138.23	0.00			
5948	KERNS, JILL A	1012011	2011	1,695.11	0.00			
5083	KERVER, TYLER J	1015012	5012	1,707.25	0.00			
5803	KEY, MICHAEL T	5603055	3201	2,609.33	0.00			
5480	KIEL, NATALIE S	1011430	1425	1,035.20	0.00			
5902	KINCHELOE, CHELSEA A	2545047	5047	1,733.98	0.00			
5372	KINDORF, HARRY R	1015055	5055	113.95	0.00			
4522	KING, JON G	2563038	3038	2,749.72	0.00			
3560	KIPP, CHRISTINE V	7407200	7200	37.02	0.00			
5963	KIRVIDA-MCGOWAN, SHANE P	1010705	0705	2,335.67	0.00			
4418	KIZER, JESSIE C	1012017	2017	2,392.36	0.00			
2878	KLUG, ERIC M	1015056	5056	2,232.41	0.00			
5114	KNIGHT, ROBERT A	5012537	2537	1,366.76	0.00			
5812	KOERNER, CASSANDRA M	7607050	3005	78.65	0.00			
4932	KOHBARGER, WILLIAM A	1011425	1425	2,266.55	0.00			
4763	KOHLER, JESSE W	1012512	2512	2,257.04	0.00			
5128	KOVAL, ANDREW B	1013034	3034	1,639.89	0.00			
4867	KRANTZ, GREGORY A	5603055	3201	3,504.67	0.00			
5747	KUKONU, KEAOLOHINANI S	1016200	6200	256.08	0.00			
5669	KULESZA, KAREN J	1013012	3012	2,259.90	0.00			
5161	KURLAND, ANA M	1016200	6200	2,172.81	0.00			
350	LAAKER, JOHN J JR	2563038	3038	1,956.04	0.00			
5742	LABATE, JOHN A	2563038	3201	3,154.49	0.00			
4931	LACHEW, JAMES F	1012012	2012	2,888.86	0.00			
5227	LAFOLLETTE, AMBER M	1010300	0300	2,607.36	0.00			
5807	LAHAIR, KELLY J	1015012	5012	1,165.31	0.00			
4602	LAMBERT, BART A	1012800	2800	3,564.64	0.00			
5657	LAMUSAO, FRANKLIN Q	1015012	5012	1,269.69	0.00			
5439	LANE, JOANMARIE G	1012706	2706	530.60	0.00			
5476	LANGSTAFF, JOSEPH R	1015012	5012	1,155.63	0.00			
4083	LAPAILLE, RENAY D	1012706	2706	796.46	0.00			
6132	LARSEN, JESSE F	1010610	0610	2,181.95	0.00			
5771	LARSON, DEBORAH R	1012004	2004	483.71	0.00			
1784	LAWLOR, LINDA L	1012705	2705	4,154.02	0.00			
5045	LAZANEO, GALIN J	2563038	3201	3,172.07	0.00			
4365	LEAGUE, TYSON D	1010500	0500	4,787.96	0.00			
5159	LECK, AUSTIN M	1012512	2512	2,709.28	0.00			
5093	LEDEZMA RUBIO, AZUCENA	1016800	6800	1,685.62	0.00			
3017	LEE, KIPLAN M	1012014	2014	1,640.02	0.00			
3036	LEET, KAREN L	1013012	3012	3,066.84	0.00			
5672	LEWIS, JERRED S	2563038	3038	1,618.22	0.00			
5697	LEWIS, ROBERT D	5103201	3702	1,419.34	0.00			
4684	LIEBESPECK, PATTI A	1015005	5005	2,386.26	0.00			
2783	LINSCOTT, JEFF F	1012512	2512	2,367.49	0.00			
3926	LIVESAY, APRIL G	1015005	5005	1,693.29	0.00			
4544	LOBATO MELGAREJO, CRISTIN	1014700	4300	1,905.36	0.00			
3512	LOCATELLI, RONALD G	1012014	2014	3,464.02	0.00			
5875	LOHMAN, KARLI S	1012013	2013	1,546.26	0.00			
6120	LONON, TINA R	2503040	3012	201.22	0.00			
952	LOPEZ, JULIO A	1014300	4300	2,908.19	0.00			

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5666	LOPEZ, MARTHA	1016800	6800	1,535.96	0.00			
6131	LOPEZ, MELISSA A	1015057	5057	239.69	0.00			
6056	LOVEJOY, MARENNA K	2545047	5047	2,227.19	0.00			
2870	LOWE, CRAIG E	1012011	2011	4,407.98	0.00			
5908	LOWE, DANIELLE W	1013015	3012	1,664.96	0.00			
4787	LOYOLA, DANIEL A	2752005	2005	3,908.38	0.00			
3719	LOYOLA, ISRAEL S	1012012	2012	3,389.16	0.00			
5698	LUCAS, EMMA J	1015057	5057	403.35	0.00			
5852	LUCAS, KATE E	1015057	5057	198.04	0.00			
1772	LUIS, KRISTIN N	1014700	4700	4,997.52	0.00			
6087	LUMMEL, ALAN P	1012014	2014	2,121.28	0.00			
6104	LUNDIN, EMILY L	1012013	2013	1,278.08	0.00			
3549	LUTU, JAMES S	1012706	2706	1,963.94	0.00			
3682	MACAULEY, LINDA K	7407200	7200	1,592.76	0.00			
5388	MACIAS, BRANDON K	1013034	3034	1,708.98	0.00			
5053	MACIAS, CASSANDRA J	1010213	0213	1,583.86	0.00			
4555	MACIAS, EDGAR	1012705	2705	2,656.29	0.00			
5824	MACIAS, JOSE C	1012012	2012	2,323.99	0.00			
5535	MACISAAC, LISA P	1013012	3012	2,079.86	0.00			
5572	MADRID, CARLOS A	2752505	2505	2,491.33	0.00			
6023	MAFFEI, BRADLEY J	1012014	2014	2,370.72	0.00			
5685	MANZO, HEATHER R	1011425	1425	2,917.47	0.00			
5659	MARCH, BRADEN J	1015060	5060	1,154.71	0.00			
2010	MARCH, RACHEL M	1016200	6200	2,451.49	0.00			
6008	MARION, ROBERT G	1010710	0710	2,605.51	0.00			
6031	MARQUEZ, KRISTEN N	1012013	2013	2,320.38	0.00			
4958	MARQUEZ-MONTALVO, RAMON M	1012011	2011	6,459.62	0.00			
1726	MARSHALL, ADA D	5800714	0704	1,765.13	0.00			
5994	MARTEL, SARA A	1016200	6200	1,548.06	0.00			
1763	MARTENSEN, MARIE E	1012011	2011	1,792.10	0.00			
3128	MARTIN, ELIZABETH A	1012011	2011	2,052.11	0.00			
5954	MARTIN-MERRITT, CHAZ R	5603025	3025	2,145.60	0.00			
5980	MARTINEZ, ANNA J	1012014	2014	2,300.39	0.00			
5362	MARTINOVICH, CHRISTOPHER	2503035	3012	3,244.72	0.00			
2446	MASON, CHRISTOPHER J	1012512	2512	11,537.17	0.00			
4216	MASON, JENNIFER L	5103201	3201	2,934.26	0.00			
5953	MATHIS, CHERIE P	1016200	6200	366.02	0.00			
5847	MATSON, MONICA N	1015057	5057	125.20	0.00			
4587	MAURER, TREY U	1015060	5060	440.84	0.00			
6058	MAYOTTE, IVAN J	1012545	2545	1,072.77	0.00			
1731	MAYS, BRIAN M	1012012	2012	0.00	0.00			
1577	MAYS III, EARL A	1012014	2014	4,088.91	0.00			
5763	MCCREARY, MEGAN A	1012014	2014	1,895.96	0.00			
3577	MCDONALD, THOMAS D	1012012	2012	3,894.29	0.00			
5906	MCFADDEN, JONAH	1016200	6200	1,354.92	0.00			
3520	MCMAHON, ERIN M	1012011	2011	5,565.00	0.00			
5873	MCWILLIAMS, CODY J	1012515	2515	2,636.46	0.00			
4068	MEAD, GAGE M	2752005	2005	4,193.78	0.00			
4500	MELGAREJO, SUSANA E	1016853	6800	1,405.15	0.00			
5785	MELGAREJO-LARA, JESSICA	1016574	6574	1,141.92	0.00			
5584	MELNAR, JESSICA D	1010710	0710	2,678.06	0.00			
2893	MENDOZA, BRIAN P	1012014	2014	2,027.86	0.00			

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ORG RANGE:

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4928	MENENDEZ, ANDREW S	1015057	5057	1,935.38	0.00			
5829	MENJIVAR, MARIA E	1016853	6800	2,755.84	0.00			
6112	MERIDETH, JENNIFER J	1010610	0610	4,082.34	0.00			
5996	MERRELL, DANIEL L	1016200	3034	546.30	0.00			
1545	MERRITT, MATTHEW P	1012512	2512	3,989.74	0.00			
5511	MERRITT, NANCY L	1012505	2505	1,354.74	0.00			
5431	MESSMANN, EMILY A	1015057	5057	599.81	0.00			
4944	METZLER CURRY, LYNDSY A	1010500	0500	2,218.13	0.00			
3727	MEYER, CECILIA A	5800704	0704	2,650.66	0.00			
5099	MEZA MARQUEZ, ANGEL L	1012012	2012	2,226.46	0.00			
5553	MICHAEL, CHRISTOPHER G	1015059	5059	253.65	0.00			
5274	MICHAEL, MOBBY T	1012706	2706	1,877.02	0.00			
5973	MIDDLETON, KELLY E	1014700	4700	1,394.68	0.00			
4420	MIERAS, TAYLOR M	1012014	2014	4,099.09	0.00			
2994	MIHELIC, BRADLEY J	1012512	2512	5,874.57	0.00			
3741	MILES, SALLYANNE L	1016800	6800	532.82	0.00			
2667	MILLER, THOMAS T	1014700	4700	2,673.65	0.00			
4312	MILLS, ALANA N	1010705	0705	2,127.65	0.00			
5576	MILLS, HOPE M	1010212	0212	2,296.81	0.00			
5501	MITCHELL, ALEXANDRIA E	1016800	6800	1,007.09	0.00			
5924	MOHR, DAVID A	1010300	0300	393.34	0.00			
5419	MOHR, JUDITH M	1013904	3904	1,220.67	0.00			
5945	MONTIEL, SHARON E	1016854	6800	1,686.43	0.00			
4950	MONTOYA III, JULIAN M	1014700	4700	2,687.63	0.00			
4702	MOORE, CORY M	5603025	3025	2,451.21	0.00			
3443	MOORE, JASON	2563038	3038	2,032.70	0.00			
5290	MOORE, MONICA R	1015055	5055	207.50	0.00			
5668	MOORE, ROD T	1010500	0500	741.09	0.00			
5773	MORA, OMAR	1015012	5012	1,156.56	0.00			
5888	MORALES, JOCELYNN	1012706	2706	1,782.80	0.00			
5420	MORELLI, ELIZABETH R	1010300	0300	706.61	0.00			
5678	MORELLI, PHILLIP L	5603025	3025	2,279.30	0.00			
4620	MORENO-BRAVO, BRYAN	5103201	3201	3,740.54	0.00			
5209	MORGAN, WALKER D	1015055	5055	251.56	0.00			
5755	MORO, MICHAEL T	1012012	2012	2,322.84	0.00			
5291	MORRILL, DOUGLAS F	1010500	0500	834.93	0.00			
5960	MORRIS, BROOKE R	1012706	2706	1,666.47	0.00			
5626	MORRIS, JAMES D	1013012	3012	1,807.29	0.00			
5967	MORRIS, MARLA L	1012005	2005	1,391.55	0.00			
5855	MORWAY, LEIF E	1015055	5055	80.39	0.00			
5304	MOSES, SIERRA J	5103201	3201	1,848.60	0.00			
2888	MOURNIGHAN, FRANK J	1012706	2706	3,250.16	0.00			
6085	MULLEN, GEOFFREY E	1013904	3904	1,416.97	0.00			
5577	MUNDY, SEAN R	1012017	2017	2,981.91	0.00			
4636	MUNOZ, GUILLERMO	1013012	3012	0.00	0.00			
6035	MURPHY, RACHEL L	1015057	5057	399.49	0.00			
5145	MURRAY, RAY D	5103201	3201	1,891.57	0.00			
5796	MURUATO, AIDA A	1014700	4700	1,802.77	0.00			
6028	NAVARRO, DAJARRAH P	1010300	0300	629.96	0.00			
3203	NAVARRO, DAVID A	1015012	5012	3,598.03	0.00			
5210	NAYLOR, JEAN-MARIE	1016200	6200	2,341.67	0.00			
3724	NEAGOS, MIHAELA	1010500	0500	3,622.60	0.00			

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3639	NEDDENRIEP, DEBORAH L	7607050	3005	1,571.71	0.00			
6036	NEELY-WOODS, MARY C	1016200	6200	2,690.32	0.00			
409	NEEP, REBECCA J	1012005	2005	1,698.89	0.00			
5470	NELLIS, ROBERT C	1013012	3012	4,169.17	0.00			
5991	NEWELL, TAYLOR L	1015054	5054	1,012.58	0.00			
5986	NEWMAN, CHRISTOPHER R	1012706	2706	1,768.76	0.00			
5400	NICHOLAS, AUSTEN R	5203502	3502	1,774.28	0.00			
4802	NICHOLAS, COURTTNEY J	1013012	3012	2,628.49	0.00			
5759	NOBRIGA, DARIN A	1015056	5056	382.75	0.00			
2637	NOFTSKER, CHARLES A	2563038	3038	2,259.90	0.00			
5105	NORMAN, KELLY M	2503035	3012	2,668.77	0.00			
5142	NUNEZ, JOSE A	1012012	2012	2,269.14	0.00			
3075	NYBERG, KEVIN J	5012525	2525	4,617.33	0.00			
2784	O BRIEN, SCOTT T	1012512	2512	2,742.76	0.00			
5236	O'BRIEN, JACOB S	5012537	2537	1,382.67	0.00			
5844	OCHOA CARRILLO, MIRELLA	2756800	6800	174.82	0.00			
6116	ODGERS, CHARLES H	1010610	0610	4,633.60	0.00			
3414	OKEZIE, KIMBERLY A	1014300	4300	4,784.07	0.00			
5573	OKUMA, BRANDON W	1012512	2512	3,748.85	0.00			
5992	OLSON, GARRETT L	1016800	6800	2,259.12	0.00			
4340	OLSON, JASON L	1012011	2011	2,404.08	0.00			
5492	OLSON, KYLE T	5012525	2525	6,113.52	0.00			
2793	OLSON, STEVEN T	2752005	2005	3,834.29	0.00			
5481	OLVERA, CHELSEA	1015057	5057	469.27	0.00			
6024	OLVERA, SUSAN E	1012706	2706	1,612.06	0.00			
4747	ORAVETZ, LEE M	1016854	6800	2,375.66	0.00			
5921	ORDUNO, KRISTOPHER J	1015060	5060	1,668.87	0.00			
6134	ORNELAS, ARMANDO	2101002	1425	0.00	0.00			
6082	ORTIZ FERNANDEZ, DENI A	1014700	4700	1,357.19	0.00			
5635	ORVALD, OWEN L	1015055	5055	36.26	0.00			
4081	OSTRANDER, MARY JANE A	1016574	6800	3,007.50	0.00			
5911	OWENS, DUSTIN J	1014700	4700	2,561.29	0.00			
5140	PACHECO, CESAR R	1012014	2014	2,782.46	0.00			
3411	PALAMAR, SEAN C	2752005	2012	3,127.10	0.00			
5947	PALOTAS, HAILEY M	1014700	4700	1,539.45	0.00			
5623	PAPKE, REBECCA K	1015057	5057	198.04	0.00			
5683	PAREDES-NIETO, ALFREDO	1012800	2800	1,678.49	0.00			
4879	PARKER, MYA A	1015057	5057	181.87	0.00			
6122	PARKS, RALPH L	1012800	2800	2,318.59	0.00			
5677	PARSONS, VICTORIA L	1016200	6200	327.78	0.00			
1524	PAULSON, NANCY M	1010600	0600	5,998.76	0.00			
3457	PECK, KENNETH S	5103201	3201	2,242.49	0.00			
5918	PEDERSEN, MICHELLE A	1010212	0212	409.72	0.00			
3348	PEDRINI, JONATHON J	1012512	2512	6,320.65	0.00			
6025	PEDRINI, RENEE A	1012005	2005	762.55	0.00			
6052	PEDRINI, ZANE A	1012545	2545	318.67	0.00			
6124	PENCE, MICHAELA D	1012004	2004	3,066.38	0.00			
4558	PENDRAGON, BRUCE	1012012	2012	2,928.61	0.00			
4933	PEQUEEN, AMANDA M	5103201	3201	2,413.24	0.00			
6115	PEREA, RICHARD R	1012800	2800	929.45	0.00			
5636	PEREZ ROJAS, SUMMER	1015055	5055	121.21	0.00			
5587	PETERSON, BRYCE M	1015055	5055	53.62	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4974	PETERSON, CASEY C	1012706	2706	1,188.93	0.00			
4543	PETERSON, CLAYTON T	1012512	2512	3,313.57	0.00			
5107	PETERSON, DAVID C	7407200	7200	4,353.67	0.00			
4020	PETERSON, DUSTIN J	1012512	2512	3,220.72	0.00			
5466	PETERSON, KAILA N	1014700	4700	513.71	0.00			
3927	PETRI, TONYA J	1013012	3012	1,743.30	0.00			
3076	PETTY, CORY E	1012512	2512	2,321.03	0.00			
5119	PHAY, NICOLE D	1010216	0216	1,216.31	0.00			
4880	PHILIPPI, ALEXIS J	1010600	0600	1,401.67	0.00			
6027	PHIPPS, REBECCA J	1010701	0701	2,257.81	0.00			
4444	PICKEL, LANE A	5203502	3502	1,714.23	0.00			
3834	PIER, CAMERON M	5103201	3702	1,820.05	0.00			
6041	PINO, ROBERT J	2401424	1425	536.79	0.00			
1104	PLATT, JOHN F	1013012	3012	2,348.60	0.00			
4616	PONCE, ALONDRA C	1012800	2800	1,274.98	0.00			
6102	PONCE, MIRIAN C	1014700	4700	579.85	0.00			
189	POPE, RICHARD D	1012012	2012	3,656.42	0.00			
5655	PORRAS, JASON M	1012705	2705	3,030.48	0.00			
5925	PORTER, LILY A	1012013	2013	1,291.41	0.00			
4518	POTTEY, STEPHEN M	1013012	3012	1,749.94	0.00			
5977	POWELL, KATHERINE E	1010300	0300	1,517.06	0.00			
5680	PRESSWOOD, KRISTOPHER L	1014700	4700	2,360.20	0.00			
5834	PRICE, CALEB J	5203502	3502	1,353.24	0.00			
2822	PRICE, RHONDA L	1010400	0400	1,470.07	0.00			
4209	PRICE, SHELBY L	1012515	2515	1,673.57	0.00			
5647	PRIETO, YVONNE J	1014700	4700	1,743.68	0.00			
938	PRIMKA, JAMES W	1012004	2004	4,944.33	0.00			
5850	PRIMKA, NATHAN J	1012012	2012	2,167.91	0.00			
4594	PRUYT, GARRIT S	1010500	0500	5,064.88	0.00			
5936	PULLEN, HAILEY R	1010213	0213	1,388.04	0.00			
2255	PULLEN, JEFF J	1012012	2012	4,012.75	0.00			
6091	PURYEAR, HOUSTON S	1015055	5055	69.87	0.00			
3914	QUILICI, DONALD A	2563038	3038	254.94	0.00			
5579	QUINTERO, MASON R	1015012	5012	1,045.89	0.00			
5720	RAISOR, KELLY J	2086550	6800	632.87	0.00			
3413	RAMOS, CHRISTOPHER L	1012014	2014	2,668.80	0.00			
5500	RANDOL, DUSTIN A	1012014	2014	2,959.21	0.00			
5364	RASOR, ANDREW J	1010300	0300	2,637.33	0.00			
4887	RATTI, ANIL K	5012525	2525	6,121.29	0.00			
4959	RAUB, MAKAYLA A	1012017	2017	1,974.98	0.00			
6125	RAY, MACKENZI D	1011425	1425	1,378.60	0.00			
5769	REDDICK, ETHAN T	2752505	2505	6,033.41	0.00			
4397	REDWINE, NICHOLAS A	1013012	3012	2,335.96	0.00			
4535	REECE, DANIEL J	1012018	2018	3,352.35	0.00			
5776	REECE, KATHARYN E	1016852	6800	2,800.81	0.00			
2808	REED, RONALD J	1013034	3034	3,191.97	0.00			
5116	REESE, TODD E	1010500	0500	2,994.91	0.00			
5038	REGALADO, DANIEL R	1012012	2012	2,763.95	0.00			
3410	REID, JERAD M	5203502	3502	1,696.81	0.00			
5790	REID, KALEB J	1013034	3034	1,365.46	0.00			
5069	RENDINELLI, MARK A	5103201	3201	1,601.87	0.00			
3027	RESECK, LENA E	1011425	1425	2,036.85	0.00			

City of Carson City
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ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5393	RESNICK, RACHELLE M	1010500	0500	2,729.87	0.00			
5406	REW, DENNIS J	5103201	3702	2,160.51	0.00			
3831	REYNA, KELLY J	5203502	3502	3,122.79	0.00			
5349	REYNA, KRISTINA L	5700706	0705	2,301.17	0.00			
5323	REYNOSO, JACK B	5012525	2525	3,061.16	0.00			
5692	RICE, ANDREW W	1010710	0710	3,767.42	0.00			
5909	RICE, CECILIA B	1011425	1425	1,706.06	0.00			
5473	RICE, RANDALL C	1013012	3012	3,119.05	0.00			
5972	RICHARDSON, ELISSA J	1015055	5055	88.75	0.00			
3289	RICHARDSON, NATHAN	5203502	3502	3,723.39	0.00			
3345	RIGGIN, DARIN G	1012012	2012	4,163.40	0.00			
4256	RIGGIN, KEVIN R	1012706	2706	1,905.49	0.00			
5518	RIKALO, ROBERT P	1012013	2013	1,511.42	0.00			
4776	RIOUX, CARI C	2756800	6800	1,756.52	0.00			
5846	RISI, EVAN J	1015060	5060	295.00	0.00			
6053	RIVAS, JOSE M	1012545	2545	1,072.77	0.00			
2307	RIVERA, CHRISTOPHER P	1012012	2012	3,836.61	0.00			
5778	ROBBINS, PARIS L	1015055	5055	467.33	0.00			
5405	ROBBINS, PAUL G	1012011	2011	4,526.97	0.00			
5950	ROBERTS, TARYN R	1013015	3012	1,034.31	0.00			
4238	ROBERTSON, ADAM C	5012525	2525	4,483.22	0.00			
5887	ROBERTSON, KELLY R	1016200	6200	1,751.02	0.00			
5278	ROBINSON, DUSTIN M	5103201	3201	1,731.10	0.00			
5256	ROBINSON, GREGORY E	5012525	2525	3,483.10	0.00			
5912	ROBINSON, MAX G	7607050	3005	2,004.77	0.00			
4576	ROBISON, DEBRA J	1016566	6800	752.24	0.00			
5436	RODRIGUEZ, DELIA A	1012012	2012	1,417.41	0.00			
5531	RODRIGUEZ, MARILU J	1016800	6800	598.50	0.00			
6018	ROMEO, ELEANOR M	1015055	5055	69.58	0.00			
6076	ROQUE-ORTEGA, MALIYAH A	1015055	5055	235.77	0.00			
5504	ROSAS, HESED S	1016800	6800	1,476.61	0.00			
5867	ROSELIUS, ERICA L	2503040	3012	249.76	0.00			
1850	ROSENKOETTER, DAVID G	1013012	3012	2,299.23	0.00			
6000	ROSENTHAL, MELISSA A	1010500	0500	4,623.66	0.00			
6114	RUCKER, WALTER G	1015059	5059	490.75	0.00			
3146	RUIZ, HAZEL P	2756800	6800	1,628.69	0.00			
4816	RUNDELL, RACHEL C	1015060	5060	882.15	0.00			
3934	RUSSELL-BENABOU, SHERI M	1010701	0701	5,092.27	0.00			
4603	RUTHERFORD, BRUCE D	5603025	3025	1,663.76	0.00			
4953	RYAN, PETER J	1012512	2512	3,984.22	0.00			
3434	RYBA, JUSTIN M	1012800	2800	2,527.05	0.00			
4255	SALANOA, JAMES T	1010600	0600	2,547.23	0.00			
6086	SALERNO, ETHAN C	1010710	0710	1,368.79	0.00			
3994	SALOGGA, MICHAEL J	2151500	1500	2,746.72	0.00			
4962	SAMANIEGO, CHARMAINE F	1015057	5057	103.80	0.00			
5767	SANCHEZ, KRISTIN A	1015005	5005	1,676.67	0.00			
5483	SANCHEZ, PATRICIA G	1013034	3034	1,353.15	0.00			
5896	SANDAGE, DANIELLE N	1012014	2014	1,815.86	0.00			
5177	SANDSTROM, KASSIE B	1016200	6200	1,437.24	0.00			
5876	SANNES, AUSTIN E	1013034	3034	1,398.55	0.00			
6010	SANTIAGO, JENNIFER L	1010500	0500	613.45	0.00			
4264	SAPOSNEK, JEREMY M	1010400	0400	2,147.85	0.00			

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ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5913	SATTLER, DANIELLE M	1015012	5012	1,745.81	0.00			
2785	SAUNDERS, SAMUEL B	1012512	2512	2,564.97	0.00			
6014	SAWAMURA, SCOTT K	1016800	6800	2,389.76	0.00			
5934	SAWKO, ELI M	5203502	3502	1,444.20	0.00			
75	SAYLO, RAYMONT C	1012004	2005	113.81	0.00			
5766	SCANLAND, JENNIFER L	1015055	5055	59.14	0.00			
5425	SCARBROUGH, ROBERT J	1013904	3904	1,518.86	0.00			
5126	SCHAMBRA, CATHERINE G	7607050	3005	2,160.94	0.00			
3638	SCHANK, ERNEST C	7607050	3005	71.68	0.00			
6020	SCHARMANN, HARRY L	7607050	3005	0.00	0.00			
5794	SCHELLHAMMER, TYLER F	2752505	2512	2,563.20	0.00			
5862	SCHMELZER, ETHAN M	1015055	5055	26.06	0.00			
5287	SCHMIDT, NIKKI D	1010400	0400	646.44	0.00			
5805	SCHMITZ, JEFFREY D	1015055	5055	80.14	0.00			
4741	SCHRECKENGOST, BRITTANY A	1012014	2014	1,659.20	0.00			
4870	SCHRECKENGOST, LESLEY	1012705	2705	1,603.21	0.00			
6099	SCHROEDER, SONIA R	1016800	6800	1,326.42	0.00			
3048	SCHUELLER, LORA M	1010300	0300	262.22	0.00			
5526	SCHUETTE, LISA G	1010100	0100	956.47	0.00			
3678	SCHULZ, DARREN L	1013012	3012	5,575.32	0.00			
4378	SCHULZ, RAYMOND J	5103201	3702	1,724.85	0.00			
2315	SCOTT, JEFFREY A	1012014	2014	3,079.84	0.00			
5103	SERRANO, KIMBERLY K	1014700	4700	1,942.46	0.00			
4615	SEWELL, JAZMYN D	1012706	2706	2,086.86	0.00			
5404	SHADRON, BILLIE J	1014700	4700	2,743.04	0.00			
6123	SHAFFER, MASON L	2563038	3038	1,383.57	0.00			
4915	SHAFFER, MICHAEL A	5603025	3025	2,578.95	0.00			
4035	SHINE, NOLAN J	1012512	2512	0.00	0.00			
4545	SHULL, DENISE A	5012525	2525	1,505.60	0.00			
5940	SILVA, SHANNON D	1010400	0400	2,560.85	0.00			
5956	SIMMONS, EVA M	1010701	0701	1,520.15	0.00			
4387	SIMPSON, NICHOLAS G	1012012	2012	2,274.32	0.00			
5180	SINGH-LUEDTKE, OMATTIE	1010701	0701	2,686.70	0.00			
5835	SINGLETON, AMANDA N	1013012	3012	2,014.82	0.00			
4509	SMITH, KYLE A	1012014	2014	3,493.40	0.00			
2985	SMITH, MATTHEW R	1012012	2012	6,174.76	0.00			
5194	SMITH, PETER W	1010500	0500	3,816.92	0.00			
5029	SMITH, ROBERT G	1010500	0500	2,416.05	0.00			
5985	SNYDER, JACK K	1015055	5055	108.66	0.00			
5314	SOLIMAN, STEFFI J	1010701	0701	2,118.41	0.00			
5939	SOLIS, LENETTE M	1010500	0500	1,467.01	0.00			
5639	SORENSON, ILSE S	1015055	5055	228.24	0.00			
2278	SPEEGLE, DOUGLAS E	1012014	2014	4,272.02	0.00			
4983	STAFFEN, LAUREN M	2756800	6800	2,020.18	0.00			
6072	STEELE, JOSEPH E	2545047	5047	1,224.52	0.00			
5085	STEVENS-HUGHES, MICHAEL A	1013034	3034	1,597.43	0.00			
4410	STEVENSON, JAMIE D	1010701	0701	2,860.57	0.00			
3902	STOFFER, JENNIFER A	1012017	2017	3,064.93	0.00			
4311	STONE, JONATHAN M	1012011	2011	3,527.34	0.00			
5585	STONE, MARLINA M	1012800	2800	4,328.76	0.00			
6045	STOOPS, DAVID J	1012545	2545	1,091.92	0.00			
5650	STOVALL, STEVEN M	1013904	3904	1,772.51	0.00			

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ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
4212	STRUBLE, ALISHA C	1015055	5055	38.35	0.00			
5930	STUERZL, JACOB F	5103201	3201	2,082.63	0.00			
4619	SULLIVAN, HOPE V	1011425	1425	3,430.80	0.00			
5316	SWANSON, MICHAEL L	1010710	0710	3,447.02	0.00			
4422	SWIFT, HALEY C	1016200	6200	1,795.90	0.00			
5509	TANNER, LAWRENCE M	1013904	3904	1,422.27	0.00			
6139	TEATS, ANDREW A	1015060	5060	0.00	0.00			
6043	TEMEN, MARK N	1013012	3012	2,012.17	0.00			
6044	TERNES, NATHAN D	5203502	3502	1,434.99	0.00			
3246	THICKE, MICHAEL R	5203502	3502	2,886.84	0.00			
6016	THIEDE, DIANNA E	1010216	0216	373.87	0.00			
4618	THOMAS, DAVID C	1015012	5012	1,544.87	0.00			
6080	THOMAS, JEFFREY M	1010710	0710	2,841.07	0.00			
6038	TIEARNEY, CHANDLER D	1013034	3034	1,656.30	0.00			
1000	TIEARNEY, JUSTIN C	1013012	3012	2,824.42	0.00			
5751	TIEARNEY, KATIE A	1013012	3025	1,303.12	0.00			
5515	TIGNAC, JACOB W	2752505	2505	8,183.12	0.00			
2649	TINAJERO, MARTHA A	1014700	4700	1,855.45	0.00			
1551	TORRES, BRENDA L	1014700	4700	419.84	0.00			
5644	TORRES, FRANCISCO	1012011	2011	6,619.38	0.00			
4836	TORRES, KATE M	1015055	5055	233.46	0.00			
4981	TORRES, SAMANTHA M	1012014	2014	4,118.75	0.00			
5043	TOUPS, EMILY A	1010216	0216	1,284.28	0.00			
5469	TRAPP, NATHAN P	1012012	2012	2,635.54	0.00			
5115	TREMAINE, TY W	1012512	2512	2,896.30	0.00			
5566	TRIPP, JONATHAN A	1012012	2012	3,425.37	0.00			
3461	TRIPP, KIMBERLY L	1012017	2017	2,668.72	0.00			
2291	TROTTER, JOE C	1012011	2011	2,633.25	0.00			
6029	TRUMBLE, MEGAN L	1012005	2005	1,553.89	0.00			
2613	TSCHETTER, MARTHA A	1012014	2014	4,342.06	0.00			
3219	TUCKER, MORGAN H	1012012	2012	4,497.80	0.00			
5560	TULLY, ADAM Q	1010500	0500	4,288.00	0.00			
5567	TURRELL, CHRISTOPHER H	1015059	5059	324.24	0.00			
4926	TUSHBANT, JEROME S	1012004	2004	4,723.35	0.00			
5181	TUTTLE, EMMA J	1015055	5055	209.60	0.00			
6128	UNG, MICHAEL J	1014700	4700	2,358.63	0.00			
4659	URBAN, ANDREA C	1015055	5055	1,156.69	0.00			
5498	VAIRO, KAITLIN N	1016853	6800	1,682.85	0.00			
4765	VALDES, JOSHUA O	1012014	2014	2,142.69	0.00			
5889	VALOROSI, PATRICIA L	1010500	0500	1,014.79	0.00			
5864	VAN UNEN, ANNETTE N	1012004	2005	757.71	0.00			
5130	VANBEUGE, BRENDON D	1012014	2014	1,241.29	0.00			
5437	VANBEUGE, JACOB D	1012012	2012	2,582.56	0.00			
6117	VANOOIJEN, WILHELM M	1013012	3012	2,270.27	0.00			
5819	VASENDEN, SAMANTHA N	2752505	2545	4,835.00	0.00			
5949	VASQUEZ, JONATHON J	1012012	2012	1,497.49	0.00			
5851	VIEIRA, LAUREN M	1012017	2017	2,860.24	0.00			
4219	VIGLIETTA, ANTHONY W	1012012	2012	3,836.89	0.00			
4773	VILLAGRANA, PAOLA I	1012705	2705	2,960.94	0.00			
3643	WAKELING, EVELYN S	1014700	4700	2,246.96	0.00			
6113	WALKER, JOHN S	1010610	0610	4,082.34	0.00			
5770	WALKER, TYLER C	1015012	5012	1,143.73	0.00			

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EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
492	WALL, FRED	1012012	2012	4,765.33	0.00			
5929	WALL, TANNER J	2752505	2505	3,181.30	0.00			
6054	WALLACE, LOGEN K	5053702	3038	0.00	0.00			
5735	WALLACE, MICHAEL P	5103201	3201	2,063.79	0.00			
5799	WALLS, COREY J	5103201	3201	2,125.07	0.00			
5760	WALSH, MEGAN N	1016853	6800	1,396.70	0.00			
5955	WALTON, PEYTON M	1015054	5054	390.84	0.00			
5964	WANDLER, BRANDON D	1013904	3904	1,631.46	0.00			
6040	WARD, MONICA R	1013012	3012	1,643.26	0.00			
4508	WARNER, COURTNEY E	2151500	1500	4,061.94	0.00			
3794	WARREN, TAMAR S	1010212	0212	1,780.76	0.00			
4236	WARTGOW, SANDRA M	5012525	2525	3,040.40	0.00			
5067	WASS, GRANT H	1015056	5056	684.99	0.00			
4952	WASZKIEWICZ, BRET A	5012525	2525	5,978.56	0.00			
6096	WEAVER, DEVIN G	1013012	3012	678.12	0.00			
5335	WEAVER, JAKOB B	1012017	2017	2,014.04	0.00			
5581	WEIDNER, AMY C	1012014	2014	1,564.88	0.00			
5708	WEISS, KEVIN B	1010710	0710	2,331.00	0.00			
4287	WENTWORTH, NICHOLAS A	1015005	5005	2,318.79	0.00			
4502	WERNETT, JAMES A	1016200	6200	1,906.10	0.00			
5599	WETHERINGTON, CHASE R	2752505	2545	6,012.51	0.00			
5802	WEXLER, STUART B	7407205	7200	2,186.70	0.00			
4984	WHITAKER, JARED L	2545047	5047	1,634.79	0.00			
5816	WHITE, CARMEN E	1013034	3034	1,560.69	0.00			
4519	WHITE, HANS H	2563038	3201	2,527.26	0.00			
5540	WHITE, JEANNIE M	1013034	3034	1,927.97	0.00			
5522	WHITE, MAURICE E	1010100	0100	633.27	0.00			
5346	WIELE, BRYCE C	1010400	0400	1,704.89	0.00			
3866	WIESE, SHAWN L	5103201	3201	3,255.29	0.00			
2663	WILDBLOOD, JASON A	1012014	2014	3,210.30	0.00			
5830	WILKINSON, MICHAEL R	1012515	2515	4,827.24	0.00			
5975	WILKINSON, NICHOLAS E	2756800	6800	1,749.67	0.00			
4744	WILLIAMSON, JENNIFER C	1012515	2515	3,555.87	0.00			
5607	WILLIARD, RIDGE L	1015060	5060	894.58	0.00			
5385	WILLIS, ROSALINDA B	1012004	2004	446.30	0.00			
4960	WILSON, DANIELLE R	1012017	2005	166.12	0.00			
5411	WILSON, HALEY M	1016200	6200	1,646.98	0.00			
4971	WISE, ALLEN W	1015056	5056	573.61	0.00			
3032	WISE, URIAH V	5203502	3502	2,742.41	0.00			
5538	WITTER, SCOTT M	5203502	3502	1,786.62	0.00			
5942	WOLFE, CODY A	5203502	3502	1,490.35	0.00			
4092	WOOD, GARY N	2563038	3038	1,967.72	0.00			
5757	WOOD, STEPHEN J	1010600	0600	2,607.87	0.00			
4432	WOODBURY, JASON D	1010500	0500	4,338.66	0.00			
5124	WORKMAN, MICHAEL L	7607050	3005	78.65	0.00			
5359	WURSTER, BETHANY M	1012012	2012	3,826.40	0.00			
5367	YANEZ-MONTIEL, NATHALIE M	1016800	6800	1,470.69	0.00			
623	YANG, WENDY E	1014700	4700	3,005.34	0.00			
2705	YASUMOTO, SYLVIA M	1010212	0212	1,470.68	0.00			
5684	YOST, JANELLE L	1010500	0500	694.06	0.00			
4601	YU, JENG DAW	1010500	0500	5,879.69	0.00			
5529	ZAMPIRRO, GRANT A	1012014	2014	1,996.89	0.00			

City of Carson City
DEDUCTIONS REPORT BY TYPE: BIWEEKLY

WARRANT: 230901 **PAY PERIOD: 08/11/2023 TO 08/24/2023** **CHECK DATE: 09/01/2023**

DEDUCTION: 9999 DIRECT DEP LOC RANGE: ALL
ORG RANGE:

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
5275	ZAVALA, FRANK	1012706	2706	1,927.28	0.00			
	RECORD COUNT: 820	TOTAL		1,774,706.20	0.00			
		GRAND TOTAL		1,878,303.71	0.00			

** END OF REPORT - Generated by Amanda Fencl **

City of Carson City
CURRENT CHECK REGISTER - BIWEEKLY
WARRANT: 230901 08/11/2023 to 08/24/2023 CHECK DATE: 09/01/2023

EMP #	NAME	TYP	NET PAY	CHECK #	CHECK DATE	SPECIAL
5725	SOUZA, MARY E.	CK	364.20	000002787	09/01/2023	
5903	CHILDERS, SAVANNAH M	CK	862.58	000002788	09/01/2023	
6133	DUNCAN, TRICIA M.	CK	1,394.71	000002789	09/01/2023	
5361	DAVIS, MARIAH M.	CK	22.84	000002790	09/01/2023	
6081	LEWIS, ERIN M.	CK	1,101.34	000002791	09/01/2023	
6134	ORNELAS, ARMANDO	CK	250.38	000002792	09/01/2023	
5988	CARTER, ROSE MONIQUE	CK	1,287.59	000002793	09/01/2023	
3777	LEWIS, JOHN W.	CK	722.87	000002794	09/01/2023	
6129	HAMLIN, REBECCA M.	CK	1,452.40	000002795	09/01/2023	
4636	MUNOZ, GUILLERMO	CK	2,979.29	000002796	09/01/2023	
6136	BALTISBERGER, THOMAS	CK	218.52	000002797	09/01/2023	
6054	WALLACE, LOGEN K.	CK	1,568.99	000002798	09/01/2023	
6138	GONZALEZ CONTRERAS,	CK	1,004.45	000002799	09/01/2023	
405	LOPEZ, SYLVIA C.	CK	721.55	000002800	09/01/2023	
6103	ZEMP, ALICE D.	CK	619.14	000002801	09/01/2023	
4831	HUNTER, ALEXIA R.	CK	1,060.72	000002802	09/01/2023	
6137	CHRISTY, MADISON L.	CK	79.53	000002803	09/01/2023	
6069	DAO, VICTORIA	CK	56.54	000002804	09/01/2023	
5874	DELANGE, SOFIA M.	CK	88.76	000002805	09/01/2023	
5865	GAGEN, LEO S.	CK	90.35	000002806	09/01/2023	
5774	GOSSELIN, TODD A.	CK	229.70	000002807	09/01/2023	
6090	INGRAM, SYDNEY J.	CK	110.87	000002808	09/01/2023	
6100	LAUGHLIN, SEAN C.	CK	284.32	000002809	09/01/2023	
5662	MUNOZ, BRENDIN C.	CK	421.26	000002810	09/01/2023	
5263	POOR, ANNELISE J.	CK	380.24	000002811	09/01/2023	
5653	SERVICE, MICHAEL R.	CK	302.38	000002812	09/01/2023	
5667	TORRES-CRUZ, ANTON H	CK	169.26	000002813	09/01/2023	
6083	WACKER, MABEL P.	CK	41.43	000002814	09/01/2023	
6067	WARD, RONALD W.	CK	38.97	000002815	09/01/2023	
2242	VALLEY, BRIANA J.	CK	37.56	000002816	09/01/2023	
6042	AMBRIZ CABRERA, MARI	CK	454.81	000002817	09/01/2023	
5839	DAVIS, LAUREN R.	CK	467.77	000002818	09/01/2023	
5935	DOPP, MARINA A.	CK	132.16	000002819	09/01/2023	
5843	HOULE, EMILY K.	CK	225.35	000002820	09/01/2023	
5910	LEAZER, MACKENZIE J.	CK	291.94	000002821	09/01/2023	
6126	MEDINA-ROJAS, KENIA	CK	129.07	000002822	09/01/2023	
6127	PEACHAY, CAMRYN S.	CK	58.40	000002823	09/01/2023	
3452	LOZANO-HERNANDEZ, DE	CK	419.55	000002824	09/01/2023	
6139	TEATS, ANDREW A.	CK	239.92	000002825	09/01/2023	
6140	BRASE, JAN E.	CK	118.03	000002826	09/01/2023	
357	CARSON CITY SHERIFFS	CK	396.79	000002827	09/01/2023	

41 ** TOTAL CHECK(S) 20,896.53

** END OF REPORT - Generated by Amanda Fencl **

Agenda Item No: 8.b

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed amendment to the Interlocal Agreement for Administrative Services and Facility Use and Management between Carson City ("City"), the Carson City District Attorney's Office ("CCDA") and the Carson City Culture and Tourism Authority ("CTA") to provide that CTA will host its website and register its domains. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The City currently hosts the CTA website. For security reasons, the City is transferring the hosting of its websites to a new platform and currently blocks certain functionality from its websites. CTA, however, seeks to use blocked technology on its website and enable international traffic for tourism. To resolve many of these technological issues, the City and CTA have agreed that CTA should provide for the hosting of its website and register its domains. The proposed amendment does not affect other provisions of the existing agreement and does not alter the fee payment by CTA to the City.

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

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Proposed Motion
I move to approve the amendment as presented.

Board's Strategic Goal
Efficient Government

Previous Action
August 19, 2021 (Item 15.A) - The Board of Supervisors approved the interlocal agreement between the City, the CCDA and the CTA, for administrative services and facility use and management to be funded by 1% of the total 11% transient lodging tax rate.

Background/Issues & Analysis
N/A

Applicable Statute, Code, Policy, Rule or Regulation
NRS 277.180; CCMC Chapter 4.08

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

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

Attachments:
CTA Interlocal Amendment #1.pdf

CTA Interlocal Agreement for Administrative Services 2021 amendment #1 redline.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

INTERLOCAL CONTRACT AMENDMENT

Amendment No. 1

Contract Title:	Interlocal Agreement for Administrative Services and Facility Use and Management ("Interlocal Agreement")
Original Contract Date:	August 19, 2021
Term:	Initial term ending on June 30, 2026
Parties to Contract:	Carson City Carson City District Attorney's Office ("CCDA") Carson City Culture & Tourism Authority ("CTA")

The Parties agree to the following amendments to the Interlocal Agreement:

Section 1(C)(i) is amended to read as follows:

"i. Unless otherwise stated, CTA will be responsible for purchasing its own equipment, software, and outside services. Such outside services will include but are not limited to: website hosting; domain registration, including, but not limited to, annual maintenance and secure sockets layer ("SSL") certificates; and any third-party Internet service beyond the Internet service provided by the City."

Section 1(C)(ii)(c) is amended to read as follows:

"c. Ongoing network support including Internet support and bandwidth adequate for basic browsing and a single video conferencing link. The IT Department is not responsible for ongoing network support for CTA provided third-party internet service."

Section 1(C)(ii)(i) is amended to read as follows:

"i. Links from the City's website to CTA's website."

Section 1(C)(iii)(c) is deleted.

There is no change to the consideration in this Interlocal Agreement. All unaffected conditions, requirements, and restrictions of the Interlocal Agreement remain in full force and effect for the duration of the Interlocal Agreement term.

This Amendment will become effective upon approval by the Carson City Board of Supervisors and the CTA Board of Directors and execution of the Amendment by all Parties indicated below.

(The remainder of this page is blank; the signature blocks follow on the next page.)

INTERLOCAL CONTRACT AMENDMENT

CARSON CITY

Approved by:

Carson City

Name/Title: Nancy Paulson, City Manager

Signature: _____ Date: _____

Carson City Board of Supervisors

Name/Title: Lori Bagwell, Mayor

Signature: _____ Date: _____

ATTEST:

_____

William Scott Hoen, Clerk-Recorder

CARSON CITY CULTURE AND TOURISM AUTHORITY

Approved by:

Carson City Culture and Tourism Authority

Name/Title: David Peterson, Executive Director

Signature: _____ Date: 9/11/23

Carson City Culture and Tourism Authority Board of Directors

Name/Title: Mike Jones, Chair

Signature: _____ Date: 9/11/23

CARSON CITY DISTRICT ATTORNEY'S OFFICE

Approved by:

Name/Title: District Attorney or designee:

Signature: _____ Date: _____

Interlocal Agreement for Administrative Services and Facility Use and Management

This Interlocal Agreement for Administrative Services and Facility Use and Management ("Agreement"), dated this ____ day of _____, 2021, is entered into by and between Carson City ("City"), a consolidated municipality and political subdivision of the State of Nevada, the Carson City District Attorney's Office ("CCDA") and the Carson City Culture & Tourism Authority ("CTA"). City, CCDA and CTA may be individually referred to as "Party" and collectively referred to as "Parties."

RECITALS:

WHEREAS, CTA is a county fair and recreation board created by City pursuant to NRS 244A.597; and

WHEREAS, City, CCDA and CTA are public agencies under NRS 277.100 and are authorized by NRS 277.180 to contract with one another for the performance of this interlocal agreement; and

WHEREAS, City has imposed transient lodging taxes with the adoption of Carson City Municipal Code ("CCMC") 4.08.080 and pursuant to the authority granted by NRS 244.3352; and

WHEREAS, City has designated CTA as the collection and enforcement authority for the transient lodging taxes imposed by CCMC 4.08; and

WHEREAS, City currently provides certain services to CTA in the area of finance and payroll administration, human resources, information technology, parks and recreation, public works, community development; and

WHEREAS, the Carson City District Attorney's Office ("CCDA") currently provides certain legal services to CTA; and

WHEREAS, CTA transmits 1% of the total 11% transient lodging tax to City in exchange for administrative services; and

WHEREAS, CTA wishes to utilize City facilities and venues for events that will draw visitors from outside of the region and create a positive economic impact for Carson City; and

WHEREAS, this Agreement will be of benefit to both Parties – to CTA by reducing costs for the CTA and to City by increasing revenue to the City; and

WHEREAS, City, CCDA and CTA are willing and able to perform the services described herein; and

NOW THEREFORE, in consideration of the mutual promises and conditions contained in this Agreement and other good and valuable consideration, the Parties do agree as follows:

TERMS:

1. **SERVICES PROVIDED BY CITY**. The Parties agree to the following terms related to the provision of administrative and professional services provided by City to CTA through various City departments and agencies.

A. <u>Finance Department</u>

i. City shall maintain a separate agency fund in the City's general ledger to account for all of CTA's accounting transactions.
ii. City shall process accounts payable transactions from CTA funds as entered by CTA into the City's accounts payable system.
iii. City will process biweekly payroll and benefits from CTA funds as entered by CTA into the City's payroll processing system.
iv. City will provide CTA with bank deposit slips in order for CTA to deposit transient lodging tax and other revenues generated by the CTA into the City's bank account.
v. City shall reconcile and post revenue reports as prepared by the CTA.
vi. City shall transfer room tax debt service payments bi-annually from CTA funds maintained by the City to the City's Debt Service Fund as directed by the CTA.
vii. City will invest any CTA funds via the Carson City Treasurer's investment program. Any interest income earned by such funds will be deposited in the CTA agency fund.
viii. City will maintain CTA's capital asset listing to track capital asset acquisitions and deletions.
ix. City will prepare the GASB 68 Breakouts related to PERS as necessary for fiscal year-end financial reporting.

B. <u>Human Resources Department</u>

i. City will post job openings, using job descriptions provided by CTA to City, on governmentjobs.com and forward all applications received to the CTA Executive Director after CTA notifies the Human Resources Department of a job opening within the CTA.
ii. CTA is responsible for reviewing the job applications and determining which applicants meet the minimum qualifications for the position. CTA is responsible for notifying the applicants selected for interviews and those not selected. CTA is responsible for sending out the offer letter and coordinating and conducting any pre-employment testing or background searches, and for verifying the employee's eligibility to work in the United States.
iii. CTA will provide its own new hire orientation and onboarding and is responsible for managing its employees and providing any necessary training. CTA is responsible for confirming that an employee has all necessary certifications and training needed for the position held. Once City is notified of the new hire, City will add the CTA employee into the payroll system.
iv. CTA employees are not employees of Carson City.
v. City will provide the new hire benefits orientation as long as CTA participates as a member on the City's benefit plans.

vi. City will allow CTA to participate in the health, dental, vision and life insurance plans that are provided to City employees, if allowed by the benefit providers. CTA will pay for all costs associated with participating in the benefit plans and is responsible for determining the subsidy, if any, that will be provided to the CTA employee/retiree. City is responsible for negotiating all benefit contracts and providing the benefit information to the CTA Executive Director once approved by the Carson City Board of Supervisors.

vii. City will send the enrollment form for each eligible CTA employee to the Public Employees' Retirement System of Nevada ("PERS") at the time of hire. CTA is responsible for complying with all PERS regulations.

viii. Except as indicated in Section 1(H)- District Attorney, provided herein, CTA is responsible for providing and managing its unemployment and workers' compensation insurance claims, Equal Employment Opportunity Commission claims and employment related lawsuits and developing and implementing its own policies and procedures. CTA is responsible for handling all CTA personnel issues.

C. Information Technology Department

i. Unless otherwise stated, CTA will be responsible for purchasing its own equipment, software, and outside services. Such outside services will include but are not limited to: website hosting; domain registration, including, but not limited to, annual maintenance and secure sockets layer ("SSL") certificates; and any third-party Internet service beyond the Internet service provided by the City.

ii. City's Information Technology ("IT") Department will provide the following support and services:

   a. Telephone service that includes all features and functions offered to City VOIP system users. The cost of phone sets shall be CTA's responsibility.
   b. Full Help Desk Support.
   c. Ongoing network support including Internet support and bandwidth adequate for basic browsing and a single video conferencing link. The IT Department is not responsible for ongoing network support for CTA provided third-party internet service.
   d. Antivirus software for computers provided by the City's IT Department.
   e. Support for City applications, such as the City's financial system, subject to approval by the IT Department that owns the system and data.
   f. E-mail service.
   g. Smartphone connectivity to e-mail system. This may require funding from the CTA for mobile device management software and will be on the same terms offered to City Departments.
   h. Server storage space up to 50 GB per user with full back up.
   i. ~~A basic page on the City's web site or links~~ Links from City's website to CTA's website.
   j. Troubleshooting for network connections on printers, copiers, and fax machines, if the equipment is connected to the City network. This does not include maintenance or repair and costs associated therewith. Inexpensive personal output devices (such as inkjet desktop printers) are considered disposable, and subject to very limited support.

iii. The following items are supported by the City's IT Department and will entail equipment or service costs to be funded by the CTA:
   a. Fax line and emergency phone line.
   b. Microsoft Office applications.
   ~~c. Customized changes to the CTA's web presence.~~
   d. Network equipment and building Wi-Fi.
   e. Connection between CTA and the City's network, and associated equipment.
   f. Additional phones.
   g. Additional computers.
   h. Wiring for additional computers or phones that is not already in place.
   i. Other systems may be supported upon mutual agreement, with costs to be determined.

D. <u>Parks, Recreation and Open Space Department</u>

i. City and CTA will work cooperatively to develop a priority reservation process for the use of selected and specific City owned parks and recreation facilities. The priority reservation process will recognize and honor existing contractual obligations or agreements for City sponsored/co-sponsored meetings, programs and events and facility use by outside agencies (government, quasi-governmental and non-profit organizations) that have current agreements with the City. Perpetual reservations at the Bob Boldrick Theater (minimum of two consecutive years) will also be considered as existing obligations. Except as otherwise provided herein, all other events having the potential to provide a positive economic impact to City tax revenue will receive priority for booking reservations.

ii. Facilities fees for event organizers will be mutually determined by the Director of the Parks, Recreation, and Open Space Department ("Parks") or his/her designee and the Executive Director of the CTA or his/her designee and be consistent with the Parks Fees and Charges Policy approved by the Board of Supervisors.

iii. CTA will actively recruit events that have the potential to provide a positive economic impact to the City. CTA will work with City to book or reserve facilities for these events. Parks will be responsible for processing final reservations, collection of security deposits and insurance, approving the scope of the event, and issuing appropriate park permits / agreements directly with the event organizer.

iv. The City parks and recreation facilities applicable to this agreement include John D. Winters Centennial Park, Carson City Fairgrounds/Fuji Park, Mills Park, Governor's Field, Multipurpose Athletic Center (MAC), and Pete Livermore Sports Complex. Mills Park includes the Aquatic Facility, Carson City Community Center, Bob Boldrick Theater, and the Marv Teixeira Pavilion. Additional Parks locations will be considered only upon prior approval from the Parks Director or his/her designee. Carson City Fairgrounds/Fuji Park includes the arena, barns, seating and other recreation amenities, except Bailey Pond.

v. Events on Carson City Open Space properties will require prior approval of the Parks Director or the Open Space Manager and may require additional approval by the Open Space Advisory Committee and/or the Bureau of Land Management (when and where appropriate to comply with deed restrictions).

vi. To ensure that there are minimal impacts to user groups and the general public at the City's Parks facilities the following guidelines will be established for certain locations:

a. Mills Park Aquatic Facility: A maximum of four endorsed events can be scheduled by CTA each calendar year.
b. The Multipurpose Athletic Center (MAC): A maximum of 12 endorsed events (one per month) can be scheduled by CTA each calendar year.
c. Mills Park Bob Boldrick Theater: CTA will be given priority for any availability beyond contractual obligations as outlined in Section 1(D)(i) provided herein.
d. Mills Park Community Center and Marv Teixeira Pavilion: City sponsored youth recreation programs occur annually to coincide with Carson City School District breaks (summer, winter, and spring). Endorsed events will be allowed to occur outside of the standard program days/operating hours (Monday-Friday 7:00am-6:00pm) to ensure the youth recreation programs are not negatively impacted or conflict with endorsed event activities.
e. Carson City Fairgrounds/Fuji Park: Bailey Pond will remain open and available for the general public at all times during endorsed events due to City contractual obligations with the State of Nevada Department of Wildlife. Endorsed events shall not prohibit public access and use of the pond for the public to use and enjoy from 8:00am to dusk daily.

vii. The Parks Department will provide Trails Coordination Services including planning and development of regionally desired trail systems and event recruitment.

viii. Direct costs are determined by the City and may include elements such as seasonal staff and inmate labor, supplies, equipment use and purchases (including rental equipment), utilities, infrastructure, and maintenance. Direct costs will not include allocation of full-time staff or staff that is regularly scheduled during the day/time of the event at any particular facility. Overtime incurred by City employees (seasonal, part time, full time or contractual) will be included as a direct cost. Third party contracts for supplies, materials, services and labor required for CTA endorsed events are included as a direct cost.

ix. CTA will make all reasonable efforts to include the Parks Department in pre-planning meetings and coordination with event organizers. CTA will notify the Parks Department regarding approval of newly endorsed events at least sixty (60) days in advance or at the time of the special event Major Project Review meeting to ensure adequate resources can be allocated to support the event or if the event should be considered by the Carson City Parks and Recreation Commission. Endorsed events with less than sixty (60) days' notice will be considered for approval by the Parks Director or his/her designee.

x. Approved events outlined in Exhibit A (Carson City Culture & Tourism Authority Endorsed Annual Events), attached hereto and incorporated by reference, are reoccurring events that CTA wishes to endorse on a regular basis at the City's Parks and Recreation facilities. Events not included in Exhibit A will require the processes and approvals as outlined above and may require a Major Project Review, depending on the size and scope of the event. CTA shall meet with the Parks Department annually to mutually agree on updates to Exhibit A and related information. On or before July 1 of each year, CTA will provide an updated Exhibit A to the Public Works Department and the Community Development Department.

xi. The Parks Department will inform CTA of contacts and inquiries it receives of events that may have tourism or visitor potential for Carson City and refer event organizers directly to CTA for potential endorsement consideration.

E. Public Works Department

i. CTA will notify the Public Works Department ("Public Works") and include the department in planning meetings for any event outlined in Exhibit A that will require Public Works to provide labor, equipment, or materials. At the meeting, CTA will provide Public Works with an outline of required work and a proposed schedule for each work item.

ii. For events not included in Exhibit A, Public Works will provide CTA with a cost estimate and comments on the proposed schedule within one week of the event planning meeting. If CTA agrees with the proposal from Public Works, CTA will provide a written request at least two weeks prior to the event date. Upon event completion, Public Works will provide an invoice to CTA for actual expenditures for the event including labor, equipment, and materials.

iii. Public Works will inform CTA of contacts and inquiries it receives of special events that may have tourism or visitor potential for Carson City and refer event organizers to the CTA.

F. Community Development Department

i. City and CTA will work cooperatively to develop a priority reservation process for the use of McFadden Plaza and other city rights-of-way (streets) within the downtown area to support special events. The priority reservation process will recognize and honor existing contractual obligations or agreements for City sponsored/co-sponsored special events and special events by outside agencies that have agreements with the City.

ii. Downtown special events having the potential to provide a positive economic impact to the City will receive priority for reservation. Special Event application and vendor fees will be waived for events listed in Exhibit A, as updated annually. All other fees will apply.

iii. CTA will actively recruit events that have the potential to provide a positive community economic impact. CTA will work with the City to reserve downtown special event space. Event organizers are responsible for submitting a Special Event application and providing all information and documentation required for the Special Event permit, including applicable liability insurance, at least sixty (60) days prior to the event. The Community Development Department ("Community Development") will be responsible for processing Special Event applications and coordinating logistics and event details directly with the event organizer.

iv. Direct costs will be determined by City as identified in the applicable City department subsections above.

v. CTA will make all reasonable efforts to include Community Development in pre-planning meetings and coordination with downtown special event organizers. CTA will notify Community Development regarding approval of newly endorsed downtown special events at least ninety (90) days in advance of the special event date to ensure that the special event space is available. Endorsed events with less than ninety (90) days' notice will be approved by the Community Development Director or his/her designee on a case-by-case basis with consideration of the nature of any conflicting downtown special events.

vi. Community Development will inform CTA of contacts and inquiries it receives of special

events that may have tourism or visitor potential for Carson City and refer event organizers to the CTA.

G. <u>Purchasing and Contracts</u>

i. The City's Purchasing and Contracts Administrator ("Administrator") will provide assistance to CTA regarding the drafting and preparation of contracts or purchasing requests as needed. The Administrator will also provide guidance on compliance with state and federal laws and regulations.

2. **Legal Services.** The Parties agree to the following terms regarding the provision of legal services and representation by CCDA to CTA.

A. The CCDA will assign a Deputy District Attorney to provide legal representation to CTA as described in this section.

B. CCDA will review and edit agendas and support materials for all public meetings of the CTA. CCDA will attend public meetings of the CTA to assist with compliance with the Nevada Open Meeting Law and to respond to legal questions that may arise.

C. CCDA will review and assist with preparation of contracts for CTA for matters that directly relate to or arise from the conduct of official business within the scope of CTA's authority.

D. CCDA will provide legal representation and counsel to CTA as requested by the CTA Executive Director subject to the discretion of the District Attorney and pertaining to matters that directly relate to or arise from the conduct of official business within the scope of CTA's authority.

E. CCDA will prepare written legal opinions as requested by CTA subject to the discretion of the District Attorney and pertaining to matters that directly relate to or arise from the conduct of official business within the scope of CTA's authority.

F. Except where CTA's insurance counsel is involved, CCDA will initiate or defend against civil litigation on behalf of CTA or its members or employees acting within the scope of their legally authorized employment or public duties, but not where civil litigation or other legal dispute exists involving CTA and another client of the Carson City District Attorney's office. The initiation or defense against civil litigation will be at the discretion of the District Attorney and confined to matters that directly relate to or arise from the conduct of official business within the scope of CTA's authority.

G. CCDA will provide training to the CTA Board of Directors on Nevada Open Meeting Law and Ethics in Government as necessary.

3. **CTA RESPONSIBILITIES**

A. CTA shall collect all transient lodging taxes from Carson City lodging properties and any other CTA revenues for deposit with the Carson City Treasurer for credit to the CTA agency fund.

B. CTA shall pay monthly to the City, an amount equal to 1% of the total 11% transient lodging tax rate collected from transient lodging properties.

C. CTA shall timely submit all claims for payment of accounts payable and payroll according to an agreed upon schedule created by City.

D. CTA is responsible for certifying the appropriateness of any financial transaction, verifying that invoices and payroll are accurate, budgeted, and in compliance with CTA policies and State and Federal laws and regulations.

E. CTA will ensure that appropriate purchasing and financial policies and procedures are in place.

F. CTA shall be responsible for its own procurement of goods and services.

G. CTA shall be responsible for preparing, approving, and filing the CTA's annual budget and budget augmentations.

H. CTA shall be responsible for all financial reporting required by the State of Nevada Department of Taxation related to the transient lodging tax.

I. CTA shall prepare the CTA's annual financial statements and provide an annual audit of its financial statements.

J. CTA will ensure that appropriate personnel policies and practices are in place in accordance with state and federal laws.

K. CTA shall pay any direct costs associated with the use of City's telephone system by CTA.

L. CTA shall pay for any hardware and software information technology costs, except as provided in Section 1(C) - Information Technology.

M. CTA will coordinate with City staff for the use of any City facilities for events to ensure that the event promoter /organizer meets all requirements of City.

N. CTA shall maintain its own liability insurance.

4. **TERM.** This Agreement shall be effective retroactively on July 1, 2021, and shall remain in effect until June 30, 2026, unless sooner terminated by either Party as specified in Section 6 (TERMINATION). Upon approval by the Carson City Board of Supervisors, the CTA Board of Directors, and the CCDA, the term of this Agreement may be extended for a subsequent 5-year term ending on June 30, 2031.

5. **NOTICES.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and will be deemed to have been duly given if delivered personally in

hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt required, postage prepaid on the date posted, and addressed to the other Party at the following address:

FOR CITY:
Nancy Paulson, City Manager
201 N Carson Street, Suite 2
Carson City, NV 89701
(775) 887-2100
npaulson@carson.org

FOR CTA:
Carson City Culture & Tourism Authority
David Peterson, Executive Director
716 North Carson Street, Suite 100
Carson City, NV 89701
775-283-7681
dpeterson@visitcarsoncity.com

FOR CCDA:
Jason Woodbury, District Attorney
885 E. Musser Street, Suite 2030
Carson City, NV 89701
775-887-2070
jwoodbury@carson.org

6. **TERMINATION.**

A. **Termination for Nonappropriation.** All services provided under this Agreement are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that City does not acquire and appropriate the funding necessary to perform in accordance with the terms of the Agreement, the Agreement shall automatically terminate upon City's notice to CTA of such nonappropriation, and no claim or cause of action may be based upon any such nonappropriation.

B. **Termination Without Cause.** Either Party may terminate this Agreement without cause upon sixty (60) days written notice to the other Party. Each Party agrees to perform their respective duties herein until the date of termination. All contractual obligations for scheduled events will survive any termination. The Parties will meet to discuss the cost and funding to meet their respective obligations for the remaining scheduled events.

7. **LIMITED LIABILITY.** City and CTA do not waive and intend to assert any and all available NRS Chapter 41 liability limitations and immunities in all cases. Liquidated damages shall not apply unless otherwise expressly provided for elsewhere in this Agreement. The contract liability of the Parties under this Agreement does not include punitive damages.

8. **FORCE MAJEURE.** Neither Party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of this Agreement after the intervening cause ceases.

9. **INDEMNIFICATION.** To the fullest extent permitted by law, including but not limited to the provisions of NRS Chapter 41, each Party shall indemnify, hold harmless and defend, not excluding the others right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the Party, its officers, employees or agents. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any Party or person described herein. This indemnification obligation is conditioned upon receipt of written notice by the indemnifying Party within thirty (30) days of the indemnified Party's notice of an actual or pending claim or cause of action. The indemnifying Party shall not be liable to hold harmless any attorney's fees or costs incurred by the indemnified Party if the indemnified Party elects to participate in any litigation or arbitration with legal counsel of its own choice.

10. **INSURANCE.** All Parties must carry their own policies of insurance and pay all applicable taxes and fees.

11. **BREACH.** Failure of either Party to perform any obligation of this Agreement shall be deemed a breach. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties shall not be exclusive and are in addition to any other rights, remedies provided by law or equity, including but not limited to actual damages incurred, and reasonable attorney's fees and costs incurred by the prevailing Party. The Parties agree that, in the event a lawsuit is filed and a Party is awarded attorney's fees by the court, for any reason, the amount of recoverable attorney's fees shall not exceed the rate of $125 per hour.

12. **WAIVER OF BREACH**. Failure to declare a breach or the actual waiver of any particular breach of this Agreement or its material or nonmaterial terms by either Party shall not operate as a waiver by such Party of any of its rights or remedies as to any other breach. No waiver of any right or remedy shall be effective unless in writing.

13. **SEVERABILITY.** If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

14. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement, together with the Exhibits, constitutes the entire agreement of the Parties and is the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. The term "agreement" as used herein shall be deemed to include all Exhibits. All Exhibits attached hereto are hereby incorporated by reference and made

a part of this Agreement. Where the terms of any Exhibits conflict with the provisions of this Agreement, this Agreement shall govern. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement is binding upon the Parties unless the same is in writing and signed by the Parties and approved by each Parties' respective counsel.

15. **GOVERNING LAW AND JURISDICTION**. The laws of the State of Nevada apply in interpreting and construing this Agreement. The Parties consent to the jurisdiction of, and agree that disputes will be resolved by, the courts of the First Judicial District Court of the State of Nevada in Carson City.

16. **NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third-party or to otherwise allow a third-party to assert a cause of action against either CITY or CTA arising from, or related to, this Agreement.

17. **OWNERSHIP OF PROPERTY.** This Agreement does not contemplate a transfer of any real or personal property or ownership interest between the Parties. Any and all real and personal property presently owned by either Party will remain owned by that Party's upon completion or termination of this Agreement.

18. **RECORDS.** Each Party agrees to keep and maintain, under generally accepted accounting principles, full, true and complete records and documents pertaining to this Agreement and will present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation is maintained.

19. **SUCCESSORS; ASSIGNMENT.** This Agreement shall bind the heirs, executors, administrators, successors, and assigns of the respective parties. No Party may assign, transfer or delegate any rights, obligations, or duties under this Agreement without the prior written consent of the other Parties.

20. **AUTHORITY TO SIGN.** The Parties represent and warrant that the person executing this Agreement on behalf of each respective Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the services set forth herein.

21. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which, taken together, shall constitute one and the same Agreement.

(The remainder of this page is blank; the signature blocks follow on the next page.)

22. **ANNUAL MEETING AND MODIFICATIONS.** City staff and CTA staff will meet annually to discuss the Agreement. All City Departments involved in the Agreement will be invited to attend this annual meeting to discuss the operation of the Agreement and any proposed modification. Any proposed changes to the Agreement will be presented to both the Carson City Board of Supervisors and the Carson City CTA Board of Directors respectively for approval.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

CARSON CITY, NEVADA

_____
Nancy Paulson
City Manager

Board of Supervisors

_____
Lori Bagwell
Mayor

CARSON CITY CULTURE & TOURISM AUTHORITY

_____
David Peterson
Executive Director

CTA Board of Directors

_____
Mike Jones
CTA Chair

CARSON CITY DISTRICT ATTORNEY'S OFFICE

_____
District Attorney or Designee

ATTEST:

_____
Aubrey Rowlatt
Clerk-Recorder

Agenda Item No: 9.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Sheri Russell-Benabou, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through September 8, 2023, per NRS 251.030 and NRS 354.290. (Sheri Russell-Benabou, srussell@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of Supervisors, at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – www.carson.org.

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

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Proposed Motion
I move to accept the report.

Board's Strategic Goal
Efficient Government

Previous Action
N/A

Background/Issues & Analysis
A "Condition of the Treasury Report" is attached indicating the beginning balance, receipts, disbursements and the ending balance of each cash account for every fund in the City as of September 8, 2023.

It is important to note that there will always be timing differences with these balances - for example, while all departments take deposits to the bank on a daily basis, there is usually a delay between when the reports are prepared and when they are entered into the system.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 251.030 and 354.290

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives
N/A

Attachments:
BOS Cash Report 09-08-2023.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

CONDITION OF THE TREASURY REPORT

CASH ACTIVITY BETWEEN 8/25/2023 & 9/8/2023

FUND	FUND NAME	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
101	GENERAL FUND	$18,712,038.64	$4,862,874.44	$2,746,876.71	$ 20,828,036.37
201	AIRPORT FUND	$0.07	$0.00	$0.00	0.07
202	COOPERATIVE EXTENSION FUND	$364,835.43	$2,779.51	$0.00	367,614.94
208	SUPPLEMENTAL INDIGENT FUND	$2,687,350.44	$24,968.70	$20,109.20	2,692,209.94
210	CAPITAL PROJECTS FUND	$26,676,640.05	$1,141,488.14	$228,828.57	27,589,299.62
215	SENIOR CENTER FUND	$606,805.76	$10,854.80	$50,955.33	566,705.23
225	CARSON CITY TRANSIT FUND	$340,550.70	$1,776.13	$99,597.43	242,729.40
230	LIBRARY GIFT FUND	$162,198.45	$0.00	$0.00	162,198.45
235	LANDSCAPE MAINTENANCE FUND	$616,772.03	$1,180.00	$2,031.79	615,920.24
236	ADMINISTRATIVE ASSESSMENT FUND	$46,563.19	$806.00	$0.00	47,369.19
237	S. CARSON NEIGHBORHOOD IMPROV. DIST.	$53,022.70	$1,321.50	$0.00	54,344.20
240	TRAFFIC/TRANSPORTATION FUND	$20,960.32	$0.00	$663.83	20,296.49
245	CAMPO FUND	($17,158.05)	$0.00	$7,343.33	(24,501.38) [1]
250	REGIONAL TRANSPORTATION FUND	$5,731,884.91	$200,718.77	$450,187.70	5,482,415.98
253	V & T INFRASTRUCTURE FUND	$3,312,372.43	$185,626.56	$91,618.78	3,406,380.21
254	QUALITY OF LIFE FUND	$5,954,505.30	$371,804.04	$131,789.96	6,194,519.38
256	STREET MAINTENANCE FUND	$1,376,647.51	$372,099.11	$134,330.84	1,614,415.78
275	GRANT FUND	$17,735,031.54	$17,082.14	$563,901.09	17,188,212.59
280	COMMISSARY FUND	$98,895.31	$0.00	$16,587.64	82,307.67
287	911 SURCHARGE FUND	$739,787.59	$0.00	$8,699.92	731,087.67
310	INFRASTRUCTURE TAX FUND	$8,055,621.26	$185,625.99	$89,172.24	8,152,075.01
340	EXTRAORDINARY MAINTENANCE FUND	$14,246,431.87	$0.00	$16,918.54	14,229,513.33
350	RESIDENTIAL CONSTRUCTION TAX FUND	$1,277,581.28	$3,000.00	$0.00	1,280,581.28
410	DEBT SERVICE FUND	$1,419,171.66	$681,134.43	$0.00	2,100,306.09
501	AMBULANCE FUND	$4,680,635.77	$48,187.73	$153,043.89	4,575,779.61
505	STORMWATER FUND	$932,890.43	$123,955.68	$14,305.52	1,042,540.59
510	WASTEWATER FUND	$24,399,933.29	$761,298.82	$230,308.64	24,930,923.47
520	WATER FUND	$26,234,324.06	$1,088,984.08	$449,619.81	26,873,688.33
525	BUILDING PERMITS FUND	$1,248,892.36	$57,059.63	$21,360.00	1,284,591.99
530	CEMETERY FUND	$578,696.92	$3,311.04	$5,114.86	576,893.10
560	FLEET MANAGEMENT FUND	$2,458,892.08	$0.00	$115,742.51	2,343,149.57
570	GROUP MEDICAL INSURANCE FUND	$363,654.34	$418,758.36	$57,238.84	725,173.86
580	WORKERS COMPENSATION FUND	$2,938,699.57	$30,325.71	$42,743.25	2,926,282.03
590	INSURANCE FUND	$1,731,280.77	$1,783.66	$45,950.72	1,687,113.71
602	REDEVELOPMENT ADMINISTRATIVE FUND	$91,125.84	$0.00	$22,144.84	68,981.00
603	REDEVELOPMENT REVOLVING FUND	$4,012,765.86	$0.00	$52,141.11	3,960,624.75
604	REDEVELOPMENT TAX INCREMENT FUND	$2,116,480.37	$61,519.00	$0.00	2,177,999.37
730	SCHOOL DEBT FUND	$11,803,478.10	$105,020.84	$61,163.30	11,847,335.64
740	CARSON CITY TOURISM AUTHORITY	$2,945,868.08	$111,645.14	$42,665.95	3,014,847.27
748	CARSON CITY SCHOOL OPERATING FUND	$4,682,868.24	$162,837.53	$831,844.57	4,013,861.20
750	STATE OF NEVADA FUND	$1,598,947.24	$103,149.17	$53,515.69	1,648,580.72
752	RANGE IMPROVEMENT FUND	$131.71	$35.33	$0.00	167.04
756	EAGLE VALLEY WATER DISTRICT FUND	$31,457.61	$1,016.06	$0.00	32,473.67
760	WATER SUB-CONSERVANCY FUND	$154,891.80	$6,513.74	$29,972.27	131,433.27
765	FISH AND GAME FUND	$7,618.06	$0.00	$0.00	7,618.06
770	FORFEITURE ACCOUNT	$62,833.86	$0.00	$0.00	62,833.86
780	DOWNTOWN NEIGHBORHOOD IMPROV. DIST.	$120,918.37	$1,447.25	$0.00	122,365.62
793	CONTROLLER'S TRUST FUND	$14,156.88	$0.00	$0.00	14,156.88
850	CARSON CITY OPEB TRUST FUND	$3,413,319.21	$55,964.30	$8,678.14	3,460,605.37
TOTAL		**$ 206,843,271.21**	**$ 11,207,953.33**	**$ 6,897,166.81**	**$ 211,154,057.73**

[1] Timing difference - awaiting grant reimbursement.

Agenda Item No: 10.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Sean Slamon, Fire Chief and Jon Bakkedahl, Deputy Emergency Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the submittal of an application to the State of Nevada, Division of Emergency Management ("DEM"), acting on behalf of the Federal Emergency Management Agency ("FEMA"), to receive $75,484 from the Homeland Security Grant Program ("HSGP") with no local match requirement, to purchase supplies and provide travel funding and part-time staffing for the Community Emergency Response Team ("CERT") program. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: The CERT program is a volunteer team supporting the community that would benefit from HSGP funds for supplies, travel reimbursement for meetings and staffing support, which would be contracted on a part-time basis. To ensure compliance with DEM's deadline for HSGP applications, the Carson City Fire Department's Emergency Management Division ("Emergency Management") has already submitted the HSGP application. Carson City's Grants Policy requires any grant application over $50,000 be approved by the Board of Supervisors ("Board").

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

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Proposed Motion

I move to ratify the previous submittal of the grant application as requested.

Board's Strategic Goal

Safety

Previous Action

N/A

Background/Issues & Analysis

The Federal Fiscal Year 2023 HSGP is one of three grant programs offered by FEMA that focus on enhancing the ability of state, local, tribal and territorial governments, as well as nonprofit organizations, to prevent, prepare for, protect against and respond to potential terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by FEMA to help strengthen the nation's communities against potential terrorist attacks and other hazards.

Carson City's Citizen's Corp operates under the CERT program and is designed to assist with light search and rescue, fire safety, disaster medical operations and team organization (including sheltering operations). The HSGP is structured to require a certain percentage of the total funds available to be spent in discrete areas, and 3% of overall spending must be allocated to projects that enhance community preparedness and resilience. The CERT program would qualify for funds under this category, and the goal of this grant is to seek funding to

help revitalize the Carson City CERT program by offering the equipment, skills and training needed to support CERT's mission.

DEM's deadline for HSGP applications was August 18, 2023, and Emergency Management has already timely submitted the application. Therefore, Emergency Management is seeking the Board's retroactive approval of the HSGP application.

Applicable Statute, Code, Policy, Rule or Regulation
Carson City's Grants Policy

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: If the HSGP application is awarded by FEMA (via DEM) and the Board approves the grant award, the Grant Fund would house revenue and expenses for the CERT Team. Revenues 2752081-431010 and Expenses 2752505-50XXXX (Salaries, Benefits, Services and Supplies, Equipment).

Is it currently budgeted? No

Explanation of Fiscal Impact: Total fiscal impact is $75,484. There is no match required. Please see enclosed Budget HSGP Grant document for further line item detail. Revenue and expense budget will be added during first round of budget augmentations in February 2024.

Alternatives
Do not ratify the previous submittal of the grant application and/or provide alternative direction to staff.

Attachments:
HSGP FY23-Grant Application-Submitted.pdf

Budget HSGP Grant.pdf

US DHS NOFO Fiscal Year 2023 Homeland Security Grant Program.pdf

FY 2023 Homeland Security Grant Program Fact Sheet.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)



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Nevada Office of the Military, Division of Emergency Management

FFY 2023 Homeland Security Grant Program (HSGP)
Deadline: 4/30/2027

Carson City Community Emergency Response Team

Carson City CERT

Jump to: Pre-Application Application Questions Category Budget Totals Documents Uploads

$ 75,484.00 Requested

Submitted: 3/30/2023 1:36:54 PM (Pacific)

Project Contact
Serge Duarte
s3rg3d@outlook.com
Tel: 7752307327

Additional Contacts
knyberg@carson.org

Carson City Community Emergency Response Team

777 S Stewart St
Carson City, NV 89701
United States

Deputy Emergency Manager
Kevin Nyberg
knyberg@carson.org

Telephone(775) 887-2000
Fax
Web carson.org/cert

Pre-Application *top*

1. Are you a state, local, or tribal government?

- [x] Yes
- [ ] No

2. Did you participate in the Threat and hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process and the Integrated Preparedness Plan Workshop (IPPW) during 2022?

These processes were conducted during the Division of Emergency Management's Fall Workshops.

- [ ] Yes
- [x] No

3. National Incident Management System (NIMS) implementation is required before allocating any federal preparedness awards in FFY 2023. Recipients must ensure and maintain the adoption and implementation of NIMS. Are you NIMS compliant?
Please reference the 2023 NOFO for information regarding NIMS Compliance.

- [x] Yes, we have formally adopted NIMS
- [ ] No
- [ ] No, but we will be compliant prior to receiving grant funds

4. In order for your application to be considered, you must attend open meetings to testify in front of either the Nevada Resilience Advisory Committee (NRAC) or Urban Area Working Group (UAWG) as well as Committee on Finance (COF) and the Nevada Commission on Homeland Security (NCHS). This is a requirement of the grant. If you do not send representation, your application will not be considered.
The NRAC Meeting will be held on 04/25/2023 :: The UAWG Meeting will be held on 04/18/2023 :: Further Dates can be found in the Resource Documents in the FFY23 HSGP Timeline

- [x] I understand and agree to send representation to the required meetings.

5. All procurement is required to be compliant with Nevada Revised Statute 333 and/or Nevada Revised Statute 332. Per FEMA legal opinion, locals may not use NRS 332.115 because it has been determined that NRS 332.115 is less restrictive than 2CFR Part 200. All procurement must be free and open competition. Any sole source procurement must be pre-approved in writing by the DEM in advance of the procurement.
You may view the written legal opinion in the "Resource Document" tab.

- [x] I understand and agree to utilize the most restrictive guidelines for procurement.

6. Each jurisdiction must complete its own application. The submitter of the grant application will be the sub-recipient of funds. Sub-Grantees may not sub-grant funds.

- [x] I understand and will not sub-grant funds.

Application Questions *top*

1. Name of the Homeland Security Grant Program (HSGP) funding stream you are requesting funding for:

- [x] State Homeland Security Program (SHSP)
- [ ] Urban Area Security Initiative (UASI)

2. Please choose the primary intent for your project.
A list of the Strategic Programs can be found in HSGP Bulletin #3 in the Resource Documents section.

- [x] Project is NEW - No grant-funded projects have addressed this capability within the past five years; OR the project has not been funded in the past.
- [ ] Project is an ENHANCEMENT - The project builds capability that was established in a previously funded project
- [ ] Project will be MAINTAINED - Project is a FFY 23 Strategic Program

3. Please enter the name of the strategic program as it appears in Bulletin #3.
If not applicable, answer not applicable.
Carson City CERT

4. Please choose one of the five mission areas or you may choose "All of the Above".

For a description of each mission area, please visit: https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities

- [ ] Prevention
- [ ] Protection
- [ ] Mitigation
- [ ] Response
- [ ] Recovery
- [x] All of the Above

5. Please select ONE main core capability for your project. If your project does not fit in this list choose not applicable and see question 6.

A description of Mission Areas and Core Capabilities can be found at: https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities

- [ ] Fatality Management Services
- [ ] Fire Management and Suppression
- [ ] Infrastructure Systems
- [ ] Logistics and Supply Chain Management
- [x] Mass Care Services
- [ ] Mass Search and Rescue Operations
- [ ] On-Scene Security, Protection, and Law Enforcement
- [ ] Operational Communication
- [ ] Public Health, Healthcare, and Emergency Medical Services
- [ ] Health and Social Services
- [ ] Economic Recovery
- [ ] Natural and Cultural Resources
- [ ] Housing
- [ ] Not Applicable (choose from the second list)

6. If you selected not applicable on question 5, please select one main core capability from this list. Otherwise, select not applicable.

A description of Mission Areas and Core Capabilities: https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities

- [ ] Planning
- [ ] Public Information and Warning
- [ ] Operational Coordination
- [ ] Forensics and Attribution
- [ ] Intelligence and Information Sharing
- [ ] Interdiction and Disruption
- [ ] Screening, Search and Detection
- [ ] Access Control and Identity Verification
- [ ] Physical Protective Measures
- [ ] Cybersecurity
- [ ] Supply Chain Integrity and Security
- [ ] Risk Management for Protection Programs and Activities
- [ ] Risk and Disaster Resilience Assessment
- [ ] Community Resilience

- [ ] Long-term Vulnerability Reduction
- [ ] Threats and Hazards Identification
- [ ] Environmental Response/Health and Safety
- [ ] Critical Transportation
- [ ] Situational Assessment
- [x] Not Applicable

7. Please select the National Priority Area that your project applies to. If your project is not one of the 6 listed National Priority Areas, select "State Priority"

Please refer to the 2023 Notice of Funding Opportunity for a description of the National Priority Areas.

- [x] Enhancing Community Preparedness and Resilience
- [ ] Enhancing the Protection of Soft Targets/Crowded Places
- [ ] Enhancing Information Sharing and Intelligence Sharing and Analysis and cooperation with federal agencies including DHS
- [ ] Combatting Domestic Violent Extremism
- [ ] Enhancing Cyber Security
- [ ] Enhancing Election Security
- [ ] State Priority

8. Describe how your project fits into the FFY 2023 National Priority or state strategic priorities. Please ensure your project falls under the listed core capability and lifelines.

Please refer to the 2023 HSGP NOFO and SPR attached in the Resource Documents.

The Carson City CERT is trained and equipped to enhance community preparedness and resilience by providing disaster and terrorism-related prevention and preparation resources and information to the community through public events and electronic media, and providing support to first responders, volunteer organizations and NGOs during critical incidents.

Examples of planned community outreach include staffing informational tables at local home improvement centers during September, the national preparedness month to raise awareness about the importance of preparing for disasters and emergencies that could happen at any time. We are using social media to inform subscribers of best practices in preparedness and prevention through temporaneous messages (e.g. flood messages during wet season, fire messages during fire season) and also to inform them of current events (such as community training, CERT participation, etc).

9. Describe the investment or project, specifically how it addresses gaps and/or sustainment in the Threat and Hazard Identification Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR).

This question is specifically asked in the Investment Justification.

Carson City CERT members complete the Basic CERT training course which includes the subjects of Overview of CERT Operations, Incident Command System, Disaster Medical Operations, Search and Rescue, Disaster Psychology, Fire Safety, and Terrorism Awareness. All of these training areas can be employed to prevent, prepare for, protect against, mitigate, and recover from threats identified in the THIRA/SPR. Carson City CERT focuses on three most likely threats to our community: wildland fires, floods, and earthquakes, and provides information materials and resources to the community to address gaps in these threat areas.

Additionally, Carson City CERT has developed an expertise in the staffing and management of evacuation centers, and has recently promulgated an Evacuation Center procedure which the Northern Nevada chapter of the American Red Cross describes as a model, and in fact adopted portions of this procedure. Carson City CERT plans on developing and implementing a joint exercise with the Red Cross in the near future. This exercise will test our evacuation center procedures, and allow us to identify any existing gaps, and refine our procedure to close those gaps.

10. Please explain how your project demonstrates a nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism
Carson City CERT members all complete Terrorism Awareness training as part of the Basic CERT training course. In addition, regular training is provided to the team to sustain their knowledge of this threat, enabling them to more readily recognize signs of possible terrorism activities and more accurately report their observations.

Carson City CERT provides materials and training to the community related to attacks in crowded and public spaces and active shooters. Also, Carson City CERT members have acted as role players for Carson City Fire Department as they test their EMS candidates, helping CCFD select the best candidates who could be employed to provide medical attention to a victim or victims of terrorism.

Finally, Carson City CERT has developed a working relationship with DEM NVOC and can provide CERT volunteers to assist NVOC during activations, when requested by NVOC. This will allow NVOC staff to focus on their primary mission and potentially reduce the decision and response cycles in response to a terrorist incident.

11. What is the overall goal for this project?
Quantify your capability, identify users and beneficiaries, and describe the overall benefit of your project to the state.
Carson City CERT will use the POETE model to measure current capabilities and gaps and then develop plans to expand current capabilities and close gaps. One of the first priorities is to establish and maintain regular communications with other CERT teams. This low-hanging fruit will benefit the Carson City community, as well as create regional capabilities, by understanding gaps and developing synergies that will close those gaps. We will conduct joint training exercises with the regional teams to test those synergies.

Next, we intend to develop and expand our training cadre to be better able to provide community and team training related to community resilience and preparedness. By developing a training cadre, we will be able to grow the team through community messages and outreach campaigns. By increasing the team membership, Carson City CERT will be able to provide more community outreach events and will be better staffed to provide support to first responders during a critical incident.

Another aspect of growing team capabilities is our goal of establishing and implementing a Teen CERT program. In coordination with our local high school vocational training courses, we intend to provide Teen CERT training to selected high school students in order to provide them will additional skills to help them achieve their vocational goals, as well as provide additional team resources to use in the event of a critical incident or support to a large scale public event.

We will continue to develop and refine our evacuation center procedures, and exercise these procedures with government and VOAD stakeholders.

Finally, we will conduct regular CERT academies to the general community in order to develop stronger resilience and preparedness.

12. Project Implementation - Describe how, and by whom, the proposed project will be implemented. Describe the process by which the project will be accomplished. Identify who will perform the work.
ie. Contract Staff - complete quarterly reporting; John Doe - exercise development; Staff - carry out exercise; Example team - Maintain equipment purchased for Exercise.
A single contract staff as program coordinator will manage and report on grant use and expenditures on a quarterly basis, or more frequently as required; will manage the overall CERT program to include planning, operating, equipping, training and exercising processes; will coordinate with CERT team leads to maintain and refresh supply and equipment inventories used for planning, training and exercises; will develop with CERT team leads training and exercise opportunities which will maintain and enhance current skills and develop additional skills needed to protect our community; will provide CERT oversight during deployments;

will coordinate with other CERT programs, public safety agencies, NGOs, and other related organizations; and will follow appropriate federal, state and local acquisition and travel regulations in the expenditure of grand funds.

CERT team leaders will work in collaboration with the Program Coordinator to develop plans, design training, and coordinate exercises with other stakeholders in the region to identify and close gaps in community preparedness. CERT team members will participate in training and exercises, using skills and tools provided, and will also perform outreach to the community to inform them of prevention and preparation methods.

13. Will this project be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA) Under 6 U.S.C. § 607?
For additional information, you may review: 6 USC 607 (a) 2 here: https://uscode.house.gov/view.xhtml?req=(title:6%20section:607%20edition:prelim)

- [ ] Yes
- [x] No

14. Sustainment Plan: Identify any continuing financial obligation created by the Project, and proposed funding solution.
Until such time that this grant application is approved, Carson City CERT will continue to be supported by Carson City Fire Department.

15. Can this project funding request be reduced? Is it scaleable? Please answer Yes or No, and explain below.
No. Carson City CERT has not been the recipient of HSGP grant funds in the past, and has been primarily sustained directly through Carson City Fire Department funds. Planning, training and exercise supplies, equipment and contract support has therefore been minimal. This initial HSGP grant application thoughtfully describes and requests planning, training and exercise procurements which will allow Carson City CERT to establish a baseline capability and better develop, enhance, and expand its program to support community preparedness and resilience.

This grant application has been developed to establish a baseline capability, and is scalable to meet the anticipated growth in planning, training and exercises in the future years. However, some of the requested acquisitions have a long shelf-life and would not need to be procured on an annual basis, potentially reducing the requested amount for next fiscal year.

16. Project Location: Provide the 5-digit zip code where the project will be executed. The project location may be distinct from the sub-recipient address.
89701

17. Is the focus of your project building new capability or sustaining previously developed capabilities?

- [x] Building
- [ ] Sustaining

18. Is this request deployable? All assets supported in part or entirely with FFY 2023 HSGP funding must be readily deployable and NIMS-typed when possible to support emergency or disaster operations per existing Emergency Management Assistance Compact (EMAC) under 6 U.S.C. § 609, and any other applicable provision of the Homeland Security Act of 2002, as amended.

- [x] Yes
- [ ] No

19. Shareable: Is the core capability supported by this project shareable with other jurisdictions?

- [x] Yes
- [ ] No

20. If your project supports a NIMS Typed resource, enter the corresponding name, type, and ID of the typed resources from the Resource Typing Library Tool. If not applicable, type in "not applicable"
To search for a resource Please visit: https://rtlt.preptoolkit.fema.gov/Public
Not applicable

21. Does this project require new construction, renovation, retrofitting, or modifications of an existing structure?
Please see slides 4 and 5 of EHP Screening Instructions in the "Resource Documents" tab.
No

22. Does this project directly support a previously awarded project or investment? If yes, list up to three prior years' investments or projects, Include the year, investment name, and the last milestone completed. The milestones are defined as Initiate, Plan, Execute, Control or Closeout.
Example: 2020, Recovery Framework, Control - 2021, Recovery Framework, Closeout - 2022 no project submitted.
No

23. What is the status of your planned activities?
For more information regarding the definition of these terms and their use, please visit: https://projectmanagementacademy.net/articles/five-traditional-process-groups/

- [x] Initiate
- [ ] Plan
- [ ] Execute
- [ ] Control
- [ ] Close Out

24. Establish Milestones for your project. These should be meaningful to show progress towards completion of your project and will be used during quarterly progress reporting.
Note: you do not need to supply all 8 Milestones

On hold	Milestone 1
On hold	Milestone 2
On hold	Milestone 3
On hold	Milestone 4
On hold	Milestone 5
	Milestone 6
	Milestone 7
	Milestone 8
0.00	**TOTAL**

Category Budget Totals *top*

Category Budget Breakdown	Costs
Planning	$ 0.00
Organization	$ 30,160.00
Equipment	$ 5,600.00

Training	$ 19,800.00
Exercise	$ 19,924.00
Management and Administration	
Total	**$ 75,484.00**

Category Budget Totals Narrative

Organization: We will utilize a single contractor as program coordinator to manage and report on all aspects of this grant and the overall CERT program.

Equipment: We will procure hand tools which are essential to complete CERT roles. Stand-alone storage racks will be used to maintain facilitate the rapid deployment of equipment. SmartSheet software will help manage project.

Train: We will send the program coordinator and another CERT team member to select training venues in order to develop relationships and learn best practices. Supplies will be utilized during training stages.

Exercise: Essential Individual safety items will be used during exercises and critical incidents. Outreach materials and CERT identifying markers will be used for community preparedness.

Documents Uploads *top*

Documents Requested *	Required?	Attached Documents *
Single Audit (Most Current)	☑	Carson City 2020 Audit
Travel Policy	☑	Carson City 2022 Travel Policy
Payroll Policy	☑	2020 Carson City Grant Manual
Procurement Policy	☑	Carson City Purchasing and Contracts Policies and Procedures
Project Budget	☑	Carson City CERT Project Budget 2023
Project Milestones		
Administrative Documents *		
	Internal	Milestones Updated 04/18/2023

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 435065

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Total Fiscal Impact
Home Security Grant Program (HSGP)

Explanation of Fiscal Impact:

Budget	Quantity	Unit Cost	Total
Carson City CERT Program Coordinator.	520 hrs	$58.00	$30,160.00
Hand tools such as axes, shovels, brooms, pry bars, and sledgehammers.	4	$950.00	$3,800.00
Stand-alone storage racks	6	$250.00	$1,500.00
Annual business subscription to Smartsheet software program.	1	$300.00	$300.00
Attend Nevada Emergency Preparedness Association Summit 2 days.	2	$1,267.00	$2,534.00
Attend CERT national conference 5 days.	2	$2,833.00	$5,666.00
Training supplies for CERT team members.	25	$400.00	$10,000.00
Training materials to include Red Cross First-Aid/CPR-AED participant and instructor manuals.	32	$50.00	$1,600.00
Individual safety equipment used during exercises and critical incidents such as hard hats, kneepads, waterproof notebooks, duct and electrical tape, and carry bags for gear.	50	$260.00	$13,000.00
Outreach materials.	400	$15.50	$6,200.00
CERT marked flags and table covers.	4	$181.00	$724.00
		Total:	$75,484.00

The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2023 Homeland Security Grant Program

Release Date: Feb 27, 2023

Download a PDF version of this webpage.

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

UEI registration information is available on GSA.gov at Unique Entity Identifier Update | GSA.

Visit Grants.gov for registration information. Detailed information regarding UEI and SAM is also provided in Section D of this funding notice.

Additional Information can be found on Grants.gov.

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2. Projected Number of Awards: 56
3. Period of Performance: 36 months
4. Projected Period of Performance Start Date(s): September 1, 2023
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A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

2. Assistance Listings Number

97.067

3. Assistance Listings Title

Homeland Security Grant Program

4. Funding Opportunity Title

Fiscal Year 2023 Homeland Security Grant Program (HSGP)

- State Homeland Security Program (SHSP)
- Urban Area Security Initiative (UASI)
- Operation Stonegarden (OPSG)

5. Funding Opportunity Number

DHS-23-GPD-067-00-01

6. Authorizing Authority for Program

Section 2002 of the Homeland Security Act of 2002 (Pub. L. No. 107-296, as amended) (6 U.S.C. § 603)

7. Appropriation Authority for Program

Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328)

8. Announcement Type

Initial

9. Program Category

Preparedness: Community Security

10. Program Overview, Objectives and Priorities

a. Overview

The Fiscal Year (FY) 2023 Homeland Security Grant Program (HSGP) is one of three grant programs that constitute the DHS/FEMA focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, and respond to terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the Nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the DHS Strategic Plan for Fiscal Years 2020-2024, the HSGP supports the goal to Strengthen National Preparedness and Resilience.

In FY 2023, there are three components of the HSGP:

1. ***State Homeland Security Program (SHSP):*** SHSP assists state, local, tribal, and territorial (SLTT) efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
2. ***Urban Area Security Initiative (UASI):*** UASI assists high-threat, high-density Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
3. ***Operation Stonegarden (OPSG):*** OPSG supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. SLTT law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority by participating in OPSG.

The 2022-2026 FEMA Strategic Plan outlines three goals designed to position FEMA to address the increasing range and complexity of disasters, support the diversity of communities we serve, and complement the nation's growing expectations of the emergency management community. The HSGP supports FEMA's efforts to achieve equitable outcomes for those we serve (Goal 1) and to promote and sustain a prepared nation (Goal 3). We invite our stakeholders and

partners to also adopt these priorities and join us in building a more prepared and resilient nation.

Finally, for FY 2023, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other threats to our national security. The threats to our nation have evolved during the past two decades. We now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, and threats from domestic violent extremists who currently pose the greatest terrorism threat to the nation[1]. Therefore, for FY 2023, DHS has identified six priority areas (see Section A.10.c) related to the most serious threats to the nation, as well as required minimum funding allocations.

b. Objective

The objective of the FY 2023 HSGP is to fund SLTT efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

c. Priorities

SHSP and UASI Funding Priorities

Given the evolving national security threat landscape, DHS/FEMA has evaluated the national risk profile and set priorities that help inform appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2023, six National Priority Areas pose the most concern. Due to the unique threats that the nation faces in 2023, DHS/FEMA has determined that recipients should allocate a total of 30% of their SHSP and UASI award funds across these six priority areas. As indicated below, five of the priorities have minimum spend requirements totaling 15% of SHSP and UASI awards. Recipients will have the flexibility to allocate the remaining 15% across the priorities. The following are the six priority areas for FY 2023, along with the minimum corresponding percentage of SHSP and UASI funds that each recipient will be required to allocate:

1. Enhancing the protection of soft targets/crowded places – 3%
2. Enhancing information and intelligence sharing and analysis – 3%

3. Combating domestic violent extremism – 3%
4. Enhancing cybersecurity – no minimum percent
5. Enhancing community preparedness and resilience – 3%
6. Enhancing election security – 3%

Additional information about these priority areas and how they relate to achieving anti-terrorism capabilities is included in Section D.11.b.III of this NOFO. Failure by a recipient to propose investments and projects that align with the priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30%) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentages per National Priority Area (as applicable) and overall 30% of total SHSP and UASI funds.

A state or high-risk urban area must allocate the remaining 70% of their funding to addressing capability gaps (e.g., building/sustaining capability and/or closing capability gaps) identified through their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

1. Effective planning[2];
2. Training and awareness campaigns;
3. Equipment and capital projects; and
4. Exercises.

The table below provides a breakdown of the FY 2023 SHSP and UASI priorities (the focus of OPSG remains unique to border security), showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the Preparedness Grants Manual. DHS/FEMA anticipates that in future years, national priorities will continue to be included and will be updated as the threats evolve and as capability gaps are closed. Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants. The example project

types in the table below are allowable to prepare for disasters unrelated to acts of terrorism as long as they also help achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

National Priorities

Priorities	Core Capabilities	Example Project Types

Enhancing Cybersecurity	Cybersecurity	Cybersecurity risk assessments
	Intelligence and information sharing	Migrating online services to the “.gov” internet domain
	Planning	Projects that address vulnerabilities identified in cybersecurity risk assessments
	Public information and warning	Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA), and the National Institute of Standards and Technology Cybersecurity Framework
	Operational coordination	Adoption of cybersecurity performance goals (Cross-Sector Cybersecurity Performance Goals | CISA)
	Screening, search, and detection	Cybersecurity training and planning
	Access control and identity verification	
	Supply chain integrity and security	
	Risk management for protection programs and activities	
	Long-term vulnerability reduction	
	Situational assessment	
	Infrastructure systems	
	Operational communications	

Enhancing the Protection of Soft Targets/ Crowded Places	Operational coordination Public information and warning Intelligence and information sharing Interdiction and disruption Screening, search, and detection Access control and identity verification Physical protective measures Risk management for protection programs and activities	Operational overtime. For more information on operational overtime, see Section D.14.f of this NOFO. Physical security enhancements Security cameras (closed-circuit television [CCTV]) Security screening equipment for people and baggage Lighting Access controls Fencing, gates, barriers, etc. Unmanned aircraft system detection technologies

Enhancing information and intelligence sharing and analysis	Intelligence and information sharing Interdiction and disruption Planning Public information and warning Operational coordination Risk management for protection programs and activities	Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment) Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation Identification, assessment, and reporting of threats of violence Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS

Combating Domestic Violent Extremism	Interdiction and disruption Intelligence and information sharing Planning Public information and warning Operational coordination Risk management for protection programs and activities	Open-source analysis of disinformation and misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats Sharing and leveraging intelligence and information, including open-source analysis Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation and disinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

Enhancing Community Preparedness and Resilience	Planning Public Information and Warning Community Resilience Risk Management for Protection Programs and Activities Mass Care Services Intelligence and Information Sharing Risk and Disaster Resilience Assessment Long Term Vulnerability Reduction	Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically undeserved communities, including procurement of appropriate tools, equipment and training aides Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capacity Provide continuity training, such as FEMA's Organizations Preparing for Emergency Needs training, to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households Execute *You are the Help Until the Help Arrives* workshops in concert with community-based organizations to bolster individual preparedness Target youth preparedness using FEMA programming such as Prepare with Pedro resources and Ready2Help Promote community planning

Enhancing Election Security	Cybersecurity Intelligence and information sharing Planning Long-term vulnerability reduction Situational assessment Infrastructure systems	Physical security planning support Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc. General election security navigator support Cyber navigator support Cybersecurity risk assessments, training, and planning Projects that address vulnerabilities identified in cybersecurity risk assessments Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection Distributed Denial of Service protection Migrating online services to the ".gov" internet domain Online harassment and targeting prevention services Public awareness/preparedness campaigns discussing election security and integrity measures.

Enduring Needs

Priorities	Core Capabilities	Example Project Types

Planning	Planning Risk management for protection programs and activities Risk and disaster resilience assessment Threats and hazards identification Operational coordination Community resilience	Development of: Security Risk Management Plans Threat Mitigation Plans Continuity of Operations Plans Response Plans Efforts to strengthen governance integration between/among regional partners Joint training and planning with DHS officials and other entities designated by DHS Cybersecurity training and planning Revision of existing plans to strengthen community resilience in underserved communities

Training & Awareness	Long-term vulnerability reduction Public information and warning Operational coordination Situational assessment Community resilience	Active shooter training Intelligence analyst training SAR and terrorism indicators/behaviors training Security training for employees Public awareness/preparedness campaigns Joint training and planning with DHS officials and other entities designated by DHS Cybersecurity training and planning Sharing and leveraging intelligence and information Targeted outreach and preparedness training for underserved communities in conjunction with community-based organizations

Equipment & Capital Projects	Long-term vulnerability reduction Infrastructure systems Operational communications Interdiction and disruption Screening, search and detection Access control and identity verification Physical protective measures	Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments Physical security enhancements Security cameras (CCTV) Security screening equipment for people and baggage Lighting Access Controls Fencing, gates, barriers, etc. Enhancing Weapons of Mass Destruction (WMD) and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities Chemical/Biological/Radiological/ Nuclear/Explosive (CBRNE) detection, prevention, response, and recovery equipment
Exercise	Long-term vulnerability reduction Operational coordination Operational communications Community resilience	Response exercises, including exercise planning with community-based organizations

For FY 2023, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for the five National Priority Areas with associated minimum spend requirements. Each of these five investments must also account for at least the relevant minimum percentage (totaling 15%) of the applicant's SHSP and UASI allocation. State Administrative Agencies (SAAs) may submit complete project-level information at the time of application, including the National Priority Area IJs, but are not required to do so. **As a reminder, all SHSP- and UASI-funded projects must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism**. However, such projects may simultaneously support enhanced preparedness for disasters unrelated to acts of terrorism.

DHS/FEMA also requires SHSP and UASI recipients (states, territories, and high-risk urban areas) to complete a THIRA/SPR and prioritize grant funding to support building capability and/or closing capability gaps or sustaining capabilities that address national priorities and/or support enduring needs. Additional information on the THIRA/SPR process, including other National Preparedness System tools and resources, can be found at National Preparedness System | FEMA.gov. Detailed information on THIRA/SPR timelines and deadlines can be found in the Preparedness Grants Manual.

OPSG Funding Priorities

The table below provides a breakdown of the FY 2023 OPSG funding priority, which remains focused on and unique to border security.

National Priorities

Priorities	Core Capabilities	Lifelines	Example Project Types

Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	Intelligence and information sharing	Safety and Security	Participation in the DHS/ICE 287(g) training program Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation Identification, assessment, and reporting of threats of violence Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS

For FY 2023, each OPSG applicant is required to clearly articulate and identify how the Concept of Operations addresses the national priority identified above.

11. Performance Measures

Performance metrics for this program:

SHSP and UASI:

- Percentage of funding allocated by the recipient to core capabilities to build or sustain national priorities identified in the section above

- Percentage of funding and projects allocated by the recipient that align to capability gaps identified through the THIRA/SPR process
- Percentage of projects identified by the recipient that address a capability gap in a core capability that has a target(s) rated as high

FEMA will calculate and analyze the above metrics through a review of state/territory and urban area SPR submissions and required programmatic reports.

OPSG:

- Number of contacts that occurred as a result of OPSG deployments
  - Number of arrests that resulted from OPSG contacts
  - Value of drug seizures that resulted from OPSG contacts

B. Federal Award Information

1. Available Funding

$1,120,000,000

HSGP Programs	FY 2023 Allocation
SHSP	$415,000,000
UASI	$615,000,000
OPSG	$90,000,000
Total	**$1,120,000,000**

SHSP Allocations

For FY 2023, DHS/FEMA will award SHSP funds based on DHS/FEMA's relative risk methodology and statutory minimums pursuant to the *Homeland Security Act of 2002*, as amended. **THIRA/SPR results do not impact grant allocations or**

awards.

Each state and territory will receive a minimum allocation under the SHSP using thresholds established in the *Homeland Security Act of 2002*, as amended. All 50 States, the District of Columbia, and the Commonwealth of Puerto Rico will receive 0.35% of the total funds allocated for grants under Section 2003 and Section 2004 of the *Homeland Security Act of 2002*, as amended. Each of the four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive a minimum allocation of 0.08% of the total funds allocated for grants under Section 2003 and 2004 of the *Homeland Security Act of 2002*, as amended.

Each state must include a separate IJ for each of the five National Priority Areas with a minimum spend requirement. **All projects related to the minimum spend for the National Priority Area *must* be included in the IJ.** For the National Priority Areas that have a minimum spend percentage requirement, the funding level in each of those National Priority Area investments **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the state's SHSP allocation in the table below. The funding levels across all six National Priority Areas **must equal or exceed 30%** of the total SHSP allocation.

FY 2023 SHSP Allocations

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Alabama	$4,847,500	Montana	$4,847,500
Alaska	$4,847,500	Nebraska	$4,847,500
American Samoa	$1,108,000	Nevada	$4,847,500
Arizona	$4,847,500	New Hampshire	$4,847,500
Arkansas	$4,847,500	New Jersey	$7,074,841
California	$57,035,623	New Mexico	$4,847,500

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Colorado	$4,847,500	New York	$68,033,267
Connecticut	$4,847,500	North Carolina	$5,085,387
Delaware	$4,847,500	North Dakota	$4,847,500
District of Columbia	$5,085,387	Northern Mariana Islands	$1,108,000
Florida	$9,343,905	Ohio	$6,190,947
Georgia	$5,288,656	Oklahoma	$4,847,500
Guam	$1,108,000	Oregon	$4,847,500
Hawaii	$4,847,500	Pennsylvania	$8,136,252
Idaho	$4,847,500	Puerto Rico	$4,847,500
Illinois	$13,894,910	Rhode Island	$4,847,500
Indiana	$4,847,500	South Carolina	$4,847,500
Iowa	$4,847,500	South Dakota	$4,847,500
Kansas	$4,847,500	Tennessee	$4,847,500
Kentucky	$4,847,500	Texas	$18,210,451
Louisiana	$4,847,500	U.S. Virgin Islands	$1,108,000
Maine	$4,847,500	Utah	$4,847,500
Maryland	$7,074,841	Vermont	$4,847,500
Massachusetts	$6,190,947	Virginia	$8,136,252
Michigan	$5,085,387	Washington	$6,190,947

State/Territory	FY 2023 Allocation	State/Territory	FY 2023 Allocation
Minnesota	$4,847,500	West Virginia	$4,847,500
Mississippi	$4,847,500	Wisconsin	$4,847,500
Missouri	$4,847,500	Wyoming	$4,847,500
Total			**$415,000,000**

UASI Allocations

Eligible candidates for the FY 2023 UASI program are identified in the table below. Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSA) in the United States, in accordance with the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is publicly available from the United States Census Bureau at Metropolitan and Micropolitan (census.gov). **THIRA/SPR results do not impact grant allocations or awards.**

The Metropolitan Areas Standardization and Protection (MAPS) Act of 2021 (P.L. 117-219) prohibits automatically updating core-based statistical areas, which are used to delineate MSAs, for grantmaking. The MAPS Act requires that FEMA issue notice-and-comment rulemaking to make any changes. Should changes be necessary in FY 2024, FEMA will issue notice-and-comment rulemaking within the statutorily defined guidelines.

The following table identifies the UASI allocations for each high-risk urban area based on DHS/FEMA's relative risk methodology pursuant to the *Homeland Security Act of 2002*, as amended.

In its application, each high-risk urban area, through the state, must include a separate IJ for each of the five National Priority Areas with minimum spend requirements. **All projects related to the minimum spend for the National Priority Area *must* be included in the IJ.** For the National Priority Areas that have a minimum spend percentage requirement, the funding level in each of those National Priority Area investments **must equal or exceed** the percentage for that

respective National Priority Area, calculated as a percentage of the urban area's UASI allocation in the table below. The funding levels across all six National Priority Areas **must equal or exceed 30%** of the total UASI allocation.

FY 2023 UASI Allocations

State/Territory	Urban Area	FY 2023 UASI Allocation
Arizona	**Phoenix Area**	**$5,250,000.00**
California	**Anaheim/Santa Ana Area**	**$5,250,000.00**
California	**Bay Area**	**$36,493,265.00**
California	**Los Angeles/Long Beach Area**	**$66,174,270**
California	**Riverside Area**	**$3,900,000.00**
California	**Sacramento Area**	**$3,800,000.00**
California	**San Diego Area**	**$16,445,560.00**
Colorado	**Denver Area**	**$3,900,000.00**
District of Columbia	**National Capital Region**	**$50,360,095.00**
Florida	**Jacksonville Area**	**$1,500,000.00**
Florida	**Miami/Fort Lauderdale Area**	**$14,528,750.00**
Florida	**Orlando Area**	**$3,800,000.00**
Florida	**Tampa Area**	**$3,800,000.00**
Georgia	**Atlanta Area**	**$7,700,000.00**

Hawaii	**Honolulu Area**	**$1,500,000.00**
Illinois	**Chicago Area**	**$66,174,270.00**
Indiana	**Indianapolis Area**	**$1,645,333.00**
Louisiana	**New Orleans Area**	**$1,645,333.00**
Maryland	**Baltimore Area**	**$3,800,000.00**
Massachusetts	**Boston Area**	**$16,646,500.00**
Michigan	**Detroit Area**	**$5,250,000.00**
Minnesota	**Twin Cities Area**	**$5,250,000.00**
Missouri	**Kansas City Area**	**$1,645,333.00**
Missouri	**St. Louis Area**	**$3,800,000.00**
Nevada	**Las Vegas Area**	**$5,250,000.00**
New Jersey	**Jersey City/Newark Area**	**$18,631,275.00**
New York	**New York City Area**	**$173,950,017.00**
North Carolina	**Charlotte Area**	**$3,800,000.00**
Ohio	**Cincinnati Area**	**$1,645,333.00**
Ohio	**Cleveland Area**	**$1,645,333.00**
Oregon	**Portland Area**	**$3,800,000.00**
Pennsylvania	**Philadelphia Area**	**$16,646,500.00**
Pennsylvania	**Pittsburgh Area**	**$1,645,333.00**
Tennessee	**Nashville Area**	**$1,500,000.00**
Texas	**Austin Area**	**$1,500,000.00**

Texas	**Dallas/Fort Worth/Arlington Area**	**$16,646,500.00**
Texas	**Houston Area**	**$24,231,000.00**
Texas	**San Antonio Area**	**$3,800,000.00**
Virginia	**Hampton Roads Area**	**$3,800,000.00**
Washington	**Seattle Area**	**$6,250,000.00**
Total		**$615,000,000.00**

OPSG Allocations

effectiveness of the proposed use of grant funds upon completion of the application review process. The FY 2023 OPSG risk assessment is designed to identify the risk to border security and to assist with the distribution of funds for the grant program. Funding under OPSG is distributed based on the risk to the security of the border and the effectiveness of the proposed projects. Entities eligible for funding are the state, local, and tribal law enforcement agencies that are located along the border of the United States. DHS/FEMA will make final award determinations based upon a review of the anticipated effectiveness of the state's application as described in Section D, below. **The THIRA/SPR process is not required for OPSG.**

For the purposes of OPSG, the risk is defined as the potential for an adverse outcome assessed as a function of threats, vulnerabilities, and consequences associated with an incident, event, or occurrence.

Based upon ongoing intelligence analysis and extensive security reviews, DHS/CBP continues to focus the bulk of OPSG funds based upon risk analyses. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating risk, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in

specific areas.

Threat and vulnerability are evaluated based on specific operational data from DHS/CBP. Threat components present in each of the sectors are used to determine the overall threat score. These components are terrorism, criminal aliens, drug trafficking organizations, and alien smuggling organizations.

Effectiveness of the proposed investments will be evaluated based on the recipient's investment strategy, budget, collaboration, and past performance.

2. Projected Number of Awards

56

3. Period of Performance

36 months

Extensions to the period of performance are allowed. For additional information on period of performance **extensions, please refer to Section H of this NOFO** and the Preparedness Grants Manual.

FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of "budget period" and "period of performance."

4. Projected Period of Performance Start Date(s)

September 1, 2023

5. Projected Period of Performance End Date(s)

August 31, 2026

6. Funding Instrument Type

Grant

C. Eligibility Information

1. Eligible Applicants

The SAA is the only entity eligible to submit HSGP applications to DHS/FEMA, including those applications submitted on behalf of UASI and OPSG applicants. All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SHSP funds. Tribal governments may not apply directly for HSGP funding; however, funding may be available to tribes through the SAA.

2. Applicant Eligibility Criteria

Eligible high-risk urban areas for the FY 2023 UASI program have been determined through an analysis of relative risk of terrorism faced by the 100 most populous MSAs in the United States. Subawards will be made by the SAAs to the designated high-risk urban areas.

For 2023, each SAA is **strongly encouraged** to re-evaluate its process for collecting and evaluating subaward applications. FEMA encourages each SAA to minimize the type and quantity of information that it collects as part of the subaward application process, in order to decrease the overall financial and time burden associated with applying for subawards under this grant program. Each SAA should review its subaward application, and reduce or eliminate the request for any information that is not needed for legal, financial, or oversight purposes.

In FY 2023, OPSG eligible subrecipients are local units of government at the county level or equivalent level of government and federally recognized tribal governments in states bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing USBP operations coordinated through a CBP sector office to be eligible for OPSG funding.

In FY 2023, OPSG subrecipients eligible to apply for and receive a subaward directly from the SAAs are divided into three Tiers. Tier 1 entities are local units of government at the county level or equivalent and federally recognized tribal governments that are on a physical border in states bordering Canada, states bordering Mexico, and states and territories with international water borders. Tier 2 eligible subrecipients are those not located on the physical border or

international water but are contiguous to a Tier 1 county. Tier 3 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 2 eligible subrecipient. The tier structure is only applicable with regard to eligibility. OPSG funding allocations are based on the assessed border security risks as determined by the USBP.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a ***current employee, personnel, official, staff, or leadership*** of the non-federal entity; and 2) ***duly authorized to apply*** for an award on behalf of the non-federal entity at the time of application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

3. Other Eligibility Criteria

a. National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at NIMS Implementation and Training | FEMA.gov.

Please see the Preparedness Grants Manual for more information on NIMS.

B. Emergency Management Assistance Compact (EMAC) Membership

In support of the National Preparedness Goal (the Goal), SHSP recipients must belong to, be in, or act as a temporary member of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2023 HSGP funding must be readily deployable and NIMS-typed, when

possible, to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems, interoperable communications systems, capabilities as defined under the Mitigation Mission Area of the Goal, and fusion centers.

C. Law Enforcement Terrorism Prevention Activities (LETPA)

Per section 2006 of the Homeland Security Act of 2002, as amended (6 U.S.C. § 607), DHS/FEMA is required to ensure that at least 25% of grant funding appropriated for grants awarded under HSGP's authorizing statute are used for LETPAs. **For FY 2023, DHS/FEMA is requiring that at least 35% of grant funding appropriated under HSGP is used for LETPA**. DHS/FEMA meets this requirement, in part, by requiring all recipients allocate at least 35% of the combined HSGP funds allocated under SHSP and UASI towards LETPAs, as defined in 6 U.S.C. § 607. The LETPA allocation can be from SHSP, UASI, or both. The 35% LETPA allocation may be met by funding projects in any combination of the six National Priority Areas identified above and any other investments. The 35% LETPA allocation requirement is in addition to the 80% pass-through requirement to local units of government and tribes, referenced below. The Preparedness Grants Manual and Information Bulletin (IB) 473 include additional information on project selection considerations and allowable activities for LETPA investments. Also see Section D.14.f "Allowable Costs Matrix."

The National Prevention Framework describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, to thwart an initial or follow-on terrorist attack and provides guidance to ensure the Nation is prepared to identify, prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the National Prevention Framework are eligible for use as LETPA-focused funds. Also, where capabilities are shared with the protection mission area, the National Protection Framework activities are also eligible. All other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

To ensure that DHS/FEMA's policy guidance on the use of LETPA funds reflects the evolving threat environment, is responsive to stakeholder feedback, is clear

and easy to understand, and is applied consistently across grant recipients, DHS/FEMA will issue additional guidance through an Information Bulletin for the FY 2023 HSGP. This guidance will provide applicants and recipients further clarification on how to account for LETPA activities. It will also provide clarification on what should be included in the investment justifications, best practices for submitting investment justifications for LETPA claimed activities, as well as information on how to distinguish LETPA activities from others. The Information Bulletin will be issued concurrently or soon after the release of this NOFO.

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, **operational overtime costs are allowable** for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. For more information about operational overtime costs, see Section D.14.f of this NOFO and the Preparedness Grants Manual.

4. Cost Share or Match

There is no cost share or match requirement for the FY 2023 HSGP.

D. Application and Submission Information

1. Key Dates and Times

a. Application Start Date:

February 27, 2023

b. Application Submission Deadline:

May 18, 2023 at 5 p.m. ET

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. "Timely notification" means prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, "DHS Awarding Agency Contact Information." For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Preparedness Officer or Grants Management Specialist. If applicants do not know who to contact, please contact the FEMA Grants Information Desk by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

c. Anticipated Funding Selection Date:

No later than July 21, 2023

D. Anticipated Award Date:

No later than September 30, 2023

E. Other Key Dates

Event	Suggested Deadline for Completion
Initial registration in SAM.gov includes UEI issuance	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Registering in ND Grants	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting application in Grants.gov	Three days before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an

award.

3. Address to Request Application Package

See the Preparedness Grants Manual for requesting and submitting an application.

Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

4. Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

1. Be registered in SAM.gov before application submission;
2. Provide a valid Unique Entity Identifier (UEI) in its application; and
3. Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process if selected for award.

5. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

1. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
2. In the application, provide an UEI number;
3. Have an account with login.gov;
4. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
5. Create a Grants.gov account;
6. Add a profile to a Grants.gov account;
7. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
8. Register in ND Grants
9. Submit an initial application in Grants.gov;
10. **Submit the final application in ND Grants, including electronically signing applicable forms**; and
11. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify an UEI number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting fema-grants-news@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain an UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

7. How to Register to Apply through Grants.gov

For information on how to register to apply through Grants.gov, please see the Preparedness Grants Manual.

8. How to Submit an Initial Application to FEMA via Grants.gov

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants must submit the following forms:

- SF-424, Application for Federal Assistance; and

- Grants.gov Lobbying Form, Certification Regarding Lobbying.

For further information on how to submit an initial application via Grants.gov, please see the Preparedness Grants Manual.

9. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see Non-Disaster Grants Management System | FEMA.gov.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.” The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

10. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency

Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

11. Content and Form of Application Submission

a. Standard Required Application Forms and Information

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at SF-424 Family | Grants.gov.

I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
  - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- · **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants

- **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- · **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, "Funding Restrictions and Allowable Costs," for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, "DHS Awarding Agency Contact Information" for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

b. Program-Specific Required Forms and Information

I. IJ Development: SHSP and UASI

As part of the FY 2023 HSGP application process for SHSP and UASI funds, applicants must develop formal IJs that address the proposed investments. Failure to fulfill all of the terms contained in this section will be considered by DHS/FEMA in its evaluation of the effectiveness of the IJs submitted to meet the minimum percent spend requirement for the National Priority Areas. Failure to sufficiently align projects to the National Priority Areas and meet the minimum percent spend requirement will result in funds being placed on hold until those issues are addressed.

FY 2023 SHSP and UASI applications must include one (1) IJ and at least one (1) respective project for each of the five National Priority Areas with a minimum spend requirement (Soft Targets/Crowded Places, Intelligence and Information Sharing, Countering Domestic Violent Extremism, Election Security, and Community Preparedness and Resilience) identified in this NOFO. Each of these IJs must also meet or exceed the minimum percent spend requirement based on the applicant's SHSP and UASI allocation stated in this NOFO. **All projects associated with the minimum spend of a National Priority Area *must* be submitted in the same IJ.** SAAs may submit complete project-level information at the time of application but are not required to do so at the time of application. However, any SHSP or UASI application that does not include an IJ for each National Priority Area that meets the minimum spend requirement will have that funding placed on hold (up to the National Priority Area minimum percent and up to 30% of the total SHSP or UASI allocations) until those IJs and project-level details that sufficiently address the National Priority Areas are received and approved by DHS/FEMA.

Each IJ must *demonstrate* how proposed investments:

- Support terrorism preparedness; and
- Support building capability and/or closing capability gaps or sustaining capabilities identified in the community's THIRA/SPR process.

Each IJ must *explain* how the proposed investments will support the applicant's efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly and equitably to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

If not included in the application, SHSP and UASI recipients must submit complete project-level information for each SHSP and UASI IJ as part of the Biannual Strategy Implementation Report (BSIR) due by January 30, 2024. This includes

IJs for the National Priority Areas.

DHS/FEMA will evaluate the effectiveness of the projects submitted in support of the National Priority Areas, either at the time of application or as part of the December 2023 BSIR due January 30, 2024. DHS/FEMA will not reduce FY 2023 HSGP awards based on the effectiveness review but will work with recipients to ensure compliance with the National Priority Area requirements based on the results of the effectiveness review. Recipients and subrecipients will not be permitted to expend funding under the National Priority Areas until the effectiveness of the proposed projects has been reviewed and confirmed by FEMA.

II. Development of Investments and Projects: SHSP and UASI

- Applicants must propose at least 5 and may include up to 12 investments.
- Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP and UASI funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
  - Project name;
  - Project description;
  - Subrecipient name, if applicable;
  - Recipient type (e.g., state or local);
  - Project location (zip code of the primary location of the project);
  - Primary core capability the project supports;
  - Whether the project activities are shareable and deployable; and
  - Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS's Protective Security Advisors and Cybersecurity

Advisors, when developing their IJs.

III. National Priority Area Investments: SHSP and UASI

States are encouraged to review the Strategic Framework for Countering Terrorism and Targeted Violence when developing investments.

- **Soft Targets/Crowded Places (3%)**

Soft targets and crowded places are increasingly appealing to terrorists and other violent extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other violent extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, polling places, and similar facilities.

The malicious use of unmanned aircraft systems poses a threat to the safety and security of the American people, communities, and institutions. Technologies to detect or mitigate unmanned aircraft systems are an allowable use under the HSGP in accordance with the Domestic Counter-Unmanned Aircraft Systems (UAS) National Action Plan. Recipients should ensure that, prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, they seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws which may apply to the use of such technologies.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the state's and high-risk urban area's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. States are also encouraged to engage DHS' Protective Security Advisors' security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when

allocating grant funding.

Additional resources and information regarding securing soft targets and crowded places are available through the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology.

- **Information and Intelligence Sharing (3%)**

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, tribal, and territorial governments and private sector partners. Cooperation and information sharing among state, local, tribal, territorial, and federal partners across all areas of the homeland security enterprise, including counterterrorism, while upholding privacy, civil rights, and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and response to acts of terrorism, and other threats to life and criminal acts of targeted violence. Counterterrorism includes both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state's and high-risk urban area's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY

2023 national priority percentage for information sharing and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

- **Domestic Violent Extremism (3%)**

As stated in the Homeland Threat Assessment October 2020, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including leveraging lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the state's and high-risk urban area's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding domestic violent extremism are available through Center for Prevention Programs and Partnerships | Homeland Security (dhs.gov).

- **Cybersecurity (no minimum percent)**

Today's world is more interconnected than ever before, but with increased connectivity comes increased risk of our adversaries, including terrorists, exploiting cyber vulnerabilities and weaknesses to disrupt our way of life. While not required, applicants are encouraged to submit an investment related to their

ongoing or near-term high priority cybersecurity projects. The investment will be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2023 HSGP grant awards will be required to complete the 2023 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2023 NCSR is estimated to be open from October 2023 through February 2024.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds and is taken once for each fiscal year award. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see IB 439.

Additional resources and information regarding cybersecurity and cybersecurity performance goals are available through the Cybersecurity and Infrastructure Security Agency, Cross-Sector Cybersecurity Performance Goals | CISA, and the National Institute of Standards and Technology.

- **Community Preparedness and Resilience (3%)**

Community organizations are the backbones of American civic life, both during "blue skies" and in the aftermath of terrorist attacks. Community organizations, such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers must have the capabilities to withstand acts of terrorism and provide essential services, especially to members of underserved communities, in the aftermath of an attack. In addition, individual citizens and

volunteer responders, such as Community Emergency Response Teams, are often the first on the scene after a terrorist attack. The ability of these volunteers to provide assistance to their fellow citizens prior to the arrival of professional first responders is paramount to a community's resilience. FEMA's 2022 National Household Survey recorded a 4% decline in the number of Americans that have taken at least three preparedness actions to bolster individual and household resilience. In addition, the COVID-19 pandemic has placed a significant burden on community-based organizations such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers to continue to provide key services during and after disasters, including acts of terrorism. This National Priority Area will bolster community preparedness and resilience by investing in local, community-driven capabilities.

Additionally, equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as well as reflect the historical context of specific groups of people. To that end, states, territories, and high-risk urban areas are strongly encouraged to explore how SHSP- and UASI-funded activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster.

The focus on equity and investing in strategies that meet the needs of underserved communities will strengthen the whole of community system of emergency management. Substantial and ongoing prioritization of, and investment in, underserved communities is essential for the entire system to be effective and efficient. Engaging the whole community requires all members of the community to be part of the emergency management team, including representatives of underserved communities, diverse community members, social and community service groups and institutions, faith-based and disability advocacy groups, academia, professional associations, the private and nonprofit sectors, and government agencies that may not traditionally have been directly involved in emergency management. The whole community includes children; older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals including household pets and service animals.

These factors underpin the requirement that at least one investment must be in support of the state's and urban area's efforts to address community preparedness and resilience. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for community preparedness and resilience and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Additional resources and information regarding community preparedness and resilience are available through Individuals and Communities | FEMA.gov.

- **Election Security (3%)**

In January 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes that the United States' election infrastructure is of such vital importance to the American way of life that its incapacitation or destruction would have a devastating effect on the country. Securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and ensuring an election free from foreign interference are national security priorities. Threats to election systems are constantly evolving, so defending these systems requires constant vigilance, innovation, and adaptation. As such, at least one investment must be in support of the state's and high-risk urban area's efforts to enhance physical election security and/or cyber election security. Additionally, the proposed investment must meet or exceed the FY 2023 national priority percentage for election security and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

The SAA ***must*** include the State's Chief Election Official for all projects and matters related to the election security National Priority Area. **Any activities proposed that could be used to suppress voter registration or turnout will not be approved.**

Additional resources and information regarding election security are available through the Cybersecurity and Infrastructure Security Agency.

IV. Development of Fusion Center Projects: SHSP and UASI

Each applicant must identify a fusion center project that will:

- Indicate alignment to a designated Fusion Center; and
- Provide both a brief narrative description and funding itemization for the proposed project activities that directly support the designated fusion center.

The descriptive narrative and the financial itemization should align improvement or sustainment requests with fusion center activities as they relate to the Fusion Center Performance Measures found in the Preparedness Grants Manual.

Sample Fusion Center Funding Itemization

A sample project description and funding itemization are below. For the itemized projects, clearly identify the anticipated fusion center performance improvement or sustainment as a result of the proposed funding.

The X Fusion enhancement project will fund:

- *Salaries, benefits, and training for X number of Fusion Center intelligence analysts*
- *Travel costs associated with fusion center analyst training*
- *This project will directly sustain the Center's current capabilities and performance and directly aligns with performance measures 2023.XXX*
- *We anticipate seeing an improvement in the quality and quantity of analytic production and responses to requests for information as a direct result of the funding of this project*

The funding itemization for a fusion center project should include the amount and percent of each relevant solution area. As an example:

Solution Area and Amount of Proposed Funding	Percent of Proposed Funding
Planning: $10,000	2%
Organization: $200,000	48%
Equipment: $200,000	48%

Solution Area and Amount of Proposed Funding	Percent of Proposed Funding
Training: $10,000	2%
Exercises: $0	0%
Total: $420,000	100%

V. Completing IJs in the Grant Reporting Tool (GRT): SHSP and UASI

In the Related Documents section of the Grants.gov posting, applicants can find the IJ template and instructions for collecting the required information for investments and projects. Additionally, applicants should utilize the Project Worksheet located in Grants.gov posting to assemble the information required for each project, which will facilitate the input of that information into the GRT.

Applicants must ensure the appropriate National Priority Area “Investment Type” (*Overview Tab – Investment Information Section)* is selected for the corresponding National Priority Area.

VI. Development of Concept of Operations for OPSG

As part of the FY 2023 OPSG application process, each eligible local unit of government at the county or federally recognized tribal government level must develop a strategic plan called a Concept of Operations (CONOP)/Application, which is a formal proposal of action to address a specific situation and forms the basis for Operations Orders, in coordination with state and federal law enforcement agencies, to include, but not limited to CBP/USBP. CONOPs that are developed at the county level should be inclusive of city, county, tribal, and other local law enforcement agencies that are eligible to participate in OPSG operational activities, and the CONOP/Application should describe participating agencies in the Executive Summary.

CONOP/Application details should include the names of the agencies, points of contact, and individual funding requests. All CONOPs/Applications must be

developed in collaboration with the local USBP sector office, the SAA, and the local unit of government. Requests for funding in CONOPs/Applications must be based on risks and the operational enforcement support requirements of its corresponding USBP Sector, as well as the national priorities identified below. USBP Sector offices will forward the CONOPs to USBP Headquarters for vetting and coordination. Applicants will forward corresponding OPSG Applications to the SAA for submission to FEMA. USBP Headquarters will reconcile all submitted CONOPs with the OPSG Applications. FEMA will review and evaluate all CONOPs and OPSG Applications and funding will be allocated based on the review and selection criteria identified in this NOFO.

OPSG Applicants will be required to clearly articulate and identify how the CONOPs will address the national priority identified below:

- **Information and Intelligence Sharing and Cooperation**

Effective border security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. One critical, statutorily required mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas, while upholding privacy, civil rights and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, the CONOP must support the recipient's efforts to

enhance information sharing and cooperation with DHS and other federal agencies. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the OPSG program and a culture of national preparedness.

Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

VII. Detailed Budget

Applicants must provide budget summary worksheets for all funds requested at the time of application. The budget summary worksheets must be complete, reasonable, and cost-effective in relation to the proposed project and should provide the basis of computation of all project-related costs (including management and administrative costs) and any appropriate narrative. FEMA must be able to thoroughly evaluate the projects being submitted based on the information provided. FEMA must be able to determine how much funding is being passed through to subrecipients for each sub-program (UASI, SHSP, OPSG). Consequently, applicants must provide an appropriate level of detail within the budget summary worksheets to clarify what will be purchased and spent. Sample budget summary worksheets are available on the grants.gov posting for the HSGP in the Related Documents tab and may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

12. Other Submission Requirements

Fusion Center Investments

Of the proposed SHSP- and UASI-funded investments, one single project must be in support of a designated fusion center. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop the fusion center projects below and in the Preparedness Grants Manual.

Emergency Communications Investments

All emergency communications investments must describe how such activities align with needs identified in their Statewide Communication Interoperability Plan (SCIP). Recipients must coordinate with their Statewide Interoperability

Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. Effective project alignment will require advance coordination with the SWIC and consultation with governing bodies such as the SIGB or Statewide Interoperability Executive Committee, as they serve as the primary steering group for the statewide interoperability strategy. Additionally, recipients should consult subject matter experts serving on governance bodies, such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts, when developing proposals. The investment name must include the words "emergency communications" to easily identify any emergency communications investments.

13. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372

(See Executive Orders | National Archives and Intergovernmental Review (SPOC List) (whitehouse.gov)).

14. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the Preparedness Grants Manual, and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal

awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. See the Preparedness Grants Manual for more information on funding restrictions and allowable costs.

a. Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Guidance is available at Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services, FEMA Policy #405-143-1, or superseding document.

Additional guidance is available at Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (fema.gov).

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential

component of any system, or as critical technology as part of any system.

I. REPLACEMENT EQUIPMENT AND SERVICES

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.

II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
2. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment; or
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." *See* 2 C.F.R. § 200.471.

b. Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written

request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

c. Management and Administration (M&A) Costs

M&A costs are allowed. Recipients may use a maximum of up to 5% of HSGP funds awarded for their M&A, and any funds retained are to be used solely for M&A purposes associated with the HSGP award. Subrecipients may also use a maximum of up to 5% of the funding passed through by the state solely for M&A purposes associated with the HSGP award. M&A activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. M&A requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a result of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes, responding to official informational requests from state and federal oversight authorities, including completing the Civil Rights Evaluation Tool as required by DHS, and grant performance measurement or evaluation activities. Please see the Preparedness Grants Manual for additional information on direct costs.

Recipients or subrecipients may apply or credit M&A funding toward the recipient's requirement to allocate funding toward the National Priority Areas. For example, if a recipient spends $5,000 to manage or administer its funding dedicated toward its soft targets/crowded places investment, the recipient may credit that funding toward its requirement to allocate at least 3% of its award to the enhancing the protection of soft targets and crowded places National Priority Area.

A state's HSGP funds for M&A calculation purposes includes the total of its SHSP, UASI, and OPSG awards. While the SAA may retain up to 5% of this total for

M&A, the state must still ensure that all subrecipient award amounts meet the mandatory minimum pass-through requirements that are applicable to each HSGP program. To meet this requirement, the percentage of SHSP and UASI funds passed through to local or tribal jurisdictions must be based on the state's total HSGP award prior to withholding any M&A.

In retaining these funds, states may retain a maximum of 2.5% of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5% of the OPSG award. Examples applying this principle:

SAA 1:

- Total award: $6,000,000
- SHSP: $1,000,000 OPSG: $2,500,000 UASI: $2,500,000
- M&A Maximum: $300,000 (5% of $6,000,000)
- Maximum M&A for SHSP = $50,000
- Maximum M&A for OPSG = $125,000. Of that amount, $62,500 (2.5%) may be retained from the OPSG allocation, and the other $62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the $50,000 available to manage the SHSP allocation.
- Maximum M&A for UASI = $125,000

SAA 2:

- Total award: $4,500,000
- SHSP: $3,500,000 OPSG: $1,000,000
- M&A Maximum: $225,000 (5% of $4,500,000)
- Maximum M&A for SHSP = $175,000
- Maximum M&A for OPSG = $50,000. Of that amount, $25,000 (2.5%) may be retained from the OPSG allocation, and the other $25,000 would come from the

SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the $175,000 available to manage the SHSP allocation.

HSGP recipients are also reminded that any M&A charged to a recipient's or subrecipient's UASI funding must be directly allocable to administration of the UASI grant program and cannot be used to cover M&A costs that are directly allocable to SHSP or OPSG funding. Similarly, any M&A charged to a recipient's or subrecipient's SHSP or OPSG funding cannot be used to cover M&A costs directly allocable to UASI funding.

Please note, IB 365: Management and Administration Costs in the Homeland Security Grant Program and DHS/FEMA Policy 207-087-1 **do not apply to awards made in FY 2023 under this NOFO**. Please also reference IB 416 for additional clarification on OPSG M&A, but to the extent that there is any conflict between IB 416 and this NOFO, the requirements of this NOFO will apply to FY 2023 awards made under this NOFO.

D. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grants Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

E. Funds Transfer Restriction

The recipient is prohibited from transferring funds between programs (includes SHSP, UASI, and OPSG). Recipients can submit an investment/project where funds come from multiple funding sources (e.g., SHSP and UASI), however, recipients are not allowed to divert funding from one program to another due to the risk-based funding allocations, which were made at the discretion of DHS/FEMA.

F. Other Direct Costs

I. Planning

Planning costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

II. Organization

Organization costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

III. Equipment

Equipment costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

- **General Purpose Equipment**

  HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC[3] and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

  - Law enforcement/general use vehicles (OPSG only);
  - Emergency medical services equipment and vehicles;

- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as computer aided dispatch (CAD) and record management systems (RMS); and
- Office equipment for staff[4] engaged in homeland security program activity.

- **Controlled Equipment**

  For decades, the federal government has provided equipment to state, local, and tribal law enforcement agencies (LEAs) through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

  However, not all equipment that is considered controlled equipment is allowable under the HSGP. As noted in Section B of FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards, certain equipment is prohibited and is not allowable under HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.[5]

  For some controlled equipment that is allowable under the HSGP, additional documentation, justifications, reviews, and approvals are required, including but not limited to proof of policies and procedures to safeguard individuals' privacy, civil rights, and civil liberties. Contact your Preparedness Officer if you have questions concerning HSGP requirements for controlled equipment requests.

Grant funds under this program must comply with the aforementioned FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards. As per this FEMA Policy, excepted or controlled equipment must remain in the possession of the original FEMA grant recipient and may not be transferred. The use of controlled equipment under a Memorandum of Understanding or other regional sharing agreement (see Section D.6 of this FEMA Policy) does *not* constitute a transfer of controlled equipment.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on controlled equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to controlled equipment expenditures and keep grant recipients up to date on future developments.

IV. Training

Training costs are allowed under this program. Please see the Preparedness Grants Manual for more information. Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the National Preparedness Course Catalog at NTED.

V. Exercises

Exercise costs are allowed under this program. Please see the Preparedness Grants Manual for more information.

VI. Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including SHSP, UASI, and OPSG allocations, may not use more than 50% of

their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA IB 421b, Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act. Please see the Preparedness Grants Manual for more information.

VII. Operational Overtime

Operational overtime costs are allowed under this program. Prior to use of funds for operational overtime, recipients must receive approval from DHS/FEMA. Operational overtime costs are also subject to the 50% personnel cap. For more information on the 50% personnel cap, please see FEMA IB 421b. For more information about operational overtime costs for SHSP, UASI, and OPSG, please see the Preparedness Grants Manual.

Operational Overtime Costs for SHSP and UASI

As stated in the Preparedness Grants Manual, in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. SHSP or UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories in the authorized categories outlined in the Preparedness Grants Manual. FEMA retains the discretion to approve other types of requests that do not fit within one of these categories.

Except for an elevated National Terrorism Advisory (NTAS) alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. *Post-event operational overtime requests will only be considered on a case-by-case basis*, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.

Operational Overtime Costs for OPSG

As stated in the Preparedness Grants Manual, OPSG funds should be used for operational overtime costs associated with law enforcement activities in support of

border law enforcement agencies for enhanced border security. Overtime shall be reimbursed consistent with the non-federal entity's overtime policy and the requirements as stated in the Preparedness Grants Manual.

VIII. Travel

Domestic travel costs are allowed under this program, as provided for in this NOFO and in the Preparedness Grants Manual. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

IX. Construction and Renovation

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit SF-424C and SF-424D.

All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. Please see the Preparedness Grants Manual for more information.

X. Maintenance and Sustainment

Maintenance- and sustainment-related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees, are allowable. Please see the Preparedness Grants Manual for more information.

XI. Critical Emergency Supplies

Critical emergency supplies are allowed under this program. Please see the Preparedness Grants Manual for more information.

XII. Secure Identification

Secure Identification costs are allowed under this program. Please see the Preparedness Grants Manual for more information

Allowable Cost Matrix

The following matrix provides allowable cost activities that fall under each of the cost categories noted above. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ FEMA Preparedness Officer. For additional information on allowable costs, see the Preparedness Grants Manual.

Allowable Program Activities

Allowable Planning Costs	SHSP	UASI	OPSG
Developing hazard/threat-specific annexes	**Y**	**Y**	**N**
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	**Y**	**Y**	**N**
Developing related terrorism and other catastrophic event prevention activities	**Y**	**Y**	**N**
Developing and enhancing plans and protocols	**Y**	**Y**	**N**
Developing or conducting assessments	**Y**	**Y**	**N**
Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities	**Y**	**Y**	**N**

Allowable Planning Costs	SHSP	UASI	OPSG
Materials required to conduct planning, engagement, and volunteer management activities	**Y**	**Y**	**N**
Travel/per diem related to planning, engagement, and volunteer management activities	**Y**	**Y**	**Y**
Overtime and backfill costs (in accordance with operational Cost Guidance)	**Y**	**Y**	**Y**
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	**Y**	**N**	**N**
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	**Y**	**Y**	**N**
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	**Y**	**Y**	**N**
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs	**Y**	**Y**	**N**
Update governance structures and processes and plans for emergency communications	**Y**	**Y**	**N**
Development, and review and revision of continuity of operations plans	**Y**	**Y**	**N**
Development, and review and revision of the THIRA/SPR and continuity of operations plans	**Y**	**Y**	**N**
Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities	**Y**	**Y**	**N**

Allowable Organizational Activities **Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.**	**SHSP**	**UASI**	**OPSG**
Program management	**Y**	**Y**	**N**
Development of whole community partnerships	**Y**	**Y**	**N**
Structures and mechanisms for information sharing between the public and private sector	**Y**	**Y**	**N**
Implementing models, programs, and workforce enhancement initiatives	**Y**	**Y**	**N**
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	**Y**	**Y**	**N**
Operational support	**Y**	**Y**	**N**
Utilization of standardized resource management concepts	**Y**	**Y**	**N**
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	**Y**	**Y**	**N**
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50% of the allocation)	**Y**	**Y**	**Y**
Overtime for information, investigative, and intelligence sharing activities (up to 50% of the allocation)	**Y**	**Y**	**Y**

Allowable Organizational Activities **Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.**	SHSP	UASI	OPSG
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of the allocation).	**Y**	**Y**	**Y**
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	**Y**	**Y**	**N**
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	**Y**	**Y**	**N**
Cost of migrating online services to the ".gov" domain	**Y**	**Y**	**N**

Allowable Equipment Categories	SHSP	UASI	OPSG
Personal Protective Equipment	**Y**	**Y**	**Y**

Allowable Equipment Categories	SHSP	UASI	OPSG
Explosive Device Mitigation and Remediation Equipment	**Y**	**Y**	**N**
CBRNE Operational Search and Rescue Equipment	**Y**	**Y**	**N**

Allowable Equipment Categories	SHSP	UASI	OPSG
Information Technology	**Y**	**Y**	**Y**
Cybersecurity Enhancement Equipment	**Y**	**Y**	**N**
Interoperable Communications Equipment	**Y**	**Y**	**Y**
Detection	**Y**	**Y**	**Y**
Decontamination	**Y**	**Y**	**N**
Medical countermeasures	**Y**	**Y**	**Y**
Power (e.g., generators, batteries, power cells)	**Y**	**Y**	**Y**
CBRNE Reference Materials	**Y**	**Y**	**N**
CBRNE Incident Response Vehicles	**Y**	**Y**	**N**
Terrorism Incident Prevention Equipment	**Y**	**Y**	**Y**
Physical Security Enhancement Equipment	**Y**	**Y**	**Y**
Inspection and Screening Systems	**Y**	**Y**	**Y**
Animal Care and Foreign Animal Disease	**Y**	**Y**	**N**
CBRNE Prevention and Response Watercraft	**Y**	**Y**	**N**
CBRNE Prevention and Response Unmanned Aircraft	**Y**	**Y**	**N**
CBRNE Aviation Equipment	**Y**	**Y**	**N**
CBRNE Logistical Support Equipment	**Y**	**Y**	**N**
Intervention Equipment (e.g., tactical entry, crime scene processing)	**Y**	**Y**	**Y**
Critical emergency supplies	**Y**	**Y**	**N**

Allowable Equipment Categories	SHSP	UASI	OPSG
General use vehicle acquisition, lease, and rental	**N**	**N**	**Y**
Specialized vehicle acquisition, lease, and rental	**Y**	**Y**	**Y**
Other Authorized Equipment	**Y**	**Y**	**Y**

Allowable Training Costs	SHSP	UASI	OPSG
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	**Y**	**Y**	**N**
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	**Y**	**Y**	**N**
Training workshops and conferences	**Y**	**Y**	**Y**
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	**Y**	**Y**	**N**
Full- or part-time staff or contractors/consultants	**Y**	**Y**	**Y**
Travel	**Y**	**Y**	**Y**
Supplies	**Y**	**Y**	**N**
Instructor certification/re-certification	**Y**	**Y**	**N**
Coordination with Citizen Corps Councils and CERT in conducting training exercises	**Y**	**Y**	**N**
Preparedness training for community preparedness initiatives and programs	**Y**	**Y**	**N**

Allowable Training Costs	SHSP	UASI	OPSG
Interoperable communications training	**Y**	**Y**	**N**
Activities to achieve planning inclusive of people with limited English proficiency	**Y**	**Y**	**N**
Immigration enforcement training	**Y**	**Y**	**Y**

Allowable Exercise Related Costs	SHSP	UASI	OPSG
Design, Develop, Conduct, and Evaluate an Exercise	**Y**	**Y**	**N**
Full- or part-time staff or contractors/consultants	**Y**	**Y**	**N**
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	**Y**	**Y**	**N**
Implementation of HSEEP	**Y**	**Y**	**N**
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	**Y**	**Y**	**N**
Travel	**Y**	**Y**	**N**
Supplies	**Y**	**Y**	**N**
Interoperable communications exercises	**Y**	**Y**	**N**

Allowable Exercise Related Costs	SHSP	UASI	OPSG
Activities to achieve planning inclusive of people with limited English proficiency	**Y**	**Y**	**N**

Allowable M&A Costs	SHSP	UASI	OPSG
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	**Y**	**Y**	**Y**
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	**Y**	**Y**	**Y**
Overtime and backfill costs	**Y**	**Y**	**Y**
Travel	**Y**	**Y**	**Y**
Meeting related expenses	**Y**	**Y**	**Y**
Authorized office equipment	**Y**	**Y**	**Y**
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	**Y**	**Y**	**N**
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	**Y**	**Y**	**N**
Completing the Civil Rights Evaluation Tool	**Y**	**Y**	**Y**
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	**Y**	**Y**	**Y**

LETPA Costs	SHSP	UASI	OPSG
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	**Y**	**Y**	**N**

LETPA Costs	SHSP	UASI	OPSG
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)	**Y**	**Y**	**N**
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism	**Y**	**Y**	**N**
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	**Y**	**Y**	**N**
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology	**Y**	**Y**	**N**
Coordination between fusion centers and other operational analytic, and investigative efforts	**Y**	**Y**	**N**
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	**Y**	**Y**	**N**
Implementation of the "If You See Something, Say Something®" campaign	**Y**	**Y**	**N**
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure locations	**Y**	**Y**	**N**

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

I. Risk Methodology

The risk methodology determines the relative risk of terrorism faced by a given area considering the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. See the Preparedness Grants Manual for additional information on the risk methodology.

NOTE: The THIRA/SPR process is separate from the risk methodology and its results do not affect grant allocations.

The Risk Methodology is used to inform allocations under HSGP. For more information on the SHSP, UASI, and OPSG allocation processes, please see Section B.1 of this NOFO, “Available Funding for the NOFO.”

II. Application Evaluation Criteria

FEMA will evaluate the FY 2023 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA’s review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after

the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted National Priority Area-aligned IJs and projects to ensure they meet the minimum spend requirements. Additional information on how the National Priority Area IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

1. Financial stability;
2. Quality of management systems and ability to meet management standards;
3. History of performance in managing federal award;
4. Reports and findings from audits; and/or
5. Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000:

1. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).
2. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

I. SHSP and UASI

All proposed investments will undergo a federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO. The federal review will be conducted by FEMA HQ Preparedness Officers. FEMA HQ Preparedness Officers will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Recipients must be able to demonstrate how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. IJs will be reviewed at both the investment and project level.

Emergency communications investments will be jointly reviewed by FEMA and CISA's Emergency Communications Division (ECD) to verify compliance with SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance). FEMA and ECD will coordinate directly with the recipient on any compliance concerns and will provide technical assistance as necessary to help

ensure full compliance.

Additional Effectiveness Evaluation Criteria for the National Priority Areas

FEMA will evaluate the FY 2023 HSGP IJs and projects submitted in support of the National Priority Areas for anticipated effectiveness. FEMA's review will include verification that each IJ or project meets the National Priority Area required spend percentages.

Cybersecurity investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Soft Targets/Crowded Places investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Information Sharing and Cooperation Investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

For additional information on Fusion Center requirements, please see the Preparedness Grants Manual.

Domestic violent extremism investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, DHS Center for Prevention Programs and Partnerships, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Community preparedness and resilience investments will be reviewed by DHS/FEMA and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Election security investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness. This includes factors such as the objectives and strategies proposed to address the priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process, and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations.

For applicants that elect to submit IJs and project-level details for the National Priority Areas at the time of application, effectiveness will be evaluated prior to award. If the projects are found to not sufficiently align with the National Priority Area(s), applicants may have funds placed on hold (up to 30%) until the projects are revised to satisfactorily address the National Priority Areas.

For applicants that elect to submit IJs and project-level details for the National Priority Areas as part of the December 2023 BSIR, they will have funds placed on hold in the amount of 30%. The hold will be released only after their December 2023 BSIR submission has been reviewed, and projects related to the National Priority Areas deemed in alignment by DHS/FEMA.

SAAs are still required to meet pass-through requirements even if funds are on hold related to the National Priority Areas.

To that end, IJs should include:

- How the proposed investment addresses the National Priority Area;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable; and
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

For FY 2023 SHSP and UASI investments and projects related to the National Priority Areas, effectiveness will be evaluated based on the following four factors:

- Investment Strategy (40%): Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.
- Budget (20%): Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- Impact/Outcomes (40%): Proposals will be evaluated on how the investment helps the jurisdiction close capability gaps identified in its SPR and addresses the relevant National Priority Area outlined in this NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
- Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

II. OPSG

Applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact of the Operations Orders. For more information on Operations Orders and other requirements of OPSG, see the Preparedness Grants Manual.

DHS/FEMA will verify compliance with all administrative and eligibility criteria identified in the NOFO and required submission of Operations Orders and Inventory of Operations Orders by the established due dates. DHS/FEMA and USBP will use the results of both the risk analysis and the federal review by DHS/FEMA to make recommendations for funding to the Secretary of Homeland

Security.

FY 2023 OPSG funds will be allocated among the eligible jurisdictions based on risk-based prioritization using the OPSG Risk Assessment described above. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department. Factors considered include, but are not limited to threat, vulnerability, miles of the border, and other border-specific law enforcement intelligence, as well as the feasibility of FY 2023 Operations Orders to designated localities within border states and territories.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO and the Preparedness Grants Manual as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at Non-Disaster Grants Management System | FEMA.gov along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

See the Preparedness Grants Manual for information on Notice of Award.

2. Pass-Through Requirements

Awards made to the SAA for HSGP carry additional **statutorily mandated** pass-through requirements. Pass-through is defined as an obligation on the part of the SAA to make funds available to local units of government, combinations of local units, tribal governments, or other specific groups or organizations. These entities are defined at 6 U.S.C. § 101(13) as:

- A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government.
- An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation.
- A rural community, unincorporated town or village, or other public entity.

Four criteria must be met to pass-through grant funds:

- The SAA must make a firm written commitment to passing through grant funds to subrecipients;
- The SAA's commitment must be unconditional (i.e., no contingencies for the availability of SAA funds);
- There must be documentary evidence (i.e., award document, terms, and conditions) of the commitment; and
- The award terms must be communicated to the subrecipient.

Timing and Amount

The SAA must pass-through at least 80% of the funds awarded under SHSP and UASI to the above-defined local or tribal units of government within 45 calendar days of receipt of the funds. "Receipt of the funds" occurs either when the SAA accepts the award or 15 calendar days after the SAA receives notice of the award, whichever is earlier.

SAAs are sent notification of HSGP awards via the GPD's ND Grants system. If an SAA accepts its award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45 calendar days pass-through period will start on the date the SAA accepted the award. Should an SAA not accept the HSGP award within 15 calendar days of receiving notice of the award in the ND Grants

system, the 45 calendar days pass-through period will begin 15 calendar days after the award notification is sent to the SAA via the ND Grants system.

It is important to note that the period of performance start date does not directly affect the start of the 45 calendar days pass-through period. For example, an SAA may receive notice of the HSGP award on August 25, 2023, while the period of performance dates for that award September 1, 2023, through August 31, 2026. In this example, the 45-day pass-through period will begin on the date the SAA accepts the HSGP award or September 9, 2023 (15 calendar days after the SAA was notified of the award), whichever date occurs first. The period of performance start date of September 1, 2023 would not affect the timing of meeting the 45-calendar day pass-through requirement.

Other SHSP and UASI Pass-Through Requirements

The signatory authority of the SAA must certify in writing to DHS/FEMA that pass-through requirements have been met. **A letter of intent (or equivalent) to distribute funds is not considered sufficient.** A letter of intent is not a firm commitment and if issued before FEMA makes the award, then a letter of intent is also not unconditional since it is inherently conditioned on receipt of funds.

The pass-through requirement does not apply to SHSP awards made to the District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, or the Commonwealth of the Northern Mariana Islands. **The Commonwealth of Puerto Rico is required to comply with the pass-through requirement**, and its SAA must also obligate at least 80% of the funds to local units of government within 45 calendar days of receipt of the funds.

Under SHSP, the SAA may retain more than 20% of funding for expenditures made by the state on behalf of the local unit(s) of government, such as expenditures by the state in order to pass through goods or services to local unit(s) of government in lieu of cash. This may occur only with the written consent, such as a Memorandum of Understanding, between the SAA and the local unit(s) of government. Separate written consent is necessary for each local unit of government in which more than 20% of funding is retained on their behalf by the state. The written consent must specify the amount of funds to be retained and the intended use of funds, including whether any goods or services will be passed through in lieu of cash. It must also be signed by authorized representatives of

both the state and the local unit of government.

States shall review their written consent agreements yearly and ensure that they are still valid. If a written consent agreement is already in place from previous fiscal years, DHS/FEMA will continue to recognize it for FY 2023, unless the written consent review indicates the local government is no longer in agreement. If modifications to the existing agreement are necessary, the SAA should contact their assigned FEMA HQ Preparedness Officer.

However, even if a written consent agreement is in place from previous fiscal years, **the SAA must still initially carry out the pass-through documentation for its FY 2023 award and comply with the four pass-through criteria described above before the written consent agreement can take effect for purposes of the FY 2023 funding**.

Additional OPSG Requirements

The recipient is prohibited from obligating or expending funds provided through this award until each unique and specific county-level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved through an official electronic mail notice issued by DHS/FEMA removing this special programmatic condition.

3. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

In addition to the information regarding DHS Standard Terms and Conditions and Ensuring the Protection of Civil Rights, see the Preparedness Grants Manual for additional information on administrative and national policy requirements, including:

- EHP Compliance;
- FirstNet;
- NIMS Implementation; and
- SAFECOM Guidance.

a. DHS Standard Terms and Conditions

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. Ensuring the Protection of Civil Rights

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at External Civil Rights Division | FEMA.gov.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

c. Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See Executive Order (EO) 14030, Climate-Related Financial Risk and FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs (Interim) (fema.gov).

All GPD actions, including grant-funded actions, must comply with National Flood Insurance Program criteria or any more restrictive federal, state, or local floodplain management standards or building code (44 CFR § 9.11(d)(6)). All GPD-funded non-critical actions in 1% annual chance floodplains (also known as 100-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the lower of:

- Two feet above the 1% annual chance flood elevation (also known as the base flood elevation), in accordance with the Federal Flood Risk Management Standard (FFRMS) "Freeboard Value Approach" (FVA); or
- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least two feet above the 1% annual chance flood elevation.

All GPD-funded critical actions in 0.2% annual chance floodplains (also known as 500-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the higher of:

- Three feet above the 1% annual chance flood elevation; or

- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least three feet above the 1% annual chance flood elevation.

See EO 11988, Floodplain Management, as amended by EO 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not incompliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at FEMA Form. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1.

d. National Incident Management System (NIMS) Implementation

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of

NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at /emergency-managers/nims/implementation-training.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at NIMS Components - Guidance and Tools | FEMA.gov.

FEMA developed the National Incident Management System Guideline for the National Qualification System to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at National Incident Management System | FEMA.gov.

e. *Emergency Communications Investments*

If an entity uses HSGP funding to support emergency communications investments, the following requirements shall apply to all such grant-funded communications investments in support of the emergency communications priorities and recognized best practices:

- The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the SAFECOM Guidance. The certification letter should be coordinated with the SWIC for each state and must be uploaded to ND Grants at the time of the first Program Performance Report submission.
- All states and territories must designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. Note that the designated full-time SWIC may also be the state's or territory's cybersecurity point of contact. SWIC status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.
- By the period of performance end date, all states and territories must update the SCIP, with a focus on communications resilience/continuity, to include assessment and mitigation of all potential risks identified in the SCIP: natural disasters, accidental damage (human failures), intentional damage (sabotage, terrorism), cybersecurity, etc. Following the initial update, the SCIP should be updated on an annual basis. SCIP status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

All states and territories must test their emergency communications capabilities and procedures (as outlined in their operational communications plans) in conjunction with regularly planned exercises (separate/addition emergency communications exercises are not required). Exercises should be used to both demonstrate and validate skills learned in training and to identify gaps in capabilities. Resilience and continuity of communications should be tested during training and exercises to the greatest extent possible. Further, exercises should include participants from multiple jurisdictions, disciplines, and levels of government and include emergency management, emergency medical services, law enforcement, interoperability coordinators, public health officials, hospital officials, officials from colleges and universities, and other disciplines and private sector entities, as appropriate. Findings from exercises should be used to update programs to address gaps in emergency communications as well as emerging technologies, policies, and partners. Recipients are encouraged to increase awareness and availability of emergency communications exercise opportunities across all levels of government.

States, territories, and other eligible grant recipients are advised that HSGP funding may be used to support communications planning (including the cost of hiring a SWIC, participation in governance bodies and requirements delineated above), training, exercises, and equipment costs. Costs for transitioning to the FirstNet network may also be eligible. More information regarding FirstNet can be found in the Preparedness Grants Manual.

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

See the Preparedness Grants Manual for information on reporting requirements.

5. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award. Failure to respond in this manner may result in funding holds on current and future awards until the requested information is provided.

See the Preparedness Grants Manual for information on monitoring and oversight.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. Program Office Contact

FEMA has assigned state-specific Preparedness Officers for the HSGP. If you do not know your Preparedness Officer, please contact the FEMA Grants Information Desk by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

b. FEMA Grants News

FEMA Grants News is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. **This channel** provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. FEMA Grants Information Desk can be reached by e-mail at fema-grants-news@fema.dhs.gov OR by phone at (800) 368-6498, Monday through Friday, 9 a.m. – 5 p.m. ET.

c. Grant Programs Directorate (GPD) Award Administration Division

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. Equal Rights

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov .

e. Environmental Planning and Historic Preservation

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about

GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. Systems Information

a. Grants.gov

For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. Non-Disaster (ND) Grants

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at Non-Disaster Grants Management System | FEMA.gov.

c. Payment and Reporting System (PARS)

FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

H. Additional Information

GPD has developed the Preparedness Grants Manual to guide applicants and recipients of grant funding on how to manage their grants and other resources. Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual for further information. Examples of information contained in the Preparedness Grants Manual include:

- Actions to Address Noncompliance

- Audits
- Case Studies and Use of Grant-Funded Resources During Real-World Incident Operations
- Community Lifelines
- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Disability Integration
- National Incident Management System
- Payment Information
- Period of Performance Extensions
- Procurement Integrity
- Record Retention
- Whole Community Preparedness
- Other Post-Award Requirements

1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO or in the Preparedness Grants Manual.

b. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation.

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the

evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) during the award.

3. Period of Performance Extensions

Extensions to the period of performance for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Preparedness Officer as needed when preparing an extension request. Please see the Preparedness Grants Manual for more information

4. Financial Assistance Programs for Infrastructure

A. Build America, Buy America Act

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov and Build America, Buy America Act Frequently Asked Questions (FAQs) | FEMA.gov. Additional information is found in Buy America Preference in FEMA Financial Assistance Programs for Infrastructure, FEMA Interim Policy #207-22-0001.

B. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest.
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality.
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov

C. Definitions

Construction materials: an article, material, or supply — other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives — that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber,

paint, and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act relating to a major disaster or emergency declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: Infrastructure projects which serve a public function, including at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

Produced in the United States means the following for:

- Iron and steel: All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- Manufactured products: The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- Construction Materials: All manufacturing processes for the construction material occurred in the United States.

Project: is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States.

Footnotes

1. Strategic Intelligence Assessment and Data on Domestic Terrorism, Federal Bureau of Investigation and Department of Homeland Security, May 2021.
2. Including assessment of critical infrastructure system vulnerabilities and plans to reduce consequences of disruptions, using the Infrastructure Resilience Planning Framework and Regional Resiliency Assessment Methodology produced by the Cybersecurity and Infrastructure Security Agency.
3. Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.
4. This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.
5. FEMA issued Policy 207-22-0002 in response to Executive Order (EO) 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety, which President Joseph R. Biden issued on May 25, 2022. EO 14074 directs the DHS to prohibit the use of grant funding to purchase certain types of military equipment by state, local, tribal, and territorial law enforcement agencies and to comply with and implement the recommendations stemming from EO 13688, which established prohibited equipment and controlled equipment lists.

FY 2023 Homeland Security Grant Program Fact Sheet

Release Date: Feb 27, 2023

Download a PDF copy of this webpage.

In Fiscal Year (FY) 2023, the U.S. Department of Homeland Security (DHS) is providing $1.12 billion to enhance the ability of state, local, tribal, and territorial governments to prevent, prepare for, protect against, and respond to potential terrorist acts and other hazards.

Overview

The FY 2023 Homeland Security Grant Program (HSGP) is one of three grant programs that support the DHS/Federal Emergency Management Agency's (FEMA) focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofit organizations, to prevent, prepare for, protect against, and respond to potential terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the nation's communities against potential terrorist attacks and other hazards. HSGP is composed of three grant programs:

- State Homeland Security Program (SHSP);
- Urban Area Security Initiative (UASI); and
- Operation Stonegarden (OPSG).

Funding

In FY 2023, the total amount of funds under the HSGP is $1.12 billion. Below is the funding distribution across the three grant programs:

HSGP Program	FY 2023 Allocation
SHSP	$415 million
UASI	$615 million
OPSG	$90 million
Total	$1.12 billion

Eligibility

The State Administrative Agency (SAA) is the only entity eligible to submit HSGP applications to FEMA, including those applications submitted on behalf of UASI and OPSG applicants. All 56 states and territories, which includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SHSP funds. A list of eligible urban areas is published in the FY 2023 HSGP Notice of Funding Opportunity (NOFO), released on February 27, 2023. Tribal governments may not apply directly for HSGP funding; however, funding may be available to tribes through the SAA.

Eligible high-risk urban areas for the FY 2023 UASI program are determined through an analysis of relative risk of terrorism faced by the 100 most populous metropolitan statistical areas (MSA) in the United States. Sub-awards will be made by the SAA to the designated high-risk urban areas identified in the FY 2023 HSGP NOFO.

In FY 2023, OPSG eligible subrecipients are local units of government at the county level or equivalent level of government and federally recognized tribal governments in states bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing USBP operations coordinated through a CBP sector office to be eligible for OPSG funding.

Under the FY 2023 OPSG, subrecipients eligible to apply for and receive a sub-award directly from the SAA are divided into three tiers.

- Tier 1 entities are local units of government at the county level or equivalent and federally recognized tribal governments that are on a physical border in states bordering Canada, states bordering Mexico, and states and territories with international water borders.
- Tier 2 eligible subrecipients are those not located on the physical border or international water border but are contiguous to a Tier 1 county.
- Tier 3 eligible subrecipients are those not located on the physical border or international water border but are contiguous to a Tier 2 eligible subrecipient. The tier structure is only applicable with regard to eligibility. OPSG funding allocations are based on the assessed border security risks as determined by the U.S. Border Patrol.

Funding Guidelines

The FY 2023 allocation process for SHSP, UASI, and OPSG are as follows:

SHSP Allocations

For FY 2023, FEMA will award SHSP funds based on risk as determined by FEMA's relative risk methodology and statutory minimums pursuant to the *Homeland Security Act of 2002*, as amended. Final allocations are published in the FY 2023 HSGP NOFO.

UASI Allocations

For FY 2023, FEMA will award UASI funds based on risk as determined by FEMA's relative risk methodology pursuant to the *Homeland Security Act of 2002*, as amended. Final allocations are published in the FY 2023 HSGP NOFO.

OPSG Allocations

For FY 2023, FEMA will award OPSG funds based on risk and the anticipated effectiveness of the proposed use of grant funds. The FY 2023 OPSG risk assessment is designed to identify the risk to border security and to assist with the distribution of funds for the grant program. Entities eligible for funding are the state, local, and tribal law enforcement agencies that are located along the border of the United States. Final award amounts are based on FEMA's evaluation of the effectiveness of proposed investments and projects.

Pass-Through Requirements

SAAs are required to pass-through at least 80% of SHSP and UASI funding to local or tribal units of government. For more information on the pass-through requirement, please refer to Section F.2 of the FY 2023 HSGP NOFO and Appendix A of the FY 2023 Preparedness Grants Manual.

National Priority Areas (NPAs) for SHSP and UASI and Minimum Spend Requirements

Overall, the required minimum spend on the FY 2023 NPAs for the SHSP and UASI programs remains consistent with the FY 2022 requirement – 30% as a percentage of the total SHSP and UASI allocation. Each SHSP and UASI applicant must dedicate the minimum spend (identified below where applicable) as a percentage of the total SHSP and UASI allocation per NPA. While the "enhancing cybersecurity" NPA has no minimum spend requirement, DHS strongly encourages recipients to make investments in this area as it is of critical national concern. **Fifteen (15) percent is mandated in minimum spending across five of the six NPAs, but there is flexibility on the remaining 15% required to meet the overall 30% minimum spend requirement.**

1. Enhancing the protection of soft targets/crowded places – 3% minimum spend;
2. Enhancing information and intelligence sharing and analysis– 3% minimum spend;
3. Combating domestic violent extremism – 3% minimum spend;
4. Enhancing cybersecurity – no minimum spend requirement;

5. Enhancing community preparedness and resilience – 3% minimum spend; and
6. Enhancing election security – **NEW** 3% minimum spend.

For the five NPAs that have an associated minimum spend, **all projects related to meeting the minimum spend for those NPAs must be included in the same Investment Justification (IJ).** Activities that support more than one NPA may be included under only one NPA IJ but still count towards the 30% minimum spend without having to be broken out into separate projects or activities in more than one IJ. Complete details on the FY 2023 HSGP allocation process are included in the FY 2023 HSGP NOFO.

Law Enforcement Terrorism Prevention Activities (LETPA)

SAAs must allocate at least 35% of their SHSP and UASI awards to LETPAs, up from 30% in FY 2022. Please refer to Section C.3.c of the FY 2023 HSGP NOFO, Appendix A of the FY 2023 Preparedness Grants Manual, and a forthcoming Information Bulletin for the FY 2023 HSGP for additional guidance and information on allowable LETPAs. Investments that support LETPAs can also support an NPA (e.g., an investment can be counted as supporting both the Soft Targets/Crowded Places and LETPA minimum allocation requirements, if applicable). The 35% LETPA allocation can be from SHSP, UASI, or both, and may be met by funding projects in any combination of the six NPAs identified above and any other investments.

Application Process

Applying for an award under the HSGP is a multi-step process. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Registration should be done in sufficient time to ensure it does not impact your ability to meet the required submission deadline. Section D in the FY 2023 HSGP NOFO contains more detailed information and instructions.

Eligible applicants should submit their initial application at least three days before the May 18, 2023, application deadline through the Grants.gov portal at www.grants.gov. Applicants needing Grants.gov support should contact the Grants.gov customer support hotline at (800) 518-4726 24 hours per day, seven

days per week except federal holidays.

Eligible applicants will be notified by FEMA within one to two business days and asked to proceed with submitting their complete application package in the Non-Disaster (ND) Grants System by the application deadline. Applicants needing technical support with the ND Grants System should contact ndgrants@fema.dhs.gov or (800) 865-4076, Monday - Friday from 9 a.m. – 6 p.m. Eastern Time (ET).

Completed applications must be submitted no later than 5 p.m. ET on May 18, 2023.

HSGP Resources

There are a variety of resources available to address programmatic, technical, and financial questions, which can assist with HSGP applications:

- The FY 2023 HSGP NOFO is available online at www.fema.gov/grants as well as www.grants.gov.
- The FY 2023 Preparedness Grants Manual is available online at www.fema.gov/grants.
- For additional program-specific information, please contact the FEMA Grants Information Desk at fema-grants-new@fema.dhs.gov OR at (800) 368-6498. Hours of operation are from 9 a.m. – 5 p.m. ET, Monday through Friday.
- For support regarding financial grants management and budgetary technical assistance, applicants may contact the FEMA Award Administration Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

Agenda Item No: 10.b

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Sean Slamon, Fire Chief and Jon Bakkedahl, Deputy Emergency Manager

Agenda Title: For Possible Action: Discussion and possible action regarding authorization for the Carson City Fire Department's Emergency Management Division to submit an application to the State of Nevada, Division of Emergency Management ("DEM"), acting on behalf of the Federal Emergency Management Agency and the Cybersecurity and Infrastructure Security Agency (collectively "CISA"), to receive $191,039.10 from CISA's State and Local Cybersecurity Grant Program ("SLCGP"), with a 20% local match not to exceed $38,207.82, to purchase proximity access and video surveillance equipment and related supplies and software for the new fire station. (Jon Bakkedahl, jbakkedahl@carson.org)

Staff Summary: The new fire station will include shared facilities for an emergency operations center, a backup dispatch station and information technology offices. The application seeks SLCGP funds for that new facility's physical cybersecurity needs. If awarded, the grant would fund 80% of the improvement costs with a 20% local match that can be fulfilled, in whole or in part, by in-kind match. Carson City's Grants Policy requires any grant application over $50,000 be approved by the Board of Supervisors ("Board").

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

---

Proposed Motion
I move to authorize submittal of the grant application as requested.

Board's Strategic Goal
Safety

Previous Action
N/A

Background/Issues & Analysis
The goal of SLCGP is to assist state, local and territorial governments with managing and reducing systemic cyber risk. SLCGP funds can be used for physical cybersecurity measures, which will be needed for the new fire station and its shared facilities.

The City's Information Technology Department has reviewed, and supports, the SLCGP application.

It is anticipated that a large portion of the required local match will be provided in-kind, through volunteer hours from the City's Community Emergency Response Team.

Applicable Statute, Code, Policy, Rule or Regulation
Carson City's Grants Policy

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: Grant Fund - Revenues 2752081-431010 Federal Grants and Expenses 2752505-50XXXX will be used for Salaries, Benefis, Services and Supplies and Equipment; the grant number to be determined if approved.

Is it currently budgeted? No

Explanation of Fiscal Impact: If the SLCGP application is awarded by CISA (via DEM) and the Board approves acceptance of the grant award, the grant would assist with the costs of the new fire station and its shared facilities by covering costs associated with procuring, installing and securing equipment to protect the facilities' physical space through security measures commensurate with the activities that will be performed there.

Eligible applicants must agree to make available non-federal funds to carry out a SLCGP award in an amount not less than 20% of the total project costs, though in-kind match can be used for all or part of the 20% ($38,207.82) local match requirement. If approved, revenue and expense will be added in the amount of $191,039.10 during the first round of budget augmentations. Please see Budget CISA Grant document enclosed with budget line item detail.

Alternatives
Do not authorize submittal of the grant application and/or provide alternative direction to staff.

Attachments:
2023 SLCGP NOFO.pdf

2023 SLCGP Fact Sheet.pdf

DEMProcurementPolicy10-18-2021.pdf

Budget CISA Grant -.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

1

The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2023 State and Local Cybersecurity Grant Program (SLCGP)

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the system. Instructions for requesting a UEI using Sam.gov can be found at: https://sam.gov/content/entity-registration.

Grants.gov registration information can be found at:
https://www.grants.gov/web/grants/register.html.

Planned UEI Updates in Grant Application Forms:

On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI).

Additional Information can be found on Grants.gov:
https://www.grants.gov/web/grants/forms/planned-uei-updates.html

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A. Program Description

1. Issued By
U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Resilience/Grant Programs Directorate (GPD)

2. Assistance Listings Number
97.137

3. Assistance Listings Title
State and Local Cybersecurity Grant Program

4. Funding Opportunity Title
Fiscal Year 2023 State and Local Cybersecurity Grant Program (SLCGP)

5. Funding Opportunity Number
DHS-23-GPD-137-00-01

6. Authorizing Authority for Program
Section 2220A of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 U.S.C. § 665g)

7. Appropriation Authority for Program
Infrastructure Investment and Jobs Act (Pub. L. No. 117-58, Division J, Title V)

8. Announcement Type
Initial

9. Program Category
Preparedness: Infrastructure Security

10. Program Overview, Objectives, and Priorities

a. Overview

Our nation faces unprecedented cybersecurity risks, including increasingly sophisticated adversaries, widespread vulnerabilities in commonly used hardware and software, and broad dependencies on networked technologies for the day-to-day operation of critical infrastructure. Cyber risk management is further complicated by the ability of malicious actors to operate remotely, linkages between cyber and physical systems, and the difficulty of reducing vulnerabilities.

Considering the risk and potential consequences of cyber incidents, strengthening the cybersecurity practices and resilience of state, local and territorial (SLT) governments is an important homeland security mission and the primary focus of SLCGP. Through funding from the Infrastructure Investment and Jobs Act referred to as the Bipartisan Infrastructure Law (BIL) throughout this document, the SLCGP enables DHS to make targeted cybersecurity investments in SLT government agencies, thus improving the security of

critical infrastructure and improving the resilience of the services SLT governments provide their communities.

The Fiscal Year (FY) 2023 SLCGP aligns with the National Cybersecurity Strategy by addressing three of the five pillars:

- Pillar One – Defend Critical Infrastructure,
- Pillar Two – Disrupt and Dismantle Threat Actors, and
- Pillar Four – Invest in a Resilient Future.

The FY 2023 SLCGP also addresses the 2020-2024 DHS Strategic Plan by helping DHS achieve Goal 3: Secure Cyberspace and Critical Infrastructure. This includes Objective 3.3: Assess and Counter Evolving Cybersecurity Risks.

Additionally, the FY 2023 SLCGP supports the 2022-2026 FEMA Strategic Plan, which outlines a bold vision with three ambitious goals, including Goal 3: Promote and Sustain a Ready FEMA and Prepared Nation, under which falls Objective 3.2: Posture FEMA to meet current and emergent threats. The FY 2023 SLCGP also aligns with the Cybersecurity and Infrastructure Security Agency's (CISA) 2023–2025 Strategic Plan, which encompasses Goal 1: Cyber Defense, Goal 2: Risk Reduction and Resilience and Goal 3: Operational Collaboration.

b. Objectives

The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk. This goal can be achieved over the course of the four years of SLCGP funding as applicants focus their Cybersecurity Plans, priorities, projects, and implementation toward addressing the SLCGP objectives. Once CISA confirms that a recipient has met their objective requirements for each fiscal year, the recipient moves to the next set of program objective(s).

During FY 2022, applicants focused on Program Objective 1: Develop and establish appropriate governance structures, including by developing, implementing, or revising Cybersecurity Plans, to improve capabilities to respond to cybersecurity incidents, and ensure continuity of operations.

In FY 2023, applicants are required to focus on addressing the following program objectives in their applications:

- Objective 2: Understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments.
- Objective 3: Implement security protections commensurate with risk.
- Objective 4: Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.

Applicants should refer to Appendix A, "Program Goals and Objectives" for more information on SLCGP program goals, objectives, sub-objectives, and desired outcomes required in their FY 2023 SLCGP application.

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Eligible subrecipients include local governments, Indian tribes or authorized tribal organizations, rural communities, unincorporated towns or villages, and other public entities. Nonprofit and private organizations are not eligible subrecipients.

c. Priorities

I. CYBERSECURITY PLANS, COMMITTEES AND CHARTER

The Homeland Security Act of 2002, as amended by the BIL, requires SLCGP grant recipients to develop a Cybersecurity Plan, establish a Cybersecurity Planning Committee to support development of the plan, and identify projects to implement using SLCGP funding. With the FY 2022 SLCGP, recipients were directed to accomplish the following:

- Establish a Cybersecurity Planning Committee;
- Develop a state-wide Cybersecurity Plan, unless the recipient already has a state-wide Cybersecurity Plan; and
- Use SLCGP funds to implement or revise a state-wide Cybersecurity Plan.

For those states that did not apply for FY 2022 SLCGP funding, or for FY 2022 SLCGP recipients that were unable to meet the requirements listed above, please refer to Appendix A, "Program Goals and Objectives" and Appendix B, "Cybersecurity Planning Committee and Charter" for more information on the FY 2022 requirements that must be met before development of applications for FY 2023.

For FY 2023, there are no new Cybersecurity Planning Committee and Cybersecurity Plan requirements. CISA considers the plans as living documents that states and territories may update and resubmit, if desired. Eligible applicants must coordinate with the appropriate CISA Regional Representatives before submitting or updating their Cybersecurity Plan, Investment Justifications (IJ) and/or Project Worksheets (PW) (See Section G of this funding notice for relevant contact information).

For FY 2024, states and territories can anticipate additional guidance for updating their Cybersecurity Planning Committees and Cybersecurity Plans.

II. CYBERSECURITY ACTIVITIES, BEST PRACTICES, INVESTMENTS AND PROJECTS

Cybersecurity Activities

The State Administrative Agency (SAA) must consult with its Chief Information Officer (CIO) and the Chief Information Security Officer (CISO) (or an equivalent official of the eligible entity) regarding the plans for allocating SLCGP funds. To support the FY 2023 SLCGP requirements, Cybersecurity Plans must include the following activities:

a. Conducting assessment and evaluations as the basis for individual projects throughout the life of the program; and
b. Adopting key cybersecurity best practices and consulting Cybersecurity Performance Goals (CPGs).
    i. The CPGs are a prioritized subset of information technology and operational technology cybersecurity practices aimed at meaningfully reducing risks to both critical infrastructure operations and the American people.
    ii. These goals are applicable across all critical infrastructure sectors and are informed by the most common and impactful threats and adversary tactics,

techniques, and procedures observed by CISA and its government and industry partners, making them a common set of protections that all critical infrastructure entities – from large to small – should implement.

iii. The CPGs do not reflect an all-encompassing cybersecurity program – rather, they are a minimum set of practices that organizations should implement toward ensuring a strong cybersecurity posture.

iv. The Cross-Sector Cybersecurity Performance Goals are regularly updated, with a targeted revision cycle of at least every 6 to 12 months.

Key Cybersecurity Best Practices for Individual Projects

To keep pace with today's dynamic and increasingly sophisticated cyber threat environment, SLT governments must take decisive steps to modernize their approach to cybersecurity. As states, territories, and local entities increase their cybersecurity maturity, CISA recommends they move toward implementing more advanced best practices, such as endpoint detection and response capabilities, as well as conducting regular penetration testing. To assist in the revision of SLT cyber planning efforts, the following Cybersecurity Best Practices are provided. As appropriate, the strategic elements listed in the table below should be included in FY 2023 individual projects:

Cybersecurity Best Practices for Individual Projects
Implement multi-factor authentication
Implement enhanced logging
Data encryption for data at rest and in transit
End use of unsupported/end of life software and hardware that are accessible from the internet
Prohibit use of known/fixed/default passwords and credentials
Ensure the ability to reconstitute systems (backups)
Actively engage in bidirectional sharing between CISA and SLT entities in cyber relevant time frames to drive down cyber risk
Migration to the .gov internet domain

Cybersecurity Investments and Projects

Given the Cybersecurity Plan is a strategic document, it should not identify specific vulnerabilities but instead capture the broad level of capability across the jurisdiction. The Cybersecurity Plan must also show how the implementation of the individual projects and activities over time will help achieve the goals and objectives of the plan. The summary of projects using FY 2023 SLCGP funds associated with each required and discretionary element provides a helpful snapshot of state- and territory-wide capabilities and capacity that will be achieved as a result of this funding. Details for each project using SLCGP funds must be included in the Investment Justifications (IJs).

Each IJ must provide a baseline understanding of the existing cybersecurity gaps, risks, and threats that the applicant entity faces, which have influenced the development of the IJ. The IJ must include a summary of the current capabilities within the applicant jurisdiction to address these threats and risks. The IJ should also include a description of how the proposed project addresses gaps identified in or sustainment of the approved Cybersecurity Plan and

how the project aligns to the cybersecurity elements in this NOFO. Finally, the IJ should include implementation planning data to assist in project management.

The Project Worksheet (PW) will be used to identify the budget details and budget narrative portion of the application. Eligible applicants should submit only one PW as part of the overall application and must include information for each IJ submitted as part of the application for funding. More information on the IJ Form, PW and instructions can be found in Section D.11 in this funding notice.

III. MULTI-ENTITY PROJECTS

Multiple eligible entities (states or territories) can group together to address cybersecurity risks and threats to information systems within the states and territories which are the eligible entities. There is no separate funding for multi-entity projects. Instead, these investments would be considered as group projects: each group member contributing an agreed-upon funding amount from their SLCGP award to the overall project. Each group member's financial contribution is then funded from their individual SLCGP award. Each participating state or territory in the group should include the multi-entity project in their individual IJ submissions with their application. It is expected that IJs for multi-entity projects will be almost identical. Any differences should reflect alignment with the entities' respective Cybersecurity Plan.

The multi-entity project submissions must be approved by each of the participating state or territory's Cybersecurity Planning Committees, and each of the multi-entity project submissions must be aligned with each of the participating state or territory's respective Cybersecurity Plan. For multi-entity groups, each participating state or territory must have a CISA-approved Cybersecurity Plan. The project must improve or sustain capabilities identified in the respective Cybersecurity Plan for each eligible entity.

Multi-Entity Project Requirements and Process Overview

The following must be included in each of the participating state or territory group members' Cybersecurity Plans, the Investment Justifications and Project Worksheets for the multi-entity project:

- A detailed description of the overall project;
- The division of responsibilities among each participating state or territory group member entity;
- The distribution of funding among the participating state or territory group member entities; and
- Overview of how implementation of the multi-entity project will help achieve the goals and objectives in the Cybersecurity Plan of each participating entity.

Multi-Entity Project Benefits

A multi-entity project is funded from each participating state or territory group members' SLCGP award in accordance with their agreed-upon contribution amounts. Since the multi-entity group may be comprised of state and territory governments, each can benefit from information sharing and awareness opportunities. Multi-entity projects may permit smaller state and territory entities to combine resources with larger state and territory entities to reap

the benefits associated with larger acquisitions. At the same time, all parties to a multi-entity project may realize cost savings due to volume purchases. Lastly, the non-federal cost share in FY 2023 SLCGP for the projects in a multi-entity project is 10%.

IV. IMMINENT CYBERSECURITY THREAT

SLCGP is primarily a security preparedness program focused on reducing cyber risks by helping SLT entities address cybersecurity vulnerabilities and build cybersecurity capabilities. Over time, the program activities and investments reduce the potential impact of cybersecurity threats and incidents. The Homeland Security Act of 2002, as amended in *6 U.S.C. § 665g(d)(4),* provides that "An eligible entity that receives a grant under this section and a local government that receives funds from a grant under this section, as appropriate, shall use the grant to…(4) assist with activities that address imminent cybersecurity threats, as confirmed by the Secretary, acting through the [CISA] Director, to the information systems owned or operated by, or on behalf of, the eligible entity or a local government within the jurisdiction of the eligible entity."

The following provides a general overview of the processes for the FY 2023 grant cycle from a grant management perspective. Specific details on CISA's criteria and process for confirming an imminent cybersecurity threat are not included here. The following also does not supersede or replace existing threat notification procedures or existing methods to collaborate on operational cybersecurity matters.

Process Overview

- Any eligible entity seeking to use SLCGP funds to address an imminent cybersecurity threat, as confirmed by the Secretary, acting through the CISA Director, must have a Cybersecurity Plan approved by CISA.
- DHS, through CISA, will determine if an incident constitutes as an imminent cybersecurity threat.
- Upon confirmation, DHS will notify the SLCGP SAA and the SAA must notify the state or territory Cybersecurity Planning Committee and CIO/ CISO/equivalent.
- DHS will notify impacted SLT entities, as appropriate, of permissible imminent cybersecurity threat fund usage.
- FEMA will issue an Information Bulletin detailing the impacted entities and procedures for reprograming SLCGP funds in support of the specific imminent cybersecurity threat. The scope of the Information Bulletin will be dependent on the nature of the imminent cybersecurity threat.

11. Performance Measures

DHS will communicate with all SLCGP SAA recipients on the information collection process related to performance measures data. DHS will measure the recipient's performance by comparing the number of activities and projects needed and requested in its IJs with the number of activities and projects acquired and delivered by the end of the period of performance (POP) using the following programmatic metrics:

Performance Measures
Percentage of entities with CISA approved state-wide Cybersecurity Plans

Percentage of entities with statewide Cybersecurity Planning Committees that meet the Homeland Security Act of 2002 and SLCGP funding notice requirements
Percentage of entities conducting annual table-top and full-scope exercises to test Cybersecurity Plans
Percent of the entities' SLCGP budget allocated to exercises
Average dollar amount expended on exercise planning for entities
Percentage of entities conducting an annual cyber risk assessment to identify cyber risk management gaps and areas for improvement
Percentage of entities performing phishing training
Percentage of entities conducting awareness campaigns
Percent of entities providing role-based cybersecurity awareness training to employees
Percentage of entities adopting the Workforce Framework for Cybersecurity (NICE Framework) as evidenced by established workforce development and training plans
Percentage of entities with capabilities to analyze network traffic and activities related to potential threats
Percentage of entities implementing multi-factor authentication (MFA) for all remote access and privileged accounts
Percentage of entities with programs to anticipate and discontinue use of end-of-life software and hardware
Percentage of entities prohibiting the use of known/fixed/default passwords and credentials
Percentage of entities operating under the ".gov" internet domain
Number of cybersecurity gaps or issues addressed annually by entities

B. Federal Award Information

1. Available Funding for the NOFO: $374,981,324

For FY 2023, DHS will award funds to states and territories based on baseline minimums and population as required by section 2200A(l) of the Homeland Security Act of 2002 (codified at 6 U.S.C. § 665g(l)) and described below.

Each state and territory will receive a baseline allocation using thresholds established in section 2200A(l) of the Homeland Security Act of 2002 (codified at 6 U.S.C. § 665g(l)). All 50 States, the District of Columbia, and the Commonwealth of Puerto Rico will receive a minimum of $4,082,282 each, equaling 1% of total funds appropriated to DHS in FY 2023. Each of the four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive a minimum of $1,020,570, equaling 0.25% of the total funds appropriated to DHS in FY 2023. $79,310,190, 50% of the remaining amount, will be apportioned based on the ratio that the population of each state or territory bears to the population of all states and territories. The remaining $79,310,190, equaling the other 50% of the remaining amount, will be apportioned based on the ratio that the population of each state that resides in rural areas bears to the population of all states that resides in rural areas.

FY 2023 SLCGP Allocations

State/Territory	FY 2023 SLCGP Allocation	State/Territory	FY 2023 SLCGP Allocation
Alabama	$7,840,285	Nevada	$5,072,822
Alaska	$4,567,677	New Hampshire	$5,096,082
Arizona	$6,776,692	New Jersey	$6,858,348
Arkansas	$6,402,359	New Mexico	$5,178,907
California	$15,879,497	New York	$11,588,894
Colorado	$6,553,216	North Carolina	$10,813,417
Connecticut	$5,465,875	North Dakota	$4,666,397
Delaware	$4,546,985	Ohio	$10,042,553
District of Columbia	$4,240,457	Oklahoma	$6,665,123
Florida	$11,997,340	Oregon	$6,047,316
Georgia	$9,873,903	Pennsylvania	$10,463,799
Hawaii	$4,567,336	Rhode Island	$4,467,229
Idaho	$5,210,589	South Carolina	$7,428,446
Illinois	$8,834,866	South Dakota	$4,766,558
Indiana	$7,977,398	Tennessee	$8,606,142
Iowa	$6,228,366	Texas	$17,418,110

Kansas	$5,707,130	Utah	$5,348,368
Kentucky	$7,413,939	Vermont	$4,717,850
Louisiana	$6,732,858	Virginia	$8,712,723
Maine	$5,439,273	Washington	$7,403,503
Maryland	$6,514,533	West Virginia	$5,620,962
Massachusetts	$6,419,112	Wisconsin	$7,666,939
Michigan	$9,609,530	Wyoming	$4,477,270
Minnesota	$7,270,657	Puerto Rico	$5,068,610
Mississippi	$6,639,551	U.S. Virgin Islands	$1,046,957
Missouri	$7,748,105	American Samoa	$1,039,880
Montana	$4,947,036	Guam	$1,068,051
Nebraska	$5,188,485	Northern Mariana Islands	$1,037,018
Total		**$374,981,324**	

2. **Projected Number of Awards:** **56**

3. **Period of Performance:** **48 months**

   Extensions to the period of performance are allowed. Refer to Section I.3 of this NOFO, for additional information on period of performance extensions. FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. *See 2 C.F.R. § 200.1* for definitions of "budget period" and "period of performance."

4. **Projected Period of Performance Start Date(s):** **Dec. 1, 2023**

5. Projected Period of Performance End Date(s): **Nov. 30, 2027**

6. Funding Instrument Type: **Grant**

C. Eligibility Information

1. Eligible Applicants

All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SLCGP funds. The Governor-designated SLCGP SAA is the only entity eligible to submit SLCGP applications to DHS/FEMA.

a. Eligible Entity

"State" is defined in 6 U.S.C. § 101(17) to include the 50 states, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

b. Eligible Subrecipient Entities

"Local government" is defined in *6 U.S.C. § 101(13)* as:

a. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government;
b. *An Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; and
c. A rural community, unincorporated town or village, or other public entity.

*Although tribes are not eligible to apply directly for SLCGP funding, they may be eligible subrecipients, and can receive SLCGP funding as a local government. Each individual SAA may determine whether and how much SLCGP funding to pass through to tribal entities. DHS does not have the authority to mandate that a certain percentage of SLCGP funds are directed to tribal governments. Additionally, funding will be directly available to eligible tribal entities under the forthcoming Tribal Cybersecurity Grant Program, for which DHS will expects to publish the funding notice this year.

Ineligible subrecipient entities include:

a. Nonprofit organizations; and
b. Private corporations.

c. Educational Institutions

A public educational institution (e.g., elementary school, secondary school, or institution of higher education) is generally eligible to receive assistance under SLCGP if it is an agency or instrumentality of a state or local government under state and/or local law. In contrast, a private educational institution would not be eligible to receive SLCGP assistance because it is not an agency or instrumentality of a state or local government. "Assistance" means either

funding, non-funding assistance (i.e., items, services, capabilities, or activities), or a combination of both. The eligibility of charter schools depends on the function of the charter school – it will be eligible if, and only if, it is an agency or an instrumentality of the state or local government. This will be a determination for the SAA to make (and to justify, if necessary), based on state or local law. The SAA for an SLCGP grant award is responsible for demonstrating the eligibility of each entity receiving assistance and should consult with FEMA if there is uncertainty regarding eligibility for a particular entity.

2. Applicant Eligibility Criteria

Applicants must be one of the 56 states and territories that are eligible for the program. One or more states or territories may submit a multi-entity project.

3. Other Eligibility Criteria/Restrictions

Each eligible entity is required to meet the following criteria for FY 2023:

a. Submit a Cybersecurity Plan, Cybersecurity Planning Committee Membership List and a Cybersecurity Charter that aligns with the criteria detailed in this NOFO, unless the applicant has a CISA-approved Cybersecurity Plan, Committee Membership List and Charter;
b. FEMA will not release funds to a recipient until CISA approves the entity's Cybersecurity Plan; and
c. Details on the requirements for the Cybersecurity Plan, Committee Membership List and Charter can be found in Appendix A - C in this funding notice.

4. Cost Share or Match

Eligible entities must meet a 20% cost share requirement for the FY 2023 SLCGP. The recipient contribution can be cash (hard match) or third-party in-kind (soft match). Eligible applicants must agree to make available non-federal funds to carry out an SLCGP award in an amount not less than 20% of the total project costs (federal award amount plus cost share amount). For FY 2023, in accordance with *48 U.S.C. § 1469a*, cost share requirements are **waived for the insular areas** of the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

DHS/FEMA administers cost-matching requirements in accordance with *2 C.F.R. § 200.306*. To meet matching requirements, the recipient contributions must be verifiable, reasonable, allocable, and necessary, and otherwise allowable under the grant program, and in compliance with all applicable federal requirements and regulations. The non-federal cost share requirement cannot be matched with other federal funds, unless specifically authorized by the legislation governing that other source of federal funding.

By statute, the cost share applies to each individual project funded by the grant award rather than just to the cumulative total. Recipients must ensure that each activity's cost share is met. DHS interprets "activity" to mean all projects approved as part of the submitted Project Worksheets. The Project Worksheets must include cost share and Management and Administration (M&A) for each project objective. Also, the Project Worksheet must include a description of the source of the cost share/match. Note for post-award documentation of

cost share, if funds or services are to be provided by a third party for in-kind match, a dated letter of commitment is required to document the donation.

a. Types of Cost Share/Match

Hard Match (Cash)

Cash or hard matching includes cash spent for project-related costs. The allowable cash match must include costs that are necessary, reasonable, and allowable under the SLCGP.

i. Examples: State or local general fund monies.

Soft Match (In-kind)

Soft match refers to contributions of the reasonable value of property or services in lieu of cash which benefit a federally assisted project or program. This type of match may only be used if not restricted or prohibited by program statute, regulation or guidance and must be supported with source documentation. Only property or services that comply with program guidance and/or program regulations, are allowable. In other words, a recipient cannot use a source for the soft match that is completely unrelated to the SLCGP program's goals, objectives, NOFO, etc. The same contribution cannot be used if it is already used as match for another grant program or paid from other grant funds. Below are some examples of allowable soft match:

i. Example 1: The dollar value of the salary and fringe benefits of the CIO position paid by state, territory or local government general fund monies who is working on cybersecurity efforts within the state, territory, or local entity government.

ii. Example 2: A hotel offers a room or space to conduct a cybersecurity training event or tabletop exercise. The hotel manager should provide the SAA with written documentation of the room rental (dollar value), date/time of the donation, signed by the hotel manager. This should align with the date/time of the training or exercise event. And, per *2 C.F.R. 200.306*, "The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality."

iii. Example 3: Contributions of salary, travel, equipment, supplies, and other budget areas that are from third party sources (in compliance with *2 C.F.R. 200.306*) and include voluntary contributions such as emergency personnel, lawyers, etc., who donate their time to a federal grant program. The normal per hour rate for these professionals (acting in their professional capacity) can be used to meet the matching requirement. The value of the services provided is taken into consideration when determining the value of the contribution and not who is providing the service. For example, if a lawyer is volunteering his/her services to assist the Cybersecurity Planning Committee with preparing and filing legal paperwork for their Charter, the lawyer's normal hourly rate is allowable. However, if the lawyer is volunteering his/her time and services to conduct cybersecurity needs assessments as part of the state's cyber plan implementation, the lawyer's hourly rate would not be applicable; instead, the hourly rate for an information technology specialist would be more reasonable and applicable.

b. Cost Share Documentation

The source documentation is very important, as it is with hard match. The source of the soft match should be:

1. Valued at the time of the donation—value must not exceed the fair market value of the equipment of the same age and condition at the time of donation.
2. Signed and dated by the donating company, person, etc.
3. For third-party in-kind contributions, the fair market value of goods and services must be documented and, to the extent feasible, supported by the same methods used internally by the non-federal entity.

c. Calculating Cost Share for the Application

Applicants must make available non-federal funds to carry out an SLCGP award in an amount not less than 20% of the total project costs (federal award amount plus cost share amount). The cost share for the multi-entity projects is 10%.

Formula: Federal Award Amount / Federal Share Percentage = Total Project Cost; Total Project Cost x Cost Share Percentage = Cost Share Amount

i. **Example**: If the federal award is $100,000 with an 80% federal share percentage and a 20% cost share percentage, the cost share amount is calculated below:
   - $100,000 (Federal Award Amount) / .80 = $125,000 (Total Project Cost)
   - $125,000 x .20 = $25,000 (Cost Share Amount)

d. Calculating Cost Share for Projects

Cost share must be provided on a project basis. To calculate cost share for a project, please see the following formula and example:

Formula: Total Project Cost x Cost Share Percentage of the Project = Cost Share Amount; Total Project Cost x Federal Percentage Share of the Project = Federal Amount for the Project

i. **Example**: If the total project cost is $125,000, the cost share percentage of the project is 20% and the federal percentage share of the project is 80%, the cost share amount for the project and federal amount for the project is calculated below:
   - $125,000 x .20 = $25,000 (Cost Share Amount for Project)
   - $125,000 x .80 = $100,000 (Federal Share Amount for Project)

e. Future Cost Share Amounts

With the exception for multi-entity projects, for SLCGP planning purposes, the following chart indicates the federal share and cost share percentages for SLCGP FY 2022 - 2025:

Federal fiscal year (FFY)	Federal share percentage	Non-federal cost share percentage
2022	90%	10%
2023	80%	20%
2024	70%	30%
2025	60%	40%

f. Cost Share Waiver

The Secretary of Homeland Security (or designee) may waive or modify the non-federal share for an individual entity if the entity demonstrates economic hardship. The Homeland Security Act of 2002, as amended, requires SLCGP recipients in FY 2023 to provide a non-federal cost share of 20% if they are applying as a single entity *(6 U.S.C. § 665g(m)(1)).* However, DHS is not able to provide additional funds even if it does grant a cost share waiver. The federal funding will remain at the same amount as indicated by the statutory formula.

Additionally, in accordance with *48 U.S.C. § 1469a* cost share requirements for the insular areas of the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands are waived, provided the cost share is less than $200,000.

Economic Hardship Factors

6 U.S.C. § 665g(m)(2)(C) requires the Secretary of Homeland Security (or designee) to consider the following factors when determining economic hardship:

a. Changes in rates of unemployment in the jurisdiction from previous years;
b. Changes in the percentage of individuals who are eligible to receive benefits under the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (*7 U.S.C. § 2011 et seq.)* from previous years; and
c. Any other factors the Secretary considers appropriate.

In addition, for FY 2023, the Secretary of Homeland Security (or designee) will also consider the following factors in determining economic hardship:

a. Demonstration that the rate of unemployment has exceeded the annual national average rate of unemployment for three of the past five years;
b. Demonstration that the entity has filed for bankruptcy or been placed under third-party financial oversight or receivership within the past three years; and
c. For local units of government only, demonstration that those localities have areas within them that are designated as either “high” or “very high” on the Centers for Disease Control and Prevention’s Social Vulnerability Index.

To be considered for a cost share waiver, eligible entities must meet at least one of the five criteria described above, but do not necessarily need to meet all of them. Requests for waivers will be considered on a case-by-case basis and evaluated holistically.

Cost Share Waiver Request Requirements
To request a waiver, an eligible entity should submit a written narrative, including the following three (3) categories to demonstrate economic hardship, with its FY 2023 SLCGP application submission in the Non-Disaster (ND) Grants System:

a. History: A description of the entity's background/history of economic hardship.
b. Austerity: Describe any measures the entity has taken to address economic hardship.
c. Operational Impact: Describe how the lack of a waiver will impact the entity's ability to develop, implement, or revise a Cybersecurity Plan or address imminent cybersecurity threats.

A detailed justification explaining why the state (or specific local government(s) or specific project(s) if requesting only a partial waiver) is unable to fulfill the cost share requirement. The applicant must identify specific economic hardship(s) and address the factors listed above.

Approval Process
Once a decision on a waiver request is made, the SLCGP SAA will be notified in writing. If approved, the award package will indicate that the cost share has been waived in full or in part and might indicate a requirement for the state to submit a revised budget and/or scope (as applicable) for the identified project(s). If the waiver request is approved after the award has been issued, FEMA will amend the award package to indicate that the cost share has been waived in full or in part and whether the recipient must submit a revised budget and/or scope (as applicable) for the identified project(s).

Questions regarding the cost share waiver process may be directed to your FEMA Preparedness Officer by emailing FEMA-SLCGP@fema.dhs.gov.

D. Application and Submission Information

1. Key Dates and Times

a. ***Application Start Date:*** ***Aug. 7, 2023, at 8:45 a.m. ET***

b. ***Application Submission Deadline:*** ***Oct. 6, 2023, at 5:00 p.m. ET***

All applications **must** be received by the established deadline.

The ND Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D of this notice.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the

applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. "Timely notification" of FEMA means prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section H of this NOFO, "DHS Awarding Agency Contact Information." For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 p.m. Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 p.m. ET.

c. Anticipated Award Date: ***No later than Dec. 1, 2023***

d. *Other Key Dates*

Event	Suggested Deadline for Completion
Initial registration in SAM.gov includes UEI issuance	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in the System for Award Management (SAM) or Updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Registering in ND Grants	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's ND Grants System. Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

4. **Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)**
   Each applicant, unless they have a valid exception under 2 C.F.R. 25.110, must:
   1. Be registered in Sam.Gov before application submission;
   2. Provide a valid Unique Entity Identifier (UEI) in its application; and
   3. Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process.

5. **Steps Required to Obtain a Unique Entity Identifier, Register in System for Award Management (SAM), and Submit an Application**
   Applying for an award under this program is a multi-step process, and applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

   Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

   To apply for an award under this program, all applicants must:
   a. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
   b. In the application, provide an UEI number;
   c. Have an account with login.gov;
   d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
   e. Create a Grants.gov account;
   f. Add a profile to a Grants.gov account;
   g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
   h. Register in ND Grants
   i. Submit an initial application in Grants.gov;
   j. Submit the final application in ND Grants, including electronically signing applicable forms; and
   k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

   Specific instructions on how to apply for, update, or verify an UEI number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per *2 C.F.R. § 25.110(c)(2)(iii)*, if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting askcsid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain an UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

7. How to Register to Apply through Grants.gov

a. ***General Instructions:***

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission. Organizations must have an UEI number, an EIN, an active SAM registration and Grants.gov account to apply for grants.

Organizations must also have a Grants.gov account to apply for an award under this program. Creating a Grants.gov account can be completed online in minutes, but UEI and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov: https://www.grants.gov/web/grants/applicants/organization-registration.html.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: https://www.grants.gov/web/grants/applicants/registration.html.

b. ***Obtain an UEI Number:***
All entities applying for funding, including renewal funding, before April 4, 2022, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to Sam.gov.

c. ***Obtain Employer Identification Number:***
All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

d. ***Create a login.gov account:***
Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: https://www.SAM.gov/SAM/pages/public/loginFAQ.jsf.

e. ***Register with SAM:***
All organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

Note: As a new requirement per *2 C.F.R. § 25.200*, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

I. ADDITIONAL SAM REMINDERS

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain an UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, and EIN are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

II. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

f. ***Create a Grants.gov Account:***

The next step in the registration process is to create an account with Grants.gov. If applicable, applicants must know their organization's UEI number to complete this process.

For more information, follow the on-screen instructions or refer to: https://www.grants.gov/web/grants/applicants/registration.html.

See also Section D.8 in this NOFO, "Submitting the Final Application in ND Grants," for instructions on how to register early in ND Grants.

g. ***Add a Profile to a Grants.gov Account:***

A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, if applicable, enter the UEI number for the organization in the UEI field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

h. ***EBiz Point of Contact (POC) Authorized Profile Roles:***

After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on

behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

i. ***Track Role Status:***
To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

j. ***Electronic Signature:***
When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

8. How to Submit an Initial Application to FEMA via Grants.gov
Standard Form 424 (SF-424) is the initial application for this notice.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following:

- SF-424, Application for Federal Assistance; and
- Grants.gov Lobbying Form, Certification Regarding Lobbying.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

a. ***Create a Workspace:***
Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. ***Complete a Workspace:***
Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

c. ***Adobe Reader:***
If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The

individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

d. ***Mandatory Fields in Forms:***
In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

e. ***Complete SF-424 Fields First:***
The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

f. ***Submit a Workspace:***
An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

g. ***Track a Workspace:***
After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

h. ***Additional Training and Applicant Support:***

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at support@grants.gov and the website at https://www.grants.gov/support.html. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist FEMA with tracking your issue and understanding background information on the issue.

9. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.11 of this NOFO, "Content and Form of Application Submission." The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled "Content and Form of Application Submission" under Section D.11 of this notice.

10. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 p.m. ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

11. Content and Form of Application Submission

a. ***Standard Required Application Forms and Information***

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The SFs are submitted either through Grants.gov, through forms generated in ND

Grants, or as an attachment in ND Grants. Applicants may also access the SFs at https://www.grants.gov/web/grants/forms/sf-424-family.html.

I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov.
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov.

II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants.
    - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A.
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants.
    - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B.
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants.
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this notice, "Funding Restrictions and Allowable Costs," for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this notice, "DHS Awarding Agency Contact Information" for further instructions.

b. ***Program-Specific Required Forms and Information***

The following program-specific forms or information are required to be submitted in ND Grants as file attachments:

I. INVESTMENT JUSTIFICATION FORM AND INSTRUCTIONS

Each eligible entity is required to submit complete project-level information detailing how the SLCGP program objectives and goals will be met through the development, implementation and/or revision of its Cybersecurity Plan. If the state or territory has not established a Cybersecurity Planning Committee, then the proposed plans for this requirement must be included in the IJs and projects submitted with the application. Project-level information should also include state or territory projects which address the requirement to conduct assessments and evaluation and to incorporate the adoption of key cybersecurity best practices. Eligible entities should consult the CISA Cybersecurity Performance Goals for their SLCGP application.

Only one application will be submitted by the eligible entity. Requirements for the application are listed in order of hierarchy below:

Application level: No more than four **IJs** can be submitted with the application.

- **Objective:** Each SLCGP objective requires no more than one IJ and at least one project.
  - **Projects**: Project-level information will vary based on the associated SLCGP objectives and sub-objectives as outlined in the NOFO.
    - **Project Worksheet**: Applicants must submit only one Project Worksheet with the application. Multi-entity projects must be included as individual projects within a Project Worksheet, aligned to the applicable IJ and SLCGP objectives.
    - Use the following naming convention for the IJs and PWs: [Insert name of state or territory] Objective [insert number of corresponding objectives – 1, 2, 3 or 4]. For example: "Alaska PW Objective 2" or "Alaska IJ Objective 2."

Investment Justification Implementation Schedule
The implementation schedule table should be used as a planning tool for the key activities and milestones associated with each project identified in the Cybersecurity Plan. Applicants must also describe how implementing the plan will be measured (metrics). For each project and each year of the grant, the applicant should include the activities necessary to accomplish the goals of each project, as well as the estimated start and completion dates (by calendar quarter) for each activity. The standard definition of a project is a temporary endeavor with a defined beginning and end (usually time-constrained, and often constrained by funding or a deliverable), undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. Applying this standard to projects using preparedness grant funds, a project is a related set of activities and purchases supporting the building or sustaining of core capabilities; and is associated with a single entity responsible for execution.

Download IJ Template from FEMA's website or access the IJ Template on Grants.gov. The IJ Template is useful for the **Program Narrative** portion of the application. All IJs must provide a baseline understanding of the existing cybersecurity gaps, risks, and threats that the applicant entity faces which have influenced the development of the IJs. Also, applicants must include a summary of the current capabilities within the applicant jurisdiction to address these threats and risks.

FY 2023
For states and territories **with** a CISA-approved Cybersecurity Plan, Committee Membership List and Charter, Investments Justifications for SLCGP Objectives 3 and 4 must have at least one project. However, it is important to note that identifying and mitigating gaps in the cybersecurity workforce, enhancing recruitment and retention efforts and bolstering the knowledge, skills, and abilities of personnel are still statutory requirements for Cybersecurity Plans to address even if the eligible entity does not use grant funds to carry this out. In addition, state and territories may include projects related to SLCGP Objectives 1 and 2 at their discretion.

II. PROJECT WORKSHEET

The PW is useful for the **Budget Details and Budget Narrative** portion of the application. Eligible applicants must submit one PW as part of the overall application submission through the ND Grants system. The PW must include information for each IJ submitted as part of the application for funding: IJ Number, Objective, Project Name, Local and/or Rural Pass-through information, etc. The PW should be used to record all proposed projects with budget details, budget narrative, M&A costs, amount and source of cost share, etc. The Planning, Organization, Equipment, Training, and/or Exercises (POETE) Solution Areas associated with the IJs and Projects should be indicated on the PW. The federal Amount and Cost Share Amount must be included for each project within the PW. The PW template provides drop-down selections for several of the project attributes. All project attribute fields must be completed for the PW to be considered complete. Incomplete PWs will not be accepted. Information provided should primarily align to one objective to facilitate project review. If a project aligns to multiple objectives, then applicant must provide sufficient detail to determine which projects, POETE elements, and requested funds belong under which objective. The applicant may then use the information collected in the worksheet for rapid transfer to the ND Grants interface. Each project will be given a unique identifier as it is submitted via ND Grants. Applicants should keep a record of the project identifiers as they will be required to report on each project using that identifier. All requested funding must be associated with specific projects.

Cybersecurity Project Submissions (if applicable)

Applicants may request an exception to submitting their cybersecurity projects at the time of application. The exception request must be supported by the Cybersecurity Planning Committee. One IJ and one PW must be included with the application indicating "To be determined" on both forms. The applicant may request M&A funding on the PW which will be released at the time of award.

Applicants can email questions about the IJ, PW or application requirements to FEMA-SLCGP@fema.dhs.gov.

12. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See Executive Orders | National Archives)

13. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this funding notice must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at *2 C.F.R. Part 200*, unless otherwise indicated in the funding notice and the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See 2 C.F.R. § 200.403(h)* (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the cost principles for federal awards located at *2 C.F.R. Part 200, Subpart E*. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this notice as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this notice and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Unallowable Costs
For FY 2023 SLCGP, grant funds may not be used for the following:

a. Spyware;
b. Construction;
c. Renovation;
d. To pay a ransom;
e. For recreational or social purposes;
f. To pay for cybersecurity insurance premiums;
g. To acquire land or to construct, remodel, or perform alterations of buildings or other physical facilities;
h. For any purpose that does not address cybersecurity risks or cybersecurity threats on information systems owned or operated by, or on behalf of, the eligible entity that receives the grant or a local government within the jurisdiction of the eligible entity;
i. To supplant state or local funds; however, this shall not be construed to prohibit the use of funds from a grant under this NOFO for otherwise permissible uses on the basis that the SLT has previously used SLT funds to support the same or similar uses; and
j. For any recipient or subrecipient cost-sharing contribution.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and *2 C.F.R. §§ 200.216, 200.327, 200.471*, and *Appendix II to 2 C.F.R. Part 200*. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Guidance is available at FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Additional guidance is available at Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (fema.gov).

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. Replacement Equipment and Services

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the funding notice and the Preparedness Grants Manual.

II. Definitions

Per section *889(f)(2)-(3)* of the FY 2019 NDAA and *2 C.F.R. § 200.216*, covered telecommunications equipment or services means:

i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or

iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." *See 2 C.F.R. § 200.471*.

b. Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. Grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award. Grant writer fees, which are limited to $1,500 per eligible entity per application, are considered an exception and may be included as a Pre-Award cost.

The applicant must seek approval from FEMA at the time of application and before the award is announced.

To request pre-award costs, a written request must be included with the eligible entity's application and signed by the AOR of the entity. The signed letter must outline the purposes for the pre-award costs, a detailed budget and budget narrative describing the pre-award costs from the post-award costs and a justification for the request. All pre-award and post-award costs should be included in the IJ and PW and clearly identified as such. The recipient must receive written confirmation from FEMA that the expenses have been reviewed and that FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work. The pre-award cost must meet the requirements of *2 C.F.R. § 200.458*, which provides that the costs must be reasonable and necessary for efficient and timely performance of the grant's scope of work.

FEMA may re-evaluate and disallow pre-award costs if it is later determined that the services were not properly procured or do not satisfy the requirements of *2 C.F.R. § 200.458*. See Section H of this NOFO for general procurement under grants requirements.

c. Management and Administration (M&A) Costs

A maximum of up to 5% of SLCGP funds awarded may be retained by the state, and any funds retained are to be used solely for M&A purposes associated with the SLCGP award.

Subrecipients may also retain a maximum of up to five percent of the funding passed through by the state solely for M&A purposes associated with the SLCGP award. While the eligible entity may retain up to 5% of this total for M&A, the state or territory must still ensure that all subrecipient award amounts meet the mandatory minimum pass-through requirements that are applicable to SLCGP. *To meet this requirement, the percentage of*

funds passed through to state or local jurisdictions must be based on the state's or territory's total SLCGP award prior to withholding any M&A.

M&A costs are for activities directly related to the management and administration of the award, such as financial management, reporting, and program and financial monitoring. Some examples of M&A costs include grants management training for M&A staff, equipment and supplies for M&A staff to administer the grant award, travel costs for M&A staff to attend conferences or training related to the grant program, travel costs for the M&A staff to conduct subrecipient monitoring, contractual services to support the M&A staff with M&A activities, and auditing costs related to the grant award to the extent required or permitted by statute or *2 C.F.R. Part 200*. Characteristics of M&A expenses can include the following:

1. direct costs that are incurred to administer a particular federal award;
2. identifiable and unique to each federal award;
3. charged based on the activity performed for that particular federal award; and
4. not duplicative of the same costs that are included in the approved Indirect Cost Rate Agreement, if applicable.

d. Indirect Facilities and Administrative (F&A) Costs

Indirect costs are allowable under this program as described in *2 C.F.R. Part 200*, including *2 C.F.R. § 200.414*. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by *2 C.F.R. Part 200* to have a negotiated indirect cost rate agreement but are required by *2 C.F.R. Part 200* to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grants Management Specialist for further instructions.

Establishing Indirect Cost Rates

The processes for establishing the indirect cost rate varies based on the type of entity and the amount of funding they receive:

1. If the entity is a non-governmental entity, and is a subrecipient, indirect cost rate procedures are outlined in *2 C.F.R. 200.332(a)(4)*. These types of entities may either use the de minimis rate or negotiate a rate with the pass-through entity.
2. If the subrecipient is a state or local governmental entity, indirect cost rate procedures are established in *2 C.F.R. 200, Appendix VII*.
    a. *Per Paragraph D.1.b. of Appendix VII*, state or local governmental entities receiving grant funds must develop an indirect cost rate proposal.
        - If the state or local entity receives more than $35 million in grant funding in a fiscal year, the proposal must be approved by the cognizant agency.
        - If a state or local entity receives $35 million or less in grant funding in a fiscal year, they must develop an indirect cost rate proposal, but that indirect

cost rate proposal does not need to be approved by the cognizant agency.

3. If a state or local governmental entity wants to use the de minimis rate (instead of developing an indirect cost rate proposal), they can request a case-by-case exception from FEMA *(per 2 C.F.R. 200.102(b)).* Applicants should reach out to the FEMA Grants Management Specialist for further instructions.

e. Other Direct Costs

Funding guidelines established within this section support the development, updating, and implementing a Cybersecurity Plan. Allowable investments made in support of this goal must fall into POETE, aligned to closing capability gaps or sustaining capabilities. More information on the POETE solution areas can be found in Appendix D, "POETE Solution Areas for Investments."

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

DHS/FEMA will evaluate the FY 2023 SLCGP applications for completeness and applicant eligibility. DHS/CISA will evaluate the FY 2023 SLCGP applications for adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments.

For eligible entities with a CISA-approved Cybersecurity Plan, Committee Membership List and Charter, the review will include verification of the following elements:

a. Eligible entities understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments;
b. Eligible entities implement security protections commensurate with risk; and
c. Eligible entities ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility

In addition to the above, DHS/CISA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the four-year period of performance.

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by *31 U.S.C. § 3354*, as enacted by the *Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313*; and *2 C.F.R. § 200.206* to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

i. Financial stability;
ii. Quality of management systems and ability to meet management standards.
iii. History of performance in managing federal award;
iv. Reports and findings from audits; and
v. Ability to effectively implement statutory, regulatory, or other requirements.

c. ***Supplemental Financial Integrity Criteria and Review***

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000:

i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the SAM.gov Responsibility/Qualification (R/Q), formally known as the Federal Awardee Performance and Integrity Information System (FAPIIS).

ii. An applicant, at its option, may review information in SAM.gov R/Q and comment on any information about itself that a federal awarding agency previously entered.

iii. FEMA will consider any comments by the applicant, in addition to the other information in SAM.gov R/Q, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in *2 C.F.R. § 200.206*.

2. Review and Selection Process

FEMA will follow all applicable statutes, rules, and requirements and will take into consideration materials accompanying the SLCGP legislation and annual appropriations acts, such as the Joint Explanatory Statement, as appropriate, in reviewing and determining recipient eligibility.

All proposed investments will undergo a federal review by FEMA and CISA to verify compliance with all administrative and eligibility criteria identified in the NOFO. FEMA will conduct the federal review for compliance and the budget review of the IJs and PWs. FEMA will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO.

Applicants must demonstrate how investments support closing capability gaps or sustaining capabilities. CISA will review IJs and PWs at both the investment and project level. The following criteria apply to the review of projects:

- Clarity: Sufficient detail to understand what the project is intending to do with grant dollars.
- Logical/Project Alignment: Alignment of the stated SLCGP objectives to the applicant's approved Cybersecurity Plan.
- Reasonableness: Costs for the items/services outlined within the project description are reasonable. Execution within the period of performance is feasible.

Projects rated as effective or promising are approved.

In addition, investments with emergency communications activities will be reviewed to verify compliance with SAFECOM Guidance (see Section F.3.d below). FEMA and CISA

will coordinate directly with the recipient on any compliance concerns and will provide technical assistance as necessary to help ensure full compliance.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this notice as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

2. Pass-Through Requirements

The SLCGP SAA recipient must pass through at least 80% of the federal funds provided under the grant. With the consent of the recipients, this pass-through may be in the form of in-kind services, capabilities, or activities, or a combination of funding and other services. 25% of the total federal award must also go to rural areas. This pass-through to rural areas is a part of the overall 80% pass-through; however, it should be emphasized that 25% of the total federal amount must be passed through to rural areas. All pass-through entities must meet all program and grant administration requirements. See *2 C.F.R. § 200.332*. For a description of eligible subrecipients, please see Section C.1.b. of this NOFO.

a. ***Documenting the Pass-Through***

1. The SLCGP SAA must make a firm written commitment to passing through grant funds or equivalent services to local government subrecipients;
2. The SLCGP SAA's commitment must be unconditional (i.e., no contingencies for the availability of eligible entity funds);
3. There must be documentation (i.e., subgrant award document with terms, and conditions) of the commitment; and
4. The award terms must be communicated to the local subrecipient.

The signatory authority of the SLCGP SAA must certify in writing to DHS/FEMA that pass-through requirements have been met. A letter of intent (or equivalent) to award funds is not considered sufficient; after the funds have been awarded, the SAA must self-certify, on behalf of the state, that the pass-through requirements have been met.

b. ***Rural Area Pass-Through***

As part of the 80% local government pass through requirement, in obligating funds, items, services, capabilities, and/or activities to local governments, each SLCGP SAA or multi-entity group is required to pass through at least 25% of the federal award amount to local jurisdictions within rural areas of the state or territory. Per 49 U.S.C. 5302 "rural" is any area with a population of less than 50,000 individuals. To meet the 25% rural pass-through requirement for SLCGP, the eligible subrecipient must be a local government entity within a rural area (a jurisdiction with a population of less than 50,000 individuals).

The SLCGP SAA or multi-entity group may either pass through 25% of the federal funds provided under the grant; items, services, capabilities, or activities having a dollar value of at least 25% of the federal funds provided under the grant; or grant funds combined with other items, services, capabilities, or activities that have a total dollar value of at least 25% of the federal funds provided under the grant.

Because the pass-through to rural entities is part of the overall 80% pass-through requirement to local governments, the eligible entity or multi-entity must obtain the consent of local governments if intending to pass through items, services, capabilities, or activities to rural areas in lieu of funding to count that dollar value as part of the overall 80% passthrough requirement (see *6 U.S.C. §665g(n)(2)(A)-(B*)) The same four criteria for pass-through to local governments also applies to the pass-through to rural areas within those local governments.

c. ***Exceptions to the Pass-Through Requirement***

The local government pass-through requirement, including the rural area pass-through requirement, **does not apply to situations, or to entities, as described below:**

1. Grant funding awarded solely to support projects integral to the revision of the state or territory Cybersecurity Plan; or
2. The District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the United States Virgin Islands, or a tribal government.

To exercise option one above, recipients must submit a proposed budget and budget narrative in the PW, along with a written justification outlining how the proposed costs will be used to revise the cybersecurity plan to FEMA. Once the proposed costs and activities are reviewed by FEMA and CISA, the recipient will be notified, and the funding will be released.

d. ***Timing***

After the funds have been released, FY 2023 SLCGP recipients must submit a letter to FEMA signed by the Authorized Official listed on the grant award certifying that they have met the 45-day pass-through requirement and collected any signed local government consents. Local consent must be signed by the Authorized Official (or his/her designee) for the local government entity receiving the items, services, capabilities, or activities in lieu of funding, and the consent must specify the amount and intended use of the funds. The SAA's certification letter is due no later than 10 calendar days after the 45-day period for issuing pass-through funding has passed. The letter should be emailed to FEMA-SLCGP@fema.dhs.gov. FEMA will send a copy of the letter to CISA.

Please see below some example guidance on how the release of funds date may impact the mandatory pass-through requirement date:

Example-Project Name	FEMA-to-SAA Release of Funds Date	SAA-to-Local Government(s) Pass-Through Deadline Date	Letter Submission from SAA to FEMA Due Date
Project A	April 15, 2023	May 30, 2023	NLT June 9, 2023
Project B	May 15, 2023	June 29, 2023	NLT July 9, 2023
Project C	June 15, 2023	July 30, 2023	NLT August 9, 2023

e. ***Other Guidance and Requirements for Passing Through Items, Services, Capabilities, or Activities in Lieu of Funding***

As stated in the previous section, the signatory authority of the SLCGP recipient entity must certify in writing to FEMA that pass-through requirements have been met. If a state or territory wishes to pass through items, services, capabilities, or activities on a state-wide basis to all local governments and rural areas in lieu of funding, DHS recommends consulting with applicable municipal, city, county, rural area, or other local government councils or associations within the state or territory to gauge the level of interest in receiving these benefits in lieu of funding. DHS also recommends including these councils or associations in the approved Cybersecurity Planning Committees. Local consent must be signed by the Authorized Official (or his/her designee) for the local government entity receiving statewide items, services, capabilities, or activities in lieu of funding, and the consent must specify the amount and intended use of the funds.

States must still engage individual local governments, as applicable, to obtain consent where the state wants to pass through items, services, capabilities, or activities to a particular local government or rural area in lieu of funding. Consent can be given at individual local or tribal units of government. Additionally, consent to receive items, services, capabilities, or activities in lieu of funding does not have to be provided by all local governments within the state—consent is only required only from those local subrecipients wishing to participate. If an individual unit of government does not consent to having the state retain a portion of funding, then the SLCGP SAA must pass-through funding to that local government in the form of a subgrant award, *provided that entity has an approved project* as part of the approved Cybersecurity Plan to utilize the funds.

3. Administrative and National Policy Requirements
In addition to the requirements of in this section and in this funding notice, FEMA may place specific terms and conditions on individual awards in accordance with *2 C.F.R. Part 200*.

a. *DHS Standard Terms and Conditions*
All successful applicants for DHS grant and cooperative agreement are required to comply with DHS Standard Terms and Conditions, which are available online at DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*
As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA. The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at https://www.fema.gov/about/offices/equal-rights/civil-rights.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to *44 C.F.R. Part 7*.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

c. *Environmental Planning and Historic Preservation (EHP) Compliance*
As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project

to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See Executive Order (EO) 14030, Climate-Related Financial Risk and FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs (Interim) (fema.gov).

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not incompliance with applicable EHP laws, Executive Orders, regulations, and policies.

Executive Order (EO) 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government, rearticulates and strengthens the environmental justice framework articulated in 1994 in EO 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. Specifically, Section 1 of E.O. 13985 states that: "Affirmatively advancing equity, civil rights, racial justice, and equal opportunity is the responsibility of the whole of our Government. Because advancing equity requires a systemic approach to embedding fairness in decision-making processes, executive departments, and agencies…must recognize and work to redress inequalities in their policies and programs that serve as barriers to equal opportunity."

Many projects funded by FEMA GPD's grant programs can have significant impacts on environmental justice. In particular, construction of buildings and other structures and construction of new communication towers may have disproportionately high and adverse effects on minority and low-income populations. FEMA acknowledges the important role that FEMA recipients and subrecipients play in advancing and achieving environmental justice by identifying low-income and minority populations within a proposed project's affected area as early as possible and taking steps to accommodate these interests.

For consistency with the Administration's policy, FEMA will review and evaluate potential projects for racial equity and justice concerns. If FEMA determines that a proposed project would have a disproportionately high and adverse effect on minority or low-income populations, FEMA will consult with recipients and subrecipients to discuss the feasibility of revising the scope of work to avoid these adverse impacts, or otherwise applying mitigation

measures to alleviate these effects. In addition, FEMA may work with other recipients and subrecipients to solicit public input on the proposed projects for a more informed decision-making process. To learn more about how FEMA environmental justice responsibilities might affect your project, go to https://www.fema.gov/fact-sheet/executive-order-12898-environmental-justice.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The FEMA GPD EHP screening form is located at https://www.fema.gov/media-library/assets/documents/90195. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at https://www.fema.gov/media-library/assets/documents/85376.

d. ***SAFECOM Guidance Compliance***

All entities using SLCGP funding to support emergency communications investments are required to comply with the SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance). The SAFECOM Guidance provides current information on emergency communications policies, eligible costs, best practices, and technical standards for SLT recipients investing federal funds in emergency communications projects. It is also designed to promote and align with the National Emergency Communications Plan (NECP). Conformance with the SAFECOM Guidance helps ensure that federally funded investments are compatible, interoperable, resilient, and support national goals and objectives for improving emergency communications. Applicants should use the SAFECOM Guidance during planning, development, and implementation of emergency communications projects and in conjunction with other planning documents. Specifically, Appendix F, "Required, Encouraged, and Optional Services, Memberships, and Resources" of the SAFECOM Guidance contains compliance instructions for SLCGP grant recipients. If an entity uses SLCGP funding to support emergency communications investments, the following requirements shall apply to all such grant-funded communications investments in support of the emergency communications priorities and recognized best practices: The signatory authority for the eligible entity must certify in writing to DHS/FEMA their compliance with the SAFECOM Guidance. The certification letter should be coordinated with the Statewide Interoperability Coordinator (SWIC) for each state and must be uploaded to ND Grants at the time of the first Performance Progress Report (PPR) submission.

e. Requirement for using CISA Services

As a condition of receiving SLCGP funding, the grant recipient is required to adhere to or sign up for certain services, sponsored by CISA and further described in Appendix F.

Participation in the following services and memberships are not required for submission and approval of a grant:

a. Sign up for cyber hygiene services, specifically vulnerability scanning and web application scanning; and

b. Complete the Nationwide Cybersecurity Review, administered by the Multi-State Information Sharing and Analysis Center (MS-ISAC), during the first year of the award/subaward period of performance and annually thereafter.

Recipients and subrecipients are also encouraged to sign up for the other services and memberships identified in Appendix F.

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Reports may also be returned for further information if insufficient information and data was submitted.

a. *Financial Reporting Requirements*

i. Federal Financial Report (FFR)

Recipients must report obligations and expenditures through the FFR form-Standard Form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS).

ii. FFR Reporting Periods and Due Dates

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 calendar days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due no later than 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Closeout FFR	No Later than 120 days after the end of the POP

b. *Programmatic Performance Reporting Requirements*

I. PERFORMANCE PROGRESS REPORT (PPR)

Recipients are responsible for providing updated performance reports on an annual basis, consistent with section 2200A(q)(1) of the Homeland Security Act of 2002, as an attachment in ND Grants. The PPR should include a:

- Brief narrative of overall project(s) status;
- Summary of project expenditures;
- Description of any potential issues that may affect project completion;
- Data collected for DHS performance measures; and
- PPR must be signed by the Authorized Official or Signatory Authority.

Questions regarding programmatic performance reporting should be submitted to the recipient's assigned FEMA Preparedness Officer by emailing the SLCGP general email inbox at FEMA-SLCGP@fema.dhs.gov. Please include the recipient's grant award number with the email.

Additionally, any questions regarding financial reporting should be directed to the FEMA Grants Management Specialist (GMS) by contacting ASK-GMD@fema.dhs.gov.

II. ADDITIONAL PROGRAMMATIC REPORTING REQUIREMENTS

Program Performance Reporting Periods and Due Dates

The annual PPR submission is due Jan. 30 of each year to account for the previous calendar year.

c. *Closeout Reporting Requirements*

I. CLOSEOUT REPORTING

Within 120 calendar days after the end of the period of performance for the prime award, or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

i. The final request for payment, if applicable;
ii. The final FFR (SF-425);
iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance;
iv. Other documents required by this notice, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in *2 C.F.R. § 200.344*; subrecipients are still required to submit closeout materials to the SAA within 90 calendar days of the SAA's prime award period of performance end date. When a subrecipient completes all closeout requirements, the SAA must promptly complete

all closeout actions for subawards in time for the SAA to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in *2 C.F.R. § 200.334*.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per *2 C.F.R. § 200.344(d).*

II. ADMINISTRATIVE CLOSEOUT

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per *2 C.F.R. § 200.344(h)-(i).* It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under *2 C.F.R. § 200.344(h)* to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with *2 C.F.R. § 200.344*, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per *2 C.F.R. § 200.344(i)*, FEMA must report in SAM.gov the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under *2 C.F.R. § 200.334*.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per *2 C.F.R. § 200.339*, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

d. ***Additional Reporting Requirements***

i. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at *2 C.F.R. § 180.335*:

i. Are presently excluded or disqualified;
ii. Have been convicted within the preceding three years of any of the offenses listed in *2 C.F.R. § 180.800(a)* or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in *2 C.F.R. § 180.800(a)*; or
iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at *2 C.F.R. § 180.335*, the recipient must provide immediate written notice to FEMA in accordance with *2 C.F.R. § 180.350*.

ii. Reporting of Matters Related to Recipient Integrity and Performance

Per *2 C.F.R. Part 200, Appendix I § F.3*, the additional post-award reporting requirements in *2 C.F.R. Part 200, Appendix XII* may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10 million for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

iii. Single Audit Report

For audits of fiscal years beginning on or after Dec. 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at https://www.gao.gov/yellowbook/overview, and the requirements of *Subpart F of 2 C.F.R. Part 200*, located at http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f.

5. Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and

measure their progress towards the proposed outcomes. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) defines evaluation as "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act § 101 (codified at *5 U.S.C. § 311*). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (*2 C.F.R. § 200*).

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) for six months after the period of performance.

6. Monitoring and Oversight

Per *2 C.F.R. § 200.337*, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the

review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at *2 C.F.R. Part 200*, including *2 C.F.R. § 200.332*. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of *2 C.F.R. Part 200*.

Financial and Program Monitoring Overview and Approach
FEMA's approach to financial and program monitoring provides a standard monitoring framework that promotes consistent processes across all monitoring staff. There are four core components of the monitoring process:

1. **Monitoring Assessment**: Monitoring staff measure each grant's monitoring needs using a system of pre-determined evaluation criteria. The criteria help assess the recipient and potential challenges to the success of the grant award.
2. **Monitoring Selection and Scheduling**: Monitoring staff make selection and scheduling decisions in accordance with applicable statutory requirements, such as the Homeland Security Act of 2002, as amended, and consider the results of the monitoring assessment process.
3. **Monitoring Activities**: Financial monitoring activities include cash analysis, desk reviews, and site visits. Grants Management Specialists are responsible for conducting quarterly or semi-annual reviews of all grants via cash analysis. Program monitoring is conducted by FEMA and CISA and will include a review of the grant program performance, particularly the implementation of the recipient's project

activities toward meeting the goals and objectives in the approved Cybersecurity Plan. Desk reviews and site visits are additional monitoring activities conducted on grants where the monitoring assessment process identified the need for additional monitoring and validated the use of FEMA resources for these activities.

4. **Post-Monitoring Actions**: Monitoring staff may follow up with recipients via post-monitoring actions based on the outcomes of monitoring activities. Post-monitoring actions include conducting additional monitoring; reviewing Corrective Action Plans (CAP) and monitoring the progress of CAP deliverables; documenting the resolution of identified corrective actions and issues; providing technical assistance and recipient training; and debt collection.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. ***FEMA SLCGP Preparedness Officers***

The FEMA Preparedness Officers can provide general information on all FEMA grant programs and additional guidance surrounding questions on SLCGP administration. If desired, applicants and recipients may contact their FEMA Preparedness Officer for more information by email at FEMA-SLCGP@fema.dhs.gov.

b. ***CISA Grant Program Office***

The CISA Grant Program Office has programmatic staff as well as regional staff available to provide general information regarding the SLCGP and additional guidance surrounding programmatic requirements and performance metrics. Applicants and recipients can contact their CISA grant program staff and/or regional staff for more information by email at SLCGPinfo@cisa.dhs.gov.

c. ***FEMA Grant Programs Directorate (GPD) Award Administration Division (AAD)***

GPD's AAD provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. ***FEMA Grants News***

FEMA Grants News provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. FEMA Grants News can be reached by phone at (800) 368-6498 or by e-mail at fema-grants-news@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 p.m. ET.

e. ***Equal Rights***

The FEMA Office of Equal Rights is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

f. ***Environmental Planning and Historic Preservation***
FEMA GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. Systems Information

a. ***Grants.gov***
For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. ***Non-Disaster (ND) Grants***
For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 p.m. ET. User resources are available at https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system

c. ***Payment and Reporting System (PARS)***
FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

H. Additional Information

1. Termination Provisions
FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at *2 C.F.R. §§ 200.344-200.345* even if an award is terminated in whole or in part. To the extent that subawards are permitted under this notice, pass-through entities should refer to *2 C.F.R. § 200.340* for additional information on termination regarding subawards.

a. ***Noncompliance***
If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per *2 C.F.R. § 200.339*, including termination. Any action to terminate based on noncompliance will follow the requirements of *2 C.F.R. §§ 200.341-200.342* as well as the requirement of *2 C.F.R. § 200.340(c)* to report in SAM.gov the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this notice.

b. ***With the Consent of the Recipient***
FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. ***Notification by the Recipient***
The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of *2 C.F.R. §§ 200.341-200.342* in deciding to fully terminate the award.

2. Program Evaluation
Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." *Evidence Act § 101 (codified at 5 U.S.C. § 311*). Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation.

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) during the award.

3. Period of Performance Extensions
Extensions to the POP for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with FEMA Preparedness Officer as needed when preparing an extension request.

All extension requests must address the following:

a. The grant program, fiscal year and award number;
b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
c. Current status of the activity(ies);

d. Approved POP termination date and new project completion date;
e. Amount of funds drawn down to date;
f. Remaining available funds, both federal and, if applicable, non-federal;
g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the investment justification and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

1. Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP.
2. The project must undergo a complex environmental review that cannot be completed within the existing POP.
3. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals. Or
4. Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA as an amendment to the award in the ND Grants System for review and approval at least 120 days before the end of the POP to allow sufficient processing time. Extensions are typically granted for no more than a six-month period. Recipients considering submitting a grant extension should contact their FEMA Preparedness Officer by email at FEMA-SLCGP@fema.dhs.gov.

4. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning alerting, notification and public outreach, training, purchasing of equipment and supplies, protective action implementation, and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

a. Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
b. Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
c. Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
d. Ensure shelter-specific grant funds are in alignment with FEMA's Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters.
e. If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
f. Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
g. Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
h. Establish best practices in inclusive planning and preparedness that consider physical access, language access and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART) and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this notice and the terms and conditions of the award.

5. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to NOFO Section H.6 "Procurement Integrity" and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and SLT statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Preparedness Officer or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-

through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub applicant, recipient, subrecipient, or FEMA employees.

6. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements at *2 C.F.R. §§ 200.317 – 200.327* when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please review *2 C.F.R. § 200.331*. For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT), such as the PDAT Field Manual and Contract Provisions Guide. Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: https://www.fema.gov/grants/procurement.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at *2 C.F.R. §§ 200.317 – 200.327*.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow *2 C.F.R. § 200.321* regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and *2 C.F.R. § 200.327* regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in *2 C.F.R. Part 200*. These standards include, but are not limited to, providing for full and open competition consistent with the standards of *2 C.F.R. § 200.319* and the required procurement methods at *§ 200.320*.

a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200*

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps

in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per *2 C.F.R. § 200.322*. More information on OMB's revisions to the federal procurement standards can be found in Purchasing Under a FEMA Award: OMB Revisions Fact Sheet.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently $10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(v). The federal simplified acquisition threshold is currently $250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award. *See* 2 C.F.R. § 200.1 (citing the definition of simplified acquisition threshold from 48 C.F.R. Part 2, Subpart 2.1).

See *2 C.F.R. §§ 200.216, 200.471*, and Appendix II as well as Section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. ***Competition and Conflicts of Interest***

Among the requirements of *2 C.F.R. § 200.319(b)* applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with *2 C.F.R. §§ 200.317 – 200.327*, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;

- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per *2 C.F.R. § 200.319(c),* non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under *2 C.F.R. § 200.318(c)(1),* non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

Under *2 C.F.R. 200.318(c)(2),* if the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. ***Supply Schedules and Purchasing Programs***

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

I. General Services Administration Schedules

State, tribes and local governments and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes and local governments, and instrumentalities thereof, can be found at https://www.gsa.gov/resources-for/programs-for-State-and-local-governments and https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments.

For tribes, local governments and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under *2 C.F.R. §§ 200.317 – 200.327*, such as solicitation of minority businesses, women's business enterprises, small businesses, or labor surplus area firms *(§ 200.321*), domestic preferences *(§ 200.322*), contract cost and price *(§ 200.324*), and required contract provisions *(§ 200.327 and Appendix II*).

II. Other Supply Schedules and Programs

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount and geography.
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at *2 C.F.R. §§ 200.317 – 200.327*. And
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal and local laws and regulations and the minimum requirements of full and open competition under *2 C.F.R. Part 200*.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Grants Management Specialist.

d. ***Procurement Documentation***

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per *2 C.F.R. § 200.403(g)*.

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the PDAT Field Manual.

7. Financial Assistance Programs for Infrastructure

a. ***Build America, Buy America Act***

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks and portable computer equipment, that are used at or within the finished infrastructure

project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Please consult FEMA Interim Policy #207-22-0001: Buy America Preference in FEMA Financial Assistance Programs for Infrastructure for more information. To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov.

b. ***Waivers***

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest.
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality.
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

c. ***Definitions***

Construction materials: An article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials and polymers used in fiber optic cables), glass (including optic glass), lumber, paint and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act relating to a major disaster or emergency

declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: infrastructure projects which serve a public function, including at a minimum, the structures, facilities and equipment for, in the United States, roads, highways and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport and distribute energy.

Produced in the United States means the following for:

- Iron and steel: All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- Manufactured products: The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- Construction Materials: All manufacturing processes for the construction material occurred in the United States.

Project: Project is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States.

8. Record Retention

a. *Record Retention Period*

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the non-federal entity is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs, or pass-through entity. *See* 2 C.F.R. § 200.334(b).

- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate computations and proposals, cost allocation plans, or any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates), the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

b. ***Types of Records to Retain***

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications;
- Solicitations;
- Competitive quotes or proposals;
- Basis for selection decisions;
- Purchase orders;
- Contracts;
- Invoices; and
- Canceled checks.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, *2 C.F.R. §§ 200.318(i), 200.334, 200.337*.

In order for any cost to be allowable, it must be adequately documented per *2 C.F.R. § 200.403(g)*. Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

9. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, funding notices, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per *2 C.F.R. §§ 200.208 and 200.339*, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per *2 C.F.R. § 200.339*, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to *44 C.F.R. Parts 7 and 19*.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under *2 C.F.R. § 200.339*. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the funding notice.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 *C.F.R. §§ 200.334, 200.345(a)*. Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. *2 C.F.R. § 200.345(a)(2)*.

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention;
- Failure to follow the procurement under grants requirements;
- Failure to submit closeout documents in a timely manner;
- Failure to follow EHP requirements; and
- Failure to comply with the POP deadline.

10. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits,

and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of *2 C.F.R. § 200.334*. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of *2 C.F.R. § 200.334*. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See 2 C.F.R. §§ 200.334, 200.337*.

Additionally, non-federal entities must comply with the single audit requirements at *2 C.F.R. Part 200, Subpart F*. Specifically, non-federal entities, other than for-profit subrecipients, that expend $750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with *Subpart F. 2 C.F.R. § 200.501*. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per *2 C.F.R. § 200.425*, but non-federal entities must select auditors in accordance with *2 C.F.R. § 200.509*, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements."

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. *2 C.F.R. §§ 200.508, 200.510, 200.511*.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to *2 C.F.R. § 200.504*. Non-federal entities must also follow the information submission requirements of *2 C.F.R. § 200.512*, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at *2 C.F.R. § 200.512(c)* and *Appendix X to 2 C.F.R. Part 200* as well as the reporting package described at *2 C.F.R. § 200.512(b)*.

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. *2 C.F.R. § 200.512; see also 2 C.F.R. § 200.517* (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with *2 C.F.R. Part 200, Subpart F*, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under *2 C.F.R. § 200.339* for noncompliance, pursuant to *2 C.F.R. § 200.505*.

11. Payment Information

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. For additional information, refer to https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

12. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

- Individuals and families, including those with access and functional needs;
- Businesses;
- Faith-based and community organizations;
- Nonprofit groups;
- Schools and academia;
- Media outlets; and
- All levels of government, including state, local, tribal, territorial, and federal partners.

The phrase "Whole Community" or "Whole of Community" often appears in preparedness materials, as it is one of the guiding principles. It means:

1. Involving people in the development of national preparedness documents; and
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

13. Continuity Capability

Continuity should be integrated into each core capability and the coordinating structures that provide them. Protection of critical systems and networks that ensure continuity of operation, business and government are fundamental to ensuring the delivery of all core capabilities. Continuity capabilities increase resilience and the probability that organizations can perform

essential functions in the delivery of core capabilities that support the mission areas. FEMA is responsible for developing, managing, and promulgating national continuity planning, guidance, training, and exercise programs for the whole community.

FEMA develops and promulgates directives, policy, and guidance for continuing SLT government jurisdictions, nongovernmental organizations, and private sector organizations' essential functions across a broad spectrum of emergencies. This direction and guidance assist in developing capabilities for continuing the essential functions of SLT governmental entities, as well as public/private critical infrastructure owners, operators, and regulators enabling them.

Continuity Guidance Circular outline continuity requirements for agencies and organizations and provide guidance, methodology, and checklists. For additional information on continuity programs, guidance, and directives, visit the Continuity Resource Toolkit at https://www.fema.gov/emergency-managers/national-preparedness/continuity/toolkit. For additional information on continuity programs, guidance, and directives, visit https://www.fema.gov/emergency-managers/national-preparedness/continuity.

This aligns with the requirements that approved Cybersecurity Plans ensure continuity of operations of the state or territory as well as applicable local governments in the event of a cybersecurity incident, as well as continuity of communications and data networks within the state or territory and between the state or territory and applicable local governments. *6 U.S.C. § 665g(e)(2)(B)(vii), (ix)*.

14. Appendices

Appendix A. Program Goals and Objectives
Appendix B. Cybersecurity Planning Committee and Charter
Appendix C. Cybersecurity Plan
Appendix D. POETE Solution Areas for Investments
Appendix E. SLCGP Requirements Matrix
Appendix F. Required, Encouraged, and Optional Services, Memberships, and Resources

Appendix A: Program Goals and Objectives

Our nation faces unprecedented cybersecurity risk due to increasingly sophisticated adversaries, widespread vulnerabilities in commonly used software and hardware, and broad dependencies on networked technologies for the delivery of National Critical Functions, the disruption of which would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof. Cyber risk management is particularly complex due to several factors: the ability of malicious actors to operate from anywhere in the world, the linkages between cyber and physical systems, and the difficulty of reducing vulnerabilities in cyber infrastructure. Considering the risk and potential consequences of cyber incidents, strengthening the cybersecurity practices and resilience of SLT governments is an important homeland security mission.

As part of DHS, CISA is at the heart of mobilizing a collective defense to understand and manage risk to our critical infrastructure partners. In its unique role, CISA is proactively supporting efforts to achieve a cybersecurity ecosystem in which malicious actors face insurmountably high costs to execute damaging intrusions, vulnerabilities are rapidly identified before exploitation, and technology is used to reduce the most harmful and systemic risks. CISA programs and services are driven by a comprehensive understanding of the risk environment and the corresponding needs identified by our partners. The SLCGP is key to achieving this vision and enables the Department to make targeted investments in SLT government agencies, improving the security and resilience of critical infrastructure upon which Americans rely. The goals and objectives outlined below, if achieved, will significantly reduce the risk of a cybersecurity threat against SLT government information technology (IT) networks. These broad outcomes are listed in logical sequence to aid recipients in focusing on the overall intent of the SLCGP. These outcomes will help prioritize the use of scarce resources and to develop metrics to gauge success at both the project and organizational level. Outcomes of the program will be measured by how well recipients can achieve outlined goals and improve the risk posture of the information systems they either own or those that are operated on their behalf.

The program objectives for SLCGP are as follows: (1) develop and establish appropriate governance structures, as well as develop, implement, or revise Cybersecurity Plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations; (2) ensure SLT agencies understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments; (3) implement security protections commensurate with risk (outcomes of SLCGP Objectives 1 & 2); and (4) ensure organization personnel are appropriately trained in cybersecurity, commensurate with their responsibilities. These program objectives are further divided into sub-objectives and outcomes with accompanying sample evidence of implementation provided to assist the reader in development of their application.

Goal of SLCGP: Assist SLT governments with managing and reducing systemic cyber risk.

(If you are an SLT that has successfully applied and received approval of all requirements for FY 2022, then you have completed the first objective.)

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Program Objective	Program Sub-Objective(s)	Outcome(s)	Evidence of Implementation Example
1. Develop and establish appropriate governance structures, as well as develop, implement, or revise cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations	**1.1:** Establish cybersecurity governance structures and implement a program to evaluate maturity of the cybersecurity program aligned to Cybersecurity Performance Goals established by CISA and the National Institute of Standards and Technology (NIST).	**1.1.1** Participants have established and documented a uniform cybersecurity governance structure that is accountable to organizational leadership and works together to set the vision for cyber risk management. **1.1.2** Participants have identified senior officials to enable whole-of organization coordination on cybersecurity policies, processes and procedures.	Organization has a cybersecurity defense concept of operations, with responsibilities assigned to specific organizational roles.
	1.2 Develop, implement, or revise, and test cybersecurity plans, including cyber incident response plans, with clearly defined roles and responsibilities.	**1.2.1** Develop, implement, or revise and exercise cyber incident response plans.	Organization conducts annual table-top and full-scope exercises that include practical execution of restoration and recovery processes to test approved cybersecurity plans. Conducting these exercises allow organizations to test approved cybersecurity plans to identify, protect, detect, respond to and recover from cybersecurity incidents, in line with the NIST Cybersecurity Framework, and demonstrates process to incorporate lessons learned from the exercise into their cybersecurity program.
	1.3 Asset (e.g., devices, data, software) protections and recovery actions are prioritized based on the asset's criticality and business value.	**1.3.1** Ensure that systems and network functions are prioritized and reconstituted according to their impact to essential functions.	Organization conducts a regular business impact assessment to prioritize which systems must be protected and recovered first.
Program Goals	**Program Objectives**	**Outcome(s)**	**Evidence of Implementation Example**
2. SLT agencies understand their current cybersecurity posture and areas for	**2.1** Physical devices and systems, as well as software platforms and applications, are inventoried	**2.1.1** Establish and regularly update asset inventory.	Organization maintains and regularly updates an asset inventory list.

improvement based on continuous testing, evaluation and structured assessments	**2.2** Cybersecurity risk to the organization's operations and assets are understood.	**2.2.1** Conduct an annual cyber risk assessment to identify cyber risk management gaps and areas for improvement	Organization annually completes the Nationwide Cybersecurity Review (NCSR)
	2.3 Vulnerability scans are performed, and a risk-based vulnerability management plan is developed and implemented	**2.3.1** Participate in CISA's Vulnerability Scanning service, part of the Cyber Hygiene program. **2.3.2** Effectively manage vulnerabilities by prioritizing mitigation of high impact vulnerabilities and those most likely to be exploited.	Organization is an active participant in CISA's Cyber Hygiene program Organization has a plan to manage vulnerabilities based on those with the highest criticality, internet-facing vulnerabilities, as well as known exploited vulnerabilities identified in CISA's Known Exploited Vulnerabilities Catalog.
	2.4 Capabilities are in place to monitor assets to identify cybersecurity events.	**2.4.1** SLT agencies are able to analyze network traffic and activity transiting or traveling to or from information systems, applications, and user accounts to understand baseline activity and identify potential threats.	*Not Applicable*
	2.5 Processes are in place to action insights derived from deployed capabilities.	**2.5.1** SLT agencies are able to respond to identified events and incidents, document root cause, and share information with partners.	*Not Applicable*
Program Goals	**Program Objectives**	**Outcome(s)**	**Evidence of Implementation Example**
3. Implement security protections commensurate with risk **(Outcomes of goals 1 & 2)**	**3.1** SLT agencies adopt fundamental cybersecurity best practices.	**3.1.1** Implement multi-factor authentication (MFA), prioritizing privileged users, Internet-facing systems, and cloud accounts.	The organization implements MFA for all remote access and privileged accounts.
	3.2 Reduce gaps identified through assessment and planning process and apply increasingly sophisticated security protections commensurate with risk.	**3.2.1** Individual participants address items identified through assessments and planning process **3.2.2** SLT entities improve cybersecurity ecosystem by collaborating to address items identified through assessments and planning process (e.g., regional and intra-state efforts)	*Not Applicable*
Program Goals	**Program Objectives**	**Outcome(s)**	**Evidence of Implementation Example**

4. Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.	**4.1** Train personnel to have the fundamental knowledge and skills necessary to recognize cybersecurity risks and understand their roles and responsibilities within established cybersecurity policies, procedures, and practices.	**4.1.1** Organization requires regular ongoing phishing training, awareness campaigns are conducted, and organization provides role-based cybersecurity awareness training to all employees. **4.1.2** Organization has dedicated resources and funding available for its cybersecurity professionals to attend technical trainings and conferences.	*Not Applicable*
	4.2 Organization has adopted the National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework.	**4.2.1** Organization has established cyber workforce development and training plans, based on the NICE Cybersecurity Workforce Framework.	*Not Applicable*

Appendix B: Cybersecurity Planning Committee and Charter

Governance
In keeping with the guiding principles of governance for all FEMA preparedness programs and statutory requirements, recipients must coordinate activities across preparedness disciplines and levels of government, including SLT governments. Specific attention should be paid to how available funding sources can effectively support a whole of state approach to cyber preparedness and resiliency. To ensure this, the entity must establish or reestablish a Cybersecurity Planning Committee. A Cybersecurity Planning Committee is also required pursuant to the statute authorizing the SLCGP (see section 2220A(g) of the Homeland Security Act of 2002, as amended (*6 U.S.C. § 665g(g)*).

Cybersecurity Planning Committee
The Cybersecurity Planning Committee builds upon previously established advisory bodies under other preparedness grant programs. The membership of the Cybersecurity Planning Committee must reflect an eligible entity's unique cybersecurity risk profile.

An existing multijurisdictional planning committee must meet the membership requirements as outlined in the next section, or an existing committee's membership can be expanded or leveraged to meet the membership requirements as well as the unique requirements of each eligible entity. It is recommended that eligible entities consider using Senior Advisory Committees or create a subcommittee within an existing multijurisdictional committee for this purpose, modified to meet the membership and purpose requirements. Any reference to a Cybersecurity Planning Committee elsewhere in this notice, and the accompanying requirements, also apply to these alternative planning committee options.

Cybersecurity Planning Committee Composition and Scope Requirements
Cybersecurity Planning Committee membership must include at least one representative from relevant stakeholders including:

- The eligible entity;
- The CIO, the CISO, or equivalent official (e.g., Chief Cyber Officer, Governor's cabinet official overseeing cybersecurity) of the eligible entity;
- Representatives from counties, cities, and towns within the jurisdiction of the eligible entity;
- Institutions of public education and health within the jurisdiction of the eligible entity; and
- As appropriate, representatives of rural, suburban, and high-population jurisdictions.

At least one half of the representatives of the approved Cybersecurity Planning Committee must have professional experience relating to cybersecurity or information technology. Qualifications are determined by the states. DHS strongly encourages membership from critical infrastructure sectors and subsectors including K-12 education, water/wastewater, healthcare, energy, defense, and elections infrastructure.

Eligible entities are given the flexibility to identify the specific public health and public education agencies and communities these members represent. DHS strongly encourages

eligible entities to consider naming additional members to the approved Cybersecurity Planning Committee, including but not limited to representatives from the following:

- State and county judicial entities;
- State legislature;
- Election Infrastructure officials, including Secretaries of State and Election Directors;
- Representatives from state, territorial, and local public safety, homeland security, emergency management, and law enforcement agencies;
- Emergency Communications Officials, such as Interoperability Coordinators;
- City and county CIOs and CISOs;
- Publicly owned or operated critical infrastructure;
- State National Guard if such entities have a cybersecurity mission;
- Municipal, city, county, rural area, or other local government councils or associations; and
- Other entities with expertise and skillsets that best represent the cybersecurity interests across the eligible entity.

The composition, structure, and charter of the approved Cybersecurity Planning Committee should focus on building cybersecurity capabilities across the eligible entity instead of simply combining previously existing advisory bodies under other grant programs. The approved Cybersecurity Planning Committee member's contact information must be provided to FEMA as part of the grant application. Eligible entities must ensure that information for current points of contact is submitted to FEMA.

Eligible entities must submit the list of Cybersecurity Planning Committee members at the time of application as an attachment in ND Grants. Eligible entities must verify compliance with Cybersecurity Planning Committee charter requirements. The below table provides a suggested format for submitting the list of required Cybersecurity Planning Committee members.

Representation	Committee Member Name	Committee Member Title	Committee Member's Organization	Cybersecurity/IT experience (Yes/No)
State or Territory				
Counties, cities, and towns within the jurisdiction of the entity				
Institution of Public Education within the eligible entity				
Institution of Public Health within the eligible entity				
(Additional)				
As appropriate, representatives of rural, suburban, and				

high-population jurisdictions				
(Here the entity may add others at their discretion)				

Cybersecurity Planning Committee Responsibilities
The responsibilities of the approved Cybersecurity Planning Committee include:

- Assisting with the development, implementation, and revision of the Cybersecurity Plan;
- Approving the Cybersecurity Plan;
- Assisting with the determination of effective funding priorities;
- Coordinating with other committees and like entities with the goal of maximizing coordination and reducing duplication of effort;
- Creating a cohesive planning network that builds and implements cybersecurity preparedness initiatives using CISA and FEMA resources, as well as other federal, SLT, private sector, and faith-based community resources;
- Ensuring investments support closing capability gaps or sustaining capabilities; and
- Ensuring local government members, including representatives from counties, cities, and towns within the eligible entity provide consent on behalf of all local entities across the eligible entity for services, capabilities, or activities provided by the eligible entity through this program.

Limitations
Cybersecurity Planning Committees that meet the requirements of this NOFO and the statute are not permitted to make decisions relating to information systems owned or operated by, or on behalf of, the state.

Cybersecurity Planning Committee Charter
The governance of the SLCGP through the approved Cybersecurity Planning Committee must be documented in a charter. All members of the Cybersecurity Planning Committee should sign and date the charter showing their agreement with its content and their representation on the committee. Eligible entities must submit the Cybersecurity Planning Committee charter at the time of application as an attachment in ND Grants. Revisions to the governing charter must also be sent to the recipient's assigned FEMA Preparedness Officer. The Cybersecurity Planning Committee charter must, at a minimum, provide:

- A detailed description of the Cybersecurity Planning Committee's composition and an explanation of key governance processes;
- A description of the frequency at which the Cybersecurity Planning Committee will meet;
- An explanation as to how the committee will leverage existing governance bodies;
- A detailed description of how decisions on programmatic priorities funded by SLCGP will be made and how those decisions will be documented and shared with its members and other stakeholders, as appropriate; and

- A description of defined roles and responsibilities for financial decision making and meeting administrative requirements.

To ensure ongoing coordination efforts, eligible entities are encouraged to share community preparedness information from other preparedness grant programs as submitted in a state's Biannual Strategy Implementation Report with members of the approved Cybersecurity Planning Committee. Eligible entities are also encouraged to share their Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review data with members of the approved Cybersecurity Planning Committee who are applying for other FEMA preparedness grants to enhance their understanding of statewide capability gaps.

To manage this effort and to further reinforce collaboration and coordination across the stakeholder community, a portion of the 20% funding holdback of a state (including territories) award may be utilized by the eligible entity to support the approved Cybersecurity Planning Committee and to ensure representation and active participation of Cybersecurity Planning Committee members. Funding may be used for hiring and training planners, establishing and maintaining a program management structure, identifying and managing projects, conducting research necessary to inform the planning process, and developing plans that bridge mechanisms, documents, protocols, and procedures.

Appendix C: Cybersecurity Plan

Cybersecurity Plan Basics

- Comprehensive strategic plan to reduce cybersecurity risk and increase capability across the entity
- Entity-wide plan, not a single entity
- Should cover strategic direction for two to three years
- Must include required elements, with discretion to add other elements as necessary
- Existing plans can be used
- Individual projects must align to Cybersecurity Plan
- Must be approved by the Cybersecurity Committee and CIO/CISO/equivalent (e.g., Chief Cyber Officer, Governor's cabinet official overseeing cybersecurity)
- CISA reviews and approves the plan
- Plans are initially approved for two years; annually thereafter (there are no update requirements for FY23, but as the plans are living documents, applicants may resubmit in FY23 if desired. Applicants may work with their CISA regional staff for guidance and to prepare for additional plan requirements and updates in FY24).

Submission of a Cybersecurity Plan is required for any eligible entity participating in the SLCGP. The Cybersecurity Plan is a key component of a strategic approach to building cyber resilience. The approved Cybersecurity Planning Committee, with a holistic membership representing the various stakeholder groups across the entity, is responsible for developing, approving, revising, and implementing the approved Cybersecurity Plan.

Accordingly, the Cybersecurity Plan should establish high level goals and finite objectives to reduce specific cybersecurity risks at SLT governments across the eligible entity. The Cybersecurity Plan should also serve as the overarching framework for the achievement of the SLCGP goal, with grant funded projects working to achieve outcomes. Regional approaches, as part of an entity-wide approach, should also be considered.

In developing the Cybersecurity Plan, the approved Cybersecurity Planning Committee should consider the following:

- Existing governance and planning documents and identification of any planning gaps that should be addressed by the Cybersecurity Plan;
- Existing assessments and evaluations (e.g., reports, after action reports) conducted by SLT governments within the entity and any planning gaps that require additional assessments and/or evaluations; and
- Identification of potential SLCGP projects to address planning gaps and prioritize mitigation efforts.

Plan Components

- Roles and responsibilities
- Required elements
- Discretionary elements
- Capabilities assessment

- Implementation plan
- A summary of projects
- Metrics

Cybersecurity Plan Overview

The following identifies the plan requirements and additional considerations that eligible entities should consider when constructing the Cybersecurity Plan. Although there is no required format for the Cybersecurity Plan, the approved Cybersecurity Planning Committees are encouraged to review the Cybersecurity Plan Template, which includes additional details, samples, and templates.

Cybersecurity Plans must include and address the following items:

- **Incorporate, to the extent practicable, any existing plans to protect against cybersecurity risks and cybersecurity threats to information systems owned or operated by, or on behalf of, SLTs.** Building upon and incorporating existing structures and capabilities allows entities to provide governance and a framework to meet the critical cybersecurity needs across the entity while making the best use of available resources. For example, consider referencing an existing emergency management plan to address potential cascading impacts affecting health and safety when responding to or recovering from a cybersecurity incident.
- **Describe how input and feedback from local governments and associations of local governments was incorporated.** For states, the SLCGP is intended to reduce cybersecurity risk across the eligible entity. Incorporating input from local entities is critical to building a holistic Cybersecurity Plan.
- **Include the specific required elements** (see Required Elements section of this Appendix). There are 16 required elements that are central to the Cybersecurity Plan and represent a broad range of cybersecurity capabilities and activities. They also include specific cybersecurity best practices that, when implemented over time, will substantially reduce cybersecurity risk and cybersecurity threats. Although each of the 16 required elements must be addressed in the plan, this may include a brief explanation as to why certain elements are not currently being prioritized. Not all 16 elements are required to be aligned to projects and have associated funding. These determinations should be addressed in accordance with capability gaps and vulnerabilities identified through an objective assessment process.
- **Describe, as appropriate and to the extent practicable, the individual responsibilities of the state and local governments within the state in implementing the Cybersecurity Plan.** Defining the roles and responsibilities of SLT governments is critical from both governance and implementation perspectives.
- **Assess the required elements from an entity-wide perspective.** The candid assessment of the current capabilities of SLT entities is the first step in reducing cybersecurity risk across the entity. This assessment also serves as the justification for individual projects. Additional information on the assessment is provided below and in the Cybersecurity Plan Template.
- **Outline, to the extent practicable, the necessary resources and a timeline for implementing the plan.** The Cybersecurity Plan is a strategic planning tool that looks two to three years into the future. Accordingly, it should set forth how the

approved Cybersecurity Planning Committee seeks to achieve plan goals and objectives. Cybersecurity Plans should address how SLCGP funds will help develop and/or implement the plan. It should also set forth how other activities and funding sources contribute to the achieving the outcomes described in the plans.

- **Summary of associated projects.** Individual projects are the way elements of the plan are implemented over time. The plan must include a summary of projects associated with each required and discretionary element, designating which will use SLCGP funds. Details for each project using SLCGP funds must be included in the IJs.
- **Describe the metrics that the eligible entity will use to measure progress.** The metrics that will be used must measure implementation of the Cybersecurity Plan and, more broadly, cybersecurity risks reduction across the state. **These are different than the metrics that will be used to measure outcomes of the SLCGP, as described in Section A.10, "Performance Measures" of this NOFO**. Additional information is provided in the Cybersecurity Plan Metric Section below and also in the Cybersecurity Plan Template.
- **Approvals - the Cybersecurity Plan must be approved by the Cybersecurity Planning Committee and the CIO/CISO/equivalent** (e.g., Chief Cyber Officer, Governor's cabinet official overseeing cybersecurity)**.** The eligible entity, upon submitting the Cybersecurity Plan, must certify that the Cybersecurity Plan has been formally approved by the Cybersecurity Planning Committee and the CIO/CISO/Equivalent of the eligible entity.

Cybersecurity Planning Committees should also consider the following when constructing the Cybersecurity Plan:

- Holistic approach to the Cybersecurity Plan. The Cybersecurity Plan should be strategic in nature, guiding development of capabilities to address cybersecurity risks and threats across the state or territory. Individual projects should demonstrably support the state, territorial, and local entities in achieving those capabilities over time.
- Prioritizing projects that address critical infrastructure cybersecurity. SLT entities are strongly encouraged to include projects related to K-12 education, water/wastewaters, healthcare, energy, defense, and elections infrastructure.
- Focused investments that are sustainable over time. The SLCGP currently is authorized for four years, and limited funds are available. Cybersecurity Plans must address how SLT entities will sustain capabilities once the program ends or funds are no longer available.
- State role as leader and service provider. Many states have significant cyber defenses and elect to provide services to local entities to improve capabilities. Where appropriate, states should consider approaches to support state-wide efforts, that may include using funds to provide services to local entities. Multi-entity projects are another way that eligible entities can group together to address cybersecurity risk and build capabilities.
- Building from existing efforts. Cybersecurity Committees should consider describing how cooperative programs developed by groups of local governments are integrated into the entity-wide approach.

- Additional cybersecurity elements prioritized by the approved Cybersecurity Planning Committee.

Required Elements
If there are any existing plans that meet the required elements, references to them may be used in lieu of incorporating them in their entirety. The Cybersecurity Plan must describe, to the extent practicable, how the state plans to address the below elements. The Cybersecurity Plan is a strategic document, looking broadly across the entire jurisdiction. The description should support the vision, mission and other strategic guidance set by the Cybersecurity Planning Committee.

1. Manage, monitor, and track information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state, and the information technology deployed on those information systems, including legacy information systems and information technology that are no longer supported by the manufacturer of the systems or technology.

2. Monitor, audit, and track network traffic and activity transiting or traveling to or from information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state.

3. Enhance the preparation, response, and resilience of information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state, against cybersecurity risks and cybersecurity threats.

4. Implement a process of continuous cybersecurity vulnerability assessments and threat mitigation practices prioritized by degree of risk to address cybersecurity risks and cybersecurity threats on information systems, applications, and user accounts owned or operated by, or on behalf of, the state or local governments within the state.

5. Ensure that the state or local governments within the state, adopt and use best practices and methodologies to enhance cybersecurity, discussed further below. The following cybersecurity best practices under required element 5 must be included in each eligible entity's Cybersecurity Plan:
   - Implement multi-factor authentication;
   - Implement enhanced logging;
   - Data encryption for data at rest and in transit;
   - End use of unsupported/end of life software and hardware that are accessible from the Internet;
   - Prohibit use of known/fixed/default passwords and credentials;
   - Ensure the ability to reconstitute systems (backups); and
   - Migration to the .gov internet domain.

   Additional best practices that the Cybersecurity Plan can address include:

- NIST Cybersecurity Framework;
- NIST's cyber chain supply chain risk management best practices; and
- Knowledge bases of adversary tools and tactics.

6. Promote the delivery of safe, recognizable, and trustworthy online services by the state or local governments within the state, including through the use of the .gov internet domain.

7. Ensure continuity of operations of the state or local governments within the state, in the event of a cybersecurity incident, including by conducting exercises to practice responding to a cybersecurity incident.

8. Use the National Initiative for Cybersecurity Education (NICE) Workforce Framework for Cybersecurity developed by National Institute of Science and Technology (NIST) to identify and mitigate any gaps in the cybersecurity workforces of the state or local governments within the state, enhance recruitment and retention efforts for those workforces, and bolster the knowledge, skills, and abilities of personnel of the state or local governments within the state, to address cybersecurity risks and cybersecurity threats, such as through cybersecurity hygiene training.

9. Ensures continuity of communication and data networks within the jurisdiction of the state between the state and local governments within the state in the event of an incident involving those communications or data networks.

10. Assess and mitigate, to the greatest degree possible, cybersecurity risks and cybersecurity threats relating to critical infrastructure and key resources, the degradation of which may impact the performance of information systems within the jurisdiction of the state.

11. Enhance capabilities to share cyber threat indicators and related information between the state, local governments within the state, and CISA.

12. Leverage cybersecurity services offered by the Department (See Appendix F for additional information on CISA resources and required services and membership).

13. Implement an information technology and operational technology modernization cybersecurity review process that ensures alignment between information technology and operational technology cybersecurity objectives.

14. Develop and coordinate strategies to address cybersecurity risks and cybersecurity threats. Local governments and associations of local governments within the state should be consulted. Cybersecurity Planning Committees should also consider consulting neighboring entities, including adjacent states and countries.

15. Ensure adequate access to, and participation in, the services and programs described in this subparagraph by rural areas within the state.

16. Distribute funds, items, services, capabilities, or activities to local governments.

Cybersecurity Planning Committees are strongly encouraged to expand their Cybersecurity Plans beyond the required elements. This may include a focus on specific critical infrastructure or emphasis on different types of SLT entities.

Required Key Cybersecurity Best Practices

Key Cybersecurity Best Practices (see Section 10 of this notice) must be addressed in the Cybersecurity Plan, but immediate adoption by every SLT entity is not required. Cybersecurity Plans must clearly articulate efforts to implement these cybersecurity best practices across the eligible entity within reasonable timelines. Individual projects that assist SLT entities must adopt these best practices and should also be prioritized by the approved Cybersecurity Planning Committee. As there are multiple ways to implement the best practices, this approach provides committees the flexibility to work with SLT entities to design a plan that takes resource constraints, existing programs, and other factors into account.

Required Cybersecurity Plan Capabilities Assessment

Given the Cybersecurity Plan is a strategic document, it should not identify specific vulnerabilities but instead capture the broad level of capability across the jurisdiction. The assessment will become the road map for individual projects and activities using SLCGP funds. **All IJs must provide a baseline understanding of the existing cybersecurity gaps, risks, and threats that the applicant entity faces which have influenced the development of the IJs. Also, applicants must include a summary of the current capabilities within the applicant jurisdiction to address these threats and risks.** The Cybersecurity Plan Capabilities Assessment in the Cybersecurity Plan Template provides an easy way for approved Cybersecurity Planning Committees to capture this information and can be customized as appropriate.

Summary of Projects

Although the Cybersecurity Plan is a strategic document, it must show how individual projects and activities will implement the Plan over time. A summary of projects using FY 2023 SLCGP funds associated with each required and discretionary element provides a helpful snapshot of state- and territory-wide capability and capacity that will be achieved as a result of this funding. Details for each project using SLCGP funds must be included in Investment Justifications and is to include a description of the purpose of the project and what it will accomplish, and, more specifically, how the project will address an identified gap or need and how it supports one or more of the required elements.

The Cybersecurity Plan Template includes a fillable Project Plan Worksheet, a sample of which is below.

- Column 1. Project number assigned by the entity

- Column 2. Name the project
- Column 3. Brief (e.g., 1-line) Description of the purpose of the project
- Column 4. The number of the Required Elements the project addresses
- Column 5. Estimated project cost
- Column 6. Status of project (future, ongoing, complete)
- Column 7. Project priority listing (high, medium, low)
- Column 8. Project Type (Plan, Organize, Equip, Train, Exercise)

Sample Table – Project Plan Worksheet:

1.#	2.Project Name	3.Project Description	4.Related Required Element #	5.Cost	6.Status	7.Priority	8.Project Type

Cybersecurity Plan Metrics

Cybersecurity Plans must include language detailing processes and methods for measuring the following:

- How the state or territory will implement the plan;
- How the state or territory will reduce cybersecurity risks; and
- How the state or territory will identify, respond to, and recover from cybersecurity threats to information systems owned or operated by, or on behalf of, the state or local governments within the state.

These measures should be at the macro level, related to the goals, objectives, and priorities as part of the overarching strategic plan and not associated with individual projects.

The SLCGP SAAs, in partnership with their approved Cybersecurity Planning Committees, should consider the following when developing Cybersecurity Plan metrics:

- Aligning metrics to the Cybersecurity Plan and the established program goals and objectives and state/territory priorities;
- Reviewing existing metrics that are in use across the state or territory;
- Reporting data for each metric that is accurate, timely, accessible and validated; and
- Ensuring that the collection of metric data is not burdensome to the jurisdiction from which it must be obtained.

The **Cybersecurity Plan Template** provides a fillable table for reporting metrics.

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Sample Table – Cybersecurity Plan Metrics:

Program Objectives	**Program Sub Objectives**	**Associated Metrics**	**Metric Description** (details, source, frequency)
1.	1.1		
	1.2		
	1.3		
2.	2.1		
	2.2		
	2.3		
3.	3.1		
	3.2		
	3.3		
4.	4.1		
	4.2		
	4.3		

Appendix D: POETE Solution Areas for Investments

Overview
Funding guidelines established within this section support developing, updating, and implementing a Cybersecurity Plan. Allowable investments made in support of this goal must fall into the categories of planning, organization, equipment, training, or exercises (POETE), aligned to closing capability gaps or sustaining capabilities.

Planning
Planning costs are allowable under this program. SLCGP funds may be used for a range of planning activities, such as those associated with the development, review, and revision of the holistic, entity-wide Cybersecurity Plan and other planning activities that support the program goals and objectives and Cybersecurity Planning Committee requirements.

FEMA will not release funds to a recipient until CISA approves the entity's Cybersecurity Plan. When the eligible entity applies for FY 2023 SLCGP funding, the entity should submit a completed Investment Justification (IJ) and Project Worksheet (PW) with the proposed budget details, budget narrative and program narrative for the costs associated with the plan development. As part of the application review, FEMA will coordinate with CISA on the plan development costs.

Organization
Organization costs are allowable under this program. States and territories must justify proposed expenditures of SLCGP funds to support organization activities within their IJ and PW submissions. Organizational activities may include the following:

- Program management;
- Development of whole community partnerships that support the approved Cybersecurity Planning Committee;
- Structures and mechanisms for information sharing between the public and private sector; and
- Operational support

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable SLCGP POETE activities. Personnel expenses may include, but are not limited to training and exercise coordinators, program managers and planners, and cybersecurity navigators. The grant recipient must demonstrate that the personnel will be sustainable once the program ends or funds are no longer available.

Equipment
Equipment costs are allowable under this program. SLCGP equipment is intended to be used to address cybersecurity risks and cybersecurity threats to information systems owned or operated by, or on behalf of SLT governments.

Unless otherwise stated, all equipment must meet all applicable statutory, regulatory, and DHS standards to be eligible for purchase using these funds. Please refer to FEMA's Authorized Equipment List | FEMA.gov. In addition, recipients will be responsible for obtaining and

maintaining all necessary certifications and licenses for the requested equipment. Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance recommendations. Such investments must be coordinated with the Statewide Inoperability Coordinator (SWIC) and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

SLCGP funds may be used to purchase maintenance contracts or agreements, warranty coverage, licenses, and user fees in support of a system or equipment. These contracts may exceed the period of performance if they are purchased incidental to the original purchase of the system or equipment as long as the original purchase of the system or equipment is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty, and it may only cover equipment purchased with SLCGP funds or for equipment dedicated for SLCGP-related purposes. As with warranties and maintenance agreements, this extends to licenses and user fees as well.

The use of SLCGP grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, unless otherwise noted. Except for maintenance plans or extended warranties purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the POP of the specific grant funds used to purchase the plan or warranty.

Training

Training costs are allowable under this program. Allowable training-related costs under SLCGP include the establishment, support, conduct, and attendance of training and/or in conjunction with training by other federal agencies. Training conducted using SLCGP funds should align to the eligible entity's approved Cybersecurity Plan, address a performance gap identified through assessments, and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including training related to underserved communities (e.g., children, seniors, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity and other underserved populations that may be more impacted by disasters) should be identified in the assessment and addressed in the eligible entity's training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analyze, Design, Develop, Implement, and Evaluate model of instructional design.

Recipients are also encouraged to use FEMA's National Preparedness Course Catalog. Trainings include programs or courses developed for and delivered by institutions and organizations funded by FEMA. This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and FEMA's Training Partner Programs, including the Continuing Training Grants (CTG), the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), and other partners. The catalog features a wide

range of course topics in multiple delivery modes to meet FEMA's mission scope as well as the increasing training needs of federal, state, local, and territorial audiences.

Some training activities require Environmental and Historic Preservation (EHP) Review, including exercises, drills, or **trainings that require any type of land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises**. Additional information on training requirements and EHP review can be found online at https://www.fema.gov/media-library/assets/documents/90195.

CISA's Federal Virtual Training Environment offers cybersecurity training to federal, state, local, tribal, and territorial government employees, which offer education and certifications aligned with the NICE Framework. Additional information can be found at https://fedvte.usalearning.gov.

Exercises
Exercise costs are allowable under this program. Exercises conducted with grant funding should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep.

Some exercise activities require EHP review, including exercises, drills, or trainings **that require any type of land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises**. Additional information on exercise requirements and EHP review can be found online at https://www.fema.gov/media-library/assets/documents/90195.

Appendix E. SLCGP Requirements Matrix

ID	Category	Requirement	Location	Due Date Cycle	Due Date	Submission Plan
1	Administrative	Pass-through Requirement	NOFO, Sec. G	Within 45 calendar days of release of funds	Varies	Certification letter in writing to DHS/FEMA
2	Administrative	Rural Pass- through Requirements	NOFO Sec. G	Within 45 Calendar days of release of funds	Varies	Certification letter in writing to DHS/FEMA
3	Application	Cybersecurity Plan	NOFO Sec. A	Prior to award or during POP (if not already approved by CISA)	Varies	Prior to Award: ND Grants Post Award: Submit to FEMA Preparedness Officer (Password Protected)
4	Application	Cybersecurity Planning Committee Membership List	NOFO Sec. A	Prior to award (or during POP (if not already approved by CISA)	Varies	Prior to Award: ND Grants Post Award: Submit to FEMA Preparedness Officer (Password Protected)
5	Application	Cybersecurity Planning Committee Charter	NOFO Sec. A	Prior to award or during POP (if not already approved by CISA)	Varies	Prior to Award: ND Grants Post Award: Submit to FEMA Preparedness Officer (Password Protected)
6	Application	Investment Justification	NOFO Sec. A	Prior to award	At time of application	Prior to Award: ND Grants Post Award: Submit to FEMA Preparedness Officer
7	Application	Project Worksheet	NOFO Sec. A	Prior to award	At time of application	Prior to Award: ND Grants Post Award: Submit to FEMA Preparedness Officer
8	Closeout	Closeout Reporting Requirements	NOFO Sec. G	Within 120 days after end of POP	Varies	Submit final SF-425 Federal Financial Report (FFR) in PARS; and process final reimbursement requests in PARS
9	Cost Share	Cost Share Requirement	NOFO Sec C	Application, Quarterly, Closeout	Varies	Federal Financial Report (FFR)/SF-425 (Quarterly and at Closeout)
10	Exercises	EHP Review/ Approval	NOFO Sec. F	Prior to conducting exercises that require EHP Review as outlined in NOFO Section F.	Varies	Email to: GPDEHPInfo@fema.dhs.gov and cc: FEMA-SLCGP@fema.dhs.gov
11	Pre-Award	Pre-award Cost	NOFO Sec. D	Prior to award (if applicable)	At time of application	Written request included with the eligible entity's application and signed by the AOR of the entity. Letter must be submitted with the PW and IJ via ND Grants

ID	Category	Requirement	Location	Due Date Cycle	Due Date	Submission Plan
12	Post Award	Cybersecurity Membership (Cyber Hygiene Services) Nationwide Cybersecurity Review (NCSR)	NOFO Appendix F	Post award	During the first year of the award/sub award POP, and annually	SAA and their subrecipients receiving federal funding; however, subrecipients receiving non-funding assistance in lieu of funding do not have to complete the NCSR.
13	Reporting	Standard Form (SF) 425, also known as the Federal Financial Report (FFR)	NOFO Sec. G	Quarterly	30-Jan 30-Apr 30-Jul 30-Oct	Submit SF-425 FFR in Payment and Reporting Systems (PARS)
14	Progress Reporting and Performance Measurement	Performance Progress Report (PPR)	NOFO Sec. G	Once annually and at Closeout	30-Jan and Closeout	Submit Signed PPR (pdf) in ND Grants
15	Reporting	Single Audit Report	NOFO Sec. G	Throughout POP	Varies	Federal Audit Clearinghouse https://facweb.census.gov/uploadpdf.aspx

Appendix F: Required, Encouraged, and Optional Services, Memberships, and Resources

All SLCGP recipients and subrecipients are required to participate in a limited number of free services by CISA. This requirement applies to all subrecipients. For these required services and memberships, note that participation is not required for submission and approval of a grant but is a post-award requirement.

All SLCGP recipients are strongly encouraged to participate in other memberships. Additional, optional CISA resources are also available in this Appendix.

Required Services and Memberships

- **Cyber Hygiene Services**
  - Vulnerability Scanning evaluates external network presence by executing continuous scans of public, static Internet Protocols for accessible services and vulnerabilities. This service provides weekly vulnerability reports and ad-hoc alerts.

To register for this service, email vulnerability@cisa.dhs.gov with the subject line "Requesting Cyber Hygiene Services – SLCGP" to get started. Indicate in the body of your email that you are requesting this service as part of the SLCGP. For more information, visit CISA's Cyber Hygiene Information Page.

Nationwide Cybersecurity Review (NCSR)

The NCSR is a free, anonymous, annual self-assessment designed to measure gaps and capabilities of a SLT's cybersecurity programs. It is based on the NIST Cybersecurity Framework and is sponsored by DHS and the MS-ISAC.

Eligible entities and their subrecipients are required to complete the NCSR, administered by the MS-ISAC, during the first year of the award/subaward period of performance and annually. However, subrecipients receiving non-funding assistance in lieu of funding do not have to complete the NCSR.

For more information, visit Nationwide Cybersecurity Review (cisecurity.org).

Encouraged Services, Membership and Resources

Membership in the MS-ISAC and/or Election Infrastructure Information Sharing and Analysis Center (EI-ISAC):

Recipients and subrecipients are strongly encouraged to become a member of the MS-ISAC and/or EI-ISAC, as applicable. Membership is free.

The MS-ISAC receives support from and has been designated by DHS as the cybersecurity ISAC for SLT governments. The MS-ISAC provides services and information sharing that significantly enhances SLT governments' ability to prevent, protect against, respond to, and recover from cyberattacks and compromises. DHS maintains operational-level coordination with the MS- ISAC through the presence of MS-ISAC analysts in CISA Central to coordinate

directly with its own 24x7 operations center that connects with SLT government stakeholders on cybersecurity threats and incidents. To register, please visit https://learn.cisecurity.org/ms-isac-registration. For more information, visit MS-ISAC (cisecurity.org).

The EI-ISAC, is a collaborative partnership between the Center for Internet Security (CIS), CISA, and the Election Infrastructure Subsector Government Coordinating Council. The EIISAC is funded through DHS grants and offers state and local election officials a suite of elections-focused cyber defense tools, including threat intelligence products, incident response and forensics, threat and vulnerability monitoring, cybersecurity awareness, and training products. To register, please visit https://learn.cisecurity.org/ei-isac-registration. For more information, visit https://www.cisa.gov/election-security.

CISA Recommended Resources, Assessments, and Memberships (not mandatory)
The following list of CISA resources are recommended products, services, and tools provided at no cost to federal and SLT governments, as well as public and private sector critical infrastructure organizations:

- CYBER RESOURCE HUB
- Ransomware Guide (Sept. 2020)
- Cyber Resilience Review
- External Dependencies Management Assessment
- EDM Downloadable Resources
- Cyber Infrastructure Survey
- Validated Architecture Design Review
- Free Public and Private Sector Cybersecurity Tools and Services
- Cross-Sector Cybersecurity Performance Goals
- Web Application Scanning
- Risk and Vulnerability Assessment - Penetration Testing
- Cyber Resilience Essentials Assessment
- CISA's Cybersecurity Marketplace

In addition to these resources, CISA's Interoperable Communications Technical Assistance Program (ICTAP) provides direct support to SLT emergency responders and government officials across all 56 states and territories through training, tools, and onsite assistance to advance public safety interoperable communications capabilities. These services are provided at no cost and scalable to the community's needs. Within the catalog, the 9-1-1/Public Safety Answering Point/Land Mobile Radio Cyber Assessment technical assistance offering provides organizations with a review of their cyber posture in accordance with nationally recognized best practices guidelines. CISA employs the NIST Special Publication 800-53, Rev 5, "Security and Privacy Controls for Information Systems and Organizations" as a framework. Requests for ICTAP assistance are coordinated through the Statewide Interoperability Coordinator from each state and territory.

CISA Central: To report a cybersecurity incident, visit https://www.us-cert.gov/report.
For additional CISA services visit the CISA Services Catalog.

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For additional information on memberships, visit Information Sharing and Analysis Organization (ISAO) Standards Organization.

Fiscal Year 2023 State and Local Cybersecurity Grant Program Fact Sheet

Release Date: Aug 7, 2023

Download a PDF copy of this webpage.

In fiscal year 2023, through the Infrastructure Investment and Jobs Act, the U.S. Department of Homeland Security (DHS) is providing $374.9 million to address cybersecurity risks and threats to information systems owned, operated by, or on behalf of state, local, tribal and territorial governments.

Overview

The goal of the State and Local Cybersecurity Grant Program (SLCGP) is to help states and territories, specifically rural and local communities, address cybersecurity risks and cybersecurity threats. The SLCGP enables DHS to make targeted cybersecurity investments in state, local, tribal and territorial (SLTT) government agencies, thus improving the security of critical infrastructure and resilience of the services SLT governments provide to their community.

Goals and Objectives

The Federal Emergency Management Agency (FEMA) and the Cybersecurity and Infrastructure Security Agency (CISA) created a series of overarching goals and objectives for the SLCGP based on input from SLTT stakeholders and associations, and consideration of national priorities, frameworks, and the national cyber threat environment:

1. Implement cyber governance and planning;
2. Assess and evaluate systems and capabilities;
3. Mitigate prioritized issues; and
4. Build a cybersecurity workforce.

Funding

In FY 2023, $374.9 million is available under the SLCGP. Each state and territory will receive a funding allocation as determined by the statutory formula. Allocations for states and territories include a base level as defined for each entity: 1% for each state, the District of Columbia, and the Commonwealth of Puerto Rico; and 0.25% for American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands. State allocations include additional funds based on a combination of state and rural population totals. 80% of total state or territory allocations must support local entities, while 25% of the total state or territory allocations must support rural entities.

Eligibility

All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SLCGP funds. The Governor-designated SLCGP State Administrative Agency (SAA) is the only entity eligible to submit SLCGP applications to DHS/FEMA.

Funding Guidelines

Pass-Through Requirements

The SLCGP SAA recipient must pass through at least 80% of the federal funds provided under the grant to local governments, and 25% of the federal funds must be provided to local jurisdictions within rural areas of the state or territory. The pass-through to rural entities is part of the overall 80% pass-through requirement to local governments. All pass-through entities must meet all program and grant administration requirements. See *2 C.F.R. § 200.332*. For a description of eligible subrecipients, please see Section C.1.b. of the FY 2023 SLCGP Notice of Funding Opportunity (NOFO).

FEMA interprets the date that an entity “receives a grant” to be the date upon which FEMA releases the funding hold in the ND Grants system. Therefore, the 45-day pass through requirement starts on the date when the amendment is issued in ND Grants and FEMA makes the funding available to the SAA for drawdown. After the funds have been released, FY 2023 SLCGP recipients must

submit a letter to FEMA signed by the Authorized Official listed on the grant award certifying that they have met the 45-day pass-through requirement and collected any signed local government consents. Local consents must be signed by the Authorized Official, or designee, for the local government entity receiving the items, services, capabilities, or activities in lieu of funding, and the consent must specify the amount and intended use of the funds. This letter is due no later than 10 calendar days after the 45-day period for issuing pass-through funding has passed. The letter should be emailed to FEMA-SLCGP@fema.dhs.gov. FEMA will send a copy of the letter to CISA.

Pass-through is defined as an obligation on the part of the entity or multi-entity group to make funds available to local units of government, combinations of local units, Tribal Nations, or other specific groups or organizations. Four requirements must be met to pass-through grant funds:

- The SLCGP SAA must make a firm written commitment to passing through grant funds or equivalent services to local government subrecipients;
- The SLCGP SAA's commitment must be unconditional (i.e., no contingencies for the availability of eligible entity funds).
- There must be documentation (i.e., subgrant award document with terms and conditions) of the commitment; and
- The award terms must be communicated to the local subrecipient.

Multi-Entity Projects

Multiple eligible entities (states or territories) can group together to address cybersecurity risks and threats to information systems within the eligible entities' jurisdictions. There is no separate funding for multi-entity projects. Instead, these investments would be considered as group projects: each group member contributes an agreed-upon funding amount from their SLCGP award to the overall project. Each group member's financial contribution is then funded from their individual SLCGP award. Each participating state or territory in the group should include the multi-entity project in their individual Investment Justification (IJ) submissions with their application. It is expected that IJs for multi-entity projects will be almost identical. Any differences should be as a result of alignment with each group member's respective Cybersecurity Plan.

Cost-Share Requirements

Eligible entities must meet a 20% cost share requirement for the FY 2023 SLCGP except for Multi-Entity Projects which require a 10% cost share. The recipient contribution can be cash (hard match) or third-party in-kind (soft match). Eligible applicants must agree to make available non-federal funds to carry out an SLCGP award in an amount not less than 20% of the total project costs (federal award amount plus cost share amount). For FY 2023, in accordance with 48 U.S.C. § 1469a, cost share requirements are waived for the following: American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. The recipient's contribution should be specifically identified. These non-federal contributions have the same eligibility requirements as the federal share.

The Secretary of Homeland Security may waive or modify the non-federal share for an individual entity if the entity demonstrates economic hardship. More information on what constitutes economic hardship, and how to request a cost-share waiver, will be forthcoming.

For a multi-entity group project, the cost share is 10% for the FY 2023 SLCGP.

Application Process

Applying for an award under the SLCGP is a multi-step process. Applicants are encouraged to register early, as the registration process can take four weeks or more to complete. Registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadline.

Eligible applicants should submit their initial application at least one week before the final application submission through the grants.gov portal at www.grants.gov. Applicants needing Grants.gov support may contact the Grants.gov customer support hotline at (800) 518-4726, which is available 24 hours per day, seven days per week except federal holidays. Please refer to Section D in the FY 2023 SLCGP funding notice for detailed information and instructions.

Eligible applicants will be notified by FEMA within one to two business days and asked to proceed with submitting their complete application package in the Non-Disaster (ND) Grants System by the application deadline. Applicants needing technical support with the ND Grants System should contact ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday from 9 a.m. – 6 p.m. ET (ET). Completed applications must be submitted no later than 5 p.m. ET on Friday, October 6, 2023.

SLCGP Resources

There are a variety of resources available to address programmatic, technical and financial questions, which can assist with SLCGP applications:

- The FY 2023 SLCGP funding notice is located online at grants.gov .
- For additional program-specific information, please email FEMA-SLCGP@fema.dhs.gov.
- For support regarding financial grants management and budgetary technical assistance, applicants may contact the FEMA Award Administration Help Desk, via e-mail at ASK-GMD@fema.dhs.gov.

Procurement Policy for Grants Administered by Nevada Division of Emergency Management/Homeland Security

The following policy is in effect and in place until otherwise replaced by DEM. All Sub-recipients awarded a grant from the Division of Emergency Management will be held to the following policy for any consideration of reimbursement:
*Links providing guidance found below:

Purchase of Goods (Materials, Supplies, Equipment and/or a One Time Commodity)

Purchases with a Dollar Threshold of $0 - $50,000:

Obtain 3 informal quotes, or denials, from separate vendors and follow the Criteria for Choosing a Vendor described in this document. If there is no reply from a vendor, proof must be submitted of request.

Purchases with a Dollar Threshold Greater Than $50,000:

Conduct a competitive solicitation/Request for Proposal (RFP) and enter a formal contract.

- Competitive Solicitation/RFP must comply with the following:
    - Must formally solicit no fewer than 3 vendors and demonstrate full and open competition when procuring goods. DEM Staff can and will assist with the process if needed.
    - The solicitation must include the project overview, goals and objectives, scope of work/deliverables, grant specific terms and conditions, and cost schedules.
    - Before solicitation is sent out Sub-Recipient must send DEM staff a scoring sheet of how Sub-Recipient will be scoring Sub-Recipient vendor submissions.
    - Vendor responses must be submitted with supporting documentation for Sub-Recipient grant reimbursement request.
    - Resulting contracts must include the contract provisions required by 2 CFR Part 200, Appendix II, including the manner by which it will be affected and the basis for settlement.

Note: If Sub-Recipient choose to join an already existing contract, Sub-Recipient must be able to prove that the contract Sub-Recipient are joining has conducted an adequate RFP process compliant with the above criteria. The contract Sub-Recipient choose must also meet the specific terms and conditions set forth in the grant award agreement with DEM and include the Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

Purchase of Services or Ongoing Costs

Purchases with a Dollar Threshold of $0 - $100,000:

Conduct a competitive solicitation/Request for Proposal (RFP) and enter a formal contract.

- Competitive Solicitation/RFP must comply with the following:
    - Must formally solicit no fewer than 3 vendors and demonstrate full and open competition when contracting for services or ongoing costs. DEM Staff can and will assist with the process, if needed.
    - The solicitation must include the project overview, goals and objectives, scope of work/deliverables, grant specific terms and conditions, and cost schedules.
    - Before solicitation is sent out Sub-Recipient must send DEM staff a scoring sheet of how Sub-Recipient will be scoring Sub-Recipient vendor submissions.

- Vendor responses must be submitted with supporting documentation for Sub-Recipient grant reimbursement request.
- Resulting contracts must include the contract provisions required by 2 CFR Part 200, Appendix II, including the manner by which it will be affected and the basis for settlement.

Purchases with a Dollar Threshold Greater Than $100,000:

Formal competitive solicitation/RFP must be led by the purchasing authority. DEM Staff will work with the Purchasing Authority to ensure RFPs are adequate. These RFPs must include:

- Formally solicit no fewer than 3 vendors and demonstrate full and open competition when contracting for services or ongoing costs. DEM Staff can and will assist with the process, if needed.
- The solicitation must include the project overview, goals and objectives, scope of work/deliverables, grant specific terms and conditions, and cost schedules.
- Before solicitation is sent out, DEM staff a scoring sheet of how Sub-Recipient will be scoring Sub-Recipient vendor submissions.
- Vendor responses must be submitted with supporting documentation for Sub-Recipient grant reimbursement request.
- Resulting contracts must include the contract provisions required by 2 CFR Part 200, Appendix II, including the manner by which it will be affected and the basis for settlement.

Note: If Sub-Recipient choose to join an already existing contract, Sub-Recipient must be able to prove that the contract Sub-Recipient are joining has conducted an adequate RFP process compliant with the above criteria. The contract Sub-Recipient choose must also meet the specific terms and conditions set forth in the grant award agreement with DEM and include the contract provisions required by 2 CFR Part 200, Appendix II, including the manner by which it will be affected and the basis for settlement.

Criteria for Choosing a Vendor Will Be as Follows:

1. Accept the lowest quote or bid from the vendor who will furnish goods, commodities, or services in the State of Nevada.
2. Accept the lowest quote or bid from the vendor who will furnish goods, commodities, or services outside the State of Nevada.

Sole Source Contracts

Sole Source Contracts must be pre-approved by DEM Staff. If Sub-Recipient do not get prior authorization and choose to move forward with a Sole Source contract, Sub-Recipient funding may be jeopardized, and that contract may not be reimbursable.

Submit Contracts to DEM for Review

Once a competitive solicitation or RFP has been completed and a vendor has been chosen, please send all documentation to DEM Staff via email (DHSGrants@dem.nv.gov) so it can be vetted and approved prior to the purchase of any goods or services. This will ensure there will be no issue in reimbursement.

Jared Franco, CPM
Administrative Services Officer
JaredFranco@dem.nv.gov

***Contract Provisions Guide**
***NRS 333**

Total Fiscal Impact
Cybersecurity and Infrastructure Security Agency Grant (CISA)

Explanation of Fiscal Impact:

Budget	Quantity	Unit Cost	Total
Intrusion-surveillance system install	1	$40,000.00	$40,000.00
M & A Cost for grant staff	5%	$9,097.10	$9,097.10
Wiring/infrastructure	18,024 sf	$1.75	$31,542.00
Control Panels for system	6	$5,000.00	$30,000.00
Video Cyper locks	15	$2,000.00	$30,000.00
Multi-directional cameras	10	$1,900.00	$19,000.00
Fish-eye cameras	10	$900.00	$9,000.00
Standard Mameras	6	$400.00	$2,400.00
Proximity strike pads	20	$1,000.00	$20,000.00
		Total:	$191,039.10
		Grant Match Required	38,207.82

Agenda Item No: 11.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed interlocal agreement ("Agreement") between Carson City ("City") and the Board of Regents of the Nevada System of Higher Education ("NSHE") on behalf of Western Nevada College ("WNC"), for use of the Community Center/Bob Boldrick Theater, Marv Teixeira Pavilion and other City-owned parks and recreation facilities with fees to be paid on a per reservation basis in accordance with the Fees and Charges Policy previously adopted by the Board of Supervisors, for a term retroactive from July 1, 2023, to June 30, 2025. (Jennifer Budge, jbudge@carson.org)

Staff Summary: This Agreement, if approved, would authorize WNC to use the Community Center, Bob Boldrick Theater, Marv Teixeira Pavilion and other parks facilities in accordance with the adopted Parks, Recreation and Open Space Fees and Charges Policy.

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

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Proposed Motion
I move to approve the Agreement as presented.

Board's Strategic Goal
Efficient Government

Previous Action
September 2, 2021 (Item 9A) - The Board of Supervisors approved an Interlocal Agreement between the City and NSHE on behalf of WNC regarding use of parks and recreation facilities.

Background/Issues & Analysis
WNC utilizes the Marv Teixeira Pavilion, Bob Boldrick Theater and various meeting rooms within the Carson City Community Center for WNC purposes including graduations and other school activities. NSHE conducts periodic audits of WNC and requires contracts for use of community space. The Agreement outlines the process, procedures and fees required for such use.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 277.180; Carson City Parks, Recreation and Open Space Fees and Charges Policy

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: General Fund: Theater -Revenue Aud/Building Rentals 1015080-447030 and MTP - Revenue Parks Use 1015080-447200

Is it currently budgeted? Yes

Explanation of Fiscal Impact: WNC is required to reserve and pay for use of all parks and recreation facilities in compliance with the adopted Fees and Charges Policy. The revenue associated will be posted to the account number listed above as appropriate.

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

Attachments:
072723_interlocal agreement_WNC.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

THE BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION
ON BEHALF OF
WESTERN NEVADA COLLEGE

INTERLOCAL AGREEMENT

This Interlocal Agreement ("Agreement") is hereby made and entered into by and between the Board of Regents of the Nevada System of Higher Education ("NSHE") acting by and through Western Nevada College ("WNC") and Carson City ("City"), a consolidated municipality and political subdivision of the State of Nevada, acting by and through the Carson City Parks and Recreation Department ("CCPR"), which may be individually referred to as "Party" and collectively referred to as "Parties".

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any one of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada and Carson City.

NOW, THEREFORE, in consideration of the aforesaid premises, the Parties mutually agree as follows:

1. **Use of Space.**
   A. CCPR agrees to provide facility space to WNC, located at 851 E. William Street, Carson City, NV, which is also known as the Community Center/Bob Boldrick Theater/Marv Teixeira Pavilion, and other City-owned space(s) as determined by the Parties.
   B. In addition, WNC shall have the non-exclusive use of public, common and parking areas, along with others permitted to use them, in accordance with rules and regulations promulgated by and applicable to CCPR.
   C. The CCPR Theater Waiver and the Conditions of Use of the Carson City Parks and Recreation Facility: Facility Rental Waiver & Policies are attached to this Agreement as Attachments 1 and 2 respectively, and are incorporated by reference into this Agreement.
   D. This Agreement and Attachments 1 and 2 are intended to set forth all of the terms and conditions of WNC's uses of CCPR's space. Any other document, permit or agreement required by CCPR to reserve particular dates or to estimate the cost of facility space are subject to the terms and conditions set forth herein. To the extent that any other document, permit, or agreement required by CCPR to reserve particular dates or to estimate the costs of facility space contradicts the terms and conditions set forth herein, the terms and conditions set forth herein are controlling.

2. Scheduling:
WNC's director, or designee, or other authorized WNC staff will contact CCPR via email or phone to schedule the dates throughout the year, but no less than 30 days in advance. CCPR will enter requested dates into its online reservation system and provide a confirmation of reservation via email if dates are available. CCPR may at its discretion, employ a traditional dates reservation model and/or require WNC to enter dates requests via an online system.

3. Indemnification:
In accordance with the limitations of NRS 41.0305 to NRS 41.039, WNC hereby indemnifies and holds CCPR, its directors, officers, and employees harmless from and against any and all liability, losses, damages, claims, or causes of action and expense arising, directly or indirectly, by or as a result of an act or omission of WNC, its officers or employee in the performance of this agreement. WNC's indemnity obligation is limited to $100,000 per cause of action pursuant to NRS 41.035 and WNC will assert the defense of sovereign immunity in all cases.

4. Concessions:
WNC will be allowed to provide concessions, at its own cost, at each event, with revenues from such sales, to remain solely WNC's property. Concession operations shall be conducted in accordance with City and CCPR rules and regulations. WNC shall make all reasonable efforts to remove concession related trash from facilities. WNC will obtain all required permits, licenses, and ensure compliance with applicable Carson City Municipal Codes.

5. Fees:
Based on CCPR's Fees and Charges Policy as approved by the City, CCPR shall make all reasonable efforts to provide an invoice to WNC for payment within 30 days of the event or the last day of a scheduled series of events. CCPR will provide an estimate of the charges that may be incurred by WNC for each performance period or other facility use in advance of the performance period or other facility use. Estimated charges for each performance period or other facility use will be attached hereto and made a part of this Agreement.

6. Term and Termination:

A. Term. This agreement is effective July 1, 2023 thru June 30, 2025, unless sooner terminated by either party as specified in this section.
B. Renewal. The Parties may renew, extend, or modify this Agreement by mutual consent at any time.
C. Unilateral Termination. This Agreement may be terminated by either Party with or without cause by providing written notice to the other Party at least 30 days prior to June 30 of any given year (the end of any given fiscal year).
D. Mutual Termination. This Agreement may be terminated at any time by mutual consent of both Parties through written agreement signed by both Parties.
E. Termination for Nonappropriation. The Parties' payments and services provided under this Agreement are contingent upon the availability of the necessary public funding, which may include various internal and external sources. In the event that one Party is unable to acquire and appropriate the funding necessary to perform in accordance with the terms of this Agreement, the Agreement may be terminated immediately by the

nonappropriating Party upon written notice to the other party of such nonappropriation. No claim or cause of action may be based upon any nonappropriation.

7. **Required Approvals.** This Agreement shall not become effective until and unless approved by appropriate official action of the governing body of each Party.

8. **Proper Authority.** The Parties represent and warrant that the person executing this Agreement on behalf of each Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to engage in the action set forth in this Agreement.

9. **Notice.** All notices or other communications required or permitted to be given under this Agreement must be in writing and will be deemed given if delivered: personally by hand; by facsimile with simultaneous regular mail; or mailed certified mail, return receipt requested, and addressed to the other Party at the following address:

CARSON CITY on behalf of	BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION on behalf of
Carson City Parks and Recreation Director 3303 Butti Way #9 Carson City, NV 89701 (775) 887-2262	Western Nevada College President or Designee 2201 W. College Parkway Carson City, NV 89703 (775) 445-4236

Either Party may, by notice in writing sent to the other Party as described above, designate a different mailing address to which or a different person to whose attention all such notices or demands must thereafter be addressed.

10. **Records; Retention.** The Parties agree to keep and maintain, under general accepted accounting principles, full, true and complete records, agreements, books, and documents pertaining to this Agreement, and at the request of the other Party agree to present, at any reasonable time, such records, agreements, books, and documents for inspection, examination, review, audit, and copying at any office where such records, agreements, books, and documents are maintained. The Parties further agree to, upon reasonable request of the other Party, provide any requested records, agreements, books, and documents that may be necessary for the performance or renegotiation of this Agreement, or for any other reason pertaining to this Agreement. The Parties agree to retain all records, agreements, books, and documents pertaining to the Agreement as required by the Nevada General Records Retention and Disposition Schedule.

11. **Public Records.** Pursuant to NRS 239.010, information or documents, including this Agreement, may be open to public inspection and copying. The Parties will have the duty to disclose, unless particular information or documents are made confidential by law or a common law balancing of interest.

12. **Independent Public Agencies.** The Parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each Party is a public agency separate and distinct from the other Party. Nothing contained in this Agreement may be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, to convey ownership of any asset, or to otherwise create any liability for one Party whatsoever with respect to the indebtedness, liabilities, and obligations of the other Party. This Agreement does not contemplate any transfer of property or ownership interest between the Parties and the Parties will each maintain ownership of their own facilities.

13. **Limited Liability.** The parties do not waive and intent to assert available liability limitations, including NRS Chapter 41, in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.

14. **Remedies.** Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing Party reasonable attorney's fees and costs. The Parties agree that, in the event attorney's fees are awarded for any reason, the rate applied to recoverable attorney's fees shall not exceed the rate of $125 per hour.

15. **No Waiver of Breach.** Failure to declare a breach or the actual waiver of any particular breach of this Agreement or its material or nonmaterial terms by either Party shall not operate as a waiver by such Party of any of its rights or remedies as to any other breach.

16. **Successors; Assignment.** This Agreement shall bind the successors and assigns of the respective Parties. The Parties may not assign, transfer, or delegate any rights, obligations, or duties under this Agreement without the prior written consent of the other Party.

17. **Amendments and Modification.** Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement is binding upon the Parties unless it is in writing and signed by the Parties.

18. **No Third-Party Beneficiary.** None of the provisions of this Agreement, express or implied, are intended or will be construed to give the public, any member of the public; or any other person or entity the status of a third-party beneficiary or any legal or equitable right, benefit, remedy, or claim of any nature under or with respect to this Agreement, or any provision of this Agreement. The Parties intent that this Agreement and all of its provisions and conditions are for the sole and exclusive benefit of the Parties to this Agreement and their respective successors and assigns.

19. **Severability.** If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement will construe as if such provision did not exist and the

non-enforceability of the provision will not render any other provision or provisions of this Agreement unenforceable.

20. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

21. **Governing Law; Jurisdiction.** This Agreement and the rights and obligations of the Parties shall be governed by and construed according to the laws of the State of Nevada. The Parties consent to the jurisdiction of, and agree that disputes will be resolved by, the courts of the First Judicial District Court of the State of Nevada in Carson City.

22. **Force Majeure.** Neither Party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

23. **Entire Agreement.** With respect to the subject matter of this Agreement, this Agreement and its integrated attachments constitute the entire agreement of the Parties; is the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made; and supersedes all prior negotiations, discussions, and representations between the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and intend to be legally bound thereby.

BOARD OF REGENTS OF THE
NEVADA SYSTEM OF HIGHER EDUCATION
on behalf of Western Nevada College:

J. Kyle Dalpe

J. Kyle Dalpe, President Signature

7/19/23

Date:

Carson City Parks & Recreation:

_____

Mayor Signature

_____

Date:

Attest:

_____

Clerk-Recorder

_____

Date:

Approved as to form:

_____

Deputy District Attorney

_____

Date:

Attachment 1: Theater Waiver

ATTENTION THEATER RENTERS:

This theater waiver is in addition to the facility rental waiver.

1. Estimated charges: Estimated charges are based on information provided by the renter at the time of booking. The final billing will be calculated on actual use. The estimate shall be calculated as follows: Days of engagement times 14 hours or equivalent rate per day. Under no circumstances shall the estimate be construed as limiting the amount of the final billing. Special equipment use, performance fees, theatrical supplies, etc., shall not be calculated in the estimate.

2. Additional information required for all theater bookings:
   a. A list of technical requirements.
   b. An informational sheet including: event description, public contact numbers, public email address, website and/or Facebook URL, ticket pricing and distribution outlets.

3. Cancellation of reserved dates:
   a. For cancellation of reserved theater dates 30 days or more prior to the first reserved theater date: The renter agrees to forfeit the theater booking fee.
   b. For cancellation of reserved theater dates less than 30 days prior to the first reserved theater date: The renter agrees to forfeit the booking fee, estimated theater fees and any cost for staffing and/or supplies and materials procured for the event.

4. Technicians: Bob Boldrick Theater Technicians are subject to availability and a 4 hour minimum charge; any technician time over 8 hours will be billed at time and a half; Renter may use their own technical personnel/volunteers subject to approval by the theater management. The renter agrees to bear the cost of repair or replacement of venue equipment that is damaged by the actions of their technicians/volunteers and/or cast, etc. The renter agrees to adhere to venue technical directions and restrictions.

5. Event equipment, etc.: Event related equipment, props, staging, etc. must be removed after the performance or picked up at a later date and /or time.
   a. Prior written authorization from theater management must be obtained for delayed removal. Items left onsite over 24 hours without authorization will be become the property of the City. The renter may incur additional charges for disposal, etc. as required for items left onsite over 24 hours.
   b. The renter is responsible for the pick up and placement of event trash in the facility trash receptacles. Large trash items must be taken to the facility dumpster. All trash items must fit in the facility dumpster and must not impede the closing of the dumpster lid or the exiting of the trash when dumped. The Stage and dressing room floors must be free of trash and debris. Dressing room mirrors and counters must be clean prior to leaving. Failure to leave the facility in satisfactory condition as determined by the Parks & Recreation Department staff may result in additional charges.

6. Prohibition of food and beverages in the theater: The renter is responsible for the enforcement of the prohibition of food and beverages in the theater and agrees to be held responsible for any damages in the theater arising from food and beverages during their rental period.

7. Licenses and taxes: The renter is responsible for applicable licenses and taxes such as but not limited to: Carson City business license, Carson City fire permit, Nevada sales tax, Nevada live entertainment tax, etc.

8. Performing rights: The renter is responsible for all applicable performance licenses and performing rights such as but not limited to: music, synchronization, recording and grand rights for their production.

9. Venue capacity: The renter agrees that ticket sales in excess of venue capacity will not be sold, and that all technical seat obstructions will be accounted for in the seating capacity calculation.

a. The renter agrees to adhere to venue seating directions/restrictions.

b. The renter agrees to provide a count of pre-sold tickets and any ADA accommodation requests to management at least one day prior to each performance date.

10. Venue parking: The renter agrees that venue parking is first come first serve and that trucks, buses, etc. cannot impede building ingress or egress. The renter agrees that parking is reserved for facility patrons and that after delivery, trucks, trailers, buses, etc. must leave the parking area.

11. Staff: Ushers, ticket takers, etc.: The renter agrees to provide for adequate usher and front of house personnel for their event and to adhere to venue rules. The venue retains the right to require professional security at the renters' expense in addition to the above staff.

12. Performance: A performance is 1-4 hours. A performance begins when the Theater doors are open to the public.

13. Safety Video-Theater: It is strongly suggested that all non-professional event cast and volunteer technical crew members watch a six-minute Safety Video at the beginning of the first rehearsal.

14. Advertising: All event advertising must contain the "Bob Boldrick Theater" logo.

15. Notice to groups receiving the Board of Supervisors Arts Discount: As a condition of your discount, and in addition to the "Bob Boldrick Theater Logo", all event programs and advertising must contain the "Carson City Logo" and must have the following statement: "This performance is made possible in part by the City of Carson City"

16. Notice to those groups wishing to make modifications to the venue: Renter will not make any permanent alterations, additions, improvements or repairs on the Premises without first

obtaining the consent of the Carson City in writing. All alterations, additions, and improvements which are made will be at the sole cost and expense of the renter, and will become the property of Carson City, at completion of improvements, trade fixtures excluded. On expiration, or if the lease is terminated prior to expiration, the renter shall peacefully and quietly surrender to Carson City the premises and all renter's improvements and alterations in good order and condition (except for ordinary wear and tear). If the renter performs the work with the consent of Carson City, the renter agrees to comply with all laws, ordinances, rules and regulations of the local agencies having jurisdiction hereof. The renter further agrees to hold Carson City free and harmless from all damage, loss and expense arising out of such work. The renter agrees to keep and maintain the leased premises free from any liens or encumbrances caused by any act or the renter.

17. Notice to those who wish to have Fire Performance and/or Pyrotechnics: If the renter wishes to have fire performances and/or pyrotechnics the renter must provide:

a. A fire permit from the Carson City Fire Department. If required by Nevada State law NRS 477.030

b. A certificate of Registration and an Apprentice Certificate of Registration (if the performer is an apprentice) from the Nevada State Fire Marshall.

Copies of the Certificate of Registration, Apprentice Certificate of Registration and the Carson City Fire Department permit must be provided to the venue management no less than 30 days prior to the event date.

18. Security of renter's equipment, personal property and person:
The venue makes no warranty and will not be held responsible for the security of the renter's property and/or person as well as the renter's staff, volunteers, contractors and customers' property and/or person. The renter assumes all risks of loss regarding the above.

19. The renter will provide a sufficient number of trained crowd managers in accordance with International Fire Code 403.12.3 and as may be required by the Carson City Fire Department.

Attachment 2: Conditions of Use

CONDITIONS OF USE OF THE CARSON CITY PARKS AND RECREATION FACILITY: FACILITY RENTAL WAIVER & POLICIES

INSURANCE:
Liability insurance in the amount of $1,000,000.00 per occurrence, $2,000,000.00 aggregate is required. A CERTIFICATE NAMING CARSON CITY AS "ADDITIONAL INSURED" MUST BE PROVIDED. A liquor liability binder is required for any renter who plans to sell alcohol. For State sponsored events, a letter from the Risk Management Division advising that coverage is provided for the event will be accepted.

PAYMENT AND CANCELLATION:
All fees, forms, and permits must be received 10 working days prior to the event. Cleaning/damage deposits may be refunded and take approximately 30 days to process. FINAL CHARGES WILL BE DETERMINED AFTER THE EVENT. Any charges over the estimate shown on the permit will be deducted from the cleaning/damage deposit. If the cleaning/damage deposit is not enough to cover all of the charges, the additional amount will be billed to the renter and should be paid within 30 days. If the estimate shown on the permit is lower than the actual charges, a refund will be issued within 30 days. Refunds for cancellations will be processed as long as the minimum prior notice of 20 working days is given. The refund will be subject to a 15% processing fee and takes approximately 30 days to process. Permit changes or cancellations will only be accepted from the individual originally booking the facility(s).

RENTER RESPONSIBILITIES:
The renter is responsible for all set up of tables & chairs. The renter is responsible for clean-up and removal of any decorations, etc. used. Failure to leave the facility in satisfactory condition as determined by the Parks & Recreation Department staff by the departure time specified on this contract may result in additional charges, as well as a higher cleaning deposit for the next two events reserved by the renter. The Community Center will have a custodian on duty at all times. The Parks and Recreation Department is not responsible for anything left on the premises. THE BOARD OF SUPERVISORS HAS PRIORITY BOOKING RIGHTS FOR THE ROBERT 'BOB' CROWELL BOARD ROOM. GLASS CONTAINERS ARE NOT ALLOWED IN ALL PARKS & THE CARSON CITY FAIRGROUNDS.

SECURITY REQUIREMENTS:
Carson City Parks and Recreation retains the right to require and provide security for any event at the renter's expense. The estimated charges for security guards will be included with the facility rental permit and must be paid to the Carson City Parks and Recreation Department with final payment. In the event that additional security guards are needed or

they are required to stay longer than contracted for, the additional charges will be deducted from the cleaning/damage deposit. If the deposit is not enough to cover the final charges, the remaining amount will be billed to the renter and due within 30 days. In all circumstances, Carson City Parks and Recreation retains full authority for final approval and/or denial of facility reservation requests.

Agenda Item No: 12.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Andrew Rasor, Carson City Treasurer

Agenda Title: For Possible Action: Discussion and possible action regarding the Treasurer's monthly statement of all money on deposit, outstanding checks and cash on hand for August 2023, submitted per Nevada Revised Statutes ("NRS") 354.280. (Andrew Rasor, arasor@carson.org)

Staff Summary: NRS 354.280 requires the Treasurer to keep a record of the source and amount of all receipts, apportionments to, payments from and balances in all funds and to submit to the Board of Supervisors each month a statement containing that information for the previous month. The Treasurer must report the balance in each county, state and special fund, together with a statement of all money on deposit, outstanding checks against that money and cash on hand.

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

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Proposed Motion
I move to accept the report.

Board's Strategic Goal
Efficient Government

Previous Action
N/A

Background/Issues & Analysis
The monthly statement of the Treasurer is attached, containing a summary of all receipts, apportionments to, payments from and balances in all funds and separate accounts for the month of August 2023, as required by NRS 354.280. Detailed information is available at the Treasurer's Office or the Carson City Finance Department. It is important to note that there will always be timing differences with these balances. For example, while all departments submit deposits to the bank on a daily basis, there is usually a delay between when the reports are prepared and when they are entered into the system.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 354.280

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact: N/A

Alternatives
N/A

Attachments:
BOS Monthly Report August 2023 for 9.21.23 BOS.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

September 8, 2023

Carson City Board of Supervisors
201 N. Carson Street, Suite 2
Carson City, Nevada 89701

Re: Nevada Revised Statute 354.280
Monthly Statement of Carson City Treasurer: month ending August 31, 2023

Dear Mayor Bagwell, Supervisor Giomi, Supervisor White, Supervisor Horton, and Supervisor Schuette,

Pursuant to Nevada Revised Statutes 354.280, I hereby submit this summary record to you of the source and amount of all receipts, apportionments to, payments from, and balances in all funds and separate accounts for the Consolidated Municipality of Carson City:

BANKING		
CASH ON DEPOSIT (account balance at month's end/ ending account balance)	**OUTSTANDING CHECKS** (outstanding general account + outstanding payroll account = outstanding checks balance)	**BOOK BALANCE** (ending account balance - outstanding checks = book balance)
$ 13,518,037.06	$272,600.36 + $7,542.68 = $280,143.04	$13,237,894.02

INVESTMENTS (reported at market value)	
LOCAL GOVERNMENT INVESTMENT POOL	$ 37,332,749.15
GPA/ ZION'S BANK	$ 80,086,317.92
FHN/ ZION'S BANK	$ 80,677,433.78
COMBINED TOTAL OF INVESTMENT PORTFOLIO	$198,096,500.85

PROPERTY TAX COLLECTION (property taxes collected and posted to the general ledger for this reported period)		
SECURED PROPERTY TAX APPORTIONMENT	UNSECURED PROPERTY TAX APPORTIONMENT	TOTAL
$20,340,835.37	$108,020.18	$20,448,855.55

Please note that this report does not reflect timing differences which are comprised of cash deposits in transit, unsettled credit card transactions, and direct deposits such as amounts due from the State of Nevada which have not posted yet to our general ledger. Should you need more detailed information about these funds, please contact the Office of the Treasurer or the Carson City Finance Department, and we will make this information available to you.

Sincerely,

Andrew Rasor, Treasurer
Consolidated Municipality of Carson City, Nevada

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

Agenda Item No: 12.b

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Andrew Rasor, Treasurer

Agenda Title: For Possible Action: Discussion and possible action regarding a resolution determining that the disposal and sale of a Carson City-owned property located between 816 W. Fifth Street and 807 W. Fourth Street, Assessor's Parcel Number ("APN") 003-133-39, consisting of a parcel approximately 3-feet wide by 88.25-feet in length, for not less than $1,606.25 plus any required fees or costs for transacting the disposal and sale, to the adjacent property owners Dr. Susan Pintar and Mr. Sheldon Kop, is in the best interest of the City and that the parcel is too small to establish an economically viable use by anyone other than the adjacent property owners pursuant to NRS 244.281(1)(e)(i). (Andrew Rasor, arasor@carson.org)

Staff Summary: In 2021, the Carson City Treasurer's Office issued a tax deed for APN 003-133-39 due to delinquent property taxes. While preparing the list of properties for tax sale, the Treasurer determined that the parcel was landlocked between the backyards of two properties, and that the parcel was actually located within the fenced backyard of one of these properties rendering the small size of the parcel economically unviable for a regular tax sale by auction. The Treasurer is proposing that the City sell the property to the adjacent property owners residing at 816 W. Fifth Street for $1,606.25 plus any required fees or costs for transacting the disposal and sale.

Agenda Action: Resolution **Time Requested:** Consent

Proposed Motion

I move to adopt Resolution 2023-R-____ as presented and direct the Treasurer's Office to initiate the sale of the subject property to Dr. Susan Pintar and Mr. Sheldon Kop as discussed.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

This matter involves APN 003-133-39, which is a small section of property which measures approximately 3-feet wide by 88.25 feet in length, and is landlocked between the backyards of the two properties located at 816 W. Fifth Street and 807 W. Fourth Street in Carson City. In addition, the parcel is actually located within the fenced backyard of the property located at 816 W. Fifth Street in Carson City, which further reinforces the Treasurer's determination that it is not an economically viable parcel on its own or through a regular tax sale auction. The parcel is owned by Carson City through a tax deed issued in 2021.

Due to the small size and location of Parcel A and its unsuitability to stand on its own as an economically viable parcel to anyone but the property owners of 816 W. Fifth Street, the Treasurer proposes allowing the owners of the adjacent parcel to purchase the property for the amount of outstanding real property taxes owed and the fees which Carson City paid to a consultant for work and title research into this matter, plus any required fees or costs for transacting the disposal and sale.

A detailed history of the parcel is more fully described in the attached letter from the Treasurer.

Applicable Statute, Code, Policy, Rule or Regulation
NRS 244.281(1)(e)(i)

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: Real Property Taxes; various revenue account numbers.
General Fund; Refunds / Reimbursement 1011080-466050

Is it currently budgeted? No

Explanation of Fiscal Impact: Collection of $74.16 in outstanding real property taxes, penalties and fees, as well as $1,532.09 to offset fees paid by Carson City to a special consultant, plus any required fees or costs for transacting the disposal and sale.

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

Attachments:
Parcel 003-133-39--letter to BOS (9.21.23).pdf

Resolution of Disposal 816 W Fifth Street Parcel (9.21.23).docx

Consultant invoice.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

September 21, 2023

Carson City Board of Supervisors
201 N. Carson Street, Suite 2
Carson City, Nevada 89701

Re: Request for Carson City Board of Supervisors to Approve the Sale of APN 003-133-39 Pursuant to NRS 244.281(1)(e)(i)

Dear Mayor Bagwell, Supervisor Giomi, Supervisor White, Supervisor Horton, and Supervisor Schuette,

I am submitting the following letter to you for your review with the intention of correcting an error that began in September of 1958 and continues to this day. This matter involves Assessor's Parcel Number (APN) 003-133-39, which is a small section of property which measures approximately 3 feet wide by 88.25 feet in length, and is landlocked between the backyards of the two properties located at 816 W. Fifth Street and 807 W. Fourth Street in Carson City, Nevada. To further complicate this issue, APN 003-133-39 (hereinafter referred to as Parcel A), currently sits within the fenced backyard of 816 W. Fifth Street (hereinafter referred to as Parcel B). (Please refer to Attachment A for geographical details.) This letter provides the historical details about how this matter developed; how it has impacted the past and current property owners; how it can affect any future property owners; and how it now impacts Carson City.

Due to the small size and location of Parcel A and its unsuitability to stand on its own as an economically viable parcel to anyone but the property owners of Parcel B (816 W. Fifth Street), I am respectfully requesting that the Carson City Board of Supervisors allow the current property owners of Parcel B in whose fenced backyard Parcel A is situated to purchase the parcel under Nevada Revised Statute 244.281(1)(e)(i). (Please refer to Attachment B for the statutory requirements for a sale pursuant to this section.) As described in this letter, I believe this course of action will correct the issues and circumstances that have developed since September 1958 as a result of this parcel.

BRIEF SUMMARY OF ISSUE:

In September of 1958, Jay and Bruna Flint, who owned the property located at 816 W. Fifth Street (Parcel B), wished to build a fence between the backyard of their property and the backyard of the property located directly behind them at 807 W. Fourth Street (hereinafter referred to as Parcel C), which was owned at the time by Donald and June Kramer. Because the Flint's home (Parcel A) sat too close to the property line that separated their backyard from the backyard of the Kramer family (Parcel C), there was not enough room to construct a fence in the backyard to separate it from the Kramer property.

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
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Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

To remedy this property line situation, the Kramer family issued a quitclaim deed to the Flint family in which the Kramer family sold a three-foot section of land that ran along the length of their property line between the two backyard lots (of Parcel B and Parcel C) for $10. The sale of this approximately three-foot wide by seventy-foot in length (3' x 70') section of land that originally belonged to the Kramer family created a new and separate parcel, APN 003-133-39 (Parcel A). While Parcel A was now owned by the Flint family and located within the fenced area of their backyard located at 816 W. Fifth Street (Parcel B), it remained a separate and taxable parcel of land.

In time and through multiple sales of the property located at 816 W. Fifth Street (Parcel B), this small strip of landlocked property, Parcel A, did not transfer along with Parcel B as the original parties intended. There was never a merger of Parcel A and Parcel B to create a single lot and instead Parcel A has accrued unpaid taxes and penalties that have now subjected it to a tax deed sale for the recovery of all delinquent property taxes, penalties, and fees owed to Carson City.

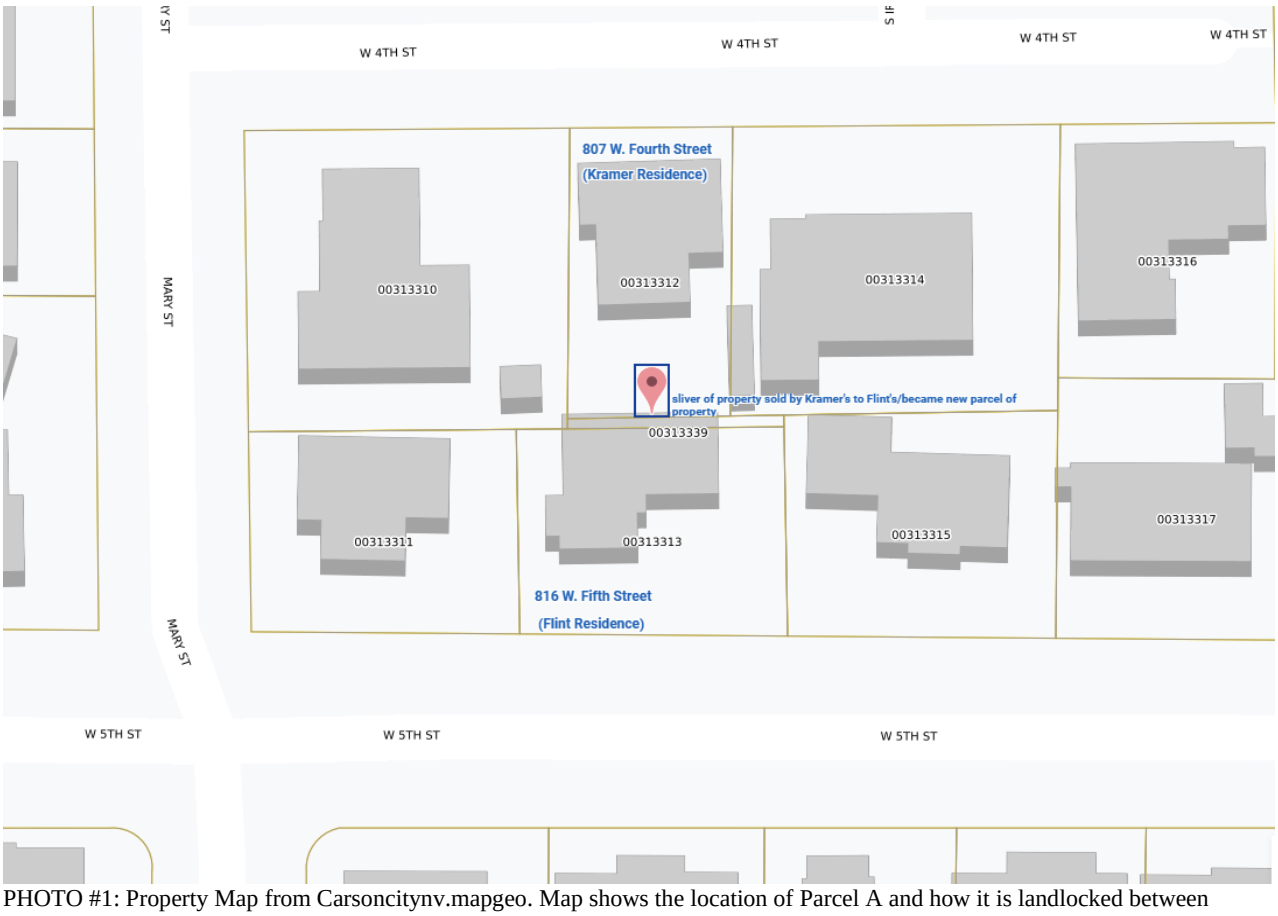


PHOTO #1: Property Map from Carsoncitynv.mapgeo. Map shows the location of Parcel A and how it is landlocked between 816 W. Fifth (Parcel B) and 807 W. Fourth Street (Parcel C).

In preparing the list of delinquent properties for the Board of Supervisors to review for tax sale on Thursday, 11/18/21, I recognized the potential problems that the sale of this sliver of property

could cause for current and future owners of Parcel B due to the fact that Parcel A is situated within the fenced backyard of that property. Additionally, the sale could create unforeseen issues for Carson City. As such, I removed Parcel A from the delinquent property sale list so that the Carson City District Attorney's Office could review the matter for a possible legal remedy to be presented to the Carson City Board of Supervisors.

DETAILS:

During the months between September 2021 to November 2021, the Carson City Treasurer's Office was reviewing and preparing the list of properties that were more than two years delinquent and subject to a tax deed sale as defined in Chapter 361 of Nevada Revised Statute (NRS). During this review, Parcel A was identified as being in arrears and subject to a tax deed sale, although it only owed $44.27. This led to further research into why a parcel with such a low balance was now subject to a tax sale. Upon further review into Parcel A, I noted that it sat "landlocked" between two other parcels of property: the properties located at 816 W. Fifth Street (APN 003-133-13/ Parcel B) and 807 W. Fourth Street (APN 003-133-12/ Parcel C).

In reviewing records maintained by the Carson City Treasurer's Office and the Carson City Clerk-Recorder's Office, I discovered that Beulah T. Keever was listed as the registered owner of Parcel A, and that former Carson City Treasurers Al Kramer and Gayle Robertson had both filed Treasurer's Certificates in past years against this property due to the delinquent payment of property taxes for this parcel.

On Saturday, 10/31/21, I was speaking with former Treasurer Al Kramer about another issue when I mentioned to him the circumstances involving the tax delinquency of Parcel A. During that time, former Treasurer Kramer informed me that he was very familiar with the situation involving Parcel A as his parents, Donald and June Kramer, used to own the property at 807 W. Fourth Street (Parcel C), and it was his father who had sold a small section of the Kramer family backyard to the Flint family that eventually became Parcel A. Former Treasurer Kramer further explained that because the Flint's house bordered against the property line with the Kramer family's backyard, it left no room for the Flints to build a fence to separate their backyard from the Kramer family's backyard because the Flint's home sat right at the property line. By having the additional three feet added to the Flint's backyard, it would allow the Flint family to build a fence between their backyard and that of the Kramer family with a few feet of space between the Flint's home and the fence.

Review of Records Maintained by Carson City Clerk-Recorder's Office:

After speaking with former Treasurer Kramer, I reviewed online documents maintained by the Carson City Clerk-Recorder's Office, but could not locate any documents recorded against Parcel A, Parcel B (816 W. Fifth Street) or Parcel C (807 W. Fourth Street) that preceded 1993.

Chief Deputy Recorder Linda Durkee of the Carson City Clerk-Recorder's Office agreed to research various records databases to find any available records related to Parcels A and B.

During her review, Chief Deputy Recorder Durkee located a "Quitclaim Deed" dated 9/12/1958 between Donald S. and June Kramer and Jay H. and Bruna Flint. (Please refer to Attachment C.) The quitclaim deed demonstrates that Donald and June Kramer granted the south three feet (3') of their property identified as Lot 6, Block C of the Kings Canyon Subdivision to Jay and Bruna Flint for ten dollars ($10). Chief Deputy Recorder Durkee further located a map of the Kings Canyon Subdivision dated 9/12/1939. (Please refer to Attachment D.) The map shows Parcel B and C as referenced in the Quitclaim Deed between the Kramer and Flint families, but Parcel A did not exist on this map of the Kings Canyon Subdivision.

Chief Deputy Recorder Durkee also located a Grant Bargain Sale Deed (please see Attachment E) and a Contract for Sale (please see Attachment F), both dated 6/8/1964, between Jay and Bruna Flint and Charles and Beulah Keever. In reviewing the Contract for Sale, I noted that the Keevers purchased Parcel B (816 W. Fifth Street) from the Flints for $14,000, and that the Keevers agreed to make monthly payments of no less than $100 to the Flints as the Flints carried the note for the real estate sale. Although the Grant Bargain Sale Deed and the Contract for Sale between the Flints and Keevers reference Parcel B as described in the map of the Kings Canyon Subdivision dated 9/12/1939 (please refer again to Attachment D), neither document references Parcel A.

In reviewing the Grant Bargain Sale Deed and its accompanying Quitclaim Deed, both of which list filing number OR2551, I noted that the Grant Bargain Sale Deed conveys the house and property assigned to Parcel B (816 W. Fifth Street) and the Quitclaim Deed conveys the "South three feet of Lot 6 (Parcel C/ 807 W. Fourth Street) and (emphasis added) the West 18.25 feet of Lot 5 (801 W. Fourth Street), all in block "C" of Kings Canyon Subdivision of Carson City, Ormsby County, Nevada…" (Please refer to Attachment G.) Please note that the Kramers only deeded the "South three (3) feet of Lot 6, Block C (Parcel C/ 807 W. Fourth Street) to the Flints in September 1958. As you will later read in the section titled "Additional Property Matters Discovered with Parcel A and Parcel B," you will see how the Flint family also obtained an additional 18.25 feet from George and Cleo Gessler, who lived at the time at 801 W. Fourth Street, in July 1960 through a Joint Tenancy Deed (please refer to Attachment G). Through the use of this Joint Tenancy Deed, the Flints added an additional 18.25' to their back property/fence line.

Currently, the Carson City Clerk-Recorder's Office has 10 information records available online from 5/1/1995 to 6/7/2021 for Parcel A (please refer to Attachment H). In my review of the 10 documents currently available on the website for the Carson City Clerk-Recorder's Office as of Friday, 7/14/23 for Parcel A, I have not located any documents that show where Parcel A transferred ownership from the Keevers to any other interested party. As it relates to Parcel A,

the 10 documents publicly available online by the Carson City Clerk-Recorder's Office consist of the following:

-one (1) "Tax Deed" filed by the Carson City Treasurer's Office on 6/7/2021
-six (6) "Trustee's Certificates" filed by the Carson City Treasurer's Office
  -5/1/1995
  -6/4/1996
  -5/29/1998
  -6/3/2013
  -6/3/2019
  -6/1/2020
-two (2) "Certificates of Redemption" filed by the Carson City Treasurer's Office
  -6/4/1996
  -5/25/2000
-one (1) "Notice of Cloud on Title to Real Property" dated 7/1/2002 and filed by Lee-Ann Keever

"Notice to Cloud Title on Real Property" for Parcel B (816 W. Fifth Street):

On 11/17/1997, Ms. Lee-Ann Keever signed a "Deed of Trust" for $45,000 between her and Beneficial Management Corporation of America for Parcel B (816 W. Fifth Street). On 1/23/2002, First American Title/Nevada Trust Deed Services, Inc., a substitute, issued a "Trustee's Deed Upon Sale" to Vincent and Dayleen Weaver following the public auction of Parcel B (816 W. Fifth Street) in which Vincent and Dayleen Weaver were the highest bidders with a sum of $71,590.54. This public auction of Parcel B took place after First American Title/Nevada Trust Deed Services, Inc. issued a "Declaration of Default and Demand for Sale" against Ms. Lee-Ann Keever on 5/3/2001 for default of the original "Deed of Trust."

Based on the documents filed with the Carson City Clerk-Recorder's Office, it is presumed that Ms. Lee-Ann Keever lost ownership of Parcel B (816 W. Fifth Street) due to non-payment, and that Vincent and Dayleen Weaver became the new owners of Parcel B following a public auction in which they were the winning bid and received a "Trustee's Deed Upon Sale" from First American Title/ Nevada Trust Deed Services for Parcel B.

On July 1, 2002, Ms. Lee-Ann Keever recorded a "Notice of Cloud on Title to Real Property" with the Carson City Clerk-Recorder's Office and presumably also sent the Notice to Vincent and Dayleen Weaver. (Please refer to Attachment I.)

In the Notice, Ms. Lee-Ann Keever informed the Weavers that while they owned Parcel B (816 W. Fifth Street), she still owned Parcel A. Ms. Lee-Ann Keever further explained to the Weavers that since she still owned Parcel A, they had three options with which to resolve the situation involving her ownership of Parcel A and its impact on the Weavers' ability to utilize or sell Parcel B. Based on the contents of the letter, it appeared that unless the Weavers paid Ms.

Lee-Ann Keever $90,000, possible legal action would not allow the Weavers *"to sell, lease, give away or otherwise dispose of the property* (Parcel B/816 W. Fifth Street*) until a decision is rendered by a judge."*

After reviewing the documents publicly available online from the Carson City Clerk-Recorder's Office for both Parcel A and Parcel B, I have not found any public response from the Weavers regarding the Notice of Cloud on Title to Real Property or any other type of legal documents filed against either Parcel A or Parcel B that have prevented the sale of either parcel. As it relates to Parcel B, I have not been able to locate any reference in any of the 23 records currently listed online that reference Parcel A or its situation within the fenced backyard of Parcel B. In addition, during my review of the 23 records currently listed online for Parcel B, I have not located any reference in any of the "Grant, Bargain, or Sale Deeds" that list any ownership to Parcel A as well. Moreover, the only recorded documents with the Carson City Clerk-Recorder's Office that I have seen showing the transfer of ownership of Parcel A to the Keevers consists of the Quitclaim Deed dated 8/15/1966 in which Jay and Bruna Flint deeded the property to Charles and Beulah Keever (please refer again to Attachment G). However, as noted in this letter to you, the property located at 816 W. Fifth Street (Parcel B) has changed ownership multiple times, yet the ownership for Parcel A shows only four changes in ownership:

The Kramers→the Flints→the Keevers→the Carson City Treasurer as trustee

<u>Outstanding Property Taxes owed for Parcel A and Removal of Parcel A from Tax Sale List:</u>

As mentioned at the start of this letter, Parcel A was more than two years delinquent for the payment of real property taxes owed to Carson City in September of 2021, and the combined taxes, penalties, and fees amounted to $44.27. As the Carson City Treasurer's Office was preparing the list of delinquent properties for submission to the Carson City Board of Supervisors for review and approval to sell in order to recover all outstanding taxes, penalties, and fees, I withheld Parcel A from the list of properties for tax deed sale to conduct research and consult with the District Attorney's Office. It should be noted that the real property tax bill and file maintained by the Carson City Treasurer's Office lists the names of Beulah T. Keever and LA Keever as the registered property owners for Parcel A, with the Carson City Treasurer listed as Trustee.

Additional Property Matters Discovered with Parcel A and Parcel B:

In preparing this matter for review by the Board of Supervisors, the Carson City Treasurer's Office and the Carson City District Attorney's Office also sought the advice from the Carson City Assessor's Office and the Carson City Department of Public Works. On Tuesday, 2/7/23, Carson City Assessor Kim Adams advised that while Carson City can sell Parcel A to the property owners of 816 W. Fifth Street (as described in NRS 244.281), she believed that one way

to remedy the issue so that the matter of two separate parcel numbers does not create similar problems in the future would involve the use of a lot line deletion. However, Assessor Adams advised that then-Deputy Director Dan Stucky from the Carson City Public Works Department may have additional items to consider that may involve his area of concern. On Monday, 2/13/23, then-Deputy Director Stucky advised that he, Carson City Real Property Manager



PHOTO #2: Property Map from Carsoncitynv.mapgeo. Map shows a small section of land located (highlighted in yellow) that is located along the northeast backyard fence line of Parcel B (816 W. Fifth Street,) and touches Parcel A, Parcel B, APN 003-133-14 (801 W. Fourth Street), and APN 003-133-15 (724. W. Fifth Street).

Robert Nellis and City Engineer Randall Rice had reviewed the matter of Parcel A. Deputy Director Stucky explained that in doing research on Parcel A, they noticed another small section of property located directly next to and east of Parcel A for which they were unable to determine how this small section of property was conveyed. (Please refer to Photo #2). Because this added another layer of complexity to this matter, Deputy Director Stucky advised that the Treasurer's

Office and Carson City should do more research into this matter to determine if this other small section of property had been deeded to Parcel B (816 W. Fifth Street), similar to the way in which the Kramers had deeded Parcel A to the Flint family.

On Thursday, 3/23/23, Robert Nellis, Real Property Manager for Carson City Public Works recommended that Public Works contract with a title researcher to provide insight and answers regarding Parcel A and the small section of property located within Parcel A as highlighted in yellow in Photo #2. As such, the Public Works Department contracted with Mr. Patrick Wilkes who conducted research and review into the ownership of Parcels A and B as well as APN 003-14 (801 W. Fourth Street) and 003-133-15 (724. W. Fifth Street)—please refer to Photo #2.

As part of his review, Mr. Wilkes reviewed numerous documents that have been recorded with the Carson City Clerk-Recorder's Office to include deeds, quitclaim deeds, grant bargain and sale deeds (GBSD), maps, and files. In his report, Mr. Wilkes found the records (as previously mentioned) in which the Kramer family had deeded Parcel A to the Flint family; however, he further discovered recorded deeds that provided an answer to the issue which Messrs. Stucky, Nellis, and Rice had noted about the other small section of property located along the northeast fence line of Parcel B (as highlighted in yellow in Photo #2). In his report, Mr. Wilkes identified this other small section of fence line as consisting of 3 feet by 18.25 feet that is located adjacent and directly east of Parcel B.

In reviewing the diagram of the parcel map which Mr. Wilkes provided in his report on page 3, I noted that this small section of property that measures 3'x18.25' (three feet by eighteen and twenty-five/ one-hundredths feet) is also located within the fenced backyard of Parcel B as is Parcel A. Mr. Wilkes further explained in his report that George and Cleo Gessler conveyed this small section of property measuring 3'x18.25' to Jay and Bruna Flint through a Grant Bargain Sale Deed as recorded on 7/29/1960 with the Ormsby County Recorder. As indicated in his report, Mr. Wilkes identifies the creation of Parcel A which the Kramer family deeded to the Flint family; however, when the Gessler family deeded the small section of property that measures 3'x18.25' to the Flint family, this did not result in the creation of a new parcel similar to that of Parcel A.

However, Mr. Wilkes also notes that when the Gessler family deeded this small section of land to the Flint family, it created a gap in the title to this small section measuring 3'x18.25.' As Mr. Wilkes indicates in his report, while the Flint family intended to include the acquisition of Parcel A and the small section of property that measures 3'x18.25' to increase the size of their lot/ property, the inclusion of these two strips of property did not become properly reflected in Carson City's property records and now explains the current situation that affects Parcel A and Parcel B and the problem that now present today:

Current APN 003-133-13 (Parcel B) and APN 003-133-39 (Parcel A) were apparently intended to be merged into a single cadastral parcel as had been done by the Assessor with adjacent APN 003-133-15 (724 W. Fifth Street). However – the original grantees of the additional three-foot strips added to their respective lots failed to include the strips in subsequent conveyances – leaving remaining gaps in title. The Assessor does not reflect the title gap in APN 003-133-15. (Wilkes, 3).

On Friday, 7/14/23, Deputy Recorder Cassandra Macias of the Carson City Clerk-Recorder's Office reviewed records regarding any deeds filed by the Gessler and Flint families for the small section measuring 3'x18.25.' Deputy Recorder Macias advised me that she had found the deed filed between the Gessler family and the Flint family on 7/29/60 for the small section measuring 3'x18.25.' This deed, which is listed as a "Joint Tenancy Deed," lists the Gessler family transferring the "west 18.25 feet of the South 3 feet of Lot 5, Block "C" of the Kings Canyon Subdivision" to the Flint family. (Please refer to Attachment J.) In reviewing the map of the Kings Canyon Subdivision (please refer again to Attachment D), I noted that Lot 5 of Block "C" is the residence currently located at 801 W. Fourth Street/ APN 003-133-14, which is adjacent to the northeast section of Parcel B. In addition, I further noted that this transfer of 3'x18.25' was the section of land about which Messrs. Stucky, Nellis, and Rice originally had questions in their review of this matter, and was also a section of land which Mr. Wilke further reviewed.

On Tuesday, 7/18/23, I met with Consultant Patrick Wilkes, whom the Carson City Public Works Department had contracted to review the matters surrounding the ownership and records surrounding Parcel A and Parcel B. As noted in his report, Mr. Wilkes explained to me that Parcel A and B were intended to be merged into a single parcel. In addition, the information that I received from Mr. Wilkes indicated that when the Flints issued the Quitclaim Deed to the Keevers on 8/15/1966—after issuing the Grant Bargain Sale Deed for the sale of Parcel B on 6/8/1964—they did this to clear up the matter involving Parcel A since it consisted of two strips of land that were obtained from two different property owners at different points in time. As such, these two strips of land—the one obtained from the Kramers and the one obtained from the Gesslers—became considered one parcel, that of parcel 003-133-39 (Parcel A), even though as Mr. Wilkes describes in his report, the "original grantees (the Flints) failed to include the strips in subsequent conveyances—leaving remaining gaps in title." (Wilkes, 3). The report of findings issued by Mr. Wilkes further provides an explanation of how a section of 3'x88.25' (the combined length and width of Parcel A, which is 3'x70', and the small section of 3'x18.25') became what is now Parcel A, and provides a complete picture for both Parcel A and Parcel B.

While not relevant to the direct issue at hand involving Parcels A and B or any decision involving the Board of Supervisors, Mr. Wilkes also discovered an additional title gap involving the backyard fence line for the property located at 724 W. Fifth Street (APN 003-133-15)—the property located directly east and adjacent to Parcel B. (Please refer to Photo #2.) As such, this

provides additional evidence of how simple matters such as the transfer of a small section of a parcel for purposes such as the placement of a fence can become lost through simple oversights and time.

Sale of Parcel A under NRS 244.281(1)(e)(1) as Remedy to Current Property Situation:

The District Attorney's Office identified NRS 244.281(1)(e)(1) as a possible remedy to solve the issue of Parcel A being a separate taxable parcel located within the fenced yard of Parcel B. NRS 244.281(1)(e)(1) allows a board of county commission the legal authority to sell or lease any real property owned by the county, such as Parcel A, to any person who owns real property located adjacent to the real property to be sold or leased, such as the current property owners of Parcel B, if the board has determined that the sale of the property will be in the best interest of the county and the parcel, "as a result of its size, is too small to establish an economically viable use by anyone other than the person who owns real property adjacent to the real property for sale or lease."

In reviewing the circumstances of Parcel A, I believe that the qualifiers listed above from NRS 244.281(1)(e)(1) provide an appropriate remedy for the Carson City Board of Supervisors to take in the matter described in this letter. First, the Carson City Treasurer's Office is the trustee of record for Parcel A, which the Carson City Treasurer's Office originally filed with the Carson City Clerk Recorder's Office on 6/7/21 pursuant to NRS 361.570. The Carson City Treasurer's Office became the recorded trustee for Parcel A after Beulah T. Keever or her estate failed to make the required real property tax and penalty payments for more than two years for Parcel A. On Thursday, 7/20/23, the Carson City Treasurer's Office filed an Amended Tax Deed against Parcel A after it discovered that the original Tax Deed filed on 6/7/21 contained the correct Assessor's Parcel Number (APN 003-133-39) but had instead listed the legal description for Parcel B (APN 003-133-13/ 816 W. Fifth Street) instead of Parcel A based on an Affidavit of Death of Joint Tenant dated 3/20/1968 that it had received or obtained after requesting the legal description for Parcel A. As the trustee for Parcel A, the Consolidated Municipality of Carson City by way of the Carson City Treasurer's Office has the right to transfer this property as described in 244.281(1)(e)(1).

Second, by offering Parcel A for sale to the property owners of Parcel B, Carson City can ensure that Parcel A is legally and correctly merged with Parcel B, especially since Parcel A is situated within the fenced backyard of Parcel B and is too small to have an economically viable use to anyone else but the property owners of Parcel B. Currently, the registered property owner of Parcel B (816 W. Fifth Street) is the Kop/Pintar 2006 Family Trust, with Mr. Sheldon Kop and Dr. Susan Pintar listed at the trustees.

Third, by offering Parcel A for sale to the owners of Parcel B, Carson City can correct the issues that I have described in this letter that began in September of 1958 and continue to this day. The Clerk-Recorder's Office is in the process of trying to digitize older records and it is possible that sometime in the future recorded documents may be found that explain the ownership status of Parcel A. However, until that time, the information remains on various storage media awaiting transfer to data systems and are not immediately available to the public. Because of this, should

a change of Parcel B (816 W. Fifth Street) occur before any additional records regarding the relationship between Parcels A and B are discovered, this problem of Parcel A being a separate taxable parcel located within the fenced backyard of Parcel B could continue and become forgotten in time again with the transition of employees within the various offices of Carson City government.

Fourth, as the records currently on file with the Carson City Clerk-Recorder demonstrate, should an individual purchase or obtain ownership of Parcel A, such as through a tax deed sale conducted by the Carson City Treasurer's Office, this could create a problematic situation that negatively impacts the current or future property owners of Parcel B both financially and legally, and could further involve Carson City since it has become aware of this situation and the issues surrounding the parcels.

Conclusion:

Based on the information that I have presented in this letter, I am requesting that the Board of Supervisors allow the property owners of Parcel B to purchase Parcel A pursuant to NRS 244.281(1)(e)(1) for a total amount of $1,606.25. This total amount of $1,606.25 consists of the $74.16 currently owed in delinquent property taxes for Parcel A and for the $1,532.09 in fees charged by consultant Patrick Wilkes for his work and title research into this matter. I am further requesting that the Board of Supervisors advise Mr. Kop and Dr. Pintar to complete the lot line deletion process through the Carson City Planning Department so that APN's 003-133-39 (Parcel A) and 003-133-13 (Parcel B) are described as one parcel moving forward so that once recorded, the Carson City Assessor's Office can combine these two parcels and create one consolidated parcel.

I believe that Carson City should take action now to correct this matter so that it does not present any continued or future problems for both the owners of Parcel B and Carson City. I respectfully submit this matter to the Carson City Board of Supervisors for their review and consideration.

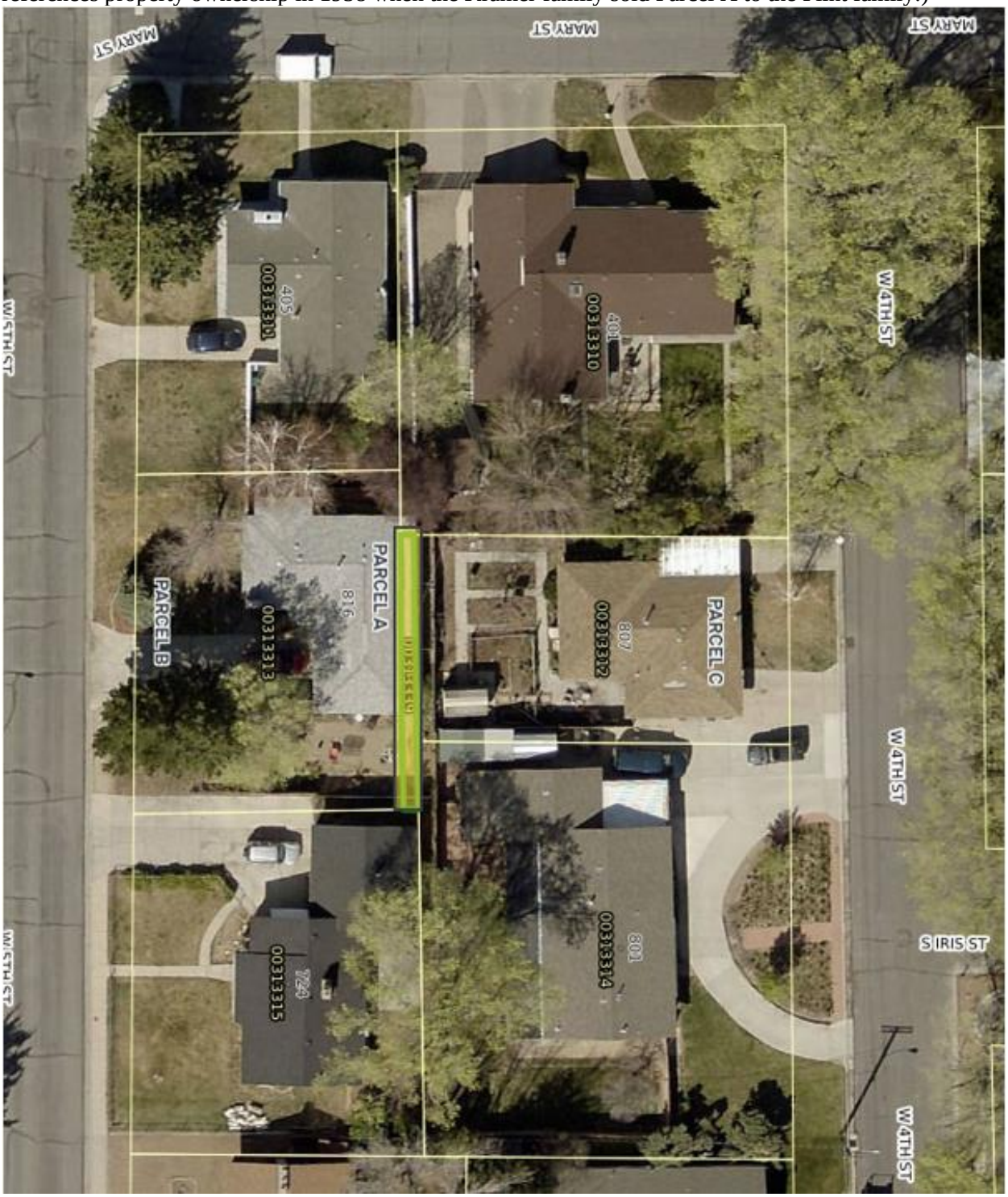
Sincerely,

Andrew Rasor, Treasurer
Consolidated Municipality of Carson City, Nevada

REPORTS CITED:

Wilkes, Patrick. Patrick Wilkes Consulting Services. "Report on Findings: Review of Ownership of Carson City Tax Parcel and Adjacent Lands: review of Carson City Recorder Office Records, Online GIS and Tax Records." 1 May 2023. Email. 10 May 2023.

ATTACHMENT A: Carson City parcel map showing location of Parcels, A, B, and C. (Note: this map references property ownership in 1958 when the Kramer family sold Parcel A to the Flint family.)



OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT B: (page 1 of 2)

https://www.leg.state.nv.us/Division/Legal/LawLibrary/NRS/NRS-244.html#NRS244Sec281

NRS 244.281 Sale or lease of certain real property: Determination that sale or lease is in best interest of county; notice; appraisal; exceptions; second offering; effect of sale or lease in violation of section.

1. Except as otherwise provided in this subsection and NRS 244.189, 244.276, 244.279, 244.2815, 244.2825, 244.2833, 244.2835, 244.284, 244.287, 244.290, 278.479 to 278.4965, inclusive, and subsection 3 of NRS 496.080, except as otherwise required by federal law, except as otherwise required pursuant to a cooperative agreement entered into pursuant to NRS 277.050 or 277.053 or an interlocal agreement in existence on or before October 1, 2004, except if the board of county commissioners is entering into a joint development agreement for real property owned by the county to which the board of county commissioners is a party, except for a lease of residential property with a term of 1 year or less, except for the sale or lease of real property to a public utility, as defined in NRS 704.020, to be used for a public purpose and except for the sale or lease of real property larger than 1 acre which is approved by the voters at a primary or general election or special election:

(a) When a board of county commissioners has determined by resolution that the sale or lease of any real property owned by the county will be for purposes other than to establish, align, realign, change, vacate or otherwise adjust any street, alley, avenue or other thoroughfare, or portion thereof, or flood control facility within the county and will be in the best interest of the county, it may:

(1) Sell the real property in the manner prescribed for the sale of real property in NRS 244.282.

(2) Lease the real property in the manner prescribed for the lease of real property in NRS 244.283.

(b) Before the board of county commissioners may sell or lease any real property as provided in paragraph (a), it shall:

(1) Post copies of the resolution described in paragraph (a) in three public places in the county; and

(2) Cause to be published at least once a week for 3 successive weeks, in a newspaper qualified under chapter 238 of NRS that is published in the county in which the real property is located, a notice setting forth:

(I) A description of the real property proposed to be sold or leased in such a manner as to identify it;

(II) The minimum price, if applicable, of the real property proposed to be sold or leased; and

(III) The places at which the resolution described in paragraph (a) has been posted pursuant to subparagraph (1), and any other places at which copies of that resolution may be obtained.

➥ If no qualified newspaper is published within the county in which the real property is located, the required notice must be published in some qualified newspaper printed in the State of Nevada and having a general circulation within that county.

(c) Except as otherwise provided in this paragraph and paragraph (h), if the board of county commissioners by its resolution further finds that the real property to be sold or leased is worth more than $1,000, the board shall select two or more disinterested, competent real estate appraisers pursuant to NRS 244.2795 to appraise the real property. If the board of county commissioners holds a public hearing on the matter of the fair market value of the property, one disinterested, competent appraisal of the real property is sufficient before selling or leasing it. Except for real property acquired pursuant to NRS 371.047, the board of county commissioners shall not sell or lease it for less than:

(1) If two independent appraisals were obtained, the average of the appraisals of the real property.

(2) If only one independent appraisal was obtained, the appraised value of the real property.

(d) If the real property is appraised at $1,000 or more, the board of county commissioners may:

(1) Lease the real property; or

(2) Sell the real property either for cash or for not less than 25 percent cash down and upon deferred payments over a period of not more than 10 years, secured by a mortgage or deed of trust, bearing such interest and upon such further terms as the board of county commissioners may specify.

(e) A board of county commissioners may sell or lease any real property owned by the county without complying with the provisions of NRS 244.282 or 244.283 to:

(1) A person who owns real property located adjacent to the real property to be sold or leased if the board has determined by resolution that the sale will be in the best interest of the county and the real property is a:

(I) Remnant that was separated from its original parcel due to the construction of a street, alley, avenue or other thoroughfare, or portion thereof, flood control facility or other public facility;

(II) Parcel that, as a result of its size, is too small to establish an economically viable use by anyone other than the person who owns real property adjacent to the real property for sale or lease; or

(III) Parcel which is subject to a deed restriction prohibiting the use of the real property by anyone other than the person who owns real property adjacent to the real property for sale or lease.

(2) The State or another governmental entity if:

(I) The sale or lease restricts the use of the real property to a public use; and

(II) The board adopts a resolution finding that the sale or lease will be in the best interest of the county.

(f) A board of county commissioners that disposes of real property pursuant to paragraph (d) is not required to offer to reconvey the real property to the person from whom the real property was received or acquired by donation or dedication.

(g) If real property that is offered for sale or lease pursuant to this section is not sold or leased at the initial offering of the contract for the sale or lease of the real property, the board of county commissioners may offer the real property for sale or lease a second time pursuant to this section. The board of county commissioners must obtain a new appraisal or appraisals, as applicable, of the real property pursuant to the provisions of NRS 244.2795 before offering the real property for sale or lease a second time if:

(1) There is a material change relating to the title, the zoning or an ordinance governing the use of the real property; or

(2) The appraisal or appraisals, as applicable, were prepared more than 6 months before the date on which the real property is offered for sale or lease the second time.

(h) If real property that is offered for sale or lease pursuant to this section is not sold or leased at the second offering of the contract for the sale or lease of the real property, the board of county commissioners may list the real property for sale or lease at the appraised value or average of the appraised value if two or more appraisals were obtained, as applicable, with a licensed real estate broker, provided that the broker or a person related to the broker within the first degree of consanguinity or affinity does not have an interest in the real property or an adjoining property. If the appraisal or appraisals, as applicable, were prepared more than 6 months before the date on which the real property is listed with a licensed real estate broker, the board of county commissioners must obtain one new appraisal of the real property pursuant to the provisions of NRS 244.2795 before listing the real property for sale or lease at the new appraised value.

2. If real property is sold or leased in violation of the provisions of this section:

(a) The sale or lease is void; and

(b) Any change to an ordinance or law governing the zoning or use of the real property is void if the change takes place within 5 years after the date of the void sale or lease.

3. As used in this section, "flood control facility" has the meaning ascribed to it in NRS 244.276.

(Added to NRS by 1969, 56; A 1977, 627; 1981, 375; 1983, 524; 1987, 205; 1995, 2747; 2001, 593; 2003, 423; 2005, 1458, 2672, 2680; 2007, 2828; 2011, 485; 2019, 1032)

ATTACHMENT C: (page 1 of 2) Copy of Quitclaim Deed between Donald and June Kramer and Jay and Bruna Flint dated 9/12/1958 that establishes APN 003-133-39 (Parcel A).

Attached to this Document are One (1) Three Dollar ($3.00), One (1) Eighty Cent ($.80) and One (1) Five Cent ($.05) Documentary Stamps Cancelled Total $3.85

Filed for Record at Request of WASHOE TITLE INSURANCE COMPANY SEP 11 1958 at 20 Min. Past 4 o'clock P M Recorded in Book 78 Deeds Page -220- Records Ormsby County, Nevada

Verla M. Stinson
County Recorder

By Laura Winkle
Deputy

File No. 20974

****

QUITCLAIM DEED

THIS INDENTURE, made the 12 day of Sept, 1958, by and between DONALD S. KRAMER and JUNE KRAMER, husband and wife, of Carson City, Ormsby County, Nevada, the party of the first part, and JAY H. FLINT and BRUNA FLINT, husband and wife, of Carson City, Ormsby County, Nevada, the party of the second part,

W I T N E S S E T H :

That the said party of the first part, for and in consideration of the sum of Ten ($10.00) Dollars, lawful money of the United States of America, to them in hand paid by the party of the second part, the receipt whereof is hereby acknowledged, do hereby release and forever QUITCLAIM unto the party of the second part, as joint tenants and not as tenants in common, to the survivor of them, and to the heirs and assigns of such survivor forever, all that certain lot, piece, or parcel of land situate in the City of Carson City, County of Ormsby, State of Nevada, more particularly described as follows:

South three (3) feet of Lot 6, Block C, Kings Canyon Subdivision to Carson City, Ormsby County, Nevada. SUBJECT to the easements and restrictions of record as of the date hereof.

TOGETHER with the tenements, hereditaments, and appurtenances thereunto belonging or in anywise appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof.

TO HAVE AND TO HOLD the said premises, together with the appurtenances, unto the party of the second part, as joint tenants and not as tenants in common, and to the survivor of them, and to the heirs and assigns of such survivor forever.

IN WITNESS WHEREOF, the party of the first part have hereunto set their hands the day and year first above written.

Donald S. Kramer
DONALD S. KRAMER

June Kramer
JUNE KRAMER

ATTACHMENT C: (continued: page 2 of 2) Copy of Quitclaim Deed between Donald and June Kramer and Jay and Bruna Flint dated 9/12/1958 that establishes APN 003-133-39 (Parcel A).

222

STATE OF NEVADA)
: ss.
County of Ormsby)

On this 12th day of September, 1958, personally appeared before me, the undersigned Notary Public in and for the County and State aforesaid, DONALD S. KRAMER and JUNE KRAMER, husband and wife, known to me to be the persons described in and who executed the foregoing instrument, who acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

(SEAL) Peggy Thies
Notary Public in and for the County and State aforesaid.

My commission expires:
April 24, 1961

Filed for Record at Request of Jay H. Flint SEP 12 1958 at 53 Min. Past 12 o'clock P M
Recorded in Book 78 Deeds Page -221- Records Ormsby County, Nevada

Virgie M. Stevens
County Recorder

By _____
Deputy

File No. 20979

****

4-1 1222
(Aug.1957)
Nevada 011989

The United States of America,

To all whom these presents shall come,
Greeting:

WHEREAS, a Certificate of the Land Office at Reno, Nevada, has been issued showing that full payment has been made by the claimant Henry E. Heidenreich pursuant to the provisions of the Act of Congress approved June 1, 1938 (52 Stat. 609), entitled "An Act to provide for the purchase of public lands for home and other sites," and the acts supplemental thereto, for the following-described land:

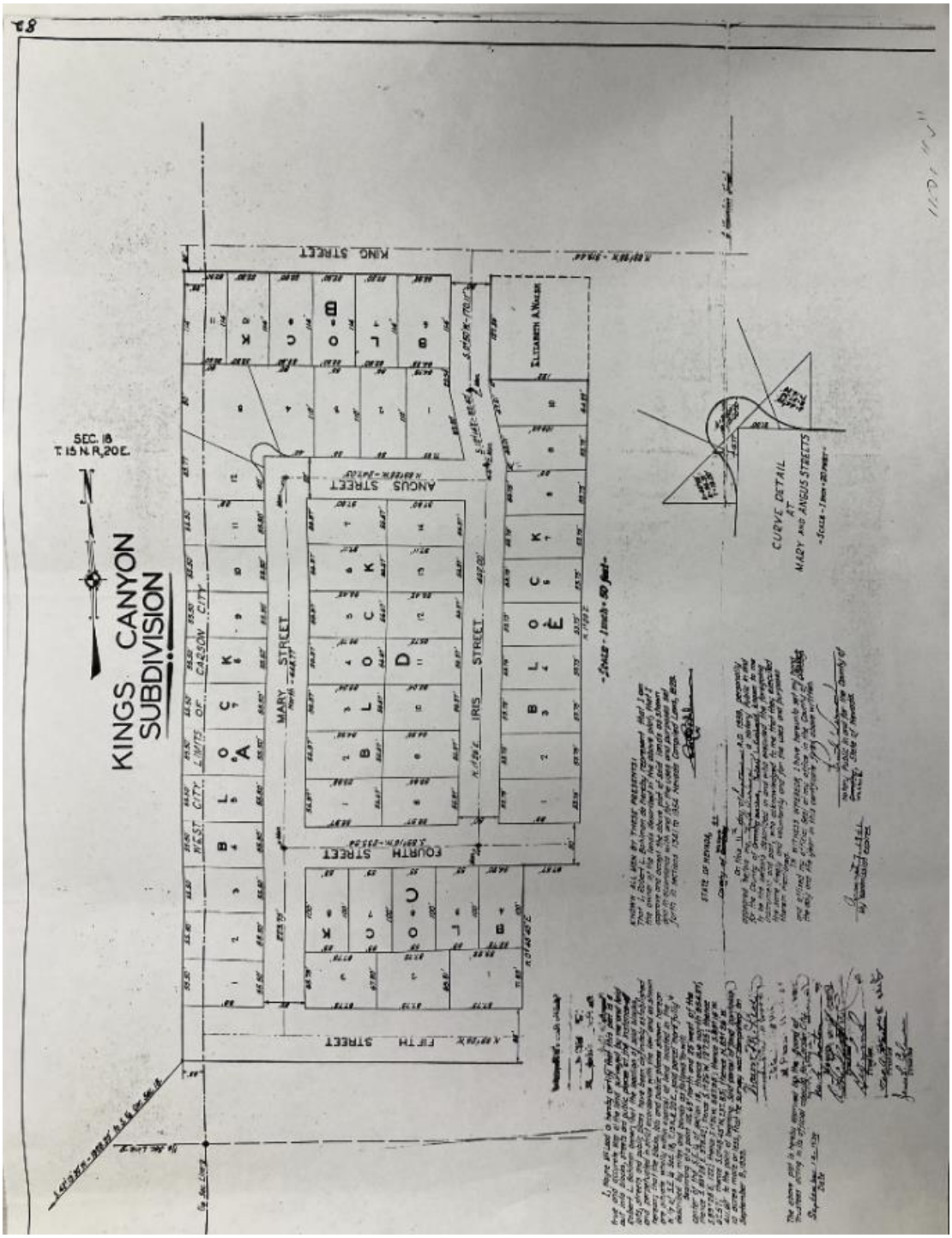
Mount Diablo Meridian, Nevada.

T. 15 N., R. 20 E.,
Sec. 32, S½NW¼SW¼NW¼.

The area described contains 5.00 acres, according to the Official Plat of the Survey of the said Land, on file in the Bureau of Land Management;

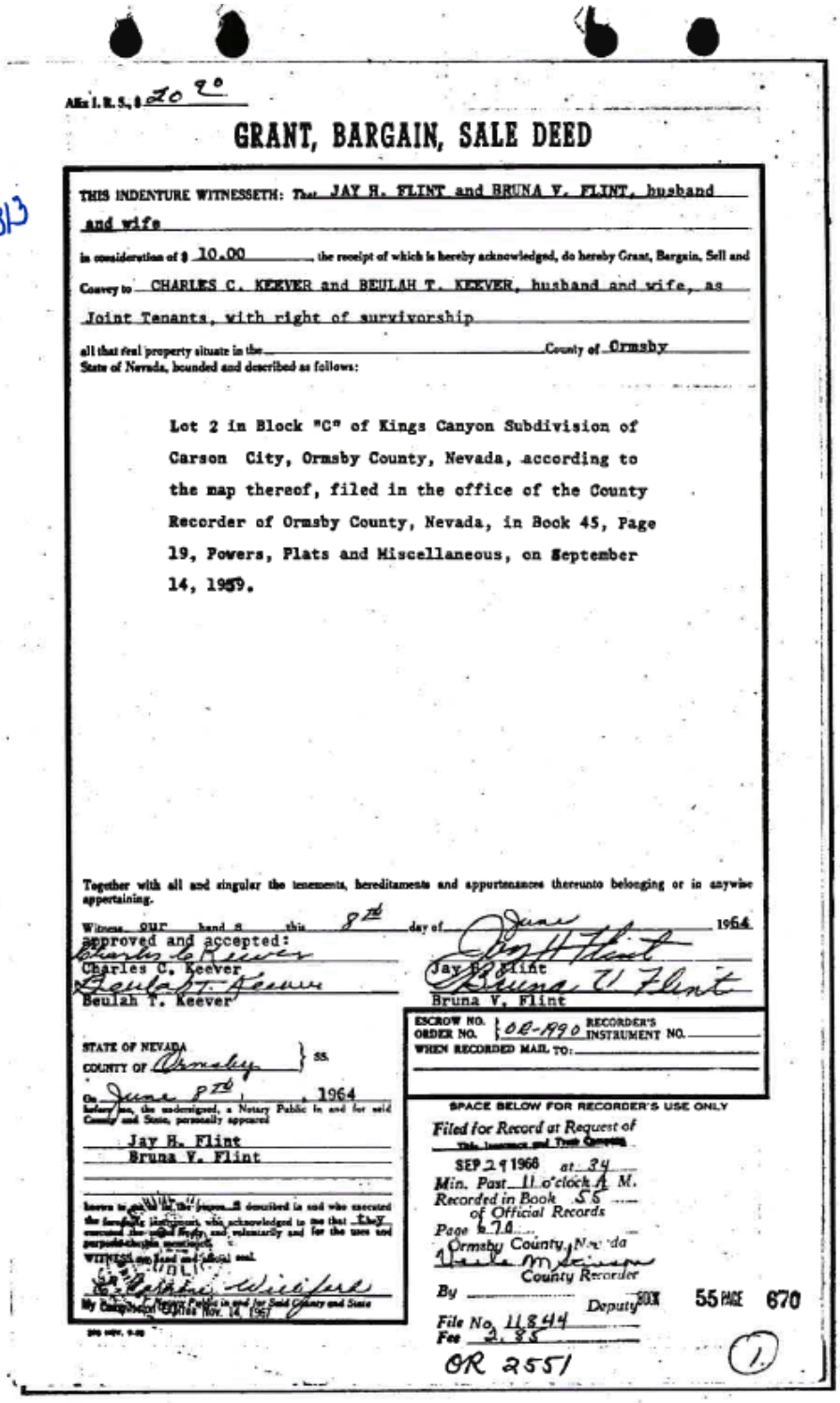
NOW KNOW YE, That the UNITED STATES OF AMERICA, in consideration of the premises, and in conformity with the several Acts of Congress in such case made and provided, HAS GIVEN AND GRANTED, and by these presents DOES GIVE AND GRANT unto the said claimant and to the heirs of the said claimant the Tract above described; TO HAVE AND TO HOLD the same,

ATTACHMENT D: Copy of the map of the Kings Canyon Subdivision dated 9/12/1939 that shows the assignment of Parcel B (816 W. Fifth Street/ Lot 2, Block C) and Parcel C (807 W. Fourth Street/ Lot 6, Block C.) This map does not show Parcel A (small landlocked parcel between Parcels B and C).



OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT E: (page 1 of 2) Copy of Grant, Bargain, Sale Deed dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.



Affix I. R. S. $ 20 ¢

GRANT, BARGAIN, SALE DEED

APN 3/33/3

THIS INDENTURE WITNESSETH: That JAY H. FLINT and BRUNA V. FLINT, husband and wife

in consideration of $ 10.00 the receipt of which is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey to CHARLES C. KEEVER and BEULAH T. KEEVER, husband and wife, as Joint Tenants, with right of survivorship

all that real property situate in the County of Ormsby State of Nevada, bounded and described as follows:

Lot 2 in Block "C" of Kings Canyon Subdivision of Carson City, Ormsby County, Nevada, according to the map thereof, filed in the office of the County Recorder of Ormsby County, Nevada, in Book 45, Page 19, Powers, Flats and Miscellaneous, on September 14, 1959.

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining.

Witness our hand s this 8th day of June 1964

Approved and accepted:

Charles C. Keever
Charles C. Keever

Beulah T. Keever
Beulah T. Keever

Jay H. Flint
Jay H. Flint

Bruna V. Flint
Bruna V. Flint

STATE OF NEVADA } ss.
COUNTY OF Ormsby }

On June 8th, 1964 before me, the undersigned, a Notary Public in and for said County and State, personally appeared

Jay H. Flint
Bruna V. Flint

known to me to be the persons described in and who executed the foregoing instrument, who acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein mentioned.

WITNESS my hand and official seal.

Notary Public in and for Said County and State

My Commission Expires Nov. 14, 1967

ESCROW NO. ORDER NO. 08-1490 RECORDER'S INSTRUMENT NO.

WHEN RECORDED MAIL TO:

SPACE BELOW FOR RECORDER'S USE ONLY

Filed for Record at Request of

SEP 29 1966 at 34 Min. Past 11 o'clock A M.
Recorded in Book 55 of Official Records
Page 670
Ormsby County, Nevada
County Recorder
By Deputy

BOOK 55 PAGE 670

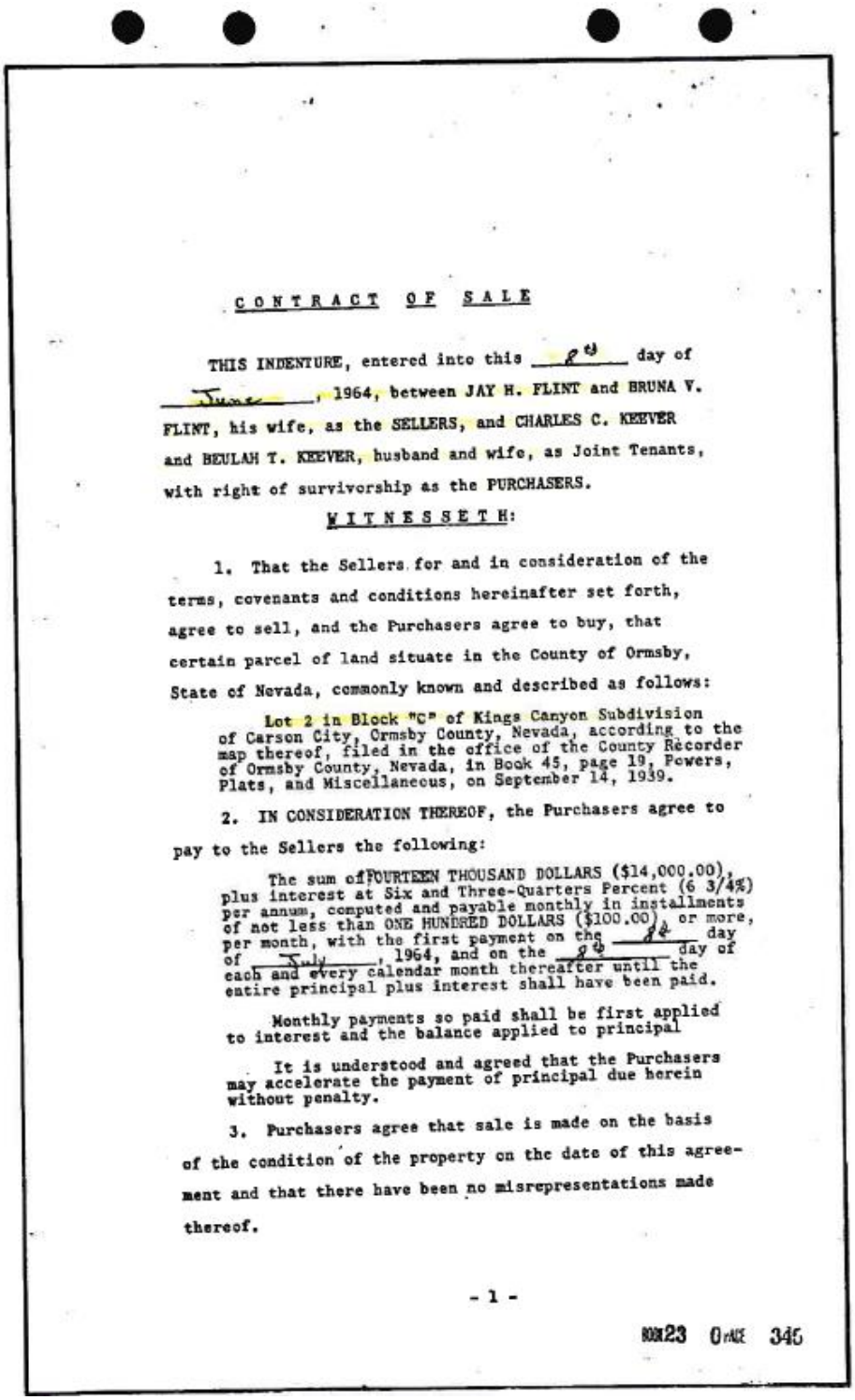
File No. 11844
Fee 2.85

OR 2551

1.

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT F: (page 1 of 6) Copy of Contract of Sale dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.



CONTRACT OF SALE

THIS INDENTURE, entered into this 8th day of June, 1964, between JAY H. FLINT and BRUNA V. FLINT, his wife, as the SELLERS, and CHARLES C. KEEVER and BEULAH T. KEEVER, husband and wife, as Joint Tenants, with right of survivorship as the PURCHASERS.

WITNESSETH:

1. That the Sellers for and in consideration of the terms, covenants and conditions hereinafter set forth, agree to sell, and the Purchasers agree to buy, that certain parcel of land situate in the County of Ormsby, State of Nevada, commonly known and described as follows:

Lot 2 in Block "C" of Kings Canyon Subdivision of Carson City, Ormsby County, Nevada, according to the map thereof, filed in the office of the County Recorder of Ormsby County, Nevada, in Book 45, page 19, Powers, Plats, and Miscellaneous, on September 14, 1939.

2. IN CONSIDERATION THEREOF, the Purchasers agree to pay to the Sellers the following:

The sum of FOURTEEN THOUSAND DOLLARS ($14,000.00), plus interest at Six and Three-Quarters Percent (6 3/4%) per annum, computed and payable monthly in installments of not less than ONE HUNDRED DOLLARS ($100.00), or more, per month, with the first payment on the 8th day of July, 1964, and on the 8th day of each and every calendar month thereafter until the entire principal plus interest shall have been paid.

Monthly payments so paid shall be first applied to interest and the balance applied to principal

It is understood and agreed that the Purchasers may accelerate the payment of principal due herein without penalty.

3. Purchasers agree that sale is made on the basis of the condition of the property on the date of this agreement and that there have been no misrepresentations made thereof.

- 1 -

BOOK 23 PAGE 345

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT F: (continued: page 2 of 6) Copy of Contract of Sale dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.

4. The parties hereto agree to place in escrow with PIONEER TITLE INSURANCE COMPANY, the following:

(a) An executed copy of this Agreement;

(b) A good and sufficient Deed from the Sellers to the Purchasers to the real property herein described;

(c) A Quitclaim Deed from the Purchasers to the Sellers to the real property herein described.

5. All of the foregoing instruments shall be held by the Escrow Holder on behalf of all of the parties hereto, subject to usual terms and conditions established by the Escrow Holder; the said instruments herein deposited in escrow to be delivered to the respective parties upon full compliance with this Contract of Sale, or returned to the Sellers in the event of default as hereinafter set forth.

6. Taxes and any current assessments shall be pro-rated as of the date of sale, and paid by the respective parties as their respective interests shall therein appear. Thereafter, the Purchasers shall pay any and all charges or liens against the property, as well as taxes or other assessments that may be levied upon or assessed against the same.

7. All improvements or additions to the property shall become permanent parts thereof.

Sellers shall have the right to post and record due and proper notice of non-responsibility on the premises.

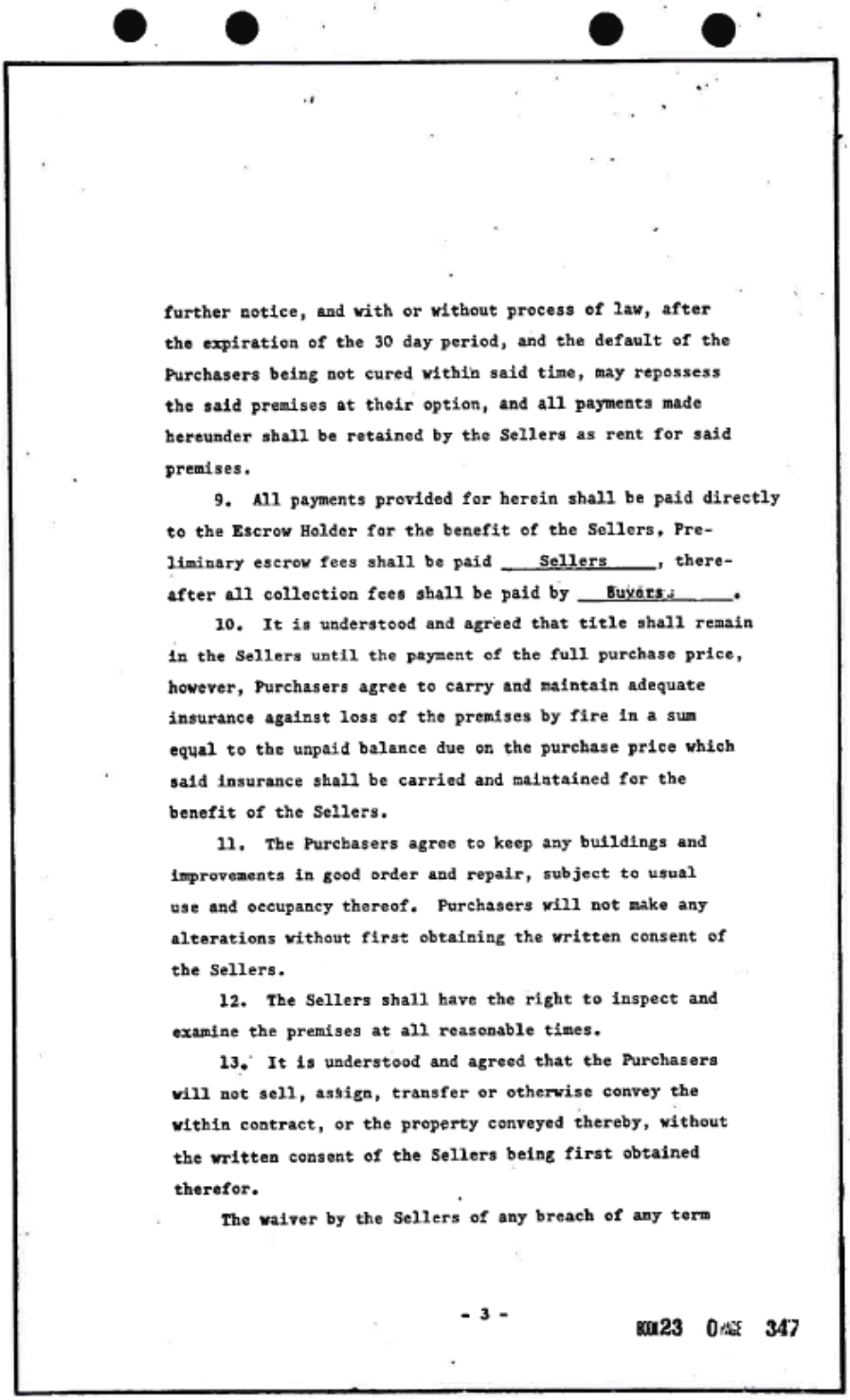
8. Time is of the essence of this Agreement, and every part thereof, and the failure of the Purchasers to perform any condition or term hereof, on the date of performance, and for a period of 30 days' after notice in writing given by the Sellers to the Purchasers of said default, shall constitute grounds for forfeiture, and the Sellers, without

0023 042 346

- 2 -

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT F: (continued: page 3 of 6) Copy of Contract of Sale dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.



further notice, and with or without process of law, after the expiration of the 30 day period, and the default of the Purchasers being not cured within said time, may repossess the said premises at their option, and all payments made hereunder shall be retained by the Sellers as rent for said premises.

9. All payments provided for herein shall be paid directly to the Escrow Holder for the benefit of the Sellers, Preliminary escrow fees shall be paid Sellers, thereafter all collection fees shall be paid by Buyers.

10. It is understood and agreed that title shall remain in the Sellers until the payment of the full purchase price, however, Purchasers agree to carry and maintain adequate insurance against loss of the premises by fire in a sum equal to the unpaid balance due on the purchase price which said insurance shall be carried and maintained for the benefit of the Sellers.

11. The Purchasers agree to keep any buildings and improvements in good order and repair, subject to usual use and occupancy thereof. Purchasers will not make any alterations without first obtaining the written consent of the Sellers.

12. The Sellers shall have the right to inspect and examine the premises at all reasonable times.

13. It is understood and agreed that the Purchasers will not sell, assign, transfer or otherwise convey the within contract, or the property conveyed thereby, without the written consent of the Sellers being first obtained therefor.

The waiver by the Sellers of any breach of any term

- 3 -

BOOK 23 PAGE 347

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT F: (continued: page 4 of 6) Copy of Contract of Sale dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.

hereof shall not be deemed to be a waiver of any subsequent or other breach of said agreement, and in the event of any litigation being instituted in connection with the terms of this agreement, it is understood and agreed that the prevailing part in such litigation shall be entitled to a reasonable attorney's fees to be allowed and charged as costs by the Court.

This agreement shall inure to the benefit of and be binding upon all of the heirs, administrators, executors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and signatures on the day and year in this Agreement first written, which said Agreement consists of four (4) pages, includint this page.

Jay H. Flint

Bruna V. Flint

SELLERS

Charles C. Keever

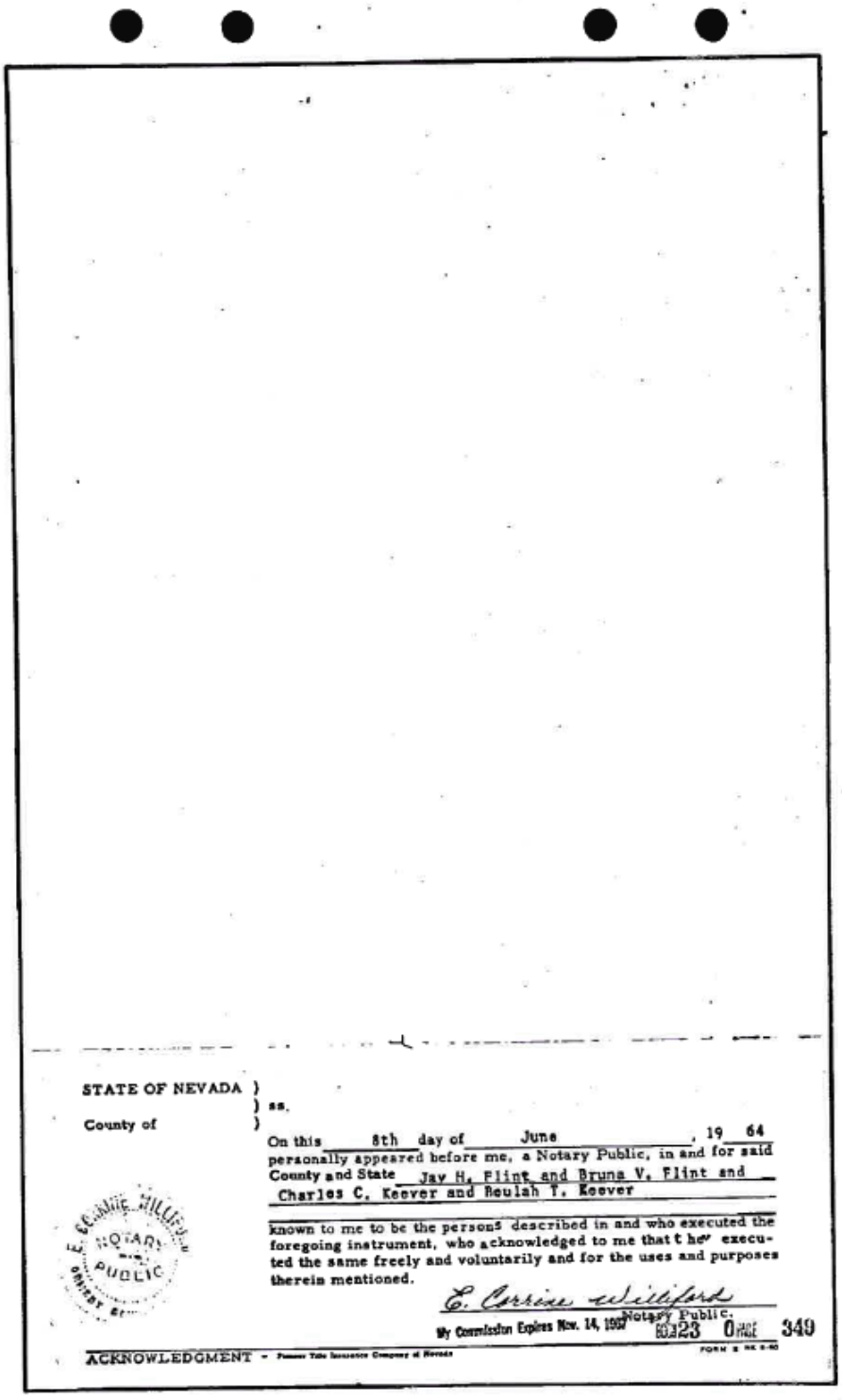
Beulah T. Keever

PURCHASERS

- 4 -

BOOK 23 PAGE 348

ATTACHMENT F: (continued: page 5 of 6) Copy of Contract of Sale dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.



STATE OF NEVADA)
) ss.
County of)

On this 8th day of June, 19 64
personally appeared before me, a Notary Public, in and for said County and State Jay H. Flint and Bruna V. Flint and Charles C. Keever and Beulah T. Keever

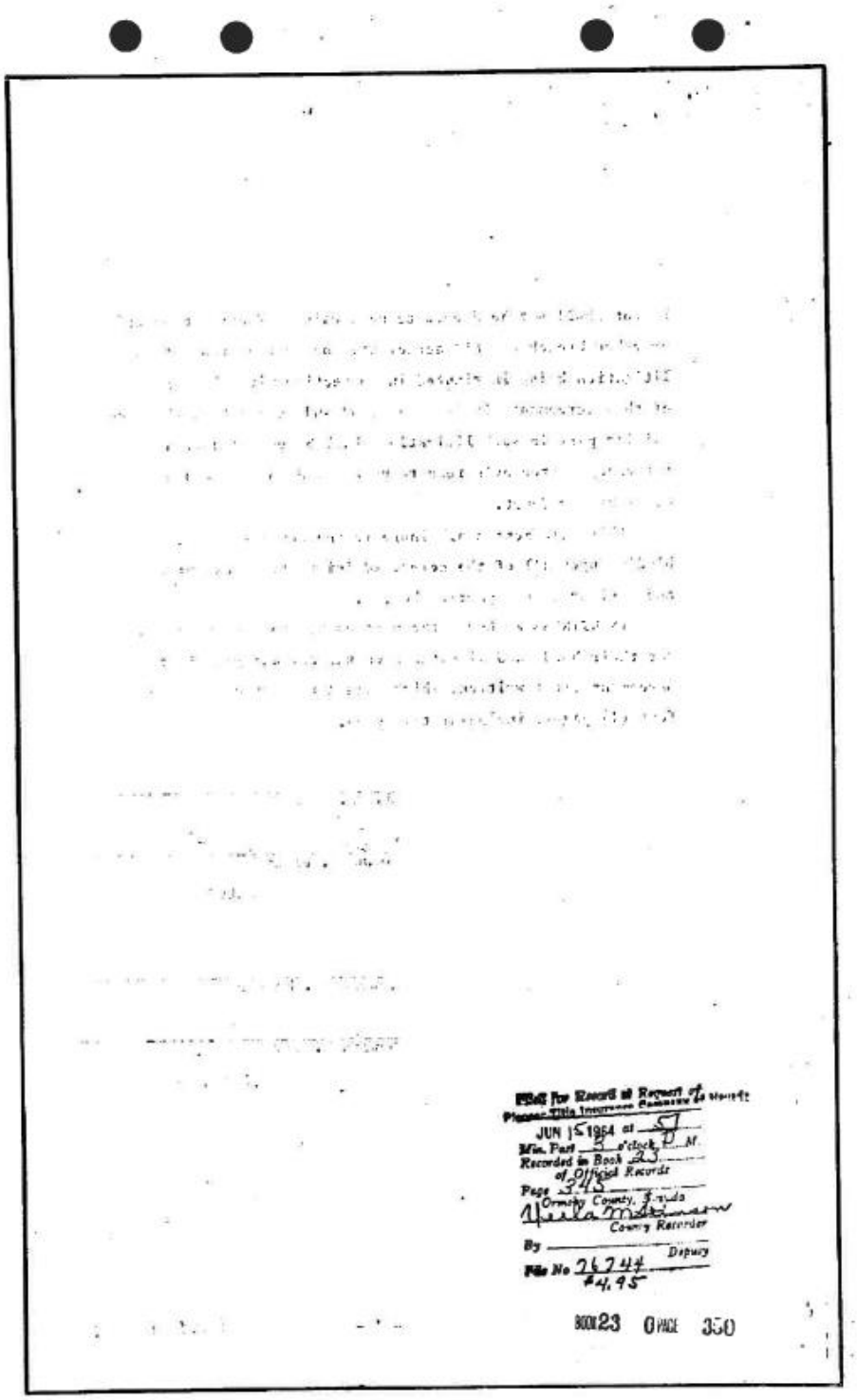
known to me to be the persons described in and who executed the foregoing instrument, who acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein mentioned.

E. Corrine Williford
Notary Public.

My Commission Expires Nov. 14, 1967

ACKNOWLEDGMENT

ATTACHMENT F: (continued: page 6 of 6. Note: the resolution is poor for the copy that is currently available.) Copy of Contract of Sale dated 6/8/1964 that transfers the property located at 816 W. Fifth Street (Parcel B) from Jay and Bruna Flint to Charles and Beulah Keever.

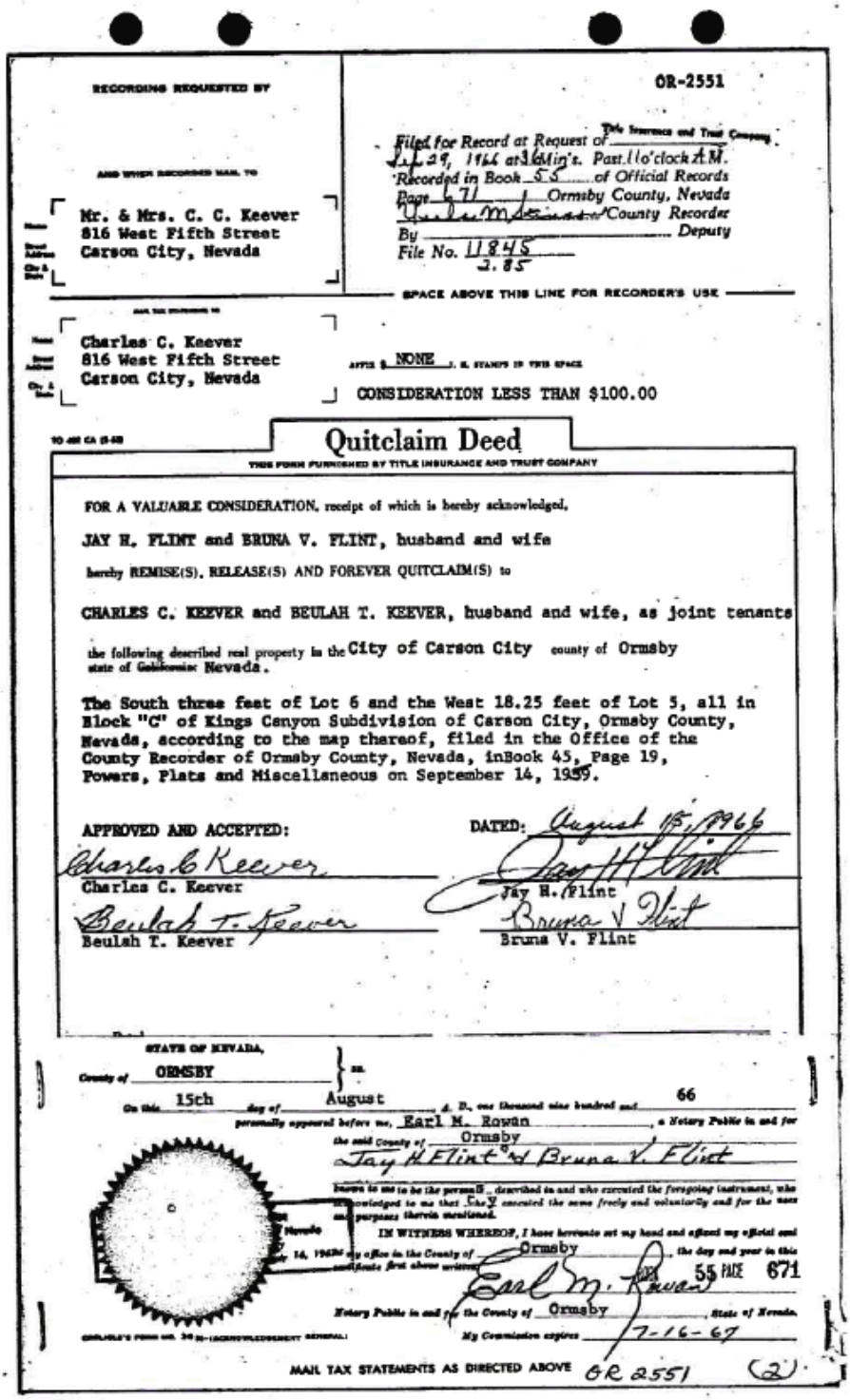


Filed for Record at Request of Nevada Title Insurance Company
JUN 15 1964 at 5 M.
Min. Past 5 o'clock P. M.
Recorded in Book 23 of Official Records
Page 348
Ormsby County, Nevada
Beula Mitchell
County Recorder
By _____ Deputy
File No 26744
$4.95

BOOK 23 PAGE 350

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT G: Copy of Quitclaim Deed dated 8/15/1966 that conveys what Carson City recognizes as APN 003-133-39 (Parcel A) from Jay and Bruna Flint to Charles and Beulah Keever.



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Mr. & Mrs. C. C. Keever
816 West Fifth Street
Carson City, Nevada

OR-2551

Filed for Record at Request of Title Insurance and Trust Company
Aug 29, 1966 at 10 Min's. Past 11 o'clock A.M.
Recorded in Book S S of Official Records
Page 671 Ormsby County, Nevada
[illegible] County Recorder
By ..... Deputy
File No. 11845
2.85

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Charles C. Keever
816 West Fifth Street
Carson City, Nevada

AFFIX $ NONE U. S. STAMPS IN THIS SPACE

CONSIDERATION LESS THAN $100.00

Quitclaim Deed

THIS FORM FURNISHED BY TITLE INSURANCE AND TRUST COMPANY

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

JAY H. FLINT and BRUNA V. FLINT, husband and wife

hereby REMISE(S), RELEASE(S) AND FOREVER QUITCLAIM(S) to

CHARLES C. KEEVER and BEULAH T. KEEVER, husband and wife, as joint tenants

the following described real property in the City of Carson City county of Ormsby state of ~~Colorado~~ Nevada.

The South three feet of Lot 6 and the West 18.25 feet of Lot 5, all in Block "C" of Kings Canyon Subdivision of Carson City, Ormsby County, Nevada, according to the map thereof, filed in the Office of the County Recorder of Ormsby County, Nevada, inBook 45, Page 19, Powers, Plats and Miscellaneous on September 14, 1959.

APPROVED AND ACCEPTED:

Charles C Keever
Charles C. Keever

Beulah T. Keever
Beulah T. Keever

DATED: August 15, 1966

Jay H. Flint
Jay H. Flint

Bruna V Flint
Bruna V. Flint

STATE OF NEVADA,
County of ORMSBY } ss.

On this 15th day of August, A. D., one thousand nine hundred and 66, personally appeared before me, Earl M. Rowan, a Notary Public in and for the said County of Ormsby, Jay H Flint and Bruna V. Flint known to me to be the persons described in and who executed the foregoing instrument, who acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at my office in the County of Ormsby, the day and year in this certificate first above written.

Earl M. Rowan
Notary Public in and for the County of Ormsby, State of Nevada.

My Commission expires 7-16-67

55 PAGE 671

MAIL TAX STATEMENTS AS DIRECTED ABOVE OR 2551 (2)

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT H: Screen shot (taken on Friday, 7/14/23) that shows the list of records available online to the public by the Carson City Clerk-Recorder's Office for APN 003-133-39 (Parcel A).

Hide Results | Clear Results | Print | Export

Your Name Search for Name "apn313339", Book Type "", Document Types "", Begin Date "1/1/1855", and End Date "7/14/2023" returned the following results:

Displaying 25 records per page

First Previous 1 Next

#	Status	Search Name	Grantor(s)	Grantee(s)	Record Date	Doc Date	Doc Type	Book Type	Book	Page	Doc #	Reference	Images
	Status	Name	Grantor(s)	Grantee(s)	Record Date	Doc Date	Doc Type	Book Typ	Book	Page	Document Number	DocLinks	
1	V	APN 313339	CARSON CITY TREASURER ELDUN LLC ...	CARSON CITY TREASURER APN 211102 ...	06/07/2021	06/07/2021	TAX DEED	OR	0000	0000	521206		18
2	V	APN 313339	CARSON CITY TREASURER ANDERSON GLEN E ...	CARSON CITY TREASURER APN 817313 ...	06/01/2020	06/01/2020	TRUSTEES CERTIFICATE	OR	0000	0000	506621		5
3	V	APN 313339	A DAMIANOVA INC ACHENBACH VERNON ...	APN 311404 APN 826409 ...	06/03/2019	06/03/2019	TRUSTEES CERTIFICATE	OR	0000	0000	495058		7
4	V	APN 313339	ADAMS TRUST ADAVEN INVESTMENTS LLC ...	CARSON CITY TREASURER APN 214207 ...	06/03/2013	06/03/2013	TRUSTEES CERTIFICATE	OR	0000	0000	435070		8
5	V	APN 313339	KEEVER LEE ANN	WEAVER VINCENT H WEAVER DAYLEEN S ...	07/03/2002	07/03/2002	MISC. DOCUMENTS	OR	0000	0000	280386		3
6	V	APN 313339	CARSON CITY TREASURER	KEEVER BEULAH APN 313339 ...	05/26/2000	05/24/2000	CERT OF REDEMPTION	OR	0000	0000	248069		2
7	V	APN 313339	KEEVER BEULAH T	CARSON CITY TREASURER APN 313339	06/01/1998	05/29/1998	TRUSTEES CERTIFICATE	OR	0000	0000	218255		1
8	V	APN 313339	CARSON CITY TREASURER	KEEVER BEULAH T APN 313339	06/04/1996	06/03/1996	CERT OF REDEMPTION	OR	0000	0000	190115		3
9	V	APN 313339	KEEVER BEULAH T	CARSON CITY TREASURER APN 313339	06/03/1996	06/03/1996	TRUSTEES CERTIFICATE	OR	0000	0000	189910		1
10	V	APN 313339	KEEVER BEULAH T	CARSON CITY TREASURER	05/01/1995	05/01/1995	TRUSTEES CERTIFICATE	OR	0000	0000	174927		1

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT I: (page 1 of 3) "Notice of Cloud on Title to Real Property" sent by Lee-Ann Keever to Vincent and Dayleen Weaver regarding Parcel A (landlocked parcel located within backyard of Parcel B) and Parcel B (816 W. Fifth Street).

NOTICE OF CLOUD ON TITLE TO REAL PROPERTY

KEEVER
POB 3441
CARSON CITY, NEVADA 80702
(775)882-2488

July 1, 2002

Vincent H. & Dayleen S. Weaver
Post Office Box 914
Gardnerville, Nevada 89410

RE: APN 003-133-13 (816 West 5th Street) & APN 003-133-39 (behind 816 West 5th)

Dear Vince & Dayleen:

When you took over the property at 816 West 5th on February 3, 2002, it was with full knowledge of my sole interest in one of the above listed parcels.

To recap, the lot is comprised of two parcels: you own one parcel and I the other parcel. The house sits on the parcel line of the two parcels. As this is not legal in Carson City; the house on your parcel is illegally situated. Previously, the city was willing to overlook the situation as one person owned both parcels. That is no longer the case and the property must now conform to Carson City's zoning codes. I have included a copy of the plot map and the city's zoning requirements.

I have spoken with an attorney regarding this matter. He had reviewed the documentation and will be representing me in this matter. In an attempt to save both of us the added cost of legal fees and court costs, I am trying to resolve this situation without his active involvement. Should we not reach an amicable resolution of this matter, then my attorney will aggressively pursue the matter.

There are three ways to resolve the situation: 1) you purchase my lot and combine it with your lot, thus ensuring the legality of the lot and your complete and total ownership of both parcels; 2) you move the house forward 10 feet to comply with Carson City's zoning codes or 3) you do nothing and let the house sit vacant; in which case, my attorney will file a lis pendens (real estate lien) on the property and we begin the judicial process. If a lis pendens is filed, you will be unable to sell, lease, give away or otherwise dispose of the property until a decision is rendered by a judge.

If you select either option 2 or 3, you must grant me an easement in order to allow me 24 hour, 7 day a week access to my property. If you sell or lease the property, you must inform the new owner/tenants of the situation under Nevada's real estate disclosure statutes. Failure to do so constitutes fraud. And, the new owner/tenants will be required to allow me access to my property. Unless my parcel is sold in conjunction with your parcel, the new owners of your parcel will be facing the same dilemma you are currently faced with.

280386

ATTACHMENT I: (continued: page 2 of 3) "Notice of Cloud on Title to Real Property" sent by Lee-Ann Keever to Vincent and Dayleen Weaver regarding Parcel A (landlocked parcel located within backyard of Parcel B) and Parcel B (816 W. Fifth Street).

Vince & Dayleen Weaver
Page Two
July 1, 2002

I believe the only viable solution is option 1. In that regard, I believe the property value of my parcel is $90,000.

If you select option 2, you will have to fill in the unfinished basement prior to moving the house. This basement lies under approximately ½ of the house; thus the house would be have to be moved more than 10 feet in order to fill in the basement; this solution may not be structurally feasible. Even if the basement is filled in, it is unknown if the city would allow you to move the house unless a new foundation is laid.

It my understanding that the "No Trespassing" signs I erected on my property have been removed by persons unknown. NRS 207.210 prohibits the removal of these "No Trespassing" signs; removal of said signs constitutes a misdemeanor, should a complaint be filed with the Sheriff's Department. In the even that we do not reach an agreement, I expect those no trespassing signs and fencing to be replaced. If they are not, a complaint will be filed with the Sheriff's Department.

You have been previously advised that the mortgage company, the title company and the company which sold you the house were aware of the cloud on the title. They, obviously, cannot convey or transfer property in which they had no interest, thus, I await your reply.

Very truly yours,

Lee-Ann Keever

CC: Bill O'Mara, attorney at law

LEE-ANN KEEVER

COUNTY OF CARSON CITY)
)ss.
STATE OF NEVADA)

SUBSCRIBED and SWORN to before me

this 30th day of July, 2002

NOTARY PUBLIC

JENNIFER CALHOUN
Notary Public - State of Nevada
Appointment Recorded in Carson City County
My Appointment Expires Feb. 15, 2003
99-35511-3

280386

ATTACHMENT I: (continued: page 3 of 3) Note: this page is blank except for the Clerk-Recorder stamp at the bottom of the page.) "Notice of Cloud on Title to Real Property" sent by Lee-Ann Keever to Vincent and Dayleen Weaver regarding Parcel A (landlocked parcel located within backyard of Parcel B) and Parcel B (816 W. Fifth Street).



OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT J: (Page 1 of 2) Copy of Joint Tenancy Deed filed on 7/29/1960 in which George and Cleo Gessler convey the South 3 feet by 18.25 feet of Lot 5, Block C (801 W. Fourth Street/ APN 003-133-14)

TOGETHER with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof.

TO HAVE AND TO HOLD the said premises, together with the appurtenances, unto the said party of the second part, and to its successors and assigns forever. RESERVING however, unto the party of the first part the right to use the existing well on the premises hereinabove described for so long as either of them shall live.

IN WITNESS WHEREOF, the party of the first part have executed this conveyance the day and year first hereinabove written.

Walter C Pennington
WALTER C. PENNINGTON

Eunice E. Pennington
EUNICE E. PENNINGTON

STATE OF NEVADA)
) SS.
COUNTY OF ORMSBY)

On this 27th day of July, 1960, personally appeared before me, a Notary Public in and for said county and state, WALTER C. PENNINGTON and EUNICE E. PENNINGTON known to me to be the persons described in and who executed the foregoing instrument and they, duly acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at my office in said county, the day and year in this certificate first above written.

(SEAL) Peggy Thies
NOTARY PUBLIC

My Commission Expires:
April 24, 1961

Filed for Record at Request of Walter C. Pennington JUL 29 1960 at 16 Min. Past 2 o'clock P M Recorded in Book 39 Deeds Page 36 Records Ormsby County, Nevada

Nola M. Grissard
County Recorder

By _____
Deputy

File No. 33741

Consideration Less Than $100.00

JOINT TENANCY DEED

THIS INDENTURE, made this 29th day of July, 1960 between GEORGE W. GESSLER, Jr. and CLEO M. GESSLER, husband and wife, the parties of the first part, and JAY H. FLINT and BRUNA V. FLINT, husband and wife, the parties of the second part,

W I T N E S S E T H:

That the said parties of the first part, in consideration of the sum of Ten Dollars ($10.00) lawful money of the United States of America, to them in hand paid by the said parties of the second part, the receipt whereof is hereby acknowledged, do by these presents grant, bargain and sell unto the said parties of the second part, in

ATTACHMENT J: (Page 2 of 2) Copy of Joint Tenancy Deed filed on 7/29/1960 in which George and Cleo Gessler convey the South 3 feet by 18.25 feet of Lot 5, Block C (801 W. Fourth Street/ APN 003-133-14)

38

joint tenancy and to the survivor of them, and to the heirs and assigns of such survivor forever, all that certain lot, piece or parcel of land situate in the County of Ormsby, State of Nevada, and more particularly described as follows, to-wit:

The West 18.25 feet of the South 3 feet of
Lot 5, Block "C" Kings Canyon Subdivision,
Carson City, Ormsby County, Nevada.

TOGETHER with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof.

TO HAVE AND TO HOLD the said premises, together with the appurtenances, unto the said parties of the second part, as joint tenants, and not as tenants in common, with the right of survivorship, and to the heirs and assigns of such survivor forever.

IN WITNESS WHEREOF, the parties of the first part have executed this conveyance the day and year first above written. The parties of the second part have joined in the execution of this conveyance for the purpose of evidencing their intention to hold title to the above-described property as joint tenants with the right of survivorship and not as tenants in common or as community property.

FIRST PARTIES:

George W. Gessler Jr
George W. Gessler, Jr.

Cleo M. Gessler
Cleo M. Gessler

SECOND PARTIES:

Jay H Flint
Jay H. Flint

Bruna V. Flint
Bruna V. Flint

STATE OF NEVADA,)
: ss
County of Ormsby.)

On this 29th day of July, 1960, personally appeared before me, the undersigned, a Notary Public in and for the said County and State, GEORGE W. GESSLER, Jr. and CLEO M. GESSLER, known to me to be the persons described in and who executed the foregoing instrument, who acknowledged to me that they each executed the same freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this Certificate first above written.

(SEAL) Helen C Solano
Notary Public

My Commission Expires February 10 1962

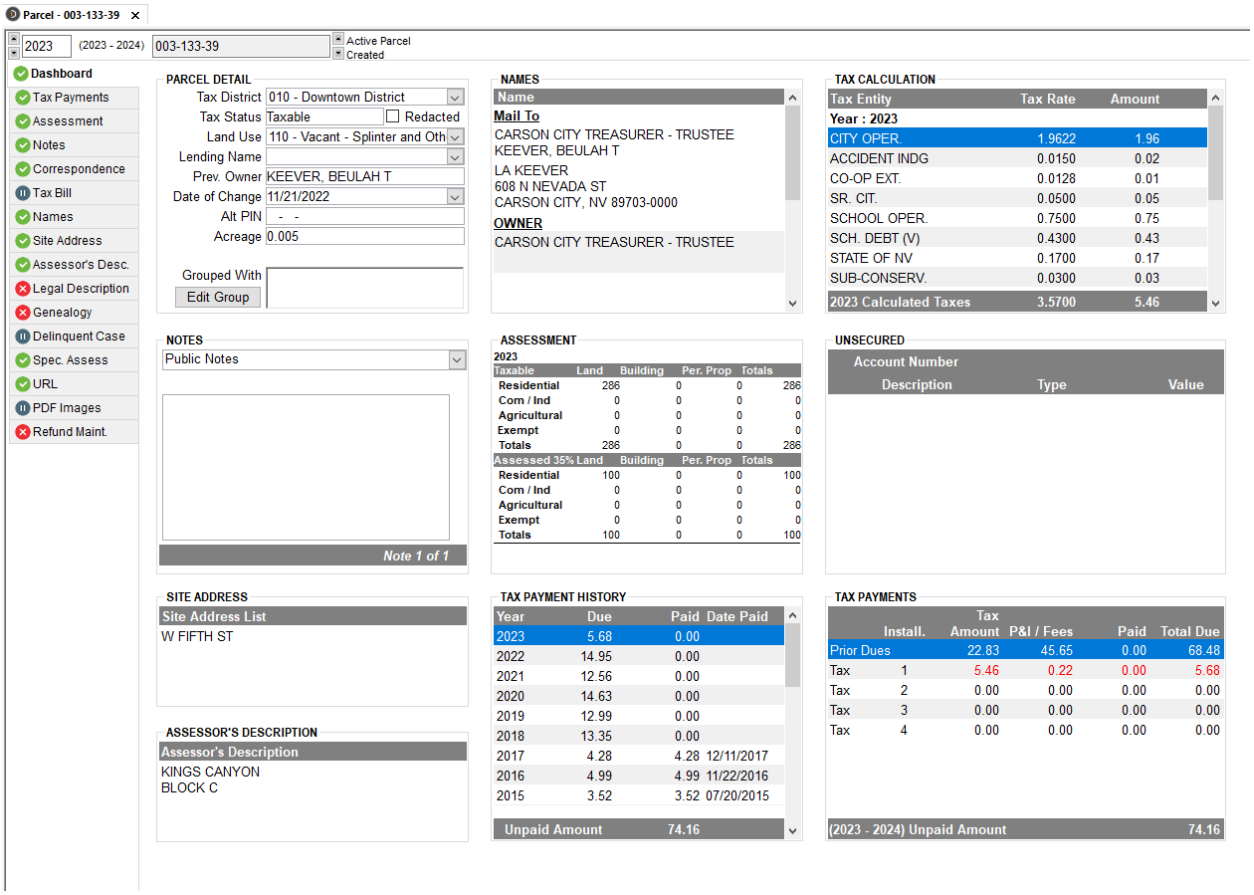
Filed for Record at Request of Pioneer Title Insurance Company of Nevada JUL 29 1960 at 9 Min. Past 4 o'clock P M Recorded in Book 89 Deeds Page 37 Records Ormsby County, Nevada

[illegible]
County Recorder

By _____
Deputy

File No. 33767

ATTACHMENT K: Real property tax record maintained by Carson City/ Carson City Treasurer's Office that shows Beulah T. Keever as the registered property owner of APN 003-133-39 (Parcel A- the landlocked parcel located within backyard of Parcel B) along with the amount of real property taxes, penalties, and fees owed to Carson City as of Friday, 9/8/23.



Parcel - 003-133-39

2023 (2023 - 2024) 003-133-39 Active Parcel Created

Dashboard
Tax Payments
Assessment
Notes
Correspondence
Tax Bill
Names
Site Address
Assessor's Desc.
Legal Description
Genealogy
Delinquent Case
Spec. Assess
URL
PDF Images
Refund Maint.

PARCEL DETAIL
Tax District: 010 - Downtown District
Tax Status: Taxable — Redacted
Land Use: 110 - Vacant - Splinter and Oth
Lending Name:
Prev. Owner: KEEVER, BEULAH T
Date of Change: 11/21/2022
Alt PIN: - -
Acreage: 0.005
Grouped With
Edit Group

NAMES

Name
Mail To
CARSON CITY TREASURER - TRUSTEE KEEVER, BEULAH T LA KEEVER 608 N NEVADA ST CARSON CITY, NV 89703-0000
OWNER
CARSON CITY TREASURER - TRUSTEE

TAX CALCULATION

Tax Entity	Tax Rate	Amount
Year : 2023		
CITY OPER.	1.9622	1.96
ACCIDENT INDG	0.0150	0.02
CO-OP EXT.	0.0128	0.01
SR. CIT.	0.0500	0.05
SCHOOL OPER.	0.7500	0.75
SCH. DEBT (V)	0.4300	0.43
STATE OF NV	0.1700	0.17
SUB-CONSERV.	0.0300	0.03
2023 Calculated Taxes	3.5700	5.46

NOTES
Public Notes
Note 1 of 1

ASSESSMENT
2023

Taxable	Land	Building	Per. Prop	Totals
Residential	286	0	0	286
Com / Ind	0	0	0	0
Agricultural	0	0	0	0
Exempt	0	0	0	0
Totals	286	0	0	286

Assessed 35%	Land	Building	Per. Prop	Totals
Residential	100	0	0	100
Com / Ind	0	0	0	0
Agricultural	0	0	0	0
Exempt	0	0	0	0
Totals	100	0	0	100

UNSECURED

Account Number	Description	Type	Value

SITE ADDRESS

Site Address List
W FIFTH ST

ASSESSOR'S DESCRIPTION

Assessor's Description
KINGS CANYON BLOCK C

TAX PAYMENT HISTORY

Year	Due	Paid	Date Paid
2023	5.68	0.00	
2022	14.95	0.00	
2021	12.56	0.00	
2020	14.63	0.00	
2019	12.99	0.00	
2018	13.35	0.00	
2017	4.28	4.28	12/11/2017
2016	4.99	4.99	11/22/2016
2015	3.52	3.52	07/20/2015
Unpaid Amount	74.16		

TAX PAYMENTS

	Install.	Tax Amount	P&I / Fees	Paid	Total Due
Prior Dues		22.83	45.65	0.00	68.48
Tax	1	5.46	0.22	0.00	5.68
Tax	2	0.00	0.00	0.00	0.00
Tax	3	0.00	0.00	0.00	0.00
Tax	4	0.00	0.00	0.00	0.00
(2023 - 2024) Unpaid Amount					74.16

OFFICE OF THE TREASURER
Consolidated Municipality of Carson City, Nevada
201 North Carson Street, Suite 5 • Carson City, NV 89701
Office: (775) 887-2092 • Fax: (775) 887-2102
Email: treasurer@carson.org

ATTACHMENT L: A copy of the real property tax bill maintained by Carson City/ Carson City Treasurer's Office that shows the Carson City Treasurer as the registered property owner of APN 003-133-39 (Parcel A- the landlocked parcel located within backyard of Parcel B) along with the amount of real property taxes, penalties, and fees owed to Carson City as of Friday, 9/8/23.

Andrew Rasor
Carson City Treasurer
Treasurer@carson.org
(775) 887-2092
www.carson.org

Carson City
REAL PROPERTY TAXES FOR FISCAL YEAR
(2023 - 2024)
TAXES FROM JULY 1, 2023 THRU JUNE 30, 2024

NOTICE IS HEREBY GIVEN IN ACCORDANCE WITH NRS 361.483 **NOTICE TO TAXPAYERS:** ALL TAXES FOR THE FISCAL YEAR AS INDICATED ARE NOW DUE AND PAYABLE ANY PERSON SEEKING RELIEF FROM PENALTIES OR INTEREST SHALL REFER TO NRS 361.485

PROPERTY LOCATION / DESCRIPTION

PARCEL NUMBER	DISTRICT	ROLL NUMBER	PROPERTY LOCATION
003-133-39	010	2023261745	W FIFTH ST

CARSON CITY TREASURER - TRUSTEE KEEVER, BEULAH T
LA KEEVER
608 N NEVADA ST
CARSON CITY, NV 89703-0000

MAKE REMITTANCE PAYABLE TO:
CARSON CITY TREASURER
201 N. Carson St. Ste 5 Carson City, NV 89701

YOUR CHECK IS YOUR RECEIPT
IF ADDITIONAL RECEIPT IS NEEDED, RETURN ENTIRE TAX BILL WITH PAYMENT AND SELF-ADDRESSED STAMPED ENVELOPE.

NOTE: IF YOU HAVE A LENDER WHO PAYS YOUR TAXES, PLEASE FORWARD THIS TAX BILL TO THEM

ASSESSED VALUATION

DESCRIPTION	VALUE
Real Estate	100
	100

DISTRIBUTION OF TAX AMOUNTS

TAXING AGENCY	RATE	PREABATEMENT AMOUNT	ABATEMENT/ RECAPTURE AMOUNT	TAX AMOUNT
CITY OPER.	1.9622	1.96	0.00	1.96
CO-OP EXT.	0.0128	0.01	0.00	0.01
SR. CIT.	0.0500	0.05	0.00	0.05
ACCIDENT INDG	0.0150	0.02	0.00	0.02
MEDICAL INDG	0.1000	0.10	0.00	0.10
CAP.PROJ. (L)	0.0500	0.05	0.00	0.05
SCHOOL OPER.	0.7500	0.75	0.00	0.75
SCH. DEBT (V)	0.4300	0.43	0.00	0.43
STATE OF NV	0.1700	0.17	0.00	0.17
SUB-CONSERV.	0.0300	0.03	0.00	0.03
Ad Valorem Totals	3.5700	3.57	0	3.57
EAGLE VLY GRND WTR				1.89
Special Assmnt Totals				1.89
Prior Year				67.91

Information concerning taxing authorization, rates and uses of taxes collected can be found at www.tax.state.nv.us, or by calling

TOTAL TAX DUE (Incl. PY) $74.16

Amount due includes taxes from prior year(s). If this property is protected by Bankruptcy, this is for your information only. Do not consider this an attempt to collect. We are now accepting payments on line @ https://carsoncitynv.devnetwedge.com/

RESOLUTION NO. 2023-R-_____

A RESOLUTION DETERMINING THAT THE SALE OF CARSON CITY ("CITY") PROPERTY LOCATED BETWEEN TWO PROPERTIES AT 816 W. FIFTH STREET AND 807 W. FOURTH STREET, APN 003-133-39, CONSISTING OF A LANDLOCKED PARCEL APPROXIMATELY 3-FEET WIDE BY 88.25-FEET IN LENGTH ("PROPERTY"), IS IN THE BEST INTEREST OF THE CITY AND ITS SIZE IS TOO SMALL TO ESTABLISH AN ECONOMICALLY VIABLE USE BY ANYONE OTHER THAN A PERSON WHO OWNS REAL PROPERTY ADJACENT TO IT AND THAT SAID SALE SHALL BE PURSUANT TO NRS 244.281(1)(E).

WHEREAS, the City owns the Property which was acquired after the issuance and recording of a Tax Receiver's Tax Deed in Trust, Document No. 521206, by the Carson City Treasurer on June 7, 2021, pursuant to NRS 361.570 after the owner of record failed to pay the outstanding real property taxes, fees and penalties during the two-year redemption period; and

WHEREAS, the Property consists of a landlocked parcel located in the fenced back yard of Dr. Susan Pintar and Sheldon Kop, the current owners of 816 W. Fifth Street; and

WHEREAS, the City incurred no costs for the acquisition of the subject property; and

WHEREAS, the Property is so small as to not be of any economically viable use to anyone other than the owners of 816 W. Fifth Street; and

WHEREAS, NRS 244.281(1)(e) provides that the Board of Supervisors may sell real property owned by the City to an adjacent property owner without complying with the provisions of NRS 244.282 or 244.283 if the person purchasing the property is an adjacent property owner and that the parcel, as a result of its size, is too small to establish any economically viable use by anyone other than adjacent owner and the Board determines by resolution that the sale is in the best interest of the City; and

NOW, THEREFORE, the Board of Supervisors hereby resolves that:

(1) The sale of the Property located between 816 W. Fifth Street and 807 W. Fourth Street, APN 003-133-39, consisting of a parcel approximately 3-feet wide by 88.25-feet in length, is in the best interest of the City;

(2) As a result of its size, the Property is too small to establish an economically viable use by anyone other than a person who owns real property adjacent to it;

(3) Said sale shall be to Mr. Sheldon Kop and Dr. Susan Pintar for no less than $1,606.25. This amount consists of the $74.16 currently owed in delinquent property taxes for Parcel A and for the $1,532.09 in fees charged by consultant Patrick Wilkes;

(4) The Carson City Treasurer is authorized to execute a deed and deliver it to Mr. Sheldon Kop and Dr. Susan Pintar;

(5) Mr. Kop and Dr. Pintar be advised to complete the lot line deletion process through the Carson City Planning Department so that APN's 003-133-39 (Parcel A) and 003-133-13 (Parcel B) are described as one parcel moving forward so that once recorded, the Carson City Assessor's Office can combine these two parcels and create one consolidated parcel.

Upon motion by Supervisor _____, seconded by Supervisor _____, the foregoing Resolution was passed and adopted this _____ day of _____ 2023 by the following vote:

VOTE: AYES: _____
_____
_____
_____
_____

NAYS: _____
_____
_____

ABSENT: _____

ABSTAIN: _____

_____
Lori Bagwell, Mayor

ATTEST

_____
William Scott Hoen, Clerk
Carson City, Nevada

Patrick Wilkes

Consulting Services

1343 Victoria Drive
PO Box 6442
Gardnerville, NV 89460
(775) 560-9453 mobile

REC'D BY: _____ DATE: _____
Vendor # 3907 Group # _____
Check Date 5-26-23
Acct #s 1013012-500309
Mgr _____ Date: _____
Approved for Payment



Invoice

DATE: May 11, 2023
TO: **Robert C. Nellis, MBA, CPM | Real Property Manager**
Public Works Department | Carson City
3505 Butti Way, Carson City, NV 89701
(775) 283-7714
VIA EMAIL TO: **rnellis@carson.org**

For: Report on Findings, dated May 1, 2023 APNs: 003-133-13 and 003-133-39 et al; Research of records; inspection of lands, and issuance of **Report on Findings, dated May 1, 2023**

Contracted services at adjusted agreed rate	$ 1,500.00
Photocopy fees N/A	$ 0.00
Mileage 49 miles @ $0.65.5/mi [Courthouse and inspection 4/27/2023)	$ 32.09
Total	**$1,532.09**

PLEASE REMIT TO:
Patrick Wilkes Consulting Services, P.O. Box 6442, Gardnerville, NV 89460

Thank You!

Agenda Item No: 14.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Sean Slamon, Fire Chief and Kevin Nyberg, Battalion Chief

Agenda Title: For Possible Action: Discussion and possible action regarding the proposed adoption of an updated Carson City Community Wildfire Protection Plan ("CWPP"). (Kevin Nyberg, KNyberg@carson.org)

Staff Summary: The CWPP is a comprehensive plan developed by members of the Carson City Fire Department ("CCFD") and state and federal agencies with expertise in the fields of fire management and suppression and geographic information systems ("GIS"). Carson City's existing CWPP was created in 2009. The updated CWPP being presented to the Board of Supervisors ("Board") provides a detailed analysis of wildfire risks and hazards in and around Carson City's Wildland Urban Interface ("WUI").

Agenda Action: Formal Action / Motion **Time Requested:** 15 minutes

---

Proposed Motion
I move to adopt the updated Carson City Community Wildfire Protection Plan.

Board's Strategic Goal
Safety

Previous Action
August 20, 2009 (Item 19) – The Board approved the City's existing CWPP.

Background/Issues & Analysis
Congress passed the Healthy Forest Restoration Act of 2003 to incentivize communities to address local wildfire issues and threats, such as fuel hazard conditions and mitigation actions, and to identify fuel reduction treatment responsibilities and priorities. The updated CWPP facilitates efforts to support and direct wildland fuel mitigation projects and to align division efforts with current wildfire threats to Carson City. An updated CWPP is a requirement to apply for certain federal and state funding.

Carson City's existing CWPP was completed in July 2009, and it was subsequently approved by CCFD, the Board and the Nevada State Forester. The 2009 CWPP was developed to assist in identifying hazards and risks in the WUI areas throughout thirteen neighborhoods in Carson City, including a fuel hazard assessment within the WUI. The thirteen neighborhoods were identified as having direct exposure to dense vegetation and a high risk of potential wildland fires. The 2009 CWPP also compared the current conditions and the conditions observed during a 2004 assessment.

The 2023 CWPP was developed using analysis from, and data collected and reported into, the Natural Resources and Fire Information Community Assessment Tool ("Assessment Tool"). The Nevada Division of Forestry and CCFD conducted 71 inspections in the Spring 2023 of all communities in Carson City. The community inspections resulted in an inventory of various infrastructure design aspects (roads, signage and utility infrastructure), defense space conditions, construction materials, fuels types and hazards. That inventory was documented and recorded into the Assessment Tool. The Assessment Tool then utilized all data to determine a total assessment rating and provide a detailed analysis of community wildfire hazards. This information was used by the CWPP development team to update CWPP recommendations for reducing fuel hazards in Carson City's WUI on public and private property.

The 2023 CWPP provides a roadmap for planning future hazardous fuel mitigation project areas within high-risk communities, identifies future actions needed to engage the community and makes recommendations for improving fuel mitigation infrastructure.

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact: There is no fiscal impact tied to the approval of the CWPP. To implement parts of the CWPP in the future, CCFD intends to use the revised CWPP to seek funding opportunities via state and federal grants. Any potential future financial impacts as they may arise will be brought to the Board and will be tied to grant opportunities.

Alternatives
Do not approve the updated CWPP and/or provide alternative direction to staff.

Attachments:
CC_CWPP_August_2023 DA 09.13.23.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

Carson City Community Wildfire Protection Plan

August 2023

INTRODUCTION

Carson City is in a region bordered on the west by the Carson Range. The region has a variety of vegetation ranging from timber to heavy sage brush. In the relatively dry region of east and southeast Carson City, the vegetation is grass and sagebrush that is highly flammable during the dry season. With this type of vegetation, Carson City is considered "at risk." It has a higher wildfire risk to homes than 85.6 % of counties in the nation.

Source: Wildfire Risk to Communities updated November 25, 2020

With this type of risk, Carson City is eligible to apply for Community Wildfire Defense Grants. Carson City is considered an underserved county and is eligible to apply for cost-share waivers. It is identified as "disadvantaged" in the Climate and Economic Justice Screening Tool.

Source: Council on Environmental Quality, 2022, Climate and Economic Justice Screening Tool

Human life and welfare are values at risk to wildfire because of the buildup of hazardous fuels around communities and structures, poor emergency vehicle ingress and egress, major transportation routes and traffic flow, a large area to cover with the fire authorities, and fire suppression authorities. Economic values at risk include businesses, farmland, ranchland, grazing land, hunting and other recreational land, historic and cultural sites, and critical infrastructure.

The Healthy Forests Restoration Act (HFRA) of 2003 provides the impetus for wildfire risk assessment and planning at the county and community level. HFRA refers to this level of planning as a Community Wildfire Protection Plan (CWPP). The CWPP allows a community to evaluate its current situation with regards to wildfire risk and devise ways to reduce risk for protection of human welfare and other important economic or ecological values. The CWPP may address issues such as community wildfire risk, structure flammability, hazardous fuels mitigation, non-fuels mitigation, community preparedness, and emergency procedures.

The Project Team provided the collection of information used for the development of this CWPP. The specific goals of this CWPP and the Community Risk/Hazard Assessments are to:

- Assess the wildfire hazards present in each community on the Federal Register list of communities at risk in Nevada.
- Conduct fuel hazard mapping for high fuel hazard communities.
- Describe proposed risk and hazard mitigation projects in enough detail to aid communities in applying for future implementation funds.
- Distribute assessment results and proposed mitigation project descriptions in a format that is easy to update and useful for public meetings and other public education activities.
- Use the risk assessment results to identify priorities and recommendations.

SIGNATURES OF APPROVAL

In accordance with the Healthy Forests Restoration Act of 2003, the following entities mutually agree with and approve the contents of the Carson City Community Wildfire Protection Plan (CWPP) 2023 update. The Carson City CWPP:

- Was collaboratively developed with representatives from local, state, and federal government,
- Identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatments that will protect at-risk communities and essential infrastructure, and
- Recommends measures that homeowners and communities can take to reduce the ignitability of structures.

Lori Bagwell, Mayor, Board of Supervisors Date

Sean Slamon, Fire Chief and Emergency Manager, Carson City Fire Department Date

Kacey KC, State Forester, Nevada Division of Forestry Date

Jon Bakkedahl, Deputy Emergency Manager, Carson City Fire Department Date

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PARTNER AGENCIES AND COLLABORATION

The Project Team updating the Carson City Community Wildfire Protection Plan (CWPP) included a strong cadre of fire management agencies with a long history of cooperation and partnerships in wildfire suppression and prevention. The team was composed of experts in the fields of fire behavior and suppression, geographic information systems (GIS), and natural resource ecology, including the Carson City Fire Department (CCFD), US Forest Service, and Nevada Division of Forestry (NDF). The partner fire agencies in the plan area work cooperatively to provide the most successful response to wildland fire and hazardous fuels reduction. This includes sharing of resources, combined interagency dispatch centers, the utilization of closest forces regardless of jurisdiction, and providing training to all Nevada fire suppression forces.

The CCFD contracted a local consulting firm to update the 2009 Carson City CWPP, including the fire risk assessment in the wildland-urban interface (WUI). During the update process, along with specialists from NDF, the consulting firm collaborated with the Bureau of Land Management (BLM), the US Forest Service (USFS), CCFD, Carson City Building Department, and Carson City Public Works/Geographic Information Systems. This group developed the recommendations brought forward in this CWPP. In addition to specific recommendations that address conditions in each location, this CWPP includes city-wide recommendations to address conditions and needs common to all areas.

Continued public involvement is essential to accomplish the recommendations described in this CWPP and meet the objectives:

- Support and expand the concept of Fire Adapted Communities through the Firewise USA Program.
- Engage all stakeholders in preparing to withstand wildfire without loss of life or property.
- Improve firefighter safety and suppression effectiveness.
- Provide continuing education for homeowners on defensible/survivable space strategies.

Numerous agencies and individuals were involved in the planning and implementation of this effort:

- Nevada Division of Forestry (NDF),
- Bureau of Land Management (BLM),
- US Forest Service (USFS), and
- Carson City Fire Department, Building Department, and Public Works/Geographic Information Systems.

1.0 COMMUNITIES ASSESSED

The Carson City Community Wildfire Protection Plan (CWPP) is a follow-up to the Community Risk Hazard Assessment/Community Wildfire Protection Plan prepared for Carson City in 2009. Inventory and analyses methodology from the 2009 assessment were repeated in 2023 to allow for comparisons.

The Carson City Fire Department conducted inspections of all communities in Carson City to determine the total assessed rating and to provide a detailed analyses of community wildfire hazards; this enabled the Project Team to update recommendations for reducing fuel hazards on public and private property and in surrounding wildland-urban interface (WUI). The total assessed rating is derived by evaluating the suppression rating, the surrounding environment rating, and the structures rating of the community. The suppression rating evaluates features such as ingress and egress, water supply, and geographic features. The surrounding environment assessment includes evaluating vegetation, defensible space, and topography. The structures rating evaluates roofing materials, debris in gutters and siding. Each produces a rating of low, moderate, high, or extreme depending on the scoring of the three elements. Then the community is given an overall score.

Locations in Carson City included in this assessment fall into four quadrants:

- *Appendix A* contains reports for 26 northwest Carson City locations.
- *Appendix B* contains reports for 15 northeast Carson City locations.
- *Appendix C* contains reports for 7 southwest Carson City locations.
- *Appendix D* contains reports for 23 southeast Carson City locations.

Section 5.0 Community Specific Reports contains tables summarizing the results of the assessments. Following are the 25 high-priority sites with their risk assessment scores:

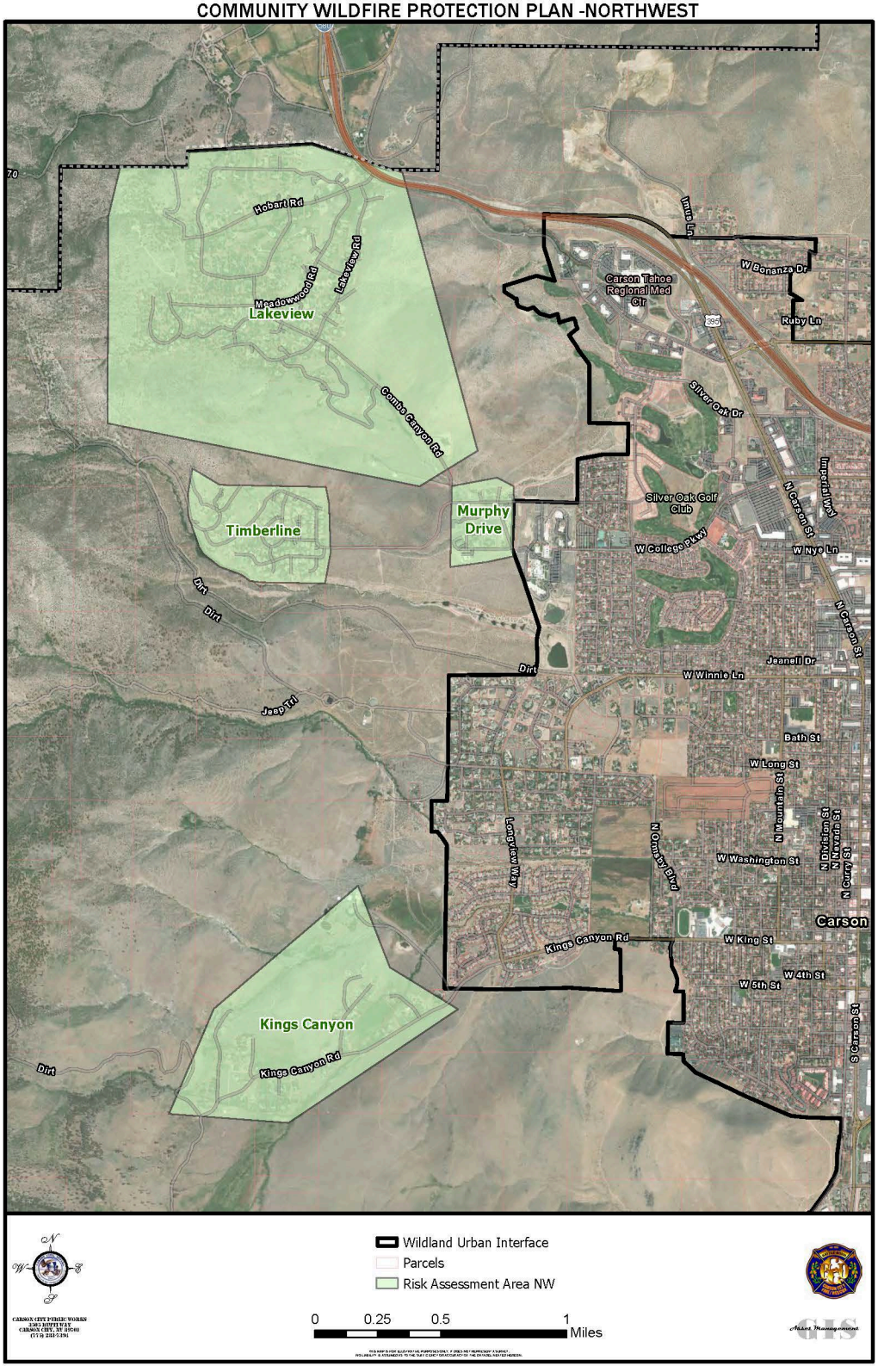
1. Clear Creek – Southwest 181
2. Timberline – Northwest 153
3. Mexican Dam West – Southeast 152
4. Mexican Dam – Southeast 147
5. Lakeview – Northwest 145
6. Kings Canyon West – Northwest 144
7. Brunswick Canyon – Southeast 143
8. Dry Lake – Southwest 143
9. Murphy Drive – Northwest 132
10. Flint Drive – Southeast 123
11. East Goni – Northeast 120
12. South Deer Run – Southeast 120
13. West Goni – Northeast 119
14. South Snyder – Southeast 119
15. Bonanza – Northeast 115

16. Landfill – Southeast 115
17. Voltaire – Southwest 114
18. East Damon – Southeast 110
19. Cinderlite – Northeast 107
20. Vicky Lane – Southeast 106
21. South Edmonds – Southeast 104
22. East 5th Street – Southeast 102
23. North Curry Street – Southwest 102
24. Lone Mountain – Northeast 99
25. Carson Colony – Southwest 98

Sections 1.1 through 1.4 contain maps showing the locations of the high-priority sites in each of the four quadrants.

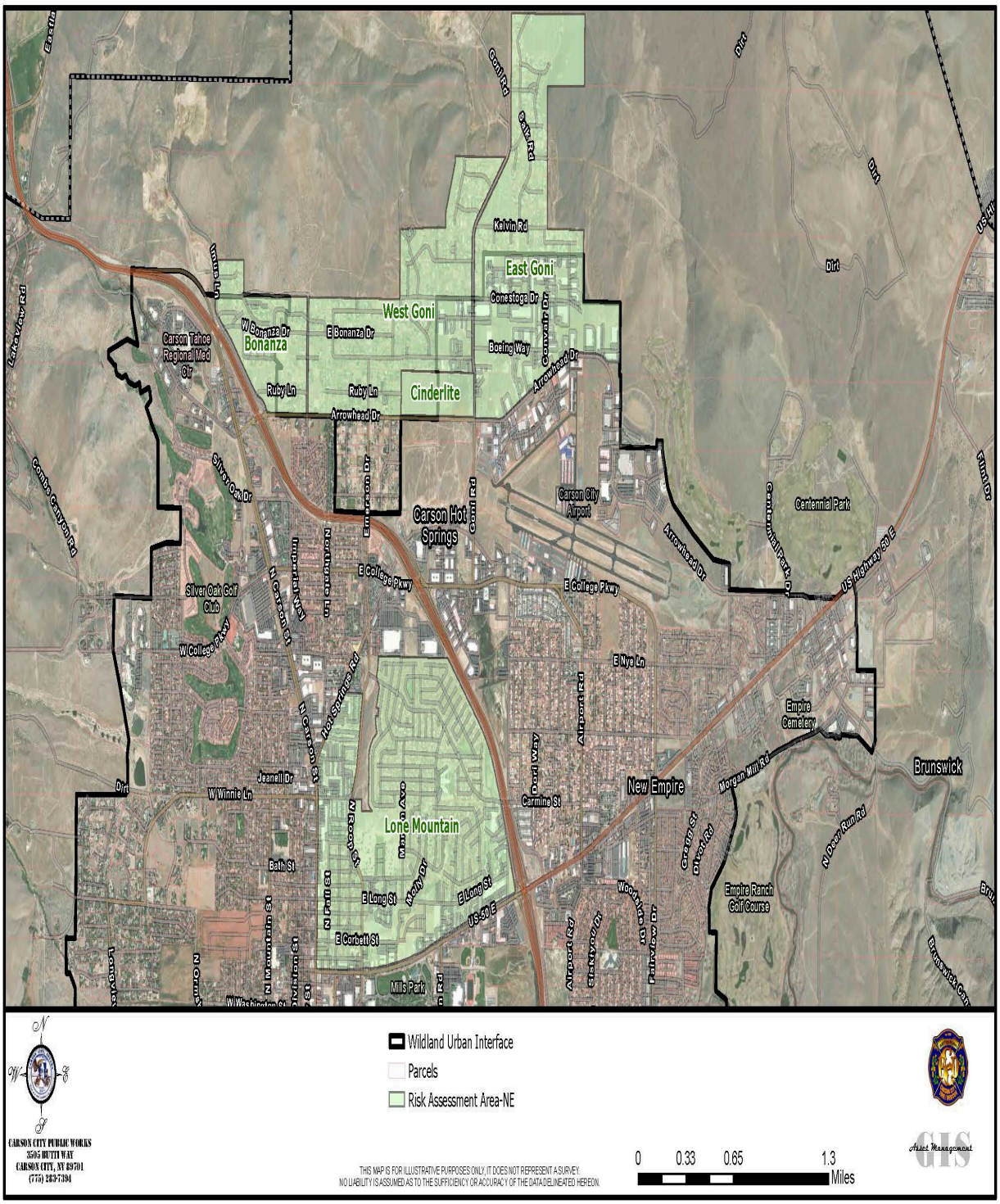
3.3 NORTHWEST QUADRANT

COMMUNITY WILDFIRE PROTECTION PLAN -NORTHWEST

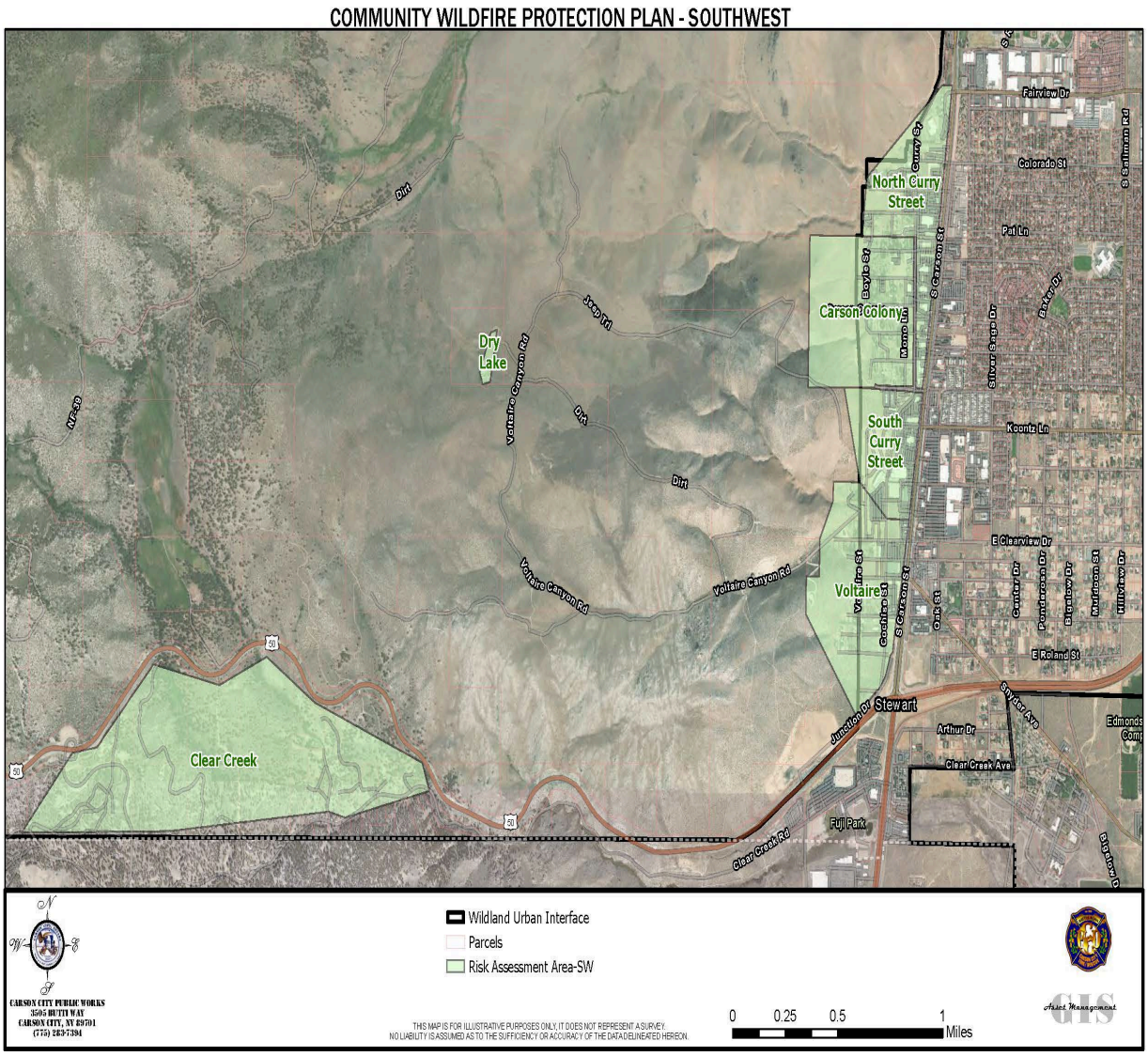


1.2 NORTHEAST QUADRANT

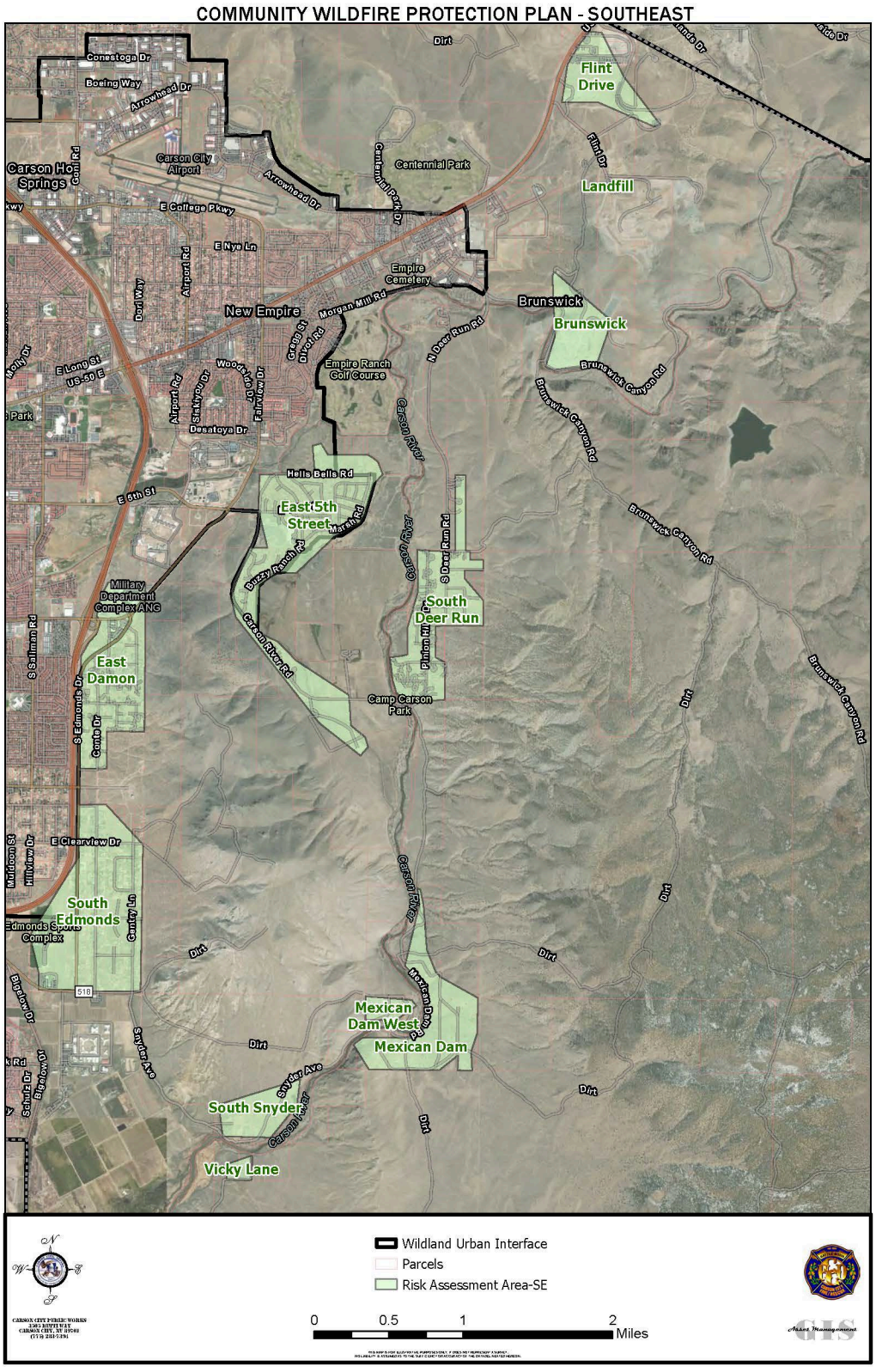
COMMUNITY WILDFIRE PROTECTION PLAN - NORTHEAST



1.3 SOUTHWEST QUADRANT



1.4 SOUTHEAST QUADRANT



2.0 METHODOLOGY

2.1 BASE MAP DATA COLLECTION

The Project Team compiled and reviewed existing statewide geospatial data to create field maps for recording baseline data and data verification. Data sources for the maps were the Nevada Division of Forestry and the Bureau of Land Management. Datasets and sources utilized included:

- Land ownership,
- Vegetation classes,
- Fuel types,
- Fire history,
- Rangeland fire protection associations,
- Green strip projects,
- Community sites, and
- Drought maps.

2.2 COMMUNITY RISK/HAZARD ASSESSMENT

The wildland-urban interface (WUI) is the place where homes and wildland meet. This project focuses on identifying risks and hazards in the WUI areas in Carson City by assessing each community individually. Site-specific information for each community was collected during field visits conducted between March and June 2023. The predominant conditions recorded during these site visits provided the basis for the Community Risk and Hazard Assessment ratings found in *Appendices A, B, C, and D Community Wildfire Risk Assessments*.

To arrive at a score for the community, five primary factors that affect potential fire hazard were assessed:

1. Community design,
2. Construction materials,
3. Defensible space,
4. Fire suppression capabilities, and
5. Physical conditions that affect fire behavior, such as fuel loading and topography.

Following is a description of each of these factors and their relative importance in developing the overall score for the community. Individual community score sheets presenting the point values assigned to each element in the hazard assessment are provided in each community assessment.

Community Design

Many aspects of community design can be modified to make a community more fire safe. Factors considered include:

- **Interface Condition:** Community safety is affected by the density and distribution of structures with respect to the surrounding wildland environment. Four interface condition classes are used to categorize the wildland-urban interface.
- **Access:** Design aspects of roadways influence the hazard rating assigned to a community. A road gradient of greater than five percent can increase response times for heavy vehicles carrying water. Roads less than 20 feet in width often impede two-way movement of vehicles and fire suppression equipment. Hairpin turns and cul-de-sacs with radii of less than 45 feet can cause problems for equipment mobility. Adequately designed secondary access routes and loop roads in a community can lower a hazard rating. Visible, fire-resistant street and address identification and adequate driveway widths also reduce the overall community wildfire hazard rating.
- **Utilities:** Poorly maintained overhead power lines are a potential ignition source for wildfires. It is important to keep power line corridors clear of flammable vegetation, especially around power poles and beneath transformers. Keeping flammable vegetation cleared from beneath power lines and around power poles reduces potential hazards from damaged power lines. Power failures are especially dangerous to a community without a back-up energy source. Many communities rely on electric pumps to provide water to residents and firefighters for structure protection and fire suppression.

Construction Materials

While it is not feasible to expect all structures in the wildland-urban interface area to be rebuilt with non-combustible materials, there are steps that can be taken to address specific elements that strongly affect structure ignitability in the interface area. Factors considered in the assessment include:

- **Structure Building Materials:** The composition of building materials determines the length of time a structure could withstand high temperatures before ignition occurs. Houses composed of wood siding and wood shake roofing are usually the most susceptible to ignition. Houses built with stucco exteriors and tile, metal, or composition roofing can withstand much higher temperatures and longer heat durations, thereby presenting a much lower ignition risk from firebrands or the proximity to advancing flames when defensible space conditions are adequate.
- **Architectural Features:** Unenclosed or unscreened balconies, decks, porches, eaves, or attic vents on homes can create drafty areas where firebrands and embers can accumulate, smolder, and ignite, rapidly spreading fire to the house. A high number of houses within a

wildland-urban interface area with these features imply a greater hazard to the community.

Defensible Space

The density and type of fuel around a home determines the potential fire exposure and the potential for damage to the home. A greater volume of trees, shrubs, dry weeds and grass, woodpiles, and other combustible materials near the home will ignite more readily, produce more intense heat during a fire, and increase the threat of losing the home. Defensible space is one of the factors that homeowners can most easily manipulate to improve the chances that a home or other property avoids damage or complete loss from a wildfire.

Fire Suppression Capabilities

Knowledge of the capabilities or limitations of the fire suppression resources in a community can help the residents take action to maximize the resources available. Factors considered in the assessment include:

- **Availability, Quantity, and Training Level of Firefighting Personnel:** When a fire begins in or near a community, having the appropriate firefighting personnel available to respond quickly is critical to saving structures. Whether there is a local paid fire department, volunteer department, or no local fire department impacts how long it takes for firefighters to respond to a reported wildland fire or a threatened community.
- **Quantity and Type of Fire Suppression Equipment**: The quantity and type of available fire suppression equipment has an important role in minimizing the effect of a wildfire on a community. Wildland firefighting requires specialized equipment.
- **Water Resources**: The availability of water resources is critical to fighting a wildland fire. Whether there is a community water system with adequate flow capabilities or whether firefighters must rely on local ponds or other drafting sites affects how difficult it will be for firefighters to protect the community. Additionally, communities served by water systems that are dependent upon electricity for operation may be left defenseless in a power outage if backup power generation is not in place.

Physical Conditions

Physical conditions include slope, aspect, topography, fuel type, and fuel density. Except for changes to the fuel composition, the physical conditions in and around a community cannot be altered to make the community more fire safe. Therefore, an understanding of how these physical conditions can influence the behavior of a fire is essential to planning effective preparedness activities such as fuel reduction treatments. Physical conditions considered in the assessment include:

- **Slope, Aspect, and Topography:** In addition to local weather conditions, slope, aspect, and topographic features are also used to predict fire behavior. Steep slopes greatly influence fire behavior. Fire usually burns upslope with greater speed and longer flame lengths than on flat areas. Fire usually burns downhill at a slower rate and with shorter flame lengths than in upslope burns. West and south facing aspects are subject to more intense solar exposure, which preheats vegetation and lowers the moisture content of fuels. Canyons, ravines, and saddles are topographical features that are prone to higher wind speeds than adjacent areas. Fires pushed by winds grow at an accelerated rate compared to fires burning in non-windy conditions. Homes built mid-slope, at the crest of slopes, or in saddles are most at risk due to wind-prone topography in the event of a wildfire.
- **Fuel Type and Density:** Vegetation type, fuel moisture values, and fuel density around continuous vegetative fuels carry a higher hazard rating than communities situated in areas of irrigated, sparse, or non-continuous fuels. Several consecutive years of above normal precipitation will result in excessive cheatgrass growth and ground litter, ranging as high as two-to-four tons per acre. In Carson City, where a large percentage of BLM-administered lands have converted to cheatgrass following wildfires, these conditions, in combination with steep slopes or high winds, can create a situation in which the worst-case fire severity scenario can occur. Photographs of representative fuel types in the interface area in Carson City County are provided in *Appendices A, B, C, and D*.

2.3 FUEL HAZARD MAPPING

Wildfire history and ignition history data were used to formulate risk ratings and to develop recommendations specific to areas that have been repeatedly impacted by wildland fires. Observations made from the Project Team and comments from Carson City Fire Department staff were also used to develop recommendations in areas without recent wildfire activity where a significant buildup of fuels or expansion of urban development into the interface area represents a growing risk.

The Bureau of Land Management Nevada initially generated fuel hazard maps. A total of 65 vegetation types were mapped statewide and reclassified into four wildfire hazard categories (low, moderate, high, and extreme) based on the anticipated fire behavior for each vegetation cover type.

The Project Team visited high and extreme hazard communities and verified the BLM fuel hazard information by comparing the hazard ratings on the existing fuel hazard map to vegetation, slope, and aspect conditions directly observed in the field. Where necessary, changes to the ratings were drawn on the maps and used to update the wildfire hazard potential layer of the project database.

Interviews with Fire Personnel: The Project Team interviewed local fire department personnel and local fire management officers to obtain information on wildfire training, emergency response time, personnel and equipment capability and availability, evacuation plans, pre-attack plans, and estimates of possible worst-case scenarios. Local fire personnel reviewed maps showing the history of wildfires and provided local information.

Recommendation Development: There are a wide variety of treatments and alternative measures to reduce ignition risks, mitigate fire hazards, and promote fire safe communities. Proposed recommendations typically include physical removal or reduction of flammable vegetation, increased community awareness of the risk of fires and how to reduce those risks, and coordination among fire suppression agencies to optimize efforts and use of resources.

2.4 DROUGHT HAZARD MAPPING

The State Climate Office created the Nevada Drought Update to provide a statewide drought summary. Updates to this report occur monthly during widespread extreme or exceptional drought in Nevada. Data used to create drought hazard maps is at the US Drought Monitor along with more maps and visualization tools. Updates to the map take place every Thursday to present the most up-to-date information.

For more information, see the US Drought Monitor website at https://www.drought.gov/data-maps-tools/us-drought-monitor and see the Living with Drought website at https://livingwithdrought.com/

3.0 DESCRIPTION OF CARSON CITY

3.1 DEMOGRAPHICS, LOCATION, TOPOGRAPHY, AND CLIMATE

Carson City is approximately 30 miles south of Reno, Nevada, and has an estimated population of 59,000 (2021). It is on the western side of the state and shares borders with Washoe County on the north, Douglas County on the south, and Lyon County on the east. Carson City is roughly 100,600 acres in size. Most of Carson City's metropolitan area is in the valley (Eagle Valley) and surrounded by several mountain ranges.

The Carson River runs from the southern end to the eastern end of the city, flowing in a northeast to east direction toward Lyon County and Lahontan Reservoir. The region is classified as High Desert with an average annual precipitation of 11 inches. The largest mountain range is the Carson Range located immediately to the west of Carson City. Creosote bushes are the main native vegetation, and the mountains are mostly timber vegetation.

3.2 WILDFIRE PROTECTIONS RESOURCES

The following table lists Carson City Fire Department wildfire resources and equipment available for response to a wildland-urban interface fire.

Type of Equipment	Amount	Cooperating Partner (Resource Location)
Type 3/5 Engines	4	Carson City Fire Department
Type 1 Engines	3	
Water Tenders (Includes Public Works)	3	
Chief Officers	7	
Rescue Ambulances	5	

The following table lists Carson City Consolidated Municipality wildfire resources, cooperating partners, and equipment to dispatch for first response to a wildland-urban interface fire on a high hazard day.

Type of Equipment	Amount	Cooperating Partner (Resource Location)
Type III or IV Engine	17	Sierra Front Interagency Dispatch Minden Closest available resources from the following agencies: • Sierra Forest First Protection District (NDF) • BLM • USFS
Battalion Chief/Duty Officer	11	
Water Tender	1	
Dozer	0	
Hand Crew	4	
Single Engine Air Tanker (SEAT)	4	
Air Attack	1	
Helicopter	3	

Source: Watson Quiroz, Michael – FS, NV Michael.WatsonQuiroz@usda.gov

3.3 WILDFIRE HISTORY

Significant wildland fires have occurred in and around Carson City. The database *Firehouse* reports that since 2009, Carson City Fire Department has responded to 538 wildland fires. Ignition risks for wildfires fall into three categories: lightning, human-caused, and undetermined. Since the last Carson Wildland Protection Plan (CWPP) update in 2009, there have been a total of 2,735 fires.

Fires located within Carson City Jurisdiction

Number of Fires	Cause	Percentage
1,130	Human	41
1,394	Lightning	51
211	Undetermined	8

Source: BLM Nevada Fire History provided by NDF

Ignition Risk Factors: Wildfire ignition risks fall into two categories: natural and human caused. Human caused ignitions can come from a variety of sources such as burning material thrown out of vehicle windows or ignited during auto accidents, off-road vehicles, railroads, arcing power lines, agricultural fires, unattended campfires, debris burning in piles or burn barrels, target shooting, and fireworks.

Fire Ecology: The science of fire ecology is the study of how fire contributes to plant community structure and species composition. A “fire regime” is defined in terms of the average

number of years between fires under natural conditions (fire frequency), and the amount of dominant vegetation replacement (fire severity). Natural fire regimes have been affected throughout most of Nevada by twentieth century fire suppression policies.

Large areas that formerly burned with high frequency, but low intensity (fires more amenable to control and suppression) are now characterized by large accumulations of unburned fuels, which once ignited, will burn at higher intensities. Big sagebrush is the most common plant community in Nevada with an altered fire regime, now characterized by infrequent, high-intensity fires. Sagebrush requires 10-to-20 or more years to reestablish on burned areas. During the interim, these areas can provide the conditions for establishment and spread of invasive species and in some cases inhibit sagebrush reestablishment. The most common invasive species that reoccupies burned areas in Nevada is cheatgrass.

3.4 NATURAL RESOURCES AND CRITICAL FEATURES POTENTIALLY AT RISK

Critical features at risk of loss during a wildfire consist of economic assets such as agricultural and industrial resources or cultural features, such as historic structures, archaeological sites, and recreation-based resources.

Historical Registers: The effects of fire on cultural and historical resources depend upon site-specific factors such as fuels, terrain, and cultural or historical buildings or resources present. The Lakeview House, U.S. 395 South of East Lake Blvd. is in the wildland-urban interface and will be negatively affected by wildfire. There are 20 sites in Carson City listed on the Nevada State Register of Historic Places (list updated 12-21-22).

1. Brougher Mansion, 204 West Spear Street
2. Carson Brewing Company
3. Carson City Post Office, 401 North Carson Street
4. Carson Hot Springs, 1500 Hot Springs Road
5. Colcord, Gov. Roswell K. House, 700 West Telegraph Street
6. Foreman-Roberts House, 1217 North Carson Street
7. Governor's Mansion, 606 Mountain Street
8. **Lakeview House, U.S. 395 South of East Lake Blvd.**
9. McKeen Motor Car #70, Nevada State Railroad Museum
10. Lew M. Meder House, 308 North Nevada Street
11. Nevada State Capitol, 101 North Carson Street
12. Nevada State Printing Office, 1010 South Fall Street
13. Nye, Gov. James W., Mansion, 108 North Minnesota Street
14. Ormsby-Rosser House, 304 South Minnesota Street
15. Rinckel Mansion, 102 North Curry Street

16. Saint Charles-Muller's Hotel, 302-304-310 South Carson Street
17. Sears-Ferris House, 311 West Third Street
18. US Mint at Carson City, 600 North Carson Street
19. V & T Combination Car #21, 2180 South Carson Street
20. V & T Loco (The Dayton & The Inyo), NE corner of Colorado and Carson Streets

Natural Resources and Recreation: Carson City offers a wide range of outdoor recreation opportunities that depend on healthy rangelands and environments. Camping, fishing, touring, hiking, mountain biking, and wildlife viewing are some of the outdoor activities that contribute to the local economy.

Sensitive Plants: While rare plants often inhabit patches of unique habitat types within the larger landscape, in Carson City County, several rare species are associated with mid-elevation pine woodlands (e.g. Washoe tall rockcress, Carson Range buckbrush) and low elevation, rocky, sandy (often granitic) habitats in sagebrush and pinyon-juniper zones (e.g. Carson Valley monkeyflower, Nevada suncup, sagebrush pygmy leaf, etc.) that may not stand out as unique to a resident of this area at first glance. Some are annuals and may not be visible at all times of year. Therefore, consideration of Nevada Division of Natural Heritage (NDNH) data and completion of appropriately timed biological surveys prior to approving ground disturbance, especially in previously undisturbed areas, is crucial to preserving local biodiversity. Habitat that appears common may contain biological treasures.

The 14 known at-risk species currently known in Carson City are subject to change based on new information; therefore, it is recommended that the wildfire management plan considers proactive habitat protection and management measures for any species considered At-Risk by NDNH and that they periodically consult the Carson City - NDNH Track List available on their website under the Explore Species Tool à Species List Search.

At Risk Plant Species in Carson City include:

1. Margaret's Rushy milkvetch,
2. Lavin eggvetch,
3. Washoe tall Rockcress,
4. Carson Range buckbrush,
5. Steamboat monkeyflower,
6. Carson Range draba,
7. Nevada suncup,
8. Slide Mountain buckwheat,
9. Starcup,
10. Sagebrush pygmy leaf,
11. Shevock bristle moss,

12. Whitebark pine,
13. Tahoe Yellow Cress, and
14. Carson Valley monkeyflower.

Source: Nevada Division of Natural Heritage (NDNH)

Sensitive Species: Carson City is home to many species with critical habitats managed by various Federal, State, and local agencies.

Mammals:

- North American Wolverine
- Sierra Nevada Red Fox

Birds:

- California Spotted Owl
- Greater Sage-grouse
- Yellow-billed Cuckoo

Migratory birds:

- American White Pelican
- Bald Eagle
- Black Tern
- California Gull
- Cassin's Finch
- Clark's Grebe
- Evening Grosbeak
- Franklin's Gull
- Golden Eagle
- Lesser Yellow
- Lewis's Woodpecker
- Long-eared Owl
- Marbled Godwit
- Olive-sided Flycatcher
- Pinyon Jay
- Rufous Hummingbirds
- Sage Thrasher
- Western Grebe
- Willet

Amphibians:

- Sierra Nevada Yellow-legged Frog

Fishes:

- Cui-ui
- Lahontan Cutthroat

Insects:

- Carson Wandering Skipper
- Monarch Butterfly

3.5 FIRE HAZARD REDUCTION PROJECTS

Multi-Agency Collaborative Fuel Reduction Treatments

The Carson City Fire Department Wildland Fuels Management Program/Wildland Crews collaborate with the Nevada Division of Forestry (NDF), the BLM Sierra Front Field Office, local fire protection districts, and county fire departments to install and maintain fuel reduction treatments and fuel breaks around Carson City. Primary treatments include hand thinning and mastication along county boundaries on city, private, and federal lands.

The Sheep Program is another multiagency collaborative fuel reduction project started in 2006 following the Waterfall Fire of 2004 which burned the west side of Carson City as well as several homes and structures. To mitigate the flush of fine fuels and invasive annuals such as cheatgrass that grows following a fire, Carson City worked with the US Forest Service, University of Nevada Reno Cooperative Extension, Nevada Division of State Lands, and some private landowners to identify a contiguous project area at the wildland-urban interface (WUI). Recently, the Washoe Tribe of Nevada and California also joined the project for inclusion of tribal lands.

Altogether, the Sheep Program project area spans approximately 2,000 acres, covering the west side of Carson City from Voltaire Canyon to the south and behind the Carson Tahoe Medical Center to the north. Each year, approximately 900 to 1,500 sheep graze the project area from early April to the end of May, grazing on cheatgrass, invasive annuals, and nuisance weeds as well as perennial grasses. The goal of the program is to reduce fuel on the landscape to reduce the risk of catastrophic wildfire at the WUI and give first responders more time to respond to an emergency. The sheep reduce an estimated 137 to 228 tons of fuel from the landscape! (Sheep eat up to five pounds of food per day).

Southern Nevada Public Land Management Act (SNPLMA) of 1998 (Public Law 105 - 263)

The BLM Hazardous Fuels Program Projects reduce hazardous fuels on public lands. SNPLMA funds these fuels management programs to help protect valuable natural resources and create a safer environment for the public and wildland firefighters in a wildfire. As part of SNPLMA 2018, CCFD was awarded $2,036,493 to implement a Hazardous Fuels Reduction program. CCFD and its residents have learned about the importance of defensible space, methods to

achieve and maintain defensible space, and how to organize and motivate other residents and neighbors to reduce fuels around their homes.

Hazardous Fuels Collection: CCFD collected an estimated 1,000 tons of biomass over six years from the Defense Zone in the wildland-urban interface in Carson City. Funds were used to deliver, pick-up, and dump collection bins used by homeowners to create defensible and survivable space. By reducing the amount of fuel within the communities, ignition sources were reduced, lowering fire intensities and flame lengths while fostering a healthy and resilient ecosystem.

Hazardous Fuels Reduction: CCFD targets to treat 850 acres per project period in the wildland-urban interface surrounding Carson City to reduce hazardous fuels and to protect communities vulnerable to catastrophic loss in a wildfire. Tri-County Fuels Reduction treated 1,900 acres of hazardous fuels within Carson City, Douglas County, and Washoe County to reduce the risk of catastrophic wildfire and move toward a natural fire regime. CCFD has implemented free defensible space inspections and uses a fuels collection (trailer/dumpster) program. The department intends to continue this program through April 2028.

NV Energy Project

In Fall 2019, NV Energy began working with the State of Nevada and local government fire agencies to develop a program to reduce the risk of fires related to NV Energy's electrical infrastructure, such as removal of vegetation around power poles and within their easements as required by NRS 474.580 and the 2018 International Wildland Urban Interface Code. The result is a long-term plan to identify areas of highest fire risk and prioritize elimination of fire hazards in those areas.

In October 2020, NDF awarded CCFD funds for 2.5 years to conduct vegetation management of ground fuels, clearing approximately 110 miles of brush and other debris within NV Energy's transmission and distribution lines throughout Carson City to reduce hazards and create combustible free space. Work took place on a combination of private and public lands and focused on the Voltaire Canyon area, north side of Carson City, Kings Canyon area, and east of the Carson River in the Sierra Vista area. In addition, crews have partnered with many local fire protection districts and county fire departments to build fire breaks between Douglas County and Carson City, Sand Harbor/Bottom Stateline to top of Kingsbury Grade, Virginia City to South Reno, and East Valley to Yerington.

This fuels reduction work is proactive and seeks to protect communities from fire within those same areas. NRS 474.580 with NV Energy has the purpose of continuing the collaborative relationship between NV Energy and CCFD to facilitate hazardous fuels management, stand-by

services, and emergency response. An ancillary benefit to this agreement is that the positions funded by this program can and currently assist existing CCFD resources in responding to wildfires and other emergencies. When those emergencies occur, the fuels management crew performs as wildland firefighters and are deployed to initial attack and to assist in mop-up and rehabilitation functions, releasing Advanced Life Support and "all hazard" resources for Carson City coverage earlier than previously possible. During those times, the crew is charged against other funding mechanisms, including Carson City's budget, CCFD, and/or billed to responsible outside agencies.

Clear Creek Critical Watershed Project

Nevada Division of Forestry (NDF) has assisted private landowners, the Nature Conservancy, Nevada State Lands, and Nevada State Parks to reduce the risk of wildfire in the Clear Creek drainage along Highway 50 between Carson City and Lake Tahoe. This area is at the intersection between the Sierra Nevada mixed conifer forests and the Great Basin rangelands. Lightning and human caused wildfires are of great concern because of high fuel loading, the local Zephyr winds, the number of homes present, and Clear Creek's importance as a watershed and drinking source to Carson City.

NDF accomplished mastication on over 50 acres of private property around Clear Creek in 2020. Mastication focused on shrub fields that grew back after previous fires and forested areas that have not burned in over one hundred years. Areas covered with sprouting shrub species such as manzanita and tobacco brush were masticated at 100% as these species grow back quickly from the cut stumps. Areas covered with non-sprouting shrub species such as sagebrush and bitterbrush were masticated at a rate of approximately 50% to create mosaics and space in between shrubs to reduce fuel loading and fire risk while maintaining wildlife habitat, preventing erosion, and preventing cheatgrass infestations. Based on the above information by NDF in 2020 and on available funding, the process of continued mastication of shrub fields and non-sprouting shrub species should continue to keep the Creek Critical Watershed healthy. NDF, USFS, CCFD, and other agencies must work together on future grant funding to support the effort to protect this critical area.

4.0 CARSON CITY ASSESSMENT OVERVIEW

Carson City Fire Department (CCFD) evaluated 71 neighborhoods in spring 2023. Inventory and analyses of community design aspects (roads, signage, utility infrastructure), defensible space conditions, construction materials, architectural features, wildland-urban interface characteristics, fuel types, and fuel hazards resulted in an overall hazard rating for each community. The overall risk and hazard conditions for each community are summarized individually in *Appendices A, B, C, and D*.

Wildfire Protection/Suppression Resources: Carson City manages the wildland-urban interface (WUI) areas, responds to wildland fires, and is responsible for reducing fuel hazards adjacent to communities. Initial attack on wildfires is provided by CCFD. The BLM, USFS, NDF, and local agencies have cooperative agreements (Memorandum of Understanding) with CCFD.

Detection and Communication: Fires are reported in Carson City through 911 calls to the Carson City Dispatch Center. Carson City Emergency Dispatch notifies the CCFD and other state and federal agencies of the fire, if necessary. The radio system used is compatible with neighboring agencies. Fires are communicated to the BLM Nevada District Field Office, US Forest Service, and NDF through the Interagency Dispatch Center. The BLM Nevada Field Office, USFS, and NDF have cooperative agreements and annual operating plans with CCFD that outline how the BLM, USFS, and NDF will conduct fire suppression activities.

Community Preparedness: Carson City has adopted an emergency plan that includes a Hazardous Materials Emergency Response Plan updated in 2022. Carson City also has an Emergency Operations Plan updated in 2019. The plans are routinely updated to reflect the inherent disasters related to wildfire and especially those mentioned in the worst-case wildfire scenario listed for each community. NDF Fire Adapted Nevada partnership has delivered several community and HOA wildfire preparedness presentations. Currently there is one Firewise USA Community in Carson City.

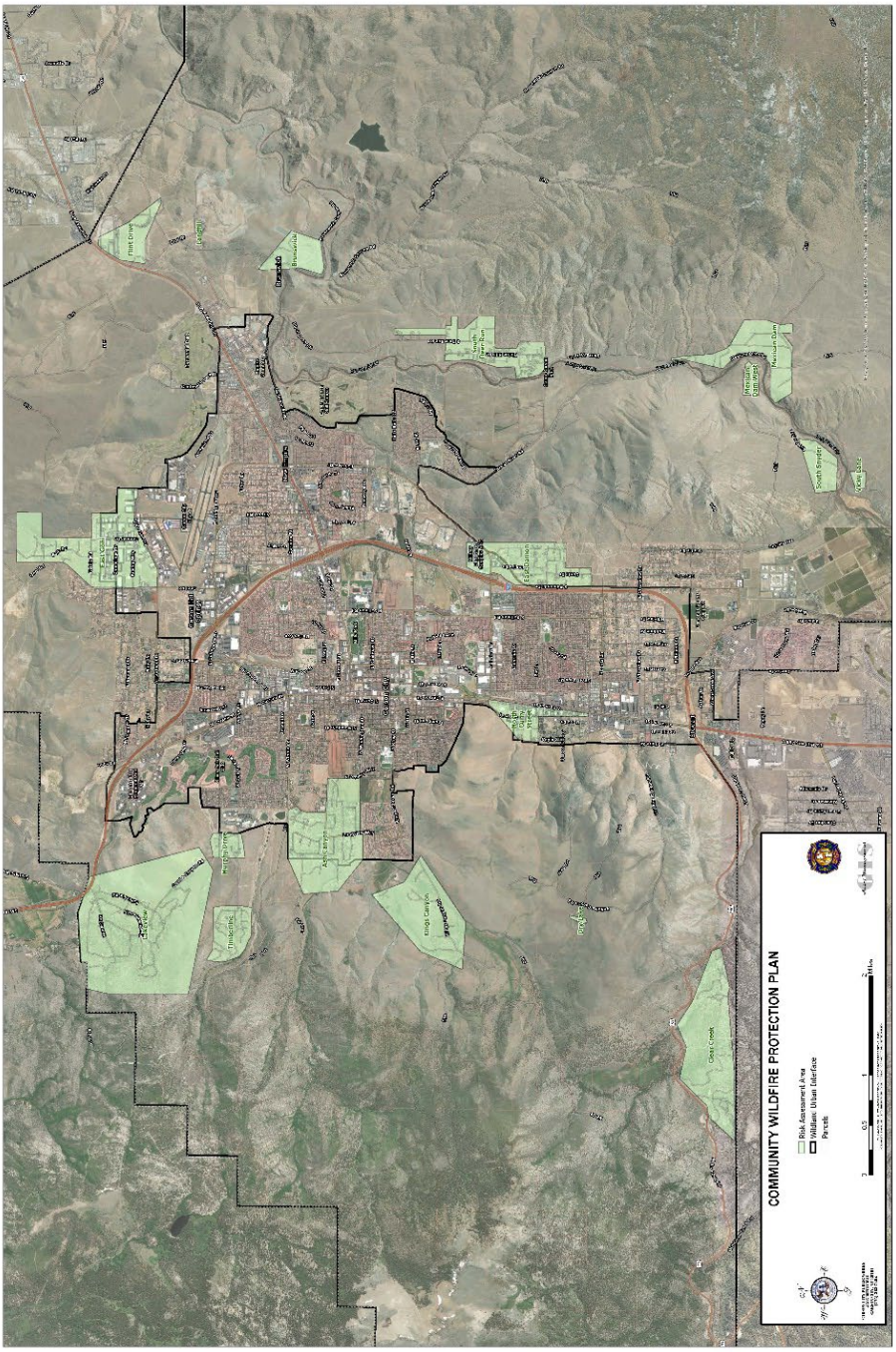
The CCFD conducts wildland preparedness workshops for the community in support of Nevada Wildfire Awareness Campaign from May through October. The workshops are in collaboration with Carson City Sheriff Office, University of Nevada, the Nevada Division of Forestry, and NV Energy. Workshops are open to community members and offered live via internet streaming. Various handouts and audio-visual aids are also used during the presentation. Topics covered addressed wildland fire preparedness and preparation.

- How a wildfire spreads and the threat to the community,
- Defensible Space and Home Hardening – Ready for Wildfire,
- Fuels Reduction and Public Safety Outage Management,

- Emergency Evacuation Preparedness, and
- How to become a Firewise Community in Nevada.

Workshops have resulted in an increased demand from Home Owners Associations and property owners for additional presentations and inspections.

4.1 CURRENT WILDLAND-URBAN INTERFACE



5.0 COMMUNITY SPECIFIC REPORTS

Appendix A contains reports for 27 northwest Carson City locations.

Location	Assessed Rating	Number of Acres	Number of Structures
1. Ash Canyon	75 Moderate	426	150
2. Carriage Square	51 Moderate	130	200
3. Carson-Tahoe	90 Moderate	145	20
4. C Hill	66 Moderate	305	250
5. CTH Center	59 Moderate	22	15
6. Eagle Med	44 Low	10	5
7. Kings Canyon West	**144 High**	**350**	**40**
8. Lakeview	**145 High**	**917**	**200**
9. Long Ranch	82 Moderate	198	200
10. Murphy Drive	**132 High**	**48**	**25**
11. North Division	67 Moderate	103	150
12. North Carson West	38 Low	76	6
13. North Mountain	35 Low	113	250
14. Robb Turner	66 Moderate	42	100
15. Silver Oak Golf Course	44 Low	18	6
16. Silver Oak Interior	57 Moderate	62	110
17. Silver Oak North	56 Moderate	75	90
18. Silver Oak West	59 Moderate	87	150
19. **Timberline**	**153 High**	**120**	**100**
20. University Heights	77 Moderate	40	100
21. West College	45 Low	13	10
22. 11 West College	49 Low	1	1
23. West-Winnie	58 Moderate	70	25
24. Winnie-N-Carson	83 Moderate	29	150
25. WNC	77 Moderate	20	10
26. W-Washington	53 Moderate	176	200
27. W-William	60 Moderate	85	100

Appendix B contains reports for 15 northeast Carson City locations.

Location	Assessed Rating	Number of Acres	Number of Structures
1. Air Park	32 Low	567	50
2. Bonanza	**115 High**	**142**	**150**
3. Centennial	91 Moderate	329	80
4. Cinderlite	**107 High**	**47**	**5**
5. College	65 Moderate	175	250
6. East Goni	**120 High**	**468**	**150**
7. East Nye	65 Moderate	553	200
8. Hot Springs	64 Moderate	212	100
9. Imperial	67 Moderate	220	150
10. Lone Mountain	99 Moderate	719	500
11. North East	73 Moderate	41	26
12. Northgate	91 Moderate	111	300
13. Retail Drive	60 Moderate	57	20
14. S Northgate	72 Moderate	65	100
15. West Goni	**119 High**	**394**	**250**

Appendix C contains reports for seven southwest Carson City locations.

Location	Assessed Rating	Number of Acres	Number of Structures
1. Carson Colony	98 Moderate	180	100
2. Clear Creek	**181 High**	**405**	**55**
3. Costco	73 Moderate	79	40
4. Dry Lake	**143 High**	**5**	**4**
5. North Curry Street	**102 High**	**107**	**50**
6. South Curry Street	95 Moderate	77	20
7. Voltaire	**114 High**	**132**	**50**

Appendix D contains reports for 22 southeast Carson City locations.

Location	Assessed Rating	Number of Acres	Number of Structures
1. Brunswick Canyon	**143 High**	**114**	**13**
2. Butti	42 Low	36	40
3. Clearview	61 Moderate	646	450
4. East 5th Street	**102 High**	**431**	**250**
5. East Clear Creek	85 Moderate	313	200
6. East Damon	**110 High**	**283**	**150**
7. Empire	81 Moderate	286	350
8. Flint Drive	**123 High**	**117**	**10**
9. Governors Field	53 Moderate	544	200
10. High School	44 Low	530	200
11. Landfill	**115 High**	**2**	**7**
12. Mexican Dam	**147 High**	**176**	**53**
13. Mexican Dam West	**152 High**	**25**	**10**
14. North Deer Run	73 Moderate	284	105
15. NNCC	60 Moderate	316	30
16. Race Track	72 Moderate	284	250
17. South Deer Run	**120 High**	**224**	**175**
18. South Edmonds	**104 High**	**448**	**100**
19. Sonoma	77 Moderate	803	550
20. South Snyder	**119 High**	**89**	**10**
21. Vicky Lane	**106 High**	**12**	**6**
22. Warm Springs	44 Low	66	45

5.1 SUMMARY OF CONDITIONS, RISKS, AND RECOMMENDATIONS

This section contains brief summaries of the characteristics of the four quadrants of Carson City, including vegetation, ingress and egress, water availability, and risk assessment results. Carson City faces the threat of an uncontrolled fire near to or heading toward an area under organized fire protection. Risk is the chance of fire starting as determined by the presence and activity of causative agents. The risk varies depending on the location. The risk assessments result in a number related to the potential of firebrands an area will be exposed to.

Source: Glossary of Wildland Fire Terminology, July 2012.

Quadrant 1 - Northwest Carson City:

The vegetation in the northwest quadrant is heavily forested in the Lakeview and Timberline area along with medium growing sagebrush. Ash Canyon and Murphy Drive vegetation is mainly sagebrush. Timberline and Kings Canyon have only one way in and out. All other locations have multiple ingress and egress. Kings Canyon water sources are located within four miles (including helicopter dip sites). The other locations have fire hydrants within 1,000 feet.

Following are the high and moderate-risk areas in the northwest and risk ratings:

1. Timberline – 153
2. Lakeview - 145
3. Kings Canyon West – 144
4. Murphy Drive – 132
5. Carson Tahoe Hospital – 90
6. West Winnie Ln - 83
7. Long Ranch - 82
8. WNC - 77

See *Appendix A* for Community Wildfire Risk Assessments of each location in Quadrant 1.

Fuel Types and Risks - The Community Wildfire Risk Assessment for each of the areas in Quadrant 1 is moderate to high despite the fuel models. Quadrant 1 interfaces with some agricultural fields to the south and residential along the entire base of the eastern slope of the Sierras. Lakeview, Timberline, and upper Kings Canyon West are predominantly surrounded by Pinyon Trees and Sagebrush. Sagebrush and bitterbrush commonly grow throughout the remainder of Quadrant 1. The woody character of these shrubs consists of both fine and coarse textured branches and accumulated vegetative litter at the base of plants that can be readily ignited during most times of the year and presents an extreme fuel hazard. Under wind-driven wildfire conditions, sparks and firebrands from shrubs can be blown ahead of advancing fire lines, creating spot fires. Fuel types change following fires, but hazardous fuel conditions can

remain high or even extreme with rapid invasion and expansion of cheatgrass. When sagebrush shrublands become converted to cheatgrass and other annual weeds, the more resistant vegetation type is replaced with a highly flammable fuel bed that increases the potential for ignition and rapid spread of larger wildfires.

Mixed coniferous forest consisting of primarily Jeffrey pine with some white fir in the higher elevations occur around the eastern slopes of the Carson Range. These conifer stands are often characterized with a continuous ground layer of flammable pine needles and mixed shrub stands in forest openings that can be readily ignited. Carson City Fire Department and NV Energy have been active in conducting fuel reduction and forest health treatments in the Carson City area. Treatment methods include hand thinning and pile burning, mechanical thinning, mastication, and cheatgrass control. Carson City Fire Department wildland crews have completed several fuels reduction projects in their powerline right-of-way around Carson City.

Numerous wildfire ignitions have occurred in this quadrant but were quickly suppressed and do not appear in the wildfire database. Two wildfires of major significance have occurred in this quadrant since 1988.

1. Kings Canyon Fire in August 1988 burned 1,798 acres.
2. Waterfall Fire in July 2004 burned 8,764 acres and destroyed several structures and vehicles.

Hazardous intermix fuel conditions consisting of undisturbed patches of either sagebrush steppe or mixed coniferous forest with both ground and ladder fuels occur in parts of all communities in Quadrant 1. Not all property owners in this area have created or maintained adequate defensible/survivable space around their homes.

Priority Recommendations for Northwest Carson City

- Collaborate with partner agencies and stakeholders for continued maintenance of fuel reduction treatments in the land surrounding Carson City. Include herbicide with seeding treatments to create a mosaic fuel pattern and to control cheatgrass and sagebrush dominance. Maintain hiking trails and use these alignments to create fuel breaks and access for suppression hand crews, where appropriate, and in a manner to minimize impacts to wildlife.
- Use hand thinning to complete fuel breaks on steep slopes around the community that are inaccessible for mechanical treatment.
- Maintain Type 5 engine and obtain funding to staff full-time hand crew.
- Create more Firewise USA Communities.



Quadrant 2 - Northeast Carson City:

The vegetation in the northeast quadrant consists of medium sagebrush along with grasses. There is sufficient ingress and egress. Fire hydrants are located per regulation.

Following are the high and moderate-risk areas in the northeast and risk rating:

1. East Goni – 120
2. West Goni – 119
3. Bonanza – 115
4. Cinderlite – 107
5. Lone Mountain – 99
6. Centennial - 91

See *Appendix B* for Community Wildfire Risk Assessments of each location in Quadrant 2.

Fuel Types and Risks - The Community Wildfire Risk Assessment for each of the areas in Quadrant 2 is moderate to high despite the fuel models. Quadrant 2 interfaces with residential along the entire base of the southern slope of north Carson City. Goni, Bonanza, and the northeast quadrant of Carson City are predominantly surrounded by sagebrush and bitterbrush with occasional greasewood flats in localized in-flow areas. Shrub cover and density is higher in drainage areas and swales that can act as “wicks” to rapidly carry wildfire into and out of the

communities. Sagebrush and bitterbrush commonly grow throughout the remainder of the Quadrant 2. Much of the Goni and Bonanza areas are on large lots with paved roads and no curb/gutter. Wildfire fuels are predominant throughout these neighborhoods, described as a classic WUI condition. In contrast, the northeast lots are one to five acre parcels or larger with a mosaic pattern of unmanaged sagebrush shrubland and intermixed with formal landscaping and structures. These intermixed patches of hazardous fuels are susceptible to ignitions from spot fires, lightning strikes, and other human-caused fires in and around structures and increase wildfire risks throughout the neighborhoods.

The woody character of these shrubs consists of both fine and coarse textured branches and accumulated vegetative litter at the base of plants that can be readily ignited during most times of the year and presents an extreme fuel hazard. Under wind-driven wildfire conditions, sparks and firebrands from shrubs can be blown ahead of advancing fire lines, creating spot fires. Fuel types change following fires, but hazardous fuel conditions can remain high or even extreme with rapid invasion and expansion of cheatgrass. When sagebrush shrublands become converted to cheatgrass and other annual weeds, the more resistant vegetation type is replaced with a highly flammable fuel bed that increases the potential for ignition and rapid spread of larger wildfires.

Carson City Fire Department wildland crews have completed several fuels reduction projects in their powerline right-of-way around these areas. Treatment methods include hand thinning and pile burning, mechanical thinning, mastication, and cheatgrass control.

Numerous wildfires ignitions have occurred in this quadrant but were quickly suppressed and do not appear in the wildfire database. One wildfire of major significance occurred in this quadrant since 2006 – the Linehan Fire in June 2006 burned 5,863 acres.

Hazardous intermix fuel conditions consisting of undisturbed patches of either sagebrush steppe, bitterbrush, and mixed weeds occur in parts of all communities in Quadrant 2. Not all property owners in this area have created or maintained adequate defensible/survivable space around their homes.

Priority Recommendations for Northeast Carson City

- Collaborate with partner agencies and stakeholders for continued maintenance of fuel reduction treatments in the land adjoining northeast Carson City. Include herbicide with seeding treatments to create a mosaic fuel pattern and to control cheatgrass and sagebrush dominance. Maintain hiking trails and use these alignments to create fuel breaks and access for suppression hand crews, where appropriate, and in a manner to minimize impacts to wildlife.
- Use hand thinning to complete fuel breaks on steep slopes around the community that are inaccessible for mechanical treatment.

- Create more Firewise USA Communities.



Quadrant 3 - Southwest Carson City:

The vegetation in the southwest quadrant ranges from timber and medium brush in the Clear Creek area to low growing sagebrush in the North Curry Street region. Clear Creek and Dry Lake have one road in and out (entrance and exit are the same). Curry Street has multiple routes of ingress and egress. Locations in the southwest have water supply from streams, lakes, or fire hydrants.

Following are the high and moderate-risk areas in the southwest and risk ratings:

1. Clear Creek – 181
2. Dry Lake – 143
3. Voltaire - 114
4. North Curry Street – 102
5. Carson Colony - 98
6. South Curry St - 95

See *Appendix C* for Community Wildfire Risk Assessments of each location in Quadrant 3.

Fuel Types and Risks - The Community Wildfire Risk Assessment for each of the areas in Quadrant 3 is moderate to high despite the fuel models. Quadrant 3 interfaces with residential along the entire base of the eastern slope of Sierras. C-Hill, Voltaire Canyon, Hwy 50/Spooner Summit, and Clear Creek Canyon are predominantly surrounded by pinyon pine trees and sagebrush. Sagebrush and bitterbrush commonly grow throughout the remainder of Quadrant 3. The woody character of these shrubs consists of both fine and coarse textured branches and accumulated vegetative litter at the base of plants that can be readily ignited during most times of the year and presents an extreme fuel hazard. Under wind-driven wildfire conditions, sparks and firebrands from trees and shrubs can be blown ahead of advancing fire lines creating spot fires. Fuel types change following fires, but hazardous fuel conditions can remain high or even extreme with rapid invasion and expansion of cheatgrass. When sagebrush shrublands become converted to cheatgrass and other annual weeds, the more resistant vegetation type is replaced with a highly flammable fuel bed that increases the potential for ignition and rapid spread of larger wildfires.

Mixed coniferous forest consisting of primarily Jeffrey pine with some white fir in the higher elevations occur around the eastern slopes of the Carson Range. These conifer stands are often characterized with a continuous ground layer of flammable pine needles and mixed shrub stands in forest openings that can be readily ignited. Carson City Fire Department and NV Energy have been active in conducting fuel reduction and forest health treatments in the Carson City southwest area. Treatment methods include hand thinning and pile burning, mechanical thinning, mastication, and cheatgrass control. Carson City Fire Department wildland crews have completed several fuels reduction projects in their powerline right-of-way around Carson City.

Numerous wildfires ignitions have occurred in this quadrant but were quickly suppressed and do not appear in the wildfire database. Three wildfires of major significance occurred in this quadrant since 1988 and one fire is 1926.

1. Greenhouse Fire in August 2017 burned 20 acres.
2. Voltaire Canyon Fire in August 2017 burned 134 acres.
3. 2014 Clear Creek Fire in July 2014 burned 187 acres.
4. Clear Creek-Kings Canyon Fire in September 1926 caused five fatalities.

Hazardous intermix fuel conditions consisting of undisturbed patches of either sagebrush steppe or mixed coniferous forest with both ground and ladder fuels occur in parts of the communities in Quadrant 3.

Priority Recommendations for Southwest Carson City

- Collaborate with partner agencies and stakeholders for continued maintenance of fuel reduction treatments in the land surrounding Carson City. Include herbicide with seeding treatments to create a mosaic fuel pattern and to control cheatgrass and sagebrush

dominance. Maintain hiking trails and use these alignments to create fuel breaks and access for suppression hand crews, where appropriate, and in a manner to minimize impacts to wildlife.

- Use hand thinning to complete fuel breaks on steep slopes around the community that are inaccessible for mechanical treatment.
- Improve emergency access connector between gated communities and long dead-end roads.
- Create more Firewise USA Communities.
- Identify areas where a static water source is needed to meet the National Fire Protection Association (NFPA) and International Fire Code requirements and seek funding to install unit to supply water for fire protection where no domestic water service is available.



Quadrant 4 - Southeast Carson City:

This area is the driest region in Carson City. Vegetation is mainly medium sagebrush with scattered pinyon pines. Several areas, such as Brunswick, South Snyder, and Vicky Lane have only one way in and out. Water availability in Brunswick, South Snyder, and Vicky Lane is four miles away, but the other high-risk sites have fire hydrants.

Following are the high-risk areas in the southeast and risk ratings:

1. Mexican Dam West – 152

2. Mexican Dam – 147
3. Brunswick Canyon – 143
4. Flint Drive – 123
5. South Deer Run – 120
6. South Snyder – 119
7. Landfill – 115
8. East Damon 110
9. Vicky Lane – 106
10. South Edmonds – 104
11. East 5th Street - 102

See *Appendix D* for Community Wildfire Risk Assessments of each location in Quadrant 4.

Fuel Types and Risks - The Community Wildfire Risk Assessment for each of the areas in Quadrant 4 is moderate to high. It interfaces with agricultural fields which present low fire hazards. Other vegetative fuel types include sagebrush steppe which transitions into mixed coniferous forest on extremely steep slopes to the east which are difficult to access for fuel treatment. Cheatgrass is a component of both fuel types and brings the risk of vegetation type conversion following fire.

Alluvial fans are vegetated in an intermix pattern consisting of sagebrush, bitterbrush, and other highly flammable shrubs along with pinyon pine trees. The woody character of these shrubs consists of both fine and coarse textured branches and accumulated vegetative litter at the base of plants that can be readily ignited during most times of the year and presents an extreme fuel hazard. Under wind-driven wildfire conditions, sparks and firebrands from shrubs can be blown ahead of advancing fire lines creating spot fires. Fuel types change following fires, but hazardous fuel conditions can remain high or even extreme with rapid invasion and expansion of cheatgrass. When sagebrush shrublands become converted to cheatgrass and other annual weeds, the more resistant vegetation type is replaced with a highly flammable fuel bed that increases the potential for ignition and rapid spread of larger wildfires.

Sagebrush sites transition to pinyon pine forest on steep slopes that characterize the mountains to the east of Carson City. East and west slopes are heavily bisected with steep, narrow canyons running from east to west and north to south with sparse sagebrush stands, and pinyon pine trees. Conifer stands on steep slopes along eastern Carson City roads and have potential for extreme wildfire conditions if a crown fire occurs that could burn into residential areas to the north, south, and east the predominant wind direction. Wildfire risk within communities of this quadrant are high especially as not all property owners have created or maintained adequate defensible/survivable space around their home.

Quadrant 4 has a history of the most wildland fires because of drier conditions, but usually are not large enough to show in the database.

1. Rifle Range in August 2018 burned 218 acres.
2. Prison Hill in July 2021 burned 171 acres.

Carson City Fire Department wildland crews have been working in this corridor and associated neighborhoods performing vegetation removal, pole grubbing, and treating areas along power lines.

Priority Recommendations for Southeast Carson City

- Collaborate with partner agencies and stakeholders for continued maintenance of fuel reduction treatments in the land adjoining southeast Carson City. Include herbicide with seeding treatments to create a mosaic fuel pattern and to control cheatgrass and sagebrush dominance. Maintain hiking trails and use these alignments to create fuel breaks and access for suppression hand crews, where appropriate, and in a manner to minimize impacts to wildlife.
- Agency partnerships with private landowners are needed in all areas to provide support and education for them to construct treatments around structures, in open space, and on undeveloped private parcels.
- Use hand thinning to complete fuel breaks on steep slopes around the community that are inaccessible for mechanical treatment.
- Create more Firewise USA Communities.
- Identify areas where a static water source is needed to meet the National Fire Protection Association (NFPA) and International Fire Code requirements and seek funding to install unit to supply water for fire protection where no domestic water service is available.



5.2 RECOMMENDED ACTIONS

This CWPP promotes community involvement and collaboration by identifying opportunities that strengthen communication and support between agencies and the public that will support and expand the concept of Fire Adapted Communities through the Firewise USA Program so Carson City can withstand an inevitable wildfire and minimize the potential for catastrophic loss of life or property. The following recommendations apply to all Community Wildfire Protection areas in this CWPP and build upon common conditions and needs. The fundamental approach foreseen to foster formation of recommended partnerships is through Fire Adapted Nevada and communities composed of diverse private landowners, federal, state, local fire agency personnel, and other interested parties.

- Expand community outreach and education on the importance of the Living with Fire recommendations through annual events in Fire Adapted Nevada and other community events and through social media. Formally adopt recommendations consistent with the Living with Fire model and the International Wildland Urban Interface Code as the minimum standard for desired conditions for defensible/survivable space on developed parcels in Community Wildfire Protection Zones.
- Coordinate with federal land managers to educate residents and visitors through signage, social media, and public service announcements on the dangers of recreational target shooting during high fire hazard days.
- Collaborate with homeowner associations and neighborhood groups to plan and construct fuels reduction treatments in and around their respective developments. Particular attention should be paid to brush piles, ornamental junipers, wood piles, and overgrown landscaping.
- Conduct education and outreach to residents regarding evacuation plans consistent with the Carson City Emergency Operations Plan. Prioritize fuel reduction treatment locations on nonfederal land to complement treatments on Federal and Tribal lands (USFS, BLM, and BIA) and develop holistic landscape scale fuels management goals.
- Identify areas within Carson City that are subject to a heightened threat of fire or other natural disaster.
- Propose an approach for the mitigation of potential fires or other natural disasters that is cost effective, prudent, and reasonable.

5.3 PRIORITIES

Criteria for treatment prioritization: Projects may be prioritized through a variety of funding mechanism requirements recognizing that, at this time, no one funding source will provide enough resources to fully fund the entire CWPP. Treatment area prioritization meets specific goals and objectives. Prioritization criteria includes:

- Cost effectiveness defined as targeted fuel reduction treatments conducted at a reasonable cost that produces meaningful protection of life, property, and the environment,
- Ease of permitting and treatment,
- Collaboration on multiple ownerships and jurisdictions, and
- Potential to achieve landscape scale risk reduction.

This CWPP promotes community involvement and collaboration by identifying opportunities that strengthen communication and support between agencies and the public that will help support and expand the concept of Fire Adapted Communities through the Firewise USA Program. Create Fire Adapted Communities that can withstand an inevitable wildfire and minimize the potential for catastrophic loss of life or property.

The partners within CCFD have identified and present the following recommendations:

- Seek federal, state and private funding to increase the Wildland Fuels Management Division's resources (staff and equipment) to support a Type 5 Engine Crew and Type 2 IA Hand Crew to further capacity in fuels management and wildland fire programs.
- Expand public involvement to create Fire Adapted Nevada Communities.
- Support the efforts of landowners to reduce fuel on private land by implementing an aggressive fuels management program that includes seasonal crews, a composting trailer program, and fuels consultation with landowners.
- Create and implement 5-year fuel reduction treatment and maintenance plan.
- Expand the biomass program.
- Expand the partnership to establish post-fire rehabilitation program.

Agenda Item No: 15.a

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 111, a proposed ordinance changing the zoning from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") on a ±0.7 acre property located on Fleischmann Way ±275 feet to the west of its intersection with North Division Street, Assessor's Parcel Number ("APN") 001-141-67. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of a proposed ordinance to rezone a ±0.7 acre property from PR to SF6 (ZA-2023-0184).

Agenda Action: Ordinance - Second Reading **Time Requested:** 5 minutes

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Proposed Motion
I move to adopt, on second reading, Bill No. 111, Ordinance No. 2023-10.

Board's Strategic Goal
Quality of Life

Previous Action
August 17, 2023 (Item 22.A) - The Board of Supervisors ("Board") introduced the ordinance on first reading by a vote of 5-0.

July 26, 2023 (Item 6.C) - The Planning Commission recommended that the Board adopt the zoning map amendment by a vote of 4 for, 1 abstain and 2 absent.

January 19, 2023 (Item 17.C) - The Board accepted the 2022 Master Plan Report from the Planning Commission and identified the subject property as appropriate for a mapping correction.

December 20, 2022 (Item 14.O) - The Planning Commission was provided with a summary of the Master Plan annual report, MPA-2022-0486, and made a recommendation to the Board on possible Master Plan land use and zoning changes that would conform to the Master Plan.

Background/Issues & Analysis
Please refer to the attached July 26, 2023, Planning Commission staff report for additional information.

Applicable Statute, Code, Policy, Rule or Regulation
NRS Chapters 237, 244 and 278; Article 2 of the Carson City Charter; Carson City Municipal Code 18.02.050 and 18.02.075

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives
Do not adopt the ordinance.

Attachments:
ZA-2023-0184 Ordinance

Planning Commission Late Material - Public Comment

ZA-2023-0184 Planning Commission Staff Report

LATE MATERIAL - Public Comment.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2023-__

AN ORDINANCE RELATING TO ZONING; ESTABLISHING VARIOUS PROVISIONS TO CHANGE THE ZONING FROM PUBLIC REGIONAL ("PR") TO SINGLE FAMILY 6,000 SQUARE FEET ("SF6") FOR A PARCEL LOCATED ON FLEISCHMANN WAY; APN 001-141-67.

The Board of Supervisors of Carson City does ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor's Parcel Number ("APN") 001-141-67, located on Fleischmann Way, approximately 275 feet to the west of North Division Street, Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code ("CCMC") to revise the existing zoning designation of APN 001-141-67 from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6"). After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on July 26, 2023, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted 4 ayes, 1 abstain and 2 absent to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning designation from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") for APN 001-141-67, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City Master Plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____2023.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2023.

VOTE: AYES: _____

_____

_____

_____

_____

NAYS: _____

_____

ABSENT: _____

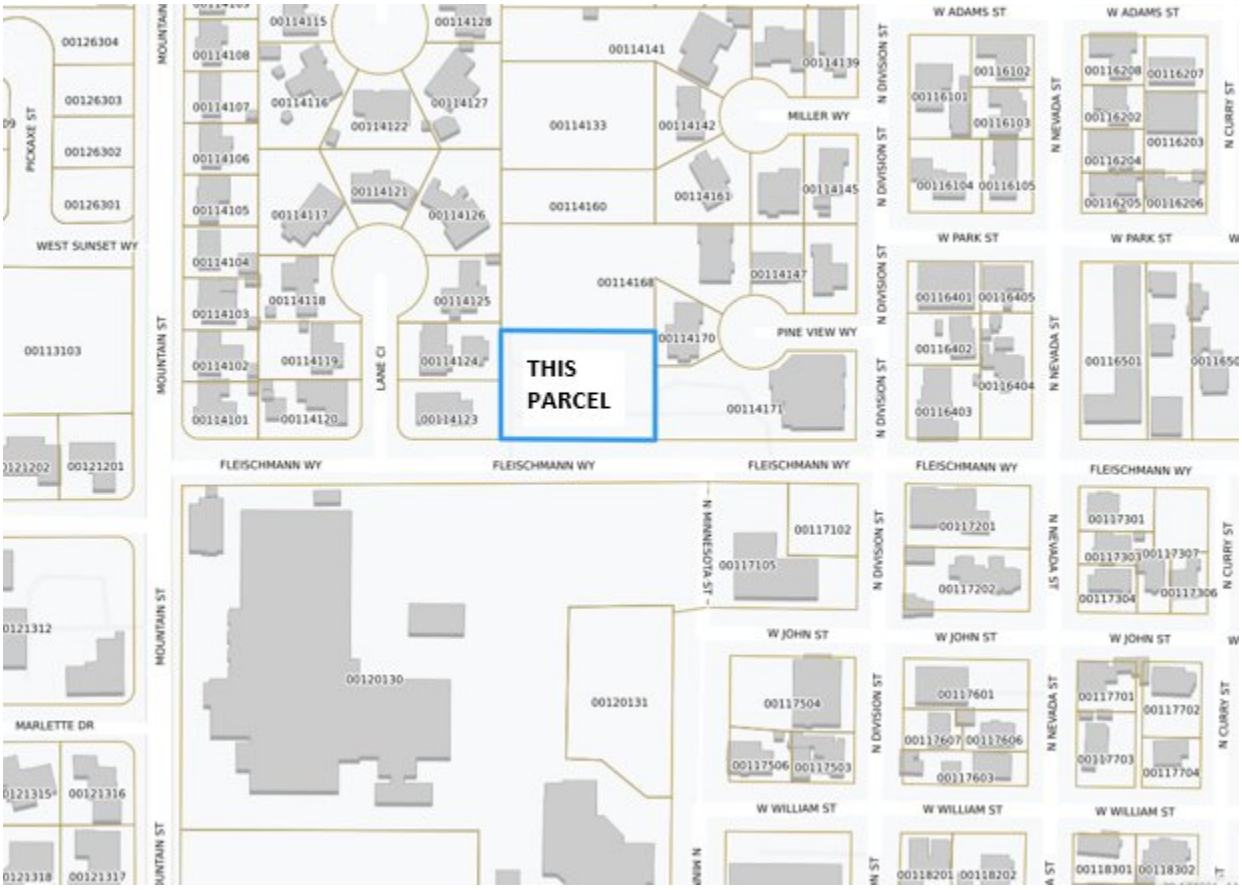
_____
LORI BAGWELL, Mayor

ATTEST:

_____
WILLIAM SCOTT HOEN, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2023.

Attachment A



PUBLIC REGIONAL (“PR”)
TO
SINGLE FAMILY 6,000 SQUARE
FEET (“SF6”)

RECEIVED
JUL 25 2023
CARSON CITY
PLANNING DIVISION

July 24, 2023

10 Miller Way
Carson City NV 89703

TO: Carson City Planning Commission

FROM: Norah Ann McCoy, Homeowner10 Miller Way

RE: File: ZA-2023-0184, Opposition to Zoning Change

Planning Commissioners:

I have owned and resided in the property at 10 Miller Way since 1987. Some of the more attractive features of my property are contained in the deed restrictions (cc&r's) that apply not only to my property but to my adjacent neighbors. Specifically, the restrictions require a 20' easement along the western edge from Fleischmann thru to all the property owners for their private use. They also prohibit the construction of any "dwelling, commercial, or farm building" or any recreational structure over 10'. These cc&r's were declared to run with the land and to be binding on all parties or persons claiming the land. I have spent a good part of the last 35 years enforcing those restrictions. A copy of the original cc&r's is included s Exhibit A.

Another specific restriction is that none of the property could be sold, transferred or in any way conveyed except to one of the eight western lots in the subdivision. Through the years that I have lived here, the back lots of some of the properties have been sold or traded by the adjacent landowners without any problems. Then, in 1995, a couple of property owners on the southern end of the subdivision sold their property to the hospital for a parking lot. By the time most of us found out, the deal was almost done. I was furious, as were most of my neighbors. But as it turned out, the hospital deal could not be completed without the consent of ¾ of the adjacent landowners. Mr. Chaney (one of the illicit sellers) lobbied all the owners with promises to keep noise and lighting down, and urged us to be "Good Neighbors" because the hospital was in desparate need of parking.

Consequently, an Amendment to Deed Restrictions was promulgated and signed by the requisite number of adjacent owners. In that Amendment, the adjacent property owners agreed: 1. to the purchase of the property by the hospital; 2. that the easement shall not be compromised; 3. to a change of zoning to allow a ground level parking lot; 4. release the hospital property from restrictions that would "prohibit the use of the...property for ground level parking; and 5. there would be no other changes to the cc&r's. A copy of the Amendment is included as Exhibit B.

Your request for a zoning change to single family residential flies in the face of long standing deed restrictions and goes far beyond any agreement with the adjacent landowners and the parties' intent. Your own parcel map submitted with your request shows very clearly that all of the adjacent landowners have very big back yards, yet there are no single family houses there, nor any structures over 10'. That's because of the deed restrictions, which also apply to the hospital property, except those that would restrict from it operating a ground level parking lot. It was never agreed that the property could be used for single family housing.

Mr. Miller, when inserting the deed restrictions, clearly intended for residents to enjoy clear views and access to their property from the back. He even proscribed the planting of trees "in such a manner as to substantially obstruct the view of the residents on the eight western lots." A house or houses on the property in question would have the potential to substantially obstruct our view, in violation of the cc&r's that continue to run with the hospital property. A house or houses could potentially interfere with the easement as well.

Just look at your map and you will see the inanity of the situation. There is a whole block of this wonderful open area, maintained by your adjacent landowners, only to be broken up by a house or houses, which the rest of us don't have the permission to build. You are our neighbor too, and you must comply with all the restrictions which run with the land and apply to you too. Instead of cashing in the land for your own gain, why not be a "Good Neighbor" and consider the quality of life of your neighbors. If you no longer need the property for a parking lot, why not consider a small park or something else that's attractive and low impact?

Thank you for your consideration of these concerns.

Sincerely,

Norah Ann McCoy

Norah Ann McCoy

Together with the tenements, hereditaments, and appurtenances thereunto belonging or appertaining, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof.

To Have and to Hold the said premises, together with the appurtenances, unto the said parties of the second part, and to their heirs and assigns forever.

In Witness Whereof the said party of the first part has hereunto set her hand the day and year first above written.

Signed and Delivered in the Presence of

Edith Wylie

STATE OF NEVADA, }
County of ORMSBY } ss.

On this 20th day of March A.D. one thousand nine hundred and Fifty-eight personally appeared before me JEANNE M. SMITH, a Notary Public in and for said County of Ormsby ---EDITH WYLIE--- known (or proved) to me to be the person described in and who executed the annexed instrument, who acknowledged to me that She executed the same, freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal at my office in the County of Ormsby, the day and year in this Certificate first above written.

(SEAL) Jeanne M Smith
Notary Public in and for
the County of Ormsby,
State of Nevada.

My commission expires October 5, 1960.

Recorded at the Request of E. W. Miller and Son March 27, 1958 at 12 min. past 11 o'clock A M., in Volume 74 of Deeds page -497- Ormsby County Records.

Verla M. Stinson
Recorder.

By Laura Hurtle
Deputy Recorder.

File No. 18122

****

CONSIDERATION LESS THAN ONE HUNDRED DOLLARS

D E E D

THIS INDENTURE, made the Twentieth day of March, 1958, BETWEEN E. W. MILLER and NITA M. MILLER, husband and wife, as joint tenants, of Carson City, Ormsby County, Nevada, the parties of the first part, and EDITH WYLIE, a single woman, of Carson City, Ormsby County, Nevada, the party of the second part,

WHEREAS the parties of the first part received a conveyance of land by deed from HARRY E. ANDERSEN and MABEL A. ANDERSEN, dated the 30th day of September, 1955, recorded on Page 303, Book 67, of Deeds, Official Records of Ormsby County, Nevada, for the benefit of the owners of the eight (8) western lots of Westview Park Subdivision of Carson City, Ormsby County, Nevada, which adjoin the said acquired land on the

EXHIBIT A

eastern boundary thereof, andhold said lands in trust for the owners of said eight (8) western lots, and whereas the party of the second part is now the owner of one of said lots, being Lot 5, Block "B" of said Westview Park Subdivision.

WITNESSETH: that the said parties of the first part, in consideration of the sum of TEN and no/100 ($10.00) dollars in lawful money of the United States of America, to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, do by these presents grant, bargain, and sell unto the said party of the second part, and to her heirs and assigns, all that certain lot, piece or parcel of land situate in the County of Ormsby, State of Nevada, and bounded and described as follows, to-wit:

A rectangular piece or parcel of land lying and being in the SE¼ of the SE¼ of Section 7, in T. 15 N., R. 20 E., M.D.B. and M., in Ormsby County, Nevada, more particularly described as follows, to-wit:

Beginning at the Section Corner common to Sections 7, 8, 17 and 18 of T. 15 N., R. 20 E., thence N. 00°04'08" E., 480.59 feet to the true point of beginning, marked by the Lot Corner at the south west corner of Lot 5, Block B of WESTVIEW PARK SUBDIVISION; thence N. 00°04'08" E., 72.75 feet along the westerly boundary of said subdivision to the Lot Corner at the north west corner of Lot 5, Block B; thence N. 89°50'35" W., 208.71 feet to a point; thence S.00°04'08" W. 72.75 feet to a point; thence S. 89°50'35" E., 208.71 feet to the south west corner of Lot 5, Block B, the true point of beginning; containing 0.348 acres, more or less.

The bearing source for this description is the official plat of WESTVIEW PARK SUBDIVISION and the distances designated along the westerly boundary are as shown on the subdivision plat.

TOGETHER with the tenements, hereditaments, and appurtenances thereunto belonging or appertaining, and the reversion and reversions, remainder and remainders, rents, issues, and profits thereof.

Subject to the following reservations, restrictions and covenants for the benefit of the grantors, their heirs, successors, and assigns and all persons, who may purchase or acquire from the grantors any of the land acquired by the grantors from Harry E. Andersen and Mabel A. Andersen, by that deed dated the 30th day of September, 1955, recorded on Page 303 of Book 67 of Deeds, Official Records of Ormsby County, and their heirs, successors and assigns:

1. An easement is reserved from Fleischmann Way over the west twenty (20) feet of land herein conveyed for private, but not public, access to the lands acquired by the grantors from Harry E. Andersen and Mabel A. Andersen by that deed dated the 30th day of September, 1955, recorded on Page 303 of Book 67 of Deeds, Official Records of Ormsby County.

2. No dwelling, commercial, or farm building of any character shall be constructed on the land herein conveyed. This restriction does not, however, prohibit the construction of small bath houses, swimming pools, game courts, tool houses, barbecues and other similar recreational structures not over Ten (10) feet in height on said land.

3. No residential or commercial trailers may be placed on said land for any purpose whatsoever.

4. No unlawful, noxious or offensive activity shall be carried on upon said property

the neighborhood.

5. No commercial activity shall be carried on upon said property.

6. No livestock such as, but not limited to - cattle, horses, sheep, pigs or poultry may be kept upon said property.

7. No fence higher than Six (6) feet shall be erected upon said property except upon the western boundary of said property or along a north south line not more than twenty-one (21) feet east of said western boundary, or not more than Thirty (30) feet west of the eastern boundary of said property where fences of a height not to exceed Eight (8) feet may be constructed.

8. Trees shall not be planted on said property in such a manner as to substantially obstruct the view of the residences on the eight western lots of the Westview Park Subdivision of Carson City.

9. Said property shall not be sold, transferred or in any way conveyed except to an owner of one of the eight western lots of Westview Park Subdivision of Carson City.

10. These restrictions, reservations and covenants to run with the land and shall be binding upon all the parties and all persons claiming said land until January 1, 1971, at which time said restrictions, reservations and covenants shall be automatically extended for successive periods of ten years unless persons owning three-fourths of the total area of the land purchased by the grantors from Harry E. Andersen and Mabel A. Andersen by deed dated September 30, 1955, recorded at Page 303 of Book 67 of Deeds, Official Records of Ormsby County, shall agree to change them in whole or in part by document duly acknowledged and recorded in the Official Records of Ormsby County.

TO HAVE AND TO HOLD the said premises, together with the appurtenances, unto the said party of the second part, and to her heirs and assigns forever.

IN WITNESS WHEREOF the said parties of the first part have executed this conveyance the day and year first above written.

E W Miller

Nita H. Miller

STATE OF NEVADA)
) SS
COUNTY OF ORMSBY)

On this 20th day of March, 1958, personally appeared before me JEANNE M. SMITH, a Notary Public in and for the County of Ormsby, E. W. MILLER and NITA H. MILLER, known to me to be the persons described in and who executed the foregoing instrument, who acknowledged to me that they executed the same, freely and voluntarily, and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County of Ormsby, the day and year in this Certificate first above written.

(SEAL) Jeanne M. Smith
Notary Public in and
for the County of
Ormsby
State of Nevada.

My Commission Expires:
October 5, 1960.

Filed for Record at Request E. W. Miller and Son MAR 27 1958 at 14 Min. Past 11 o'clock A M Recorded in Book 74 Deeds Page -498- Records Ormsby County, Nevada

Verle M. Stinson
County Recorder

By Laura Hinkle
Deputy

File No. 18123

****

CONSIDERATION LESS THAN ONE HUNDRED DOLLARS

D E E D

THIS INDENTURE, made the Twentieth day of March, 1958, BETWEEN --EDITH WYLIE, a single woman, of Carson City, Ormsby County, Nevada, the party of the first part, and E. W. MILLER and NITA H. MILLER, husband and wife, of Carson City, Nevada, as tenants in common, in equal shares, the parties of the second part,

W I T N E S S E T H:

That the party of the first part, in consideration of the sum of TEN and no/100 ($10.00) DOLLARS, lawful money of the United States of America, to her in hand paid by the said parties of the second part, the receipt whereof is hereby acknowledged, does by these presents grant, bargain and sell unto the said parties of the second part, and to their heirs and assigns forever, all that certain lot, piece or parcel of land situate in the County of Ormsby, State of Nevada, and bounded and described as follows, to-wit:

A rectangular piece or parcel of land lying and being in the SE¼ of the SE¼ of Section 7, in T. 15 N., R. 20 E., M.D.B. and M., in Ormsby County, Nevada, more particularly described as follows, to-wit:

Beginning at the Section Corner common to Sections 7, 8, 17 and 18 of T. 15 N., R. 20 E., thence N. 00°04'08" E., 480.59 feet to the true point of beginning, marked by the lot Corner at the south west corner of Lot 5, Block B of Westview Park Subdivision; thence N. 00°04'08" E., 72.75 feet along the westerly boundary of said subdivision to the Lot Corner at the north west corner of Lot 5, Block B; thence N. 89°50'35" W., 208.71 feet to a point; thence S. 00°04'08" W., 72.75 feet to a point; thence S. 89°50'35" E., 208.71 feet to the south west corner of Lot 5, Block B, the true point of beginning; containing 0.348 acres, more or less.

The bearing source for this description is the official plat of WESTVIEW PARK SUBDIVISION and the distances designated along the westerly boundary are as shown on the subdivision plat.

SUBJECT TO THE FOLLOWING RESTRICTIONS: This deed is subject to all of the reservations, restrictions and covenants contained in that certain deed dated March 20, 1958, between E. W. Miller and Nita H. Miller, husband and wife, as joint tenants, of Carson City, Ormsby County, Nevada, the parties of the first part, and Edith Wylie, a single woman, of Carson City, Ormsby County, the party of the second part, and recorded on Page 498, Book 74, of Deeds, File No. 18123, Official Records of Ormsby County, Nevada.

COPY

AMENDMENT TO DEED RESTRICTIONS

THIS INDENTURE made the 14th day November, 1995, between and among the undersigned property owners of Carson City, Nevada.

WHEREAS, the parties hereto own three-fourths or more of the total area of land located south of Fleischmann Way and adjacent to the western lots of the Westview Subdivision of Carson City more particularly described as set forth in Exhibit A hereto.

WHEREAS, the land referred to in Exhibit A was made subject to restrictions, reservations and covenants for the benefit of said owners, their successors and assigns as set forth in Book 67, Page 382, File No. 6518, recorded December 5, 1955 in the records of the Carson City Recorder, and such restrictions prohibiting among other things, commercial activity upon any of said property.

WITNESSETH: That under provision number 10 of said restrictions, reservations and covenants, the undersigned persons hereto own at least three-fourths of the total area of land purchased by the Grantors therein from Harry E. Anderson and Mable A. Anderson by deed dated September 30, 1955, recorded at Page 303 of Book 67 of Deeds, Official Records of Ormsby County, and do hereby agree to change said restrictions, reservations and covenants as follows:

1. The parties consent to the purchase by Carson Tahoe Hospital, a political subdivision of Carson City, Nevada of the two southern most lots of the effected land for use as a parking lot as shown on Exhibit A.

2. No structures in excess on a single floor shall be constructed, and so far as possible, any lighting for the parking area shall be located so that it is not directed at neighboring residences. The easement for access to the lots of the parties shall continue to remain open and accessible on the west side of the property.

3. The parties hereby consent to designation of zoning as will allow the construction of said ground level parking lot.

4. The parties consent to the division of the property so as to allow the Carson Tahoe Hospital to acquire the property.

5. To the extent the reservations, restrictions and covenants would prohibit the use of the subject property for ground level parking, said subject property is released from said reservations, restrictions and covenants.

6. The parties otherwise do not change the reservations, restrictions and covenants enacted for their benefit and that of their heirs, successors and assigns.

EXHIBIT B

IN WITNESS WHEREOF the said parties have executed this amendment to reservations, restrictions and covenants the day and year first written above.

Eugene Chaney

Eugene Chaney, (APN 1-141-33, 60)

Katherine Barrett

Katherine Barrett (APN 1-141-33, and as Successor to William and Ruth Schultz, as Sellers of the Western Portion of 1-141-50 to Carson Tahoe Hospital)

James Jacob Noel

James Jacob Noel,

Mary Lou Hovenden Noel

Mary Lou Hovenden Noel,

Co-Trustees of the Noel Family Trust, (APN 1-141-54)

Nora McCoy

Nora McCoy (APN 1-141-41, Western Portion)

Thomas Young

Thomas Young (APN 1-141-32)

STATE OF NEVADA)
: SS.
CARSON CITY)

ON THE 13th day of December, 1995, before me the undersigned, a Notary Public, personally appeared EUGENE CHANEY, who acknowledged to me that he executed the above instrument freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

STEVEN E. TACKES
NOTARY PUBLIC-NEVADA
Appt. Recorded in CARSON CITY
My Appt. Exp. June 1, 1999

NOTARY PUBLIC (SEAL)

STATE OF NEVADA)
: SS.
CARSON CITY)

ON THE 14th day of December, 1995, before me the undersigned, a Notary Public, personally appeared JAMES JACOB NOEL and MARY LOU HOVENDEN NOEL, Co-Trustees of the Noel Family Trust, who acknowledged to me that they executed the above instrument freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

STEVEN E. TACKES
NOTARY PUBLIC-NEVADA
Appt. Recorded in CARSON CITY
My Appt. Exp. June 1, 1999

NOTARY PUBLIC (SEAL)

STATE OF NEVADA)
: SS.
CARSON CITY)

ON THE 9th day of November, 1995, before me the undersigned, a Notary Public, personally appeared KATHERINE BARRETT, as Successor to WILLIAM SCHULTZ and RUTH SCHULTZ, who acknowledged to me that she executed the above instrument freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

BETH D. KEESEE
NOTARY PUBLIC - NEVADA
Appt. Recorded in CARSON CITY
My Appt. Exp. Jan. 12, 1999

Beth D. Keesee
NOTARY PUBLIC (SEAL)

STATE OF NEVADA)
: SS.
CARSON CITY)

ON THE 27th day of December, 1995, before me the undersigned, a Notary Public, personally appeared NORA McCOY, who acknowledged to me that she executed the above instrument freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Becky Biggin
NOTARY PUBLIC (SEAL)

BECKY BIGGIN
NOTARY PUBLIC - NEVADA
Appt. Recorded in CARSON CITY
No. 95-00181-3 My Appt. Exp. Nov. 5, 1999

STATE OF NEVADA)
: SS.
CARSON CITY)

ON THE 13th day of December, 1995, before me the undersigned, a Notary Public, personally appeared THOMAS YOUNG, who acknowledged to me that he executed the above instrument freely and voluntarily and for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

STEVEN E. TIMMES
NOTARY PUBLIC-NEVADA
Appt. Recorded in CARSON CITY
My Appt. Exp. June 1, 1999

NOTARY PUBLIC (SEAL)

Exhibit A

Legal Description of Area released for use as parking as provided in the Amendment to Deed Restrictions (attached parcel map for illustration only).

(A) Schultz to Carson Tahoe Hospital

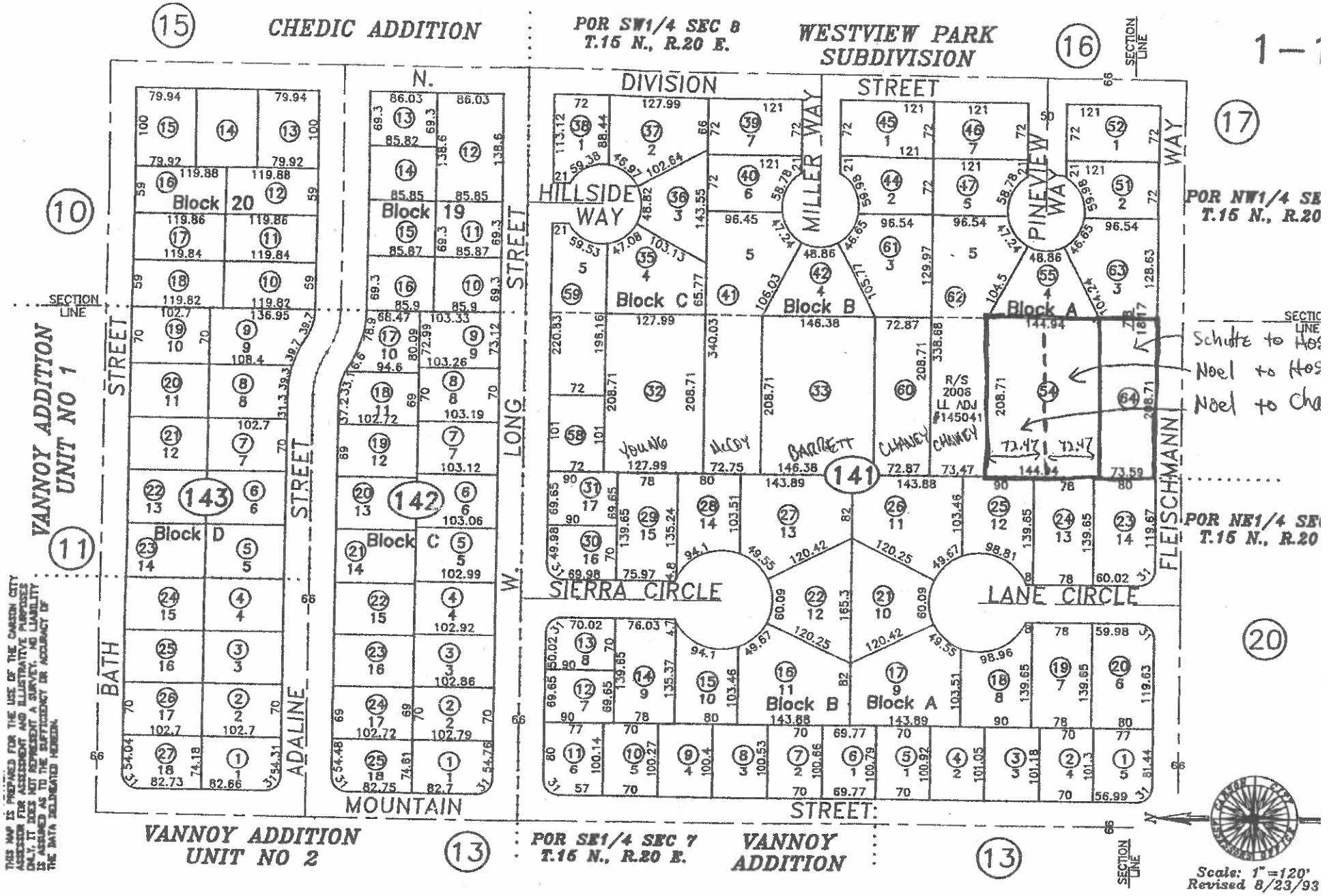
A rectangular piece or parcel of land lying and being in the Northeast 1/4 of the Northeast 1/4 of Section 18 and the Southeast 1/4 of the Southeast 1/4 of Section 7, all in Township 15 North, Range 20 East, M.D.B. & M., in Ormsby County (now Carson City), Nevada, more particularly described as follows, to wit:

> Commencing at the Section corner common to Sections 7, 8, 17, and 18 of Township 15 North, Range 20 East, M.D.B. & M., thence North 00° 04'08" East along the Westerly boundary of WESTVIEW PARK SUBDIVISION a distance of 42.93 feet to the Lot corner at the Northwest corner of Lot 3, Block A of said subdivision; thence North 89°50'35" West a distance of 208.71 feet to a point; thence South 00°04'08" West a distance of 73.59 feet more or less to a point on the Northerly street line of Fleischmann Way; thence Easterly a distance of 208.71 feet more or less, along the Northerly line of Fleischmann Way to the Lot corner at the Southwest corner of Lot 3, Block A of WESTVIEW PARK SUBDIVISION: thence North 00°04'08" East a distance of 30.66 feet along the Westerly boundary of the subdivision to the point of beginning.

(B) Noel to Carson Tahoe Hospital

A rectangular piece or parcel of land lying and being in the Southeast 1/4 of the Southeast 1/4 of Section 7, in Township 15 North, Range 20 East, M.D.B. & M., in Carson City, Nevada, more particularly described as follows, to wit:

> Parcel 2 of the Parcel Map Plat No._____ recorded on _____, 1996 as Document No. _____ in Carson City, Nevada.



Note: This plat inserted for reference purposes only

Crowell, Susich, Owen & Tackes, Ltd.

A PROFESSIONAL LAW CORPORATION

MEMBERS

WM. J. CROWELL (1913-1988)
WILLIAM J. CROWELL, JR.
ROBERT L. CROWELL
J. THOMAS SUSICH
STEVEN E. TACKES
SANDRA-MAE PICKENS
VICKI E. HARTIGAN

510 W. FOURTH STREET
POST OFFICE BOX 1000
CARSON CITY, NEVADA
89702

TELEPHONE
(702) 882-1311
(702) 588-5448

FAX (702) 882-0257
MCI MAIL 265-0719
INTERNET
stackes@connectus.com

January 19, 1996

Stewart Title
111 W. Proctor
Carson City, NV 89701

Re: Escrow Account No. 95021550

Dear Sirs:

Please find enclosed the original signed Amendment to Deed Restrictions which will permit the Hospital to use the purchased land for parking purposes. We will need to insert the Map and Document Numbers on the legal description in Exhibit A upon the recording of the map. Community Development has requested that the map also be recorded concurrent with the closing of the sale.

You may record the Amendment to Deed Restrictions at the time of closing concurrent with the recording of the Deeds from Mr. and Mrs. Noel to Mr. Chaney and Carson Tahoe Hospital. In the event the transaction does not close, you are instructed to return the original document to this office instead of recording it.

Please let me know if you have any questions.

Sincerely,

Steven E. Tackes, Esq.

SET/bb
cc: Mike Pavlakis, Esq.
Eugene Chaney
Katherine Barrett
Mr. and Mrs. Noel
Nora McCoy
Thomas Young

The undersigned are all adjacent homeowners of the hospital parking lot property which is the subject of File: ZA-2023-0184. WE ARE IN AGREEMENT with the Memo dated July 24, 2023, from Norah Ann McCoy to the Carson City Planning Commission.

LISA HARRIS
10 PINE VIEW WAY — 7/25/23
Name, Address — Date

Marianne Winters
Marianne Winters 8 Miller Wy — 7/25/23
Name, Address — Date

Charles Gifford
Chas R. Gifford 6 Miller Wy — 7/25/23
Name, Address — Date

Name, Address — Date

Name, Address — Date

Name, Address — Date

STAFF REPORT FOR PLANNING COMMISSION MEETING OF JULY 26, 2023

FILE: ZA-2023-0184 **AGENDA ITEM: 6.C**

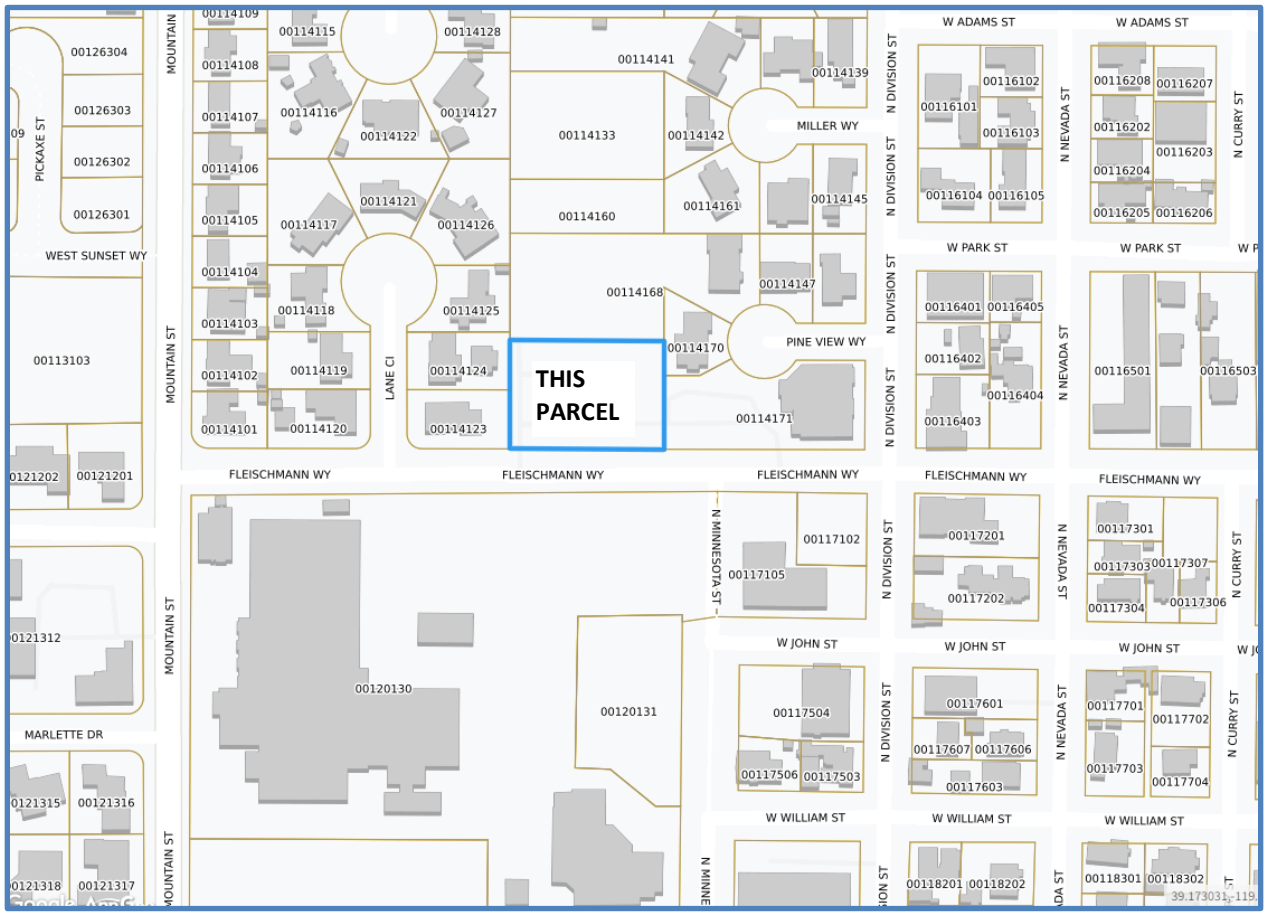
STAFF CONTACT: Heather Manzo, Associate Planner

AGENDA TITLE: For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors ("Board") concerning a request from Carson City ("Applicant") for a proposed ordinance amending the zoning map to change the zoning of a property from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") on a ±0.7 acre property located on Fleischmann Way ±275 feet to the west of its intersection with North Division Street, APN ("APN") 001-141-67. (Heather Manzo, hmanzo@carson.org)

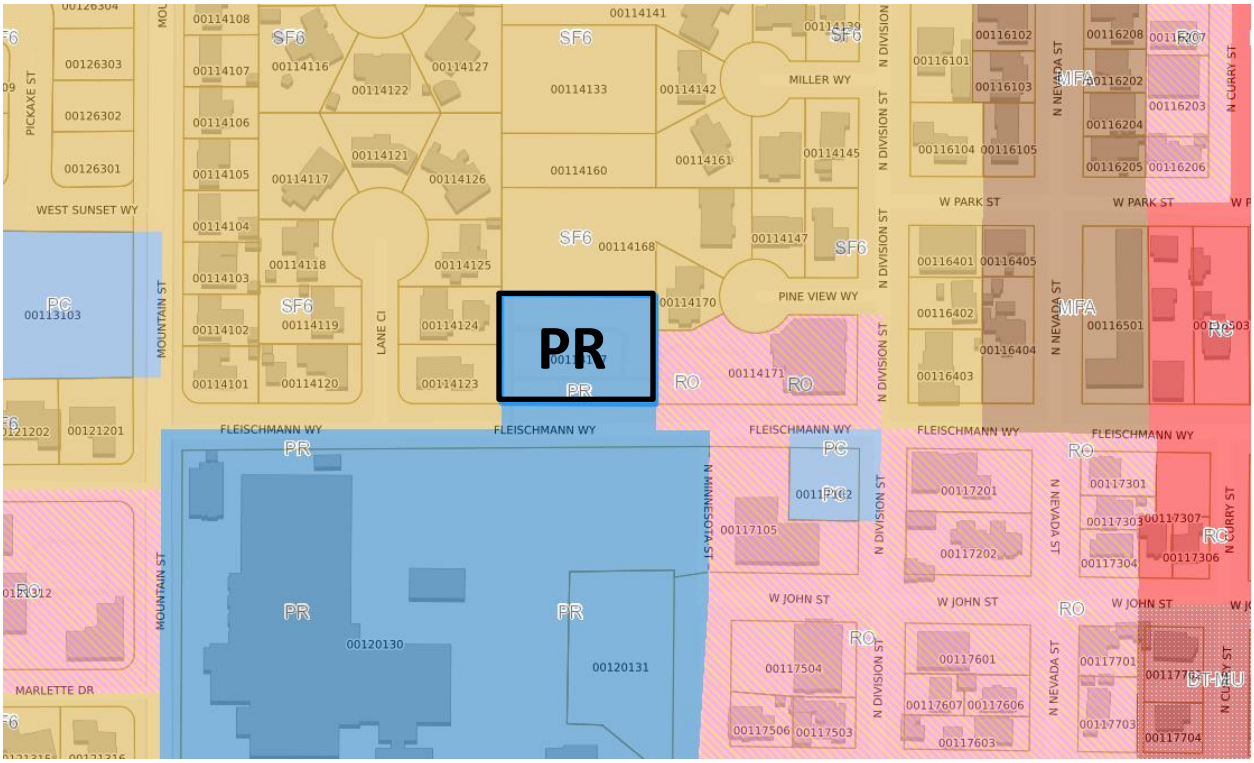
Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcels as appropriate for consideration of a mapping correction. The property has a Master Plan land use designation of Medium Density Residential, SF6 zoning would bring the site into conformance with the Master Plan land use designation.

RECOMMENDED MOTION: "I move to recommend to the Board of Supervisors approval of the zoning map amendment ZA-2023-0184 as presented."

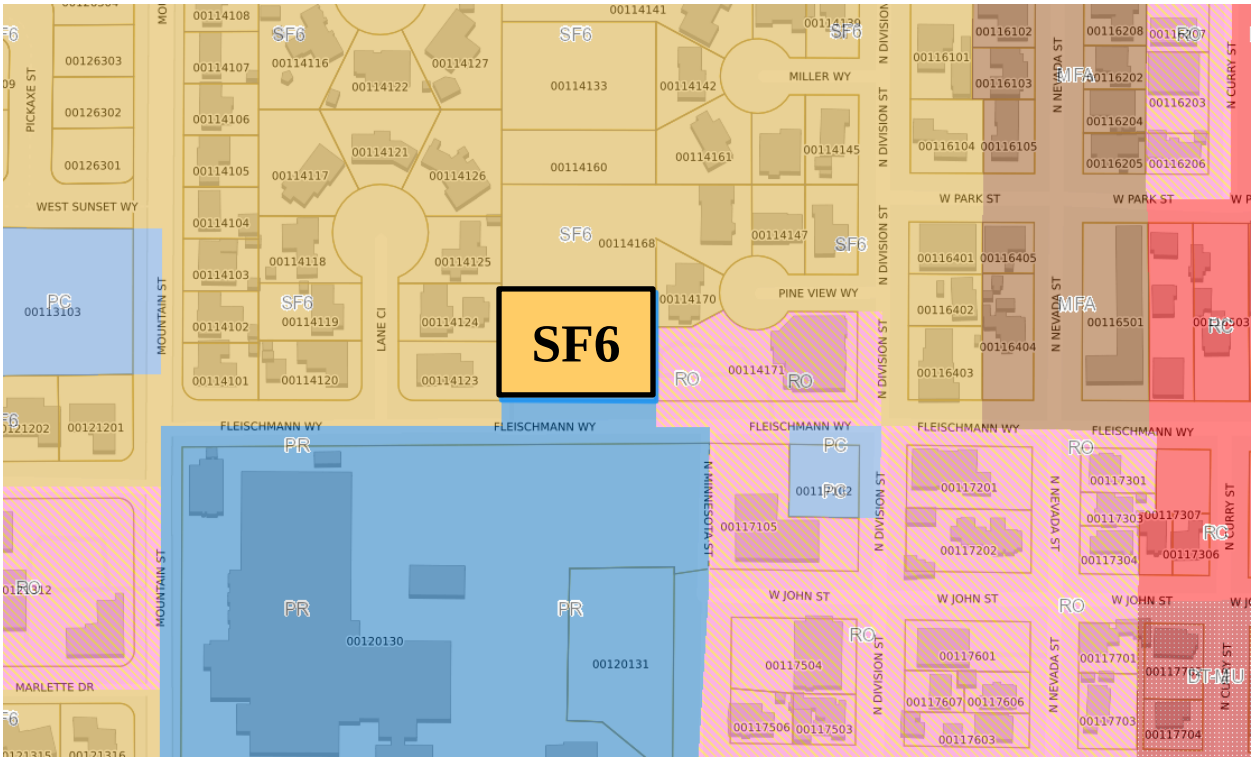
VICINITY MAP:



EXISTING ZONING



PROPOSED ZONING



LEGAL REQUIREMENTS: Carson City Municipal Code ("CCMC") 18.02.050 (Review); (Zoning Map Amendments and Zoning Code Amendments)

EXISTING MASTER PLAN DESIGNATION: Medium Density Residential

EXISTING ZONING: Public Regional ("PR")

PROPOSED ZONING: Single Family 6,000 Square Feet ("SF6")

SURROUNDING ZONING AND LAND USE INFORMATION:
NORTH: SF6 / Single family residences
SOUTH: PR / Medical offices
EAST: RO / Medical offices
WEST: SF6 / Single family residences

BACKGROUND AND DISCUSSION:

On December 20, 2022, the Planning Commission was provided with an update on the Master Plan implementation activities, reviewed and made a recommendation to the Board of Supervisors on the Master Plan Action Plan and other Master Plan related matters. At its meeting of January 19, 2023, the Board of Supervisors accepted the 2022 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction.

This property is owned by Carson-Tahoe Hospital and was once used as a parking lot for the hospital site to the south of Fleischmann Way. The site no longer appears to be necessary to provide parking and the improvements are suffering the impact of time with cracking asphalt and weed management needs. Since a public agency no longer owns the parcel, the PR zoning is not appropriate. The proposed amendment will be consistent with the current use and ownership of the property. Staff is recommending SF6 zoning because the zoning district conforms to the Medium Density Residential Master Plan designation. The parking lot is established and would be allowed to remain. However, should redevelopment of the parcel be sought, the SF6 zone would allow for development without delays due to zoning and use issues and that would be consistent with the neighboring properties to the west, north and east.

The Planning Commission makes a recommendation to the Board of Supervisors.

PUBLIC COMMENTS: A courtesy notice was mailed to the property owner on June 23, 2023. On July 13, 2023, public hearing notices were mailed to 41 property owners within 400 feet of the subject property in accordance with the provisions of NRS and CCMC 18.02.045. At the time of the writing of this report staff has not received any public comment. Any comments that are received after this report is completed will be provided to the Planning Commission either prior to or at the July 26, 2023 meeting depending on their submittal date to the Planning Division.

OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS:

The requests were routed to other departments for review and comment. All indicated they had no comments or concerns with the proposed amendment.

FINDINGS: Staff recommends the following findings for approval of the Zoning Map Amendment pursuant to CCMC 18.02.075, Zoning Map Amendments and Zoning Code Amendments.

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the master plan.

The proposed amendment is consistent with the Master Plan. Chapter 3 of the Master Plan identifies the land use designations and identifies what zoning districts corresponds to the land use designation. The Medium Density Residential ("MDR") Master Plan designation is intended to promote primarily single-family residences with a density range of between three and eight dwelling units per acre. Zoning districts which conform with the MDR land use include single family zoning districts with a 6,000 square foot minimum lot size. The MDR land use designation encourages development with a mix of housing types within a neighborhood setting. This property was, at one time, owned by Carson City and was the site of parking for the hospital. The property is no longer owned by the City and today, the parking lot remains, but is not being utilized. Since a public agency no longer owns the parcel, the Public Regional zoning is not appropriate. The proposed zoning map amendment will create consistency with the Master Plan designation and the ownership of the land.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

The proposed amendment will create consistency with the Master Plan land use designation and ownership since the PR zoning district is generally reserved for City or other public entity owned properties. The on-site uses include a privately owned parking lot that was approved by special use permit (U-99/00-7) to serve the Carson Tahoe Hospital. At that time, the site was owned by both the Carson Tahoe Hospital and Carson City. Carson City is no longer an owner of the site. Staff recommends the zoning be amended to SF6 to bring the site into conformance with the Master Plan and would set the stage for a streamlined path forward for future redevelopment of the site.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

The proposed zoning map amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare. The subject parcel is a parking lot that historically served the hospital site to the south of the subject site, however, it is no longer necessary to support a hospital use. There are no proposed modifications to the existing use of the property, however the zoning map amendment will set the state for a streamlined process for future development that would be in conformance with the underlying Medium Density Residential Master Plan land use.

Attachments:
Draft zoning map amendment ordinance

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2023-__

AN ORDINANCE RELATING TO ZONING; ESTABLISHING VARIOUS PROVISIONS TO CHANGE THE ZONING FROM PUBLIC REGIONAL ("PR") TO SINGLE FAMILY 6,000 SQUARE FEET ("SF6") FOR A PARCEL LOCATED ON FLEISCHMANN WAY; APN 001-141-67.

The Board of Supervisors of Carson City do ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor's Parcel Number ("APN") 001-141-67, located on Fleischmann Way, Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code ("CCMC") to revise the existing zoning designation of APN 001-141-67 from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6"). After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on July 26, 2023, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted __ ayes and __ nay to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning designation from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") for APN 001-141-67, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City Master Plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____2023.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2023.

VOTE: AYES: _____

_____

DRAFT

_____

_____

_____

NAYS: _____

_____

ABSENT: _____

_____
LORI BAGWELL, Mayor

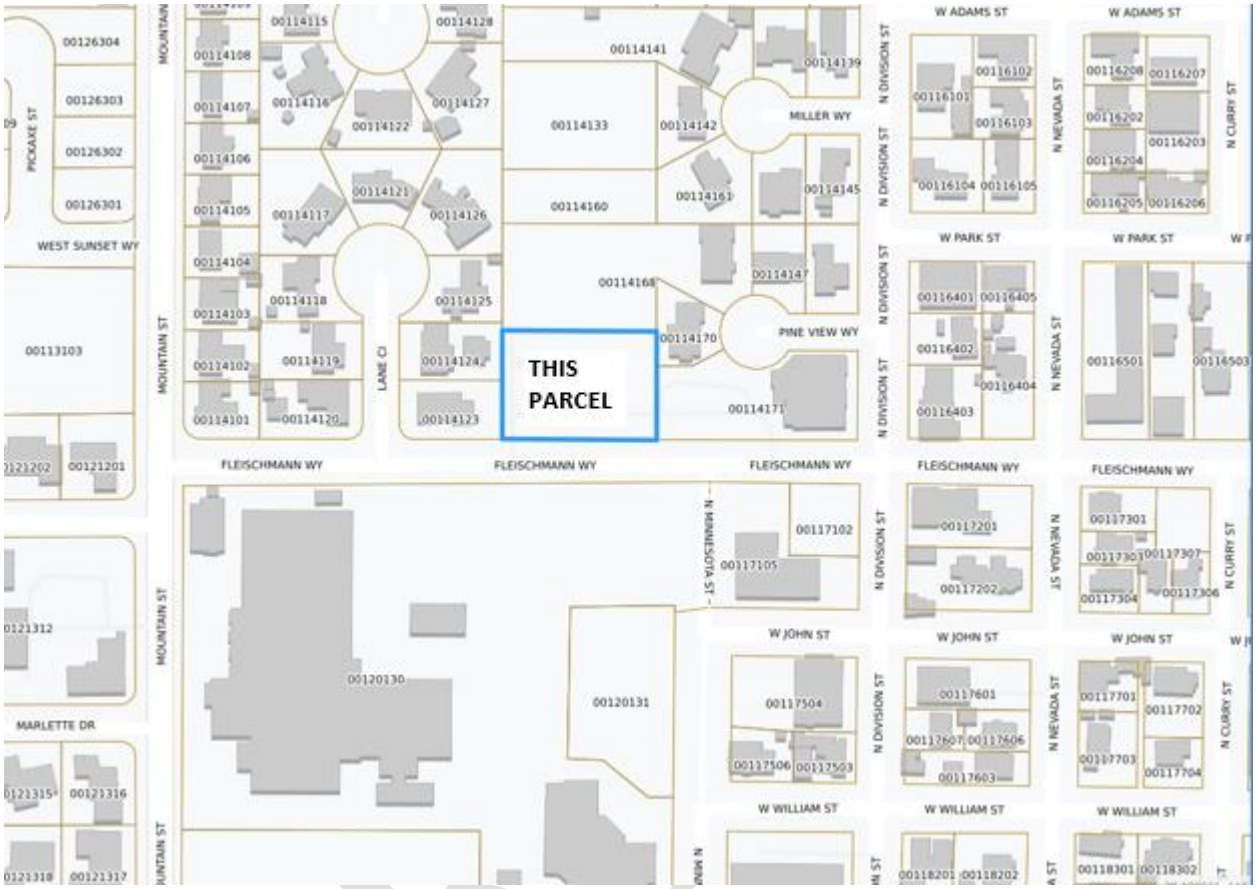
ATTEST:

_____
SCOTT HOEN, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2023.

DRAFT

Attachment A



PUBLIC REGIONAL (“PR”)
TO
SINGLE FAMILY 6,000 SQUARE FEET (“SF6”)

DRAFT

Item #22A

August 15, 2023

LATE MATERIAL
Item#: 22a
Meeting Date: 08/17/23

10 Miller Way
Carson City NV 89703

TO: Carson City Board of Supervisors

FROM: Norah Ann McCoy, Homeowner 10 Miller Way

RE: Planning Commission File: ZA-2023-0184

Supervisors:

Enclosed is the memo from my neighbors and me to the Planning Commission, opposing the proposed zoning change in our neighborhood.

Our position has not changed. The zoning change would allow the potential development of up to FOUR HOUSE LOTS on property which was intended to be, and historically has been, OPEN SPACE. That designation has been enforced by deed restrictions on the development of the large back lots on the properties to the north (See map).

In approving the sale of the property to the hospital, the adjacent owners expressly waived only the restrictions that would prevent its use as a parking lot, while retaining all other restrictions in place.

We urge you to reject this proposed zone change for these reasons.

July 24, 2023

10 Miller Way
Carson City NV 89703

TO: Carson City Planning Commission

FROM: Norah Ann McCoy, Homeowner10 Miller Way

RE: File: ZA-2023-0184, Opposition to Zoning Change

Planning Commissioners:

I have owned and resided in the property at 10 Miller Way since 1987. Some of the more attractive features of my property are contained in the deed restrictions (cc&r's) that apply not only to my property but to my adjacent neighbors. Specifically, the restrictions require a 20' easement along the western edge from Fleischmann thru to all the property owners for their private use. They also prohibit the construction of any "dwelling, commercial, or farm building" or any recreational structure over 10'. These cc&r's were declared to run with the land and to be binding on all parties or persons claiming the land. I have spent a good part of the last 35 years enforcing those restrictions. A copy of the original cc&r's is included s Exhibit A.

Another specific restriction is that none of the property could be sold, transferred or in any way conveyed except to one of the eight western lots in the subdivision. Through the years that I have lived here, the back lots of some of the properties have been sold or traded by the adjacent landowners without any problems. Then, in 1995, a couple of property owners on the southern end of the subdivision sold their property to the hospital for a parking lot. By the time most of us found out, the deal was almost done. I was furious, as were most of my neighbors. But as it turned out, the hospital deal could not be completed without the consent of ¾ of the adjacent landowners. Mr. Chaney (one of the illicit sellers) lobbied all the owners with promises to keep noise and lighting down, and urged us to be "Good Neighbors" because the hospital was in desparate need of parking.

Consequently, an Amendment to Deed Restrictions was promulgated and signed by the requisite number of adjacent owners. In that Amendment, the adjacent property owners agreed: 1. to the purchase of the property by the hospital; 2. that the easement shall not be compromised; 3. to a change of zoning to allow a ground level parking lot; 4. release the hospital property from restrictions that would "prohibit the use of the...property for ground level parking; and 5. there would be no other changes to the cc&r's. A copy of the Amendment is included as Exhibit B.

Your request for a zoning change to single family residential flies in the face of long standing deed restrictions and goes far beyond any agreement with the adjacent landowners and the parties' intent. Your own parcel map submitted with your request shows very clearly that all of the adjacent landowners have very big back yards, yet there are no single family houses there, nor any structures over 10'. That's because of the deed restrictions, which also apply to the hospital property, except those that would restrict from it operating a ground level parking lot. It was never agreed that the property could be used for single family housing.

Mr. Miller, when inserting the deed restrictions, clearly intended for residents to enjoy clear views and access to their property from the back. He even proscribed the planting of trees "in such a manner as to substantially obstruct the view of the residents on the eight western lots." A house or houses on the property in question would have the potential to substantially obstruct our view, in violation of the cc&r's that continue to run with the hospital property. A house or houses could potentially interfere with the easement as well.

Just look at your map and you will see the inanity of the situation. There is a whole block of this wonderful open area, maintained by your adjacent landowners, only to be broken up by a house or houses, which the rest of us don't have the permission to build. You are our neighbor too, and you must comply with all the restrictions which run with the land and apply to you too. Instead of cashing in the land for your own gain, why not be a "Good Neighbor" and consider the quality of life of your neighbors. If you no longer need the property for a parking lot, why not consider a small park or something else that's attractive and low impact?

Thank you for your consideration of these concerns.

Sincerely,

Norah Ann McCoy

OFFICIAL NOTICE OF PUBLIC HEARING

You are hereby notified that the Carson City Planning Commission will conduct a public hearing on Wednesday, July 26, 2023 , regarding the item noted below. The meeting will commence at 5:00 PM. The meeting will be held in the Carson City Community Center, Robert "Bob" Crowell Board Room, 851 East William Street, Carson City, Nevada.

SUBJECT: ZA-2023-0184 For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors ("Board") concerning a request from Carson City ("Applicant") for a proposed ordinance amending the zoning map to change the zoning of a property from Public Regional ("PR") to Single Family 6,000 Square Feet ("SF6") on a ±0.7 acre property located on Fleischmann Way ±275 feet to the west of its intersection with North Division Street, APN ("APN") 001-141-67. (Heather Manzo, hmanzo@carson.org)

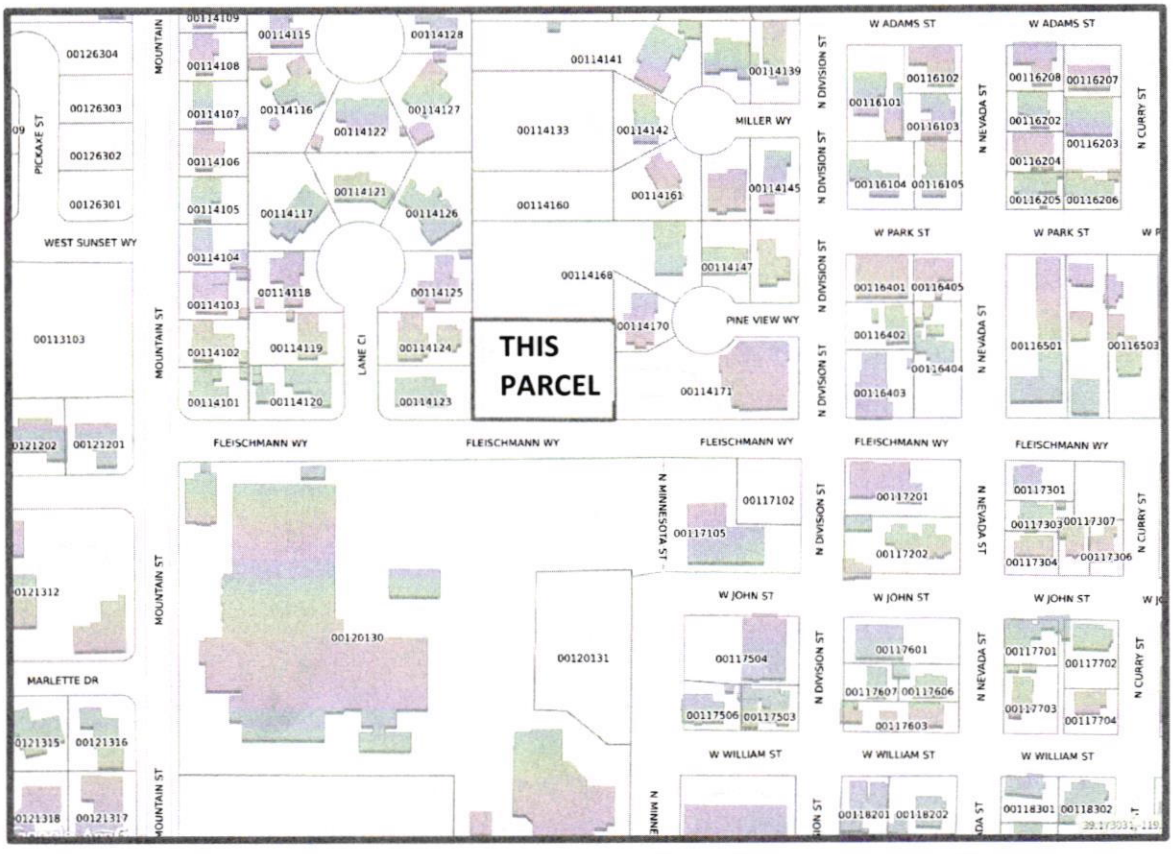
Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcels as appropriate for consideration of a mapping correction. The property has a Master Plan land use designation of Medium Density Residential, SF6 zoning would bring the site into conformance with the Master Plan land use designation.

The application materials are available for public review at the Planning Division, 108 E Proctor Street, Carson City, Nevada, 89701. If you have questions related to this application, you may contact Heather Ferris, Planning Manager, at 775-283-7080 (hferris@carson.org). Staff reports are available approximately six days prior to the Planning Commission meeting or online at https://www.carson.org/government/city-meetings-live-broadcast-and-archives/agendas under Planning Commission Agenda with Supporting Materials.

The public may provide public comment in advance of a meeting by written submission to the following email address: planning@carson.org or via mail to the Planning Division at 108 E. Proctor St., Carson City, NV 89701. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be received by the Planning Division not later than 3:00 p.m. the day before the meeting.

carson.org
Calendar
P.C.

Location:



Agenda Item No: 15.b

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 112, a proposed ordinance changing the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Multifamily Duplex ("MFD-SPA") to Public Neighborhood ("PN-SPA") on a ±10.15 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Assessor's Parcel Number ("APN") 010-041-44. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to rezone a ±10.15 acre parcel from MFD-SPA to PN-SPA (ZA-2023-0186). The project is associated with a Master Plan amendment (MPA-2023-0185) that was accepted by the Board of Supervisors ("Board") on August 17, 2023.

Agenda Action: Ordinance - Second Reading **Time Requested:** 5 minutes

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Proposed Motion

I move adopt, on second reading, Bill No. 112, Ordinance No. 2023-11.

Board's Strategic Goal

Quality of Life

Previous Action

August 17, 2023 (Item No. 22.C) - The Board introduced the ordinance on first reading by a vote of 5-0.

July 26, 2023 (Item No. 6.E) - The Planning Commission recommended that the Board adopt the zoning map amendment by a vote of 5 for and 2 absent.

January 19, 2023 (Item No. 17.C) - The Board accepted the 2022 Master Plan Report from the Planning Commission and identified the subject property as appropriate for a mapping correction.

December 20, 2022 (Item No. 14.O) - The Planning Commission was provided with a summary of the Master Plan annual report and made a recommendation to the Board on possible Master Plan land use and zoning changes that would conform to the Master Plan.

Background/Issues & Analysis

Please refer to the attached July 26, 2023, Planning Commission staff report for additional information.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapters 237 and 244; Article 2 of the Carson City Charter; Carson City Municipal Code 18.02.050 and 18.02.075

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives
Do not adopt the ordinance.

Attachments:
ZA-2023-0186 Ordinance

Planning Commission Staff Report with Supporting Materials

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2023-__

AN ORDINANCE RELATING TO ZONING; ESTABLISHING VARIOUS PROVISIONS TO CHANGE THE ZONING ON A SITE WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") FROM MULTIFAMILY DUPLEX (MFD-SPA") TO PUBLIC NEIGHBORHOOD ("PN-SPA") FOR A PARCEL LOCATED TO THE EAST OF THE TERMINUS OF EAST ROBINSON STREET AND TO THE NORTH OF EAST 5TH STREET, APN 010-041-44.

The Board of Supervisors of Carson City does ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor's Parcel Number ("APN") 010-041-44, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code ("CCMC") to revise the existing zoning designation of APN 010-041-44 from MFD-SPA to PN-SPA. After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on July 26, 2023, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted 5 ayes, 0 nays, and 2 absent to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning designation from MFD-SPA to PN-SPA for APN 010-041-44, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City Master Plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____2023.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2023.

VOTE: AYES: _____

_____

_____

_____

_____

NAYS: _____

_____

ABSENT: _____

_____
LORI BAGWELL, Mayor

ATTEST:

_____
WILLIAM SCOTT HOEN, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2023.

Attachment A



MULTIFAMILY DUPLEX - SPECIFIC PLAN AREA
("MFD-SPA")
TO
PUBLIC NEIGHBORHOOD-SPECIFIC PLAN AREA
("PN-SPA")

STAFF REPORT FOR PLANNING COMMISSION MEETING OF JULY 26, 2023

FILE: MPA-2023-0185 & ZA-2023-0186 **AGENDA ITEM: 6.D & 6.E**

STAFF CONTACT: Heather Manzo, Associate Planner

AGENDA TITLE:

MPA-2023-0185 For Possible Action: Discussion and possible action regarding a request from Carson City ("Applicant") for the adoption of a resolution approving a Master Plan amendment and recommending approval of the amendment to the Board of Supervisors ("Board") to change the master plan designation from Open Space and Medium Density Residential to Parks and Recreation for a 10.15 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Assessor's Parcel Number ("APN") 010-041-44. (Heather Manzo, hmanzo@carson.org)

Staff Summary: Through the annual review of the Master Plan and zoning map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction to bring the site into conformance with the Lompa Ranch North Specific Plan Area. The requested master plan amendment is being made concurrently with the request for a zoning map amendment (ZA 2023-0186).

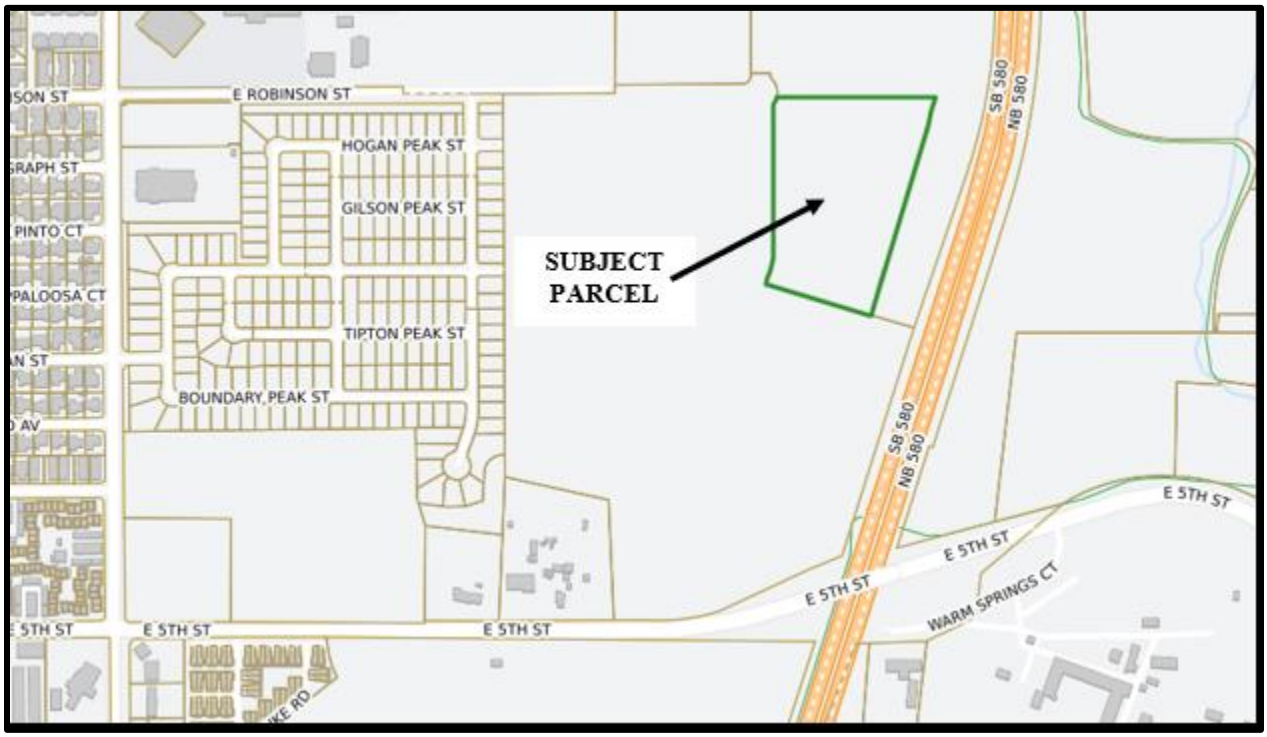
ZA-2023-0186 For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors ("Board") concerning a request from Carson City ("Applicant") for a proposed ordinance amending the zoning map to change the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Multifamily Duplex ("MFD-SPA") to Public Neighborhood ("PN-SPA") for a 10.15 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Assessor's Parcel Number ("APN") 010-041-44. (Heather Manzo, hmanzo@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcels as appropriate for consideration of a mapping correction. The requested zoning map amendment is being made concurrently with the request for a Master Plan amendment (MPA-2023-0185).

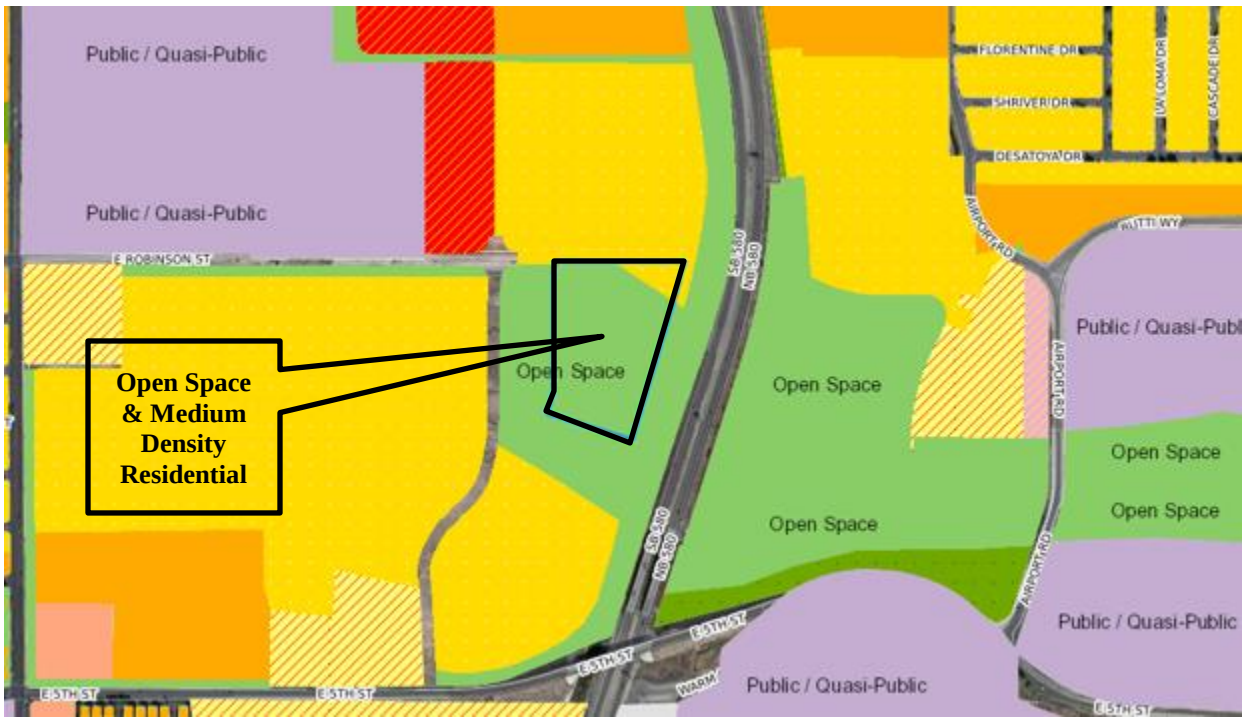
MASTER PLAN AMENDMENT RECOMMENDED MOTION: "I move to adopt resolution number 2023-PC-R-1."

ZONING MAP AMENDMENT RECOMMENDED MOTION: "I move to recommend to the Board of Supervisors approval of the zoning map amendment ZA-2023-0186 as presented."

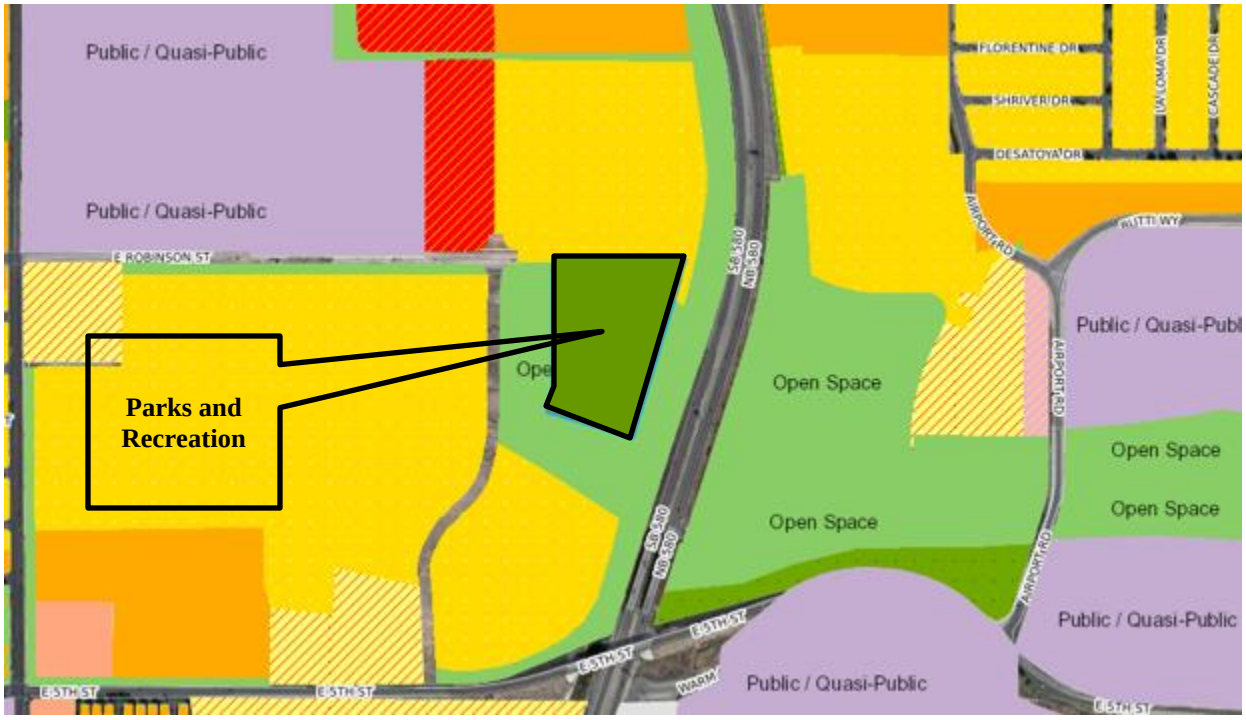
VICINITY MAP:



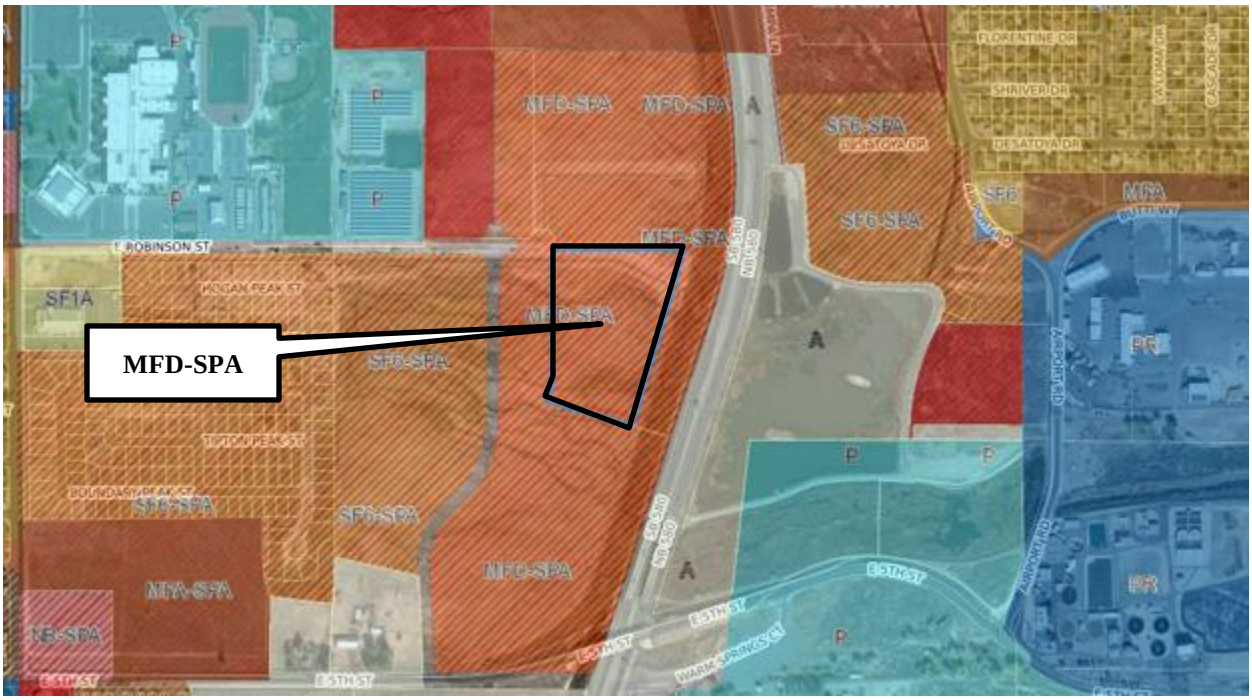
EXISTING MASTER PLAN



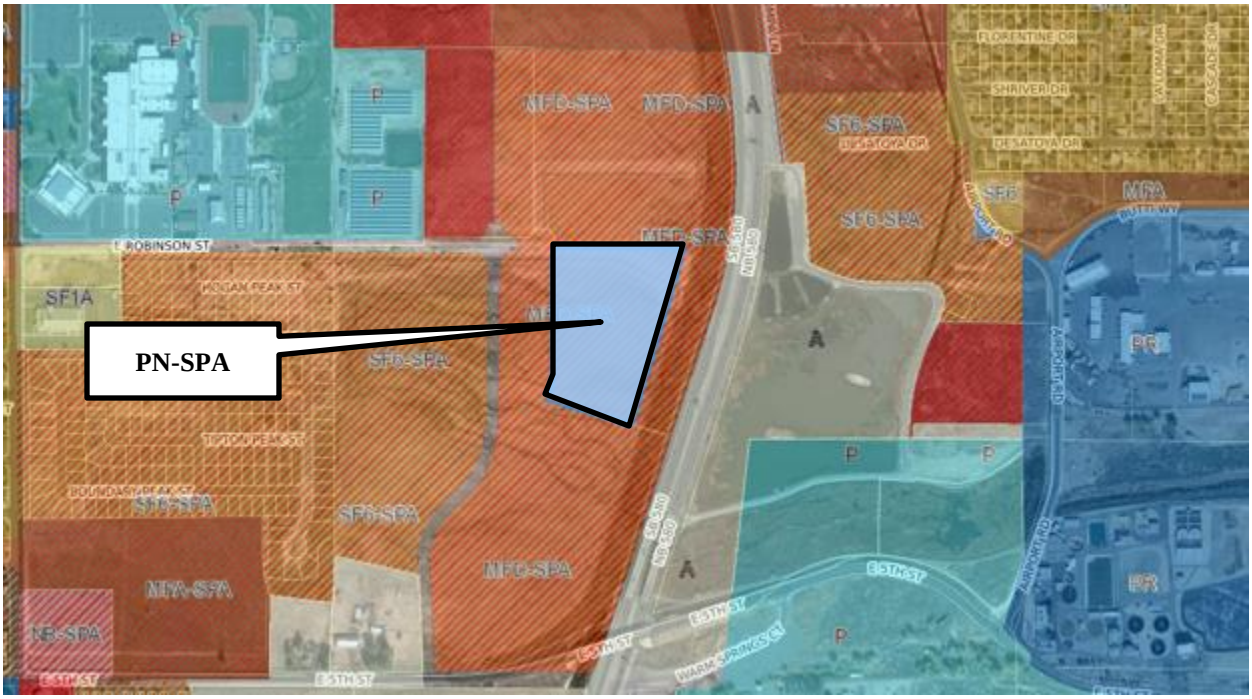
PROPOSED MASTER PLAN



EXISTING ZONING



PROPOSED ZONING



LEGAL REQUIREMENTS: Carson City Municipal Code ("CCMC") 18.02.050 (Review); CCMC 18.02.070 (Master Plan); and CCMC 18.02.075 (Zoning Map Amendments and Zoning Code Amendments)

EXISTING MASTER PLAN DESIGNATION: Open Space & Medium Density Residential

PROPOSED MASTER PLAN DESIGNATION: Parks and Recreation

EXISTING ZONING: Multifamily Duplex – Specific Plan Area ("MFD-SPA")

PROPOSED ZONING: Public Neighborhood – Specific Plan Area ("PN-SPA")

SURROUNDING ZONING AND LAND USE INFORMATION:
NORTH: MFD-SPA / vacant
SOUTH: MFD-SPA / vacant
EAST: MFD-SPA / vacant
WEST: MFD-SPA / vacant

BACKGROUND AND DISCUSSION:

On December 20, 2022, the Planning Commission was provided with an update on the Master Plan implementation activities, reviewed and made a recommendation to the Board of Supervisors on the Master Plan Action Plan and other Master Plan related matters. At its meeting of January 19, 2023, the Board of Supervisors accepted the 2022 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction.

The subject property is zoned MFD-SPA and has a split Master Plan land use designation of Open Space and Medium Density Residential. The property is vacant and is identified in the

Lompa Ranch North Specific Plan Area handbook as a future park site. The proposed amendments will result in uniform master plan and zoning across the entire parcel as well as zoning that is consistent with the underlying Master Plan land use and SPA Handbook.

The Planning Commission adopts the master plan amendment and makes a recommendation to the Board of Supervisors by resolution. The Planning Commission also makes a recommendation to the Board of Supervisors on the zoning map amendment.

PUBLIC COMMENTS: A courtesy notice was mailed to the property owner on June 23, 2023. On July 13, 2023, public hearing notices were mailed to 41 property owners within 1750 feet of the subject property in accordance with the provisions of NRS and CCMC 18.02.045. At the time of the writing of this report staff has not received any public comment. Any comments that are received after this report is completed will be provided to the Planning Commission either prior to or at the July 26, 2023 meeting depending on their submittal date to the Planning Division.

OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS:

The requests were routed to other departments for review and comment. No comments were received from other city departments or agencies.

FINDINGS: Staff recommends the following findings for approval of the Master Plan Amendment and Zoning Map Amendment pursuant to CCMC 18.02.070 Master Plan and 18.02.075, Zoning Map Amendments and Zoning Code Amendments.

Master Plan Amendment Findings:

1. The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.

The proposed amendment is in substantial compliance with the goals, policies, and action programs of the Master Plan. The subject parcel is located within the Lompa Ranch North Specific Plan Area (SPA) and per the SPA Handbook adopted on March 17, 2016, a 10-acre park site was needed as part of the overall master plan for the portion of the SPA located to the west of Interstate-580 (I-580). The future park site will be constructed prior to the completion of the 400th residential unit within the western portion of the SPA. Nearly all residential phases are entitled and/or being constructed and it is anticipated the park site will be triggered soon. The proposed amendment will result in the entire parcel having a Master Plan designation of Parks and Recreation which will be consistent with the SPA and set the stage for a park site with appropriate zoning. The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.

2. The proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

The property is vacant. The proposed amendment will result in the entire parcel having a designation of Parks and Recreation which will bring the site into conformance with the SPA Handbook and will result in master plan land use and zoning designations that are consistent with one another and consistent with the future use of the site.

3. The proposed amendment is in response to changed conditions that have occurred since the plan was adopted and the requested amendment represents a more desirable use of land.

At its meeting of December 20, 2022, the Board of Supervisors accepted the 2022 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction. The proposed amendment will provide for a uniform master plan designation across the entire parcel and consistency with the SPA Handbook and future planned use of the site.

4. The requested amendment will promote the desired pattern of orderly physical growth and guides development based on the projected population growth with the least amount of natural resource impairment and the efficient expenditure of funds for public services.

The proposed amendment will provide the desired pattern of orderly growth. The proposed amendment will result in a single Master Plan land use designation on the site and will be consistent with the Lompa Ranch North SPA. The property is currently undeveloped, but will be developed as a 10-acre park site by the time that the 400th residential unit is completed within the SPA on the west side of I-580.

Zoning Map Amendment Findings:

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the master plan.

The proposed amendment is consistent with the Master Plan. Chapter 3 of the Master Plan identifies the land use designations and identifies what zoning districts corresponds to the land use designation.

The property is currently vacant and has a split Master Plan land use designation of Open Space and Medium Density Residential. A Master Plan amendment to Parks and Recreation for the entire parcel is being considered concurrently with the zoning map amendment. The subject site is the location of a planned 10-acre park site. If the master plan is amended to designate the entire parcel as Parks and Recreation, the proposed PN zoning district would be a consistent zoning district with the Parks and Recreation land use designation and the amended maps will further implement the Master Plan, and more particularly bring the site into conformance with the Lompa Ranch North SPA.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

The proposed zoning map amendment will create consistency with the proposed Master Plan designation of Parks and Recreation. Additionally, the PN zoning will be consistent with the SPA Handbook and future development of a 10-acre park site.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

The proposed zoning map amendment will not negatively impact existing public services or facilities and will not adversely impact the public health, safety and welfare. The property is currently vacant and has been identified in the Lompa Ranch North SPA Handbook as the future site of a 10-acre park. A majority of the residential parcels within the SPA have been entitled or are under construction. The park site is required to be constructed and dedicated to the City

before the 400th residential unit within the SPA and located on the west side of Interstate 580 is complete. This request will establish the appropriate zoning district for the planned public facility.

Attachments:

- Resolution
- Draft zoning map amendment ordinance

RESOLUTION 2023-PC-R-1

A RESOLUTION ADOPTING AND RECOMMENDING TO THE BOARD OF SUPERVISORS ADOPTION OF MPA-2023-0185, A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE MAP FROM OPEN SPACE AND MEDIUM DENSITY RESIDENTIAL TO PARKS AND RECREATION FOR A PARCEL LOCATED TO THE EAST OF THE TERMINUS OF EAST ROBINSON STREET AND TO THE NORTH OF EAST 5TH STREET, ASSESSOR'S PARCEL NUMBER ("APN") 010-041-44.

WHEREAS, section 278.210 of the Nevada Revised Statutes ("NRS") requires that any adoption of a master plan amendment shall be by resolution of the Carson City Planning Commission; and

WHEREAS, the Planning Commission has given proper notice of the proposed amendment in accordance with the provisions of NRS and Carson City Municipal Code ("CCMC") 18.02.070, and is in conformance with City and State legal requirements; and

WHEREAS, on July 26, 2023, the Planning Commission obtained public testimony and duly considered recommendations and findings for the proposed master plan amendment and recommended approval of master plan amendment MPA-2023-0185 by an affirmative vote of a two-thirds majority of the Commission, at least five members of the seven-member Commission, pursuant to NRS 278.210, based on four findings of fact; and

WHEREAS, the proposed Master Plan land use designations would be consistent with the existing and intended uses of the property;

NOW, THEREFORE, the Carson City Planning Commission hereby adopts, and recommends to the Carson City Board of Supervisors adoption of, the master plan amendment to change the land use map designation from Open Space and Medium Density Residential to Parks and Recreation for a parcel, APN 010-041-44.

ADOPTED this 26th day of July 2023

VOTE: AYES:

NAYS:

ABSENT:

_____
Teri Preston, Planning Commission Chair

ATTEST:

_____
Hope Sullivan, AICP, Community Development Director

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2023-__

AN ORDINANCE RELATING TO ZONING; ESTABLISHING VARIOUS PROVISIONS TO CHANGE THE ZONING ON A SITE WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") FROM MULTIFAMILY DUPLEX (MFD-SPA") TO PUBLIC NEIGHBORHOOD ("PN-SPA") FOR A PARCEL, APN 010-041-44.

The Board of Supervisors of Carson City does ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor's Parcel Number ("APN") 010-041-44, located to the east of the terminus of East Robinson Street and to the north of East 5th Street, Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code ("CCMC") to revise the existing zoning designation of APN 010-041-44 from MFD-SPA to PN-SPA. After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on July 26, 2023, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted __ ayes and __ nay to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning designation from MFD-SPA to PN-SPA for APN 010-041-44, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City Master Plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____2023.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2023.

VOTE: AYES: _____

_____

DRAFT

_____

_____

_____

NAYS: _____

_____

ABSENT: _____

_____
LORI BAGWELL, Mayor

ATTEST:

_____
WILLIAM SCOTT HOEN, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2023.

DRAFT

Attachment A



MULTIFAMILY DUPLEX - SPECIFIC PLAN AREA
("MFD-SPA")
TO
PUBLIC NEIGHBORHOOD-SPECIFIC PLAN AREA
("PN-SPA")

DRAFT

Agenda Item No: 15.c

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Hope Sullivan, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action to adopt, on second reading, Bill No. 113, a proposed ordinance changing the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Single Family 6,000 ("SF6-SPA") and Public Regional ("PR") to Public Neighborhood ("PN-SPA") on a ±3 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the west of the intersection of Airport Road and Butti Way, Assessor's Parcel Number ("APN") 010-741-01. (Heather Manzo, hmanzo@carson.org)

Staff Summary: This is the second reading of an ordinance to rezone a ±3 acre parcel from SF6-SPA and PR to PN-SPA (ZA-2023-0188). This project is associated with a Master Plan amendment (MPA-2023-0187) that was accepted by the Board of Supervisors on August 17, 2023.

Agenda Action: Ordinance - Second Reading **Time Requested:** 5 minutes

---

Proposed Motion
I move to adopt, on second reading, Bill No. 113, Ordinance No. 2023-12.

Board's Strategic Goal
Quality of Life

Previous Action
August 17, 2023 (Item 22.E) - The Board introduced the ordinance on first reading by a vote of 5-0.

July 26, 2023 (Item 6.G) - The Planning Commission recommended that the Board adopt the zoning map amendment by a vote of 5 for and 2 absent.

January 19, 2023 (Item 17.C) - The Board accepted the 2022 Master Plan Report from the Planning Commission and identified the subject property as appropriate for a mapping correction.

December 20, 2022 (Item 14.O) - The Planning Commission was provided with a summary of the Master Plan annual report and made a recommendation to the Board on possible Master Plan land use and zoning changes that would conform to the Master Plan.

Background/Issues & Analysis
Please refer to the attached July 26, 2023, Planning Commission staff report for additional information.

Applicable Statute, Code, Policy, Rule or Regulation
NRS Chapters 237 and 244; Article 2 of the Carson City Charter; Carson City Municipal Code ("CCMC") 18.02.050 and 18.02.075

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives
Do not adopt the ordinance.

Attachments:
ZA-2023-0188 Ordinance

6.F & 6.G Staff Report with Supporting Materials.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2023-__

AN ORDINANCE RELATING TO ZONING; ESTABLISHING VARIOUS PROVISIONS TO CHANGE THE ZONING ON A SITE WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") FROM SINGLE FAMILY 6,000 (SF6-SPA") AND PUBLIC REGIONAL ("PR") TO PUBLIC NEIGHBORHOOD ("PN-SPA") FOR A PARCEL LOCATED TO THE WEST OF THE INTERSECTION OF AIRPORT ROAD AND BUTTI WAY, APN 010-741-01.

The Board of Supervisors of Carson City does ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor's Parcel Number ("APN") 010-741-01, located to the west of the intersection of Airport Road and Butti Way, Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code ("CCMC") to revise the existing zoning designation of APN 010-741-01 from SF6-SPA and PR to PN-SPA. After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on July 26, 2023, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted 5 ayes, 0 nays, and 2 absent to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning designation from SF6-SPA and PR to PN-SPA for APN 010-741-01, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City Master Plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____2023.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2023.

VOTE: AYES: _____

_____

_____

_____

_____

NAYS: _____

_____

ABSENT: _____

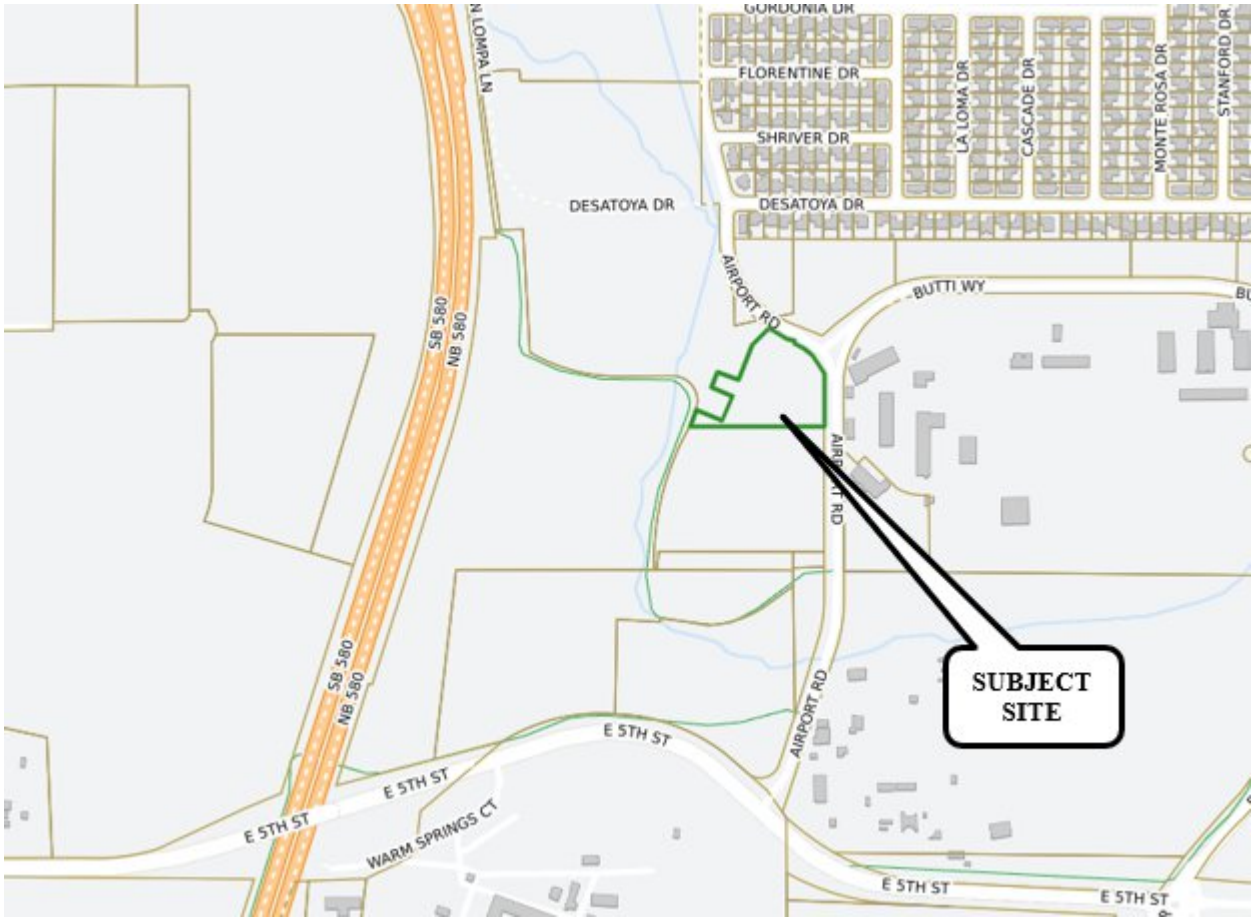
_____
LORI BAGWELL, Mayor

ATTEST:

_____
WILLIAM SCOTT HOEN, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2023.

Attachment A



SINGLE FAMILY 6,000 - SPECIFIC PLAN AREA
("SF6-SPA") AND PUBLIC REGIONAL ("PR")
TO
PUBLIC NEIGHBORHOOD-SPECIFIC PLAN AREA
("PN-SPA")

STAFF REPORT FOR PLANNING COMMISSION MEETING OF JULY 26, 2023

FILE: MPA-2023-0187 & ZA-2023-0188 **AGENDA ITEM: 6.F & 6.G**

STAFF CONTACT: Heather Manzo, Associate Planner

AGENDA TITLE:

MPA-2023-0187 For Possible Action: Discussion and possible action regarding a request from Carson City ("Applicant") for the adoption of a resolution approving a Master Plan amendment and recommending approval of the amendment to the Board of Supervisors ("Board") to change the master plan designation from Mixed-Use Residential and Mixed-Use Employment to Parks and Recreation for a 3 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the west of the intersection of Airport Road and Butti Way, Assessor's Parcel Number ("APN") 010-741-01. (Heather Manzo, hmanzo@carson.org)

Staff Summary: Through the annual review of the Master Plan and zoning map, the Board and staff have identified the subject parcel as appropriate for consideration of a mapping correction to bring the site into conformance with the Lompa Ranch North Specific Plan Area. The requested master plan amendment is being made concurrently with the request for a zoning map amendment (ZA 2023-0188).

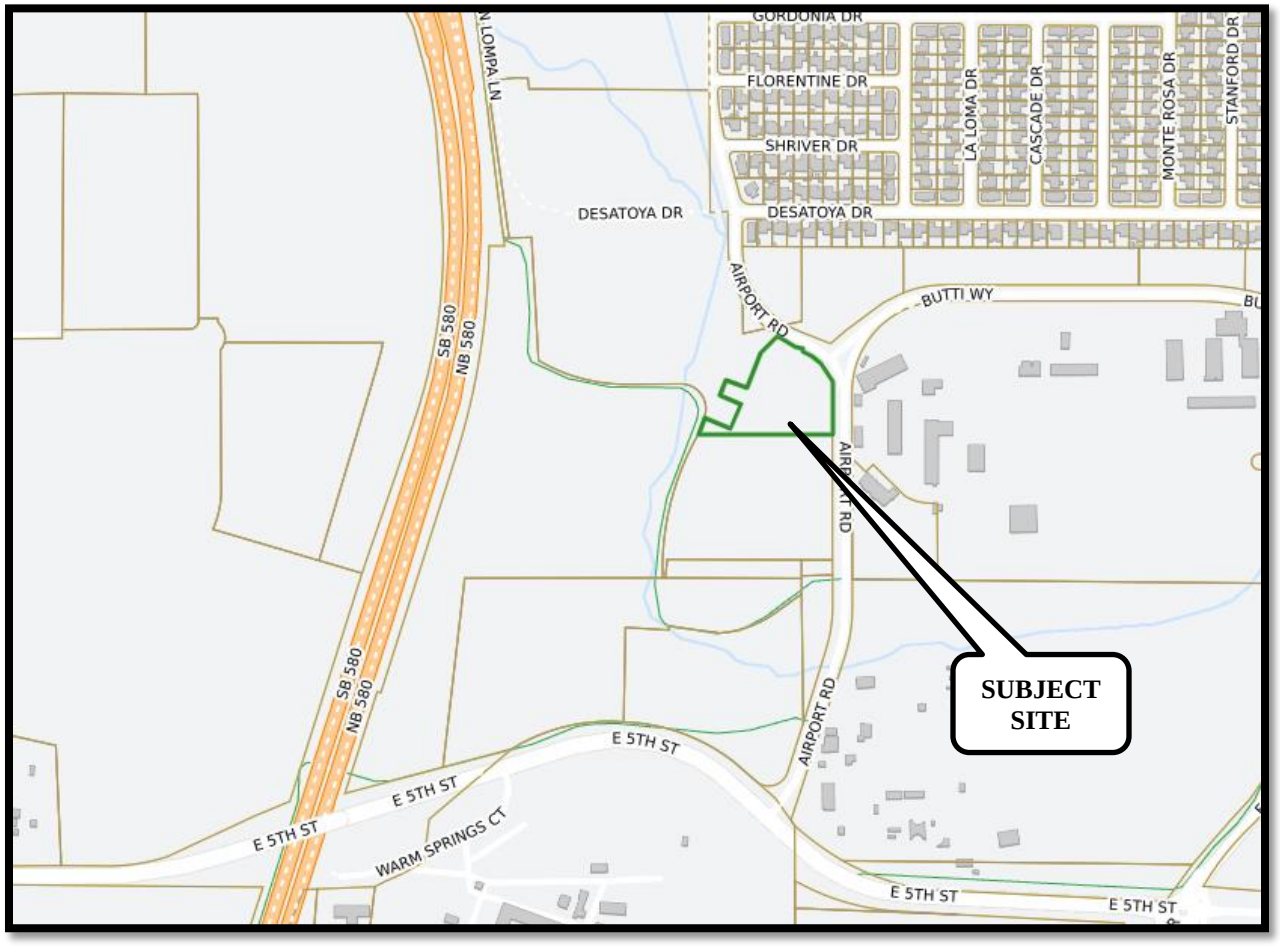
ZA-2023-0188 For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors ("Board") concerning a request from Carson City ("Applicant") for a proposed ordinance amending the zoning map to change the zoning of a property within the Lompa Ranch North Specific Plan Area ("SPA") from Single Family 6,000 Square Feet ("SF6-SPA") and Public Regional ("PR") to Public Neighborhood ("PN-SPA") for a 3 acre parcel identified in the Lompa Ranch North Specific Plan Area as a park site, located to the west of the intersection of Airport Road and Butti Way, Assessor's Parcel Number ("APN") 010-741-01. (Heather Manzo, hmanzo@carson.org)

Staff Summary: Through the annual review of the Master Plan and Zoning Map, the Board and staff have identified the subject parcels as appropriate for consideration of a mapping correction. The requested zoning map amendment is being made concurrently with the request for a Master Plan amendment (MPA-2023-0187).

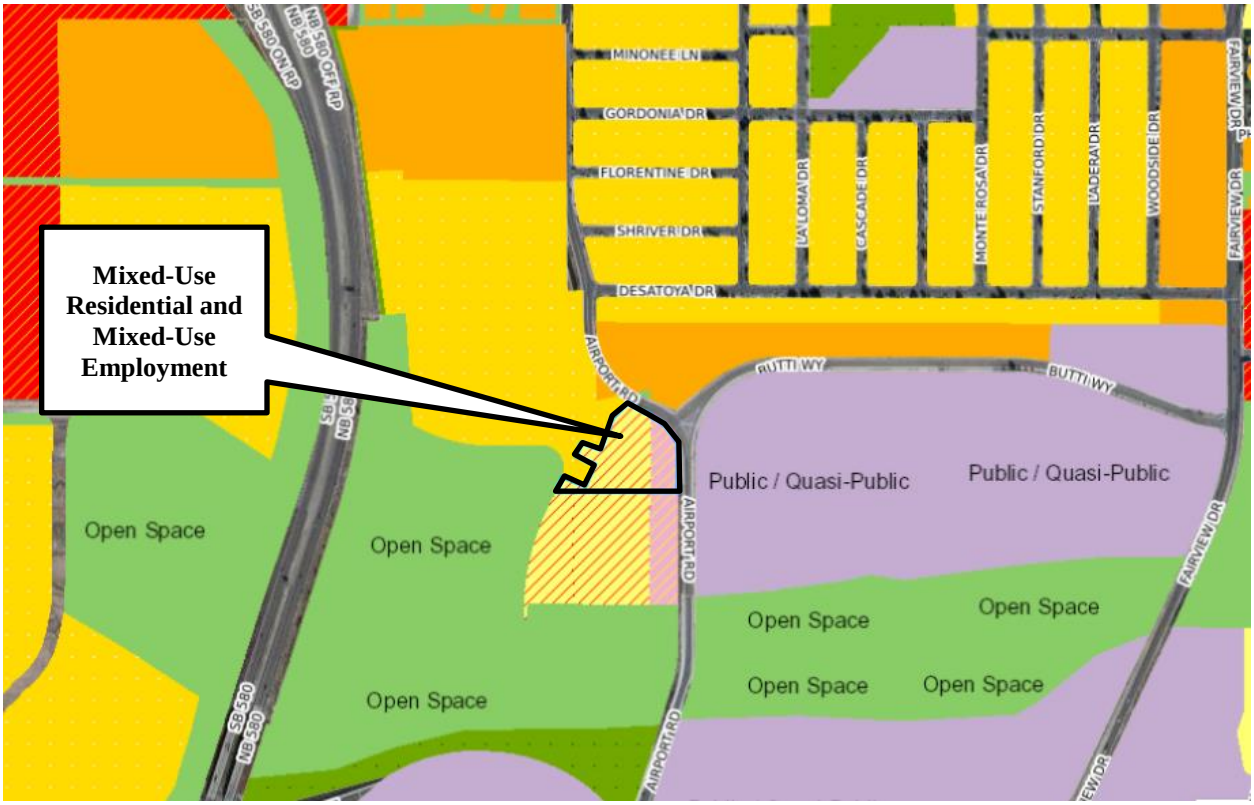
MASTER PLAN AMENDMENT RECOMMENDED MOTION: "I move to adopt resolution number 2023-PC-R-2."

ZONING MAP AMENDMENT RECOMMENDED MOTION: "I move to recommend to the Board of Supervisors approval of the zoning map amendment ZA-2023-0188 as presented."

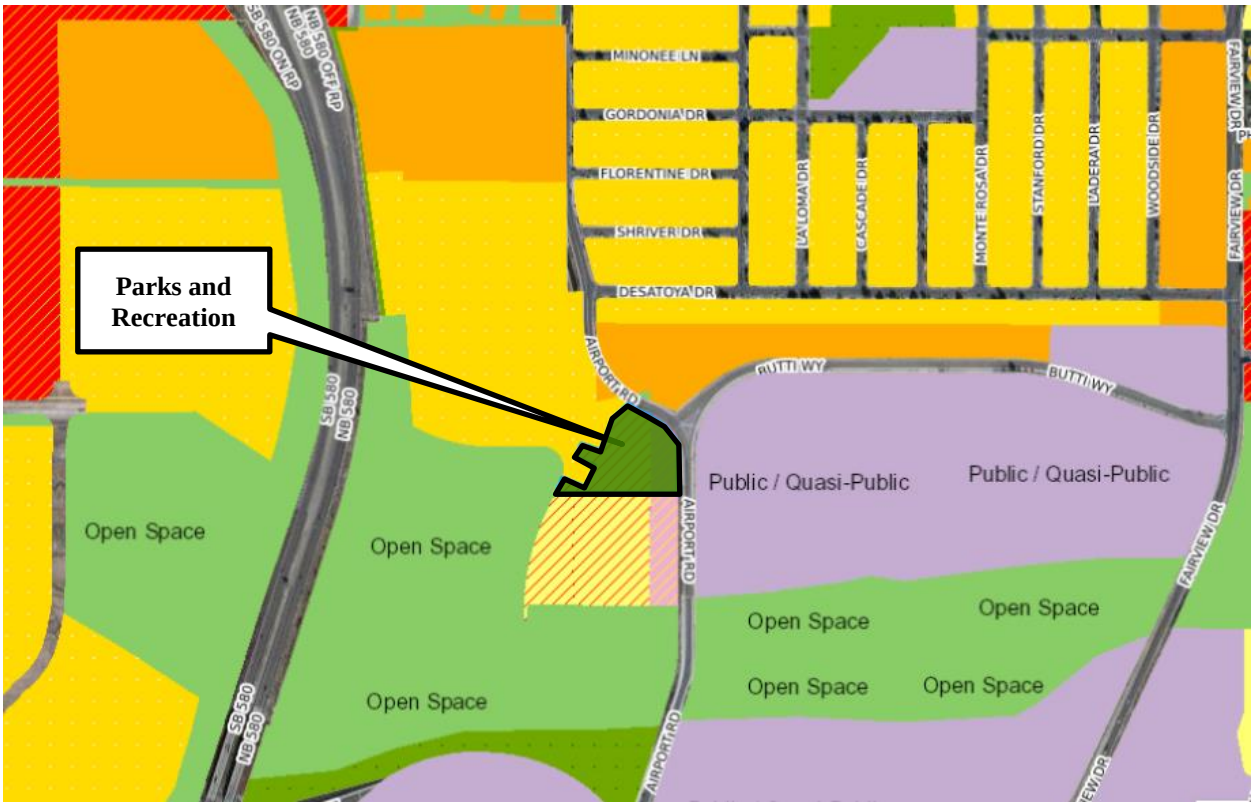
VICINITY MAP:



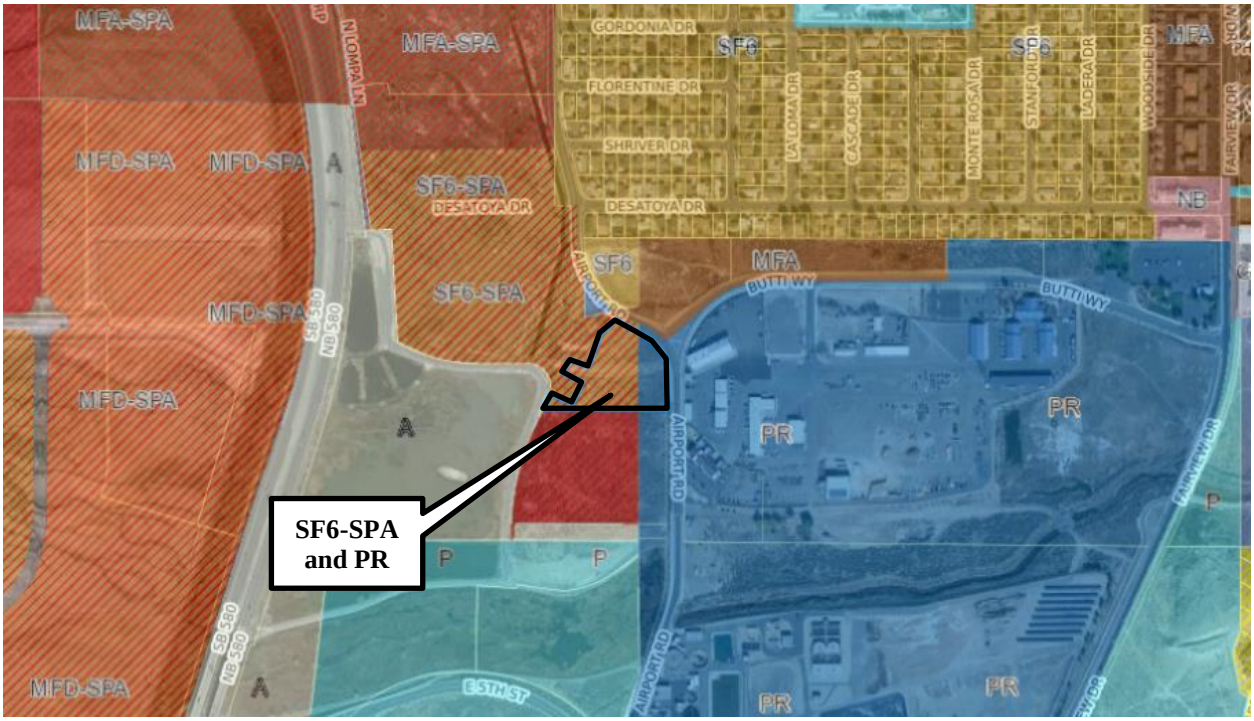
EXISTING MASTER PLAN



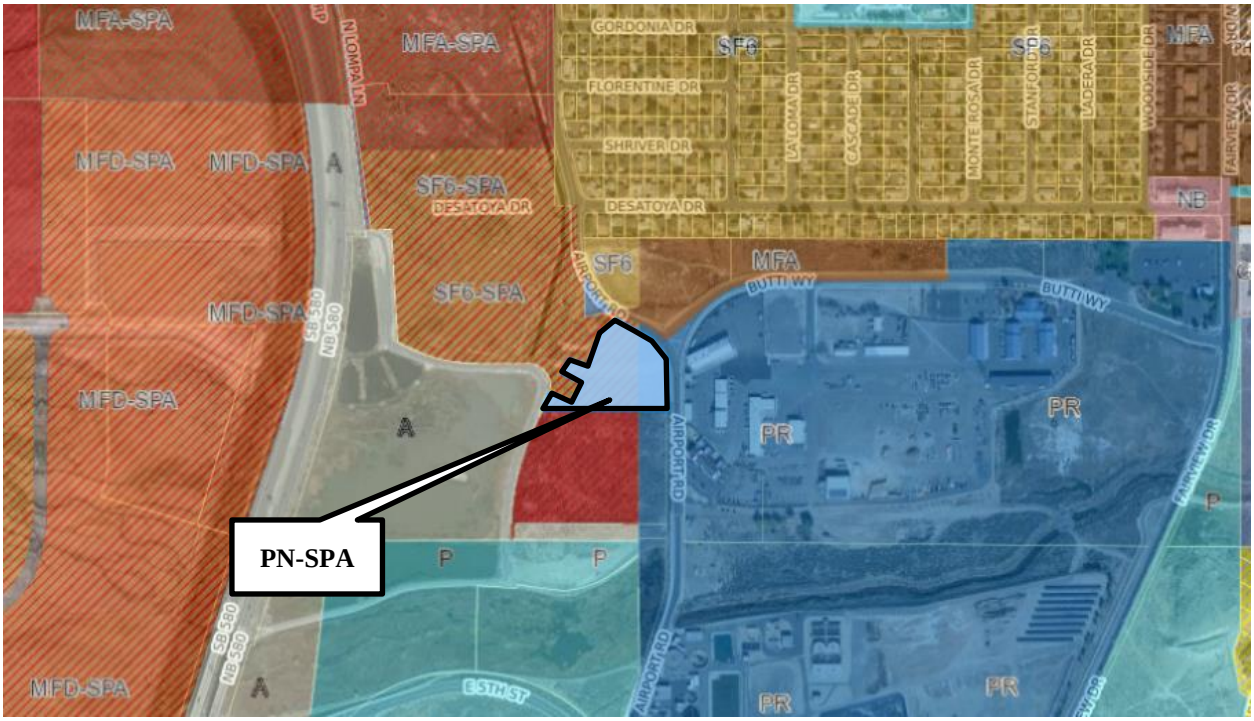
PROPOSED MASTER PLAN



EXISTING ZONING



PROPOSED ZONING



LEGAL REQUIREMENTS: Carson City Municipal Code ("CCMC") 18.02.050 (Review); CCMC 18.02.070 (Master Plan); and CCMC 18.02.075 (Zoning Map Amendments and Zoning Code Amendments)

EXISTING MASTER PLAN DESIGNATION: Mixed-Use Residential and Mixed-Use Employment

PROPOSED MASTER PLAN DESIGNATION: Parks and Recreation

EXISTING ZONING: Single Family 6,000 – Specific Plan Area ("SF6-SPA") and Public Regional ("PR")

PROPOSED ZONING: Public Neighborhood – Specific Plan Area ("PN-SPA")

SURROUNDING ZONING AND LAND USE INFORMATION:
NORTH: SF6 & SF6-SPA / vacant & approved multifamily development
SOUTH: General Commercial-SPA ("GC-SPA") / vacant
EAST: PR / Carson City Facilities
WEST: Agriculture ("A") / vacant

BACKGROUND AND DISCUSSION:

On December 20, 2022, the Planning Commission was provided with an update on the Master Plan implementation activities, reviewed and made a recommendation to the Board of Supervisors on the Master Plan Action Plan and other Master Plan related matters. At its meeting of January 19, 2023, the Board of Supervisors accepted the 2022 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction.

The subject property is split zoned PR and SF6-SPA and has a split Master Plan land use designation of Mixed-Use Residential and Mixed-Use Employment. The property is vacant and is identified in the Lompa Ranch North Specific Plan Area handbook as a future park site. The proposed amendments will result in uniform master plan and zoning across the entire parcel as well as zoning that is consistent with the underlying Master Plan land use and SPA Handbook.

The Planning Commission adopts the master plan amendment and makes a recommendation to the Board of Supervisors by resolution. The Planning Commission also makes a recommendation to the Board of Supervisors on the zoning map amendment.

PUBLIC COMMENTS: A courtesy notice was mailed to the property owner on June 23, 2023. On July 13, 2023, public hearing notices were mailed to 38 property owners within 650 feet of the subject property in accordance with the provisions of NRS and CCMC 18.02.045. At the time of the writing of this report staff has not received any public comment. Any comments that are received after this report is completed will be provided to the Planning Commission either prior to or at the July 26, 2023 meeting depending on their submittal date to the Planning Division.

OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS:

The requests were routed to other departments for review and comment. No comments were received from other city departments or agencies.

FINDINGS: Staff recommends the following findings for approval of the Master Plan Amendment and Zoning Map Amendment pursuant to CCMC 18.02.070 Master Plan and 18.02.075, Zoning Map Amendments and Zoning Code Amendments.

Master Plan Amendment Findings:

1. The proposed amendment is in substantial compliance with the goals, policies and action programs of the Master Plan.

The proposed amendment is in substantial compliance with the goals, policies, and action programs of the Master Plan. The subject parcel is located within the Lompa Ranch North Specific Plan Area (SPA) and per the SPA Handbook adopted on March 17, 2016, a 3-acre park site was needed as part of the overall master plan for the portion of the SPA located to the east of Interstate-580 (I-580). The future park site will be constructed prior to the completion of the 250th residential unit within the eastern portion of the SPA. A 306-unit multifamily development has been approved and the project triggers planning and development of the park site. The approved multifamily development and the future park site are not held in common ownership; however the multifamily developer is committed to develop the park site should the property become available. The proposed amendment will result in the entire future park parcel having a Master Plan designation of Parks and Recreation which will be consistent with the SPA and set the stage for a park site with appropriate zoning. The proposed amendment is in substantial compliance with the goals, policies, and action programs of the Master Plan.

2. The proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

The property is vacant. The proposed amendment will result in the entire parcel having a designation of Parks and Recreation which will bring the site into conformance with the SPA Handbook and will result in master plan land use and zoning designations that are consistent with one another and consistent with the future use of the site.

3. The proposed amendment is in response to changed conditions that have occurred since the plan was adopted and the requested amendment represents a more desirable use of land.

At its meeting of December 20, 2022, the Board of Supervisors accepted the 2022 Master Plan report from the Planning Commission and identified the subject parcel as appropriate for consideration of a mapping correction. The proposed amendment will provide for a uniform master plan designation across the entire parcel and consistency with the SPA Handbook and future planned use of the site.

4. The requested amendment will promote the desired pattern of orderly physical growth and guides development based on the projected population growth with the least amount of natural resource impairment and the efficient expenditure of funds for public services.

The proposed amendment will provide the desired pattern of orderly growth. The proposed amendment will result in a single Master Plan land use designation on the site and will be consistent with the Lompa Ranch North SPA. The property is currently undeveloped; however the Lompa Ranch North SPA Handbook requires the site to be developed as a 3-acre park site.

<u>Zoning Map Amendment Findings:</u>

1. That the proposed amendment is in substantial compliance with and supports the goals and policies of the master plan.

The proposed amendment is consistent with the Master Plan. Chapter 3 of the Master Plan identifies the land use designations and identifies what zoning districts corresponds to the land use designation.

The property is currently vacant and has a split Master Plan land use designation of Mixed-Use Residential and Mixed-Use Employment. A Master Plan amendment to Parks and Recreation for the entire parcel is being considered concurrently with the zoning map amendment. The subject site is the location of a planned 3-acre park site. If the master plan is amended to designate the entire parcel as Parks and Recreation, the proposed PN zoning district would be a consistent zoning district with the Parks and Recreation land use designation and the amended maps will further implement the Master Plan, and more particularly bring the site into conformance with the Lompa Ranch North SPA.

2. That the proposed amendment will provide for land uses compatible with existing adjacent land uses and will not have detrimental impacts to other properties in the vicinity.

The proposed zoning map amendment will create consistency with the proposed Master Plan designation of Parks and Recreation. Additionally, the PN zoning will be consistent with the SPA Handbook and future development of a 3-acre park site.

3. That the proposed amendment will not negatively impact existing or planned public services or facilities and will not adversely impact the public health, safety and welfare.

The proposed zoning map amendment will not negatively impact existing public services or facilities and will not adversely impact the public health, safety, and welfare. The property is currently vacant and has been identified in the Lompa Ranch North SPA Handbook as the future site of a 3-acre park. The park site is required to be constructed and dedicated to the City before the 250th residential unit within the SPA and located on the east side of Interstate 580 is complete. This request will establish the appropriate zoning district for the planned public facility.

Attachments:

Resolution
Draft zoning map amendment ordinance

RESOLUTION 2023-PC-R-2

A RESOLUTION ADOPTING AND RECOMMENDING TO THE BOARD OF SUPERVISORS ADOPTION OF MPA-2023-0187, A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE MAP FROM MIXED-USE RESIDENTIAL AND MIXED-USE EMPLOYMENT TO PARKS AND RECREATION FOR A PARCEL LOCATED TO THE WEST OF THE INTERSECTION OF AIRPORT ROAD AND BUTTI WAY, ASSESSOR'S PARCEL NUMBER ("APN") 010-741-01.

WHEREAS, section 278.210 of the Nevada Revised Statutes ("NRS") requires that any adoption of a master plan amendment shall be by resolution of the Carson City Planning Commission; and

WHEREAS, the Planning Commission has given proper notice of the proposed amendment in accordance with the provisions of NRS and Carson City Municipal Code ("CCMC") 18.02.070, and is in conformance with City and State legal requirements; and

WHEREAS, on July 26, 2023, the Planning Commission obtained public testimony and duly considered recommendations and findings for the proposed master plan amendment and recommended approval of master plan amendment MPA-2023-0187 by an affirmative vote of a two-thirds majority of the Commission, at least five members of the seven-member Commission, pursuant to NRS 278.210, based on four findings of fact; and

WHEREAS, the proposed Master Plan land use designations would be consistent with the existing and intended uses of the property;

NOW, THEREFORE, the Carson City Planning Commission hereby adopts, and recommends to the Carson City Board of Supervisors adoption of, the master plan amendment to change the land use map designation from Mixed-Use Residential and Mixed-Use Employment to Parks and Recreation for a parcel, APN 010-741-01.

ADOPTED this 26th day of July 2023

VOTE: AYES:

NAYS:

ABSENT:

_____
Teri Preston, Planning Commission Chair

ATTEST:

_____
Hope Sullivan, AICP, Community Development Director

SUMMARY – Amends the Carson City zoning map.

BILL NO. _____
ORDINANCE NO. 2023-__

AN ORDINANCE RELATING TO ZONING; ESTABLISHING VARIOUS PROVISIONS TO CHANGE THE ZONING ON A SITE WITHIN THE LOMPA RANCH NORTH SPECIFIC PLAN AREA ("SPA") FROM SINGLE FAMILY 6,000 (SF6-SPA") AND PUBLIC REGIONAL ("PR") TO PUBLIC NEIGHBORHOOD ("PN-SPA") FOR A PARCEL LOCATED TO THE WEST OF THE INTERSECTION OF AIRPORT ROAD AND BUTTI WAY, APN 010-741-01.

The Board of Supervisors of Carson City does ordain:

SECTION I:

An application for a zoning map amendment affecting Assessor's Parcel Number ("APN") 010-741-01, located to the west of the intersection of Airport Road and Butti Way, Carson City, Nevada, was duly submitted to the Planning Division of the Carson City Community Development Department in accordance with section 18.02.075 of the Carson City Municipal Code ("CCMC") to revise the existing zoning designation of APN 010-741-01 from SF6-SPA and PR to PN-SPA. After proper noticing in accordance with Chapter 278 of the Nevada Revised Statutes and CCMC Title 18, on July 26, 2023, the Planning Commission, during a public hearing, reviewed the staff report of the Planning Division, received public comment and voted __ ayes and __ nay to recommend to the Board of Supervisors approval of the application for the zoning map amendment.

SECTION II:

The zoning map of Carson City is hereby amended to change the zoning designation from MFD-SPA to PN-SPA for APN 010-741-01, as depicted in Attachment A, based on the findings that the zoning map amendment:

1. Is in substantial compliance with the goals, policies and action programs of the Carson City Master Plan.
2. Will provide for land uses that are compatible with existing adjacent land uses.
3. Will not have a detrimental impact on other properties within the vicinity.
4. Will not negatively impact existing or planned public services or facilities.
5. Will not adversely impact the health, safety or welfare of the public.
6. Satisfies all other required findings of fact as set forth in CCMC 18.02.075(5).

PROPOSED this _____ day of _____2023.

PROPOSED BY Supervisor _____

PASSED on the _____ day of _____ 2023.

VOTE: AYES: _____

_____

_____

_____

_____

NAYS: _____

_____

ABSENT: _____

_____
LORI BAGWELL, Mayor

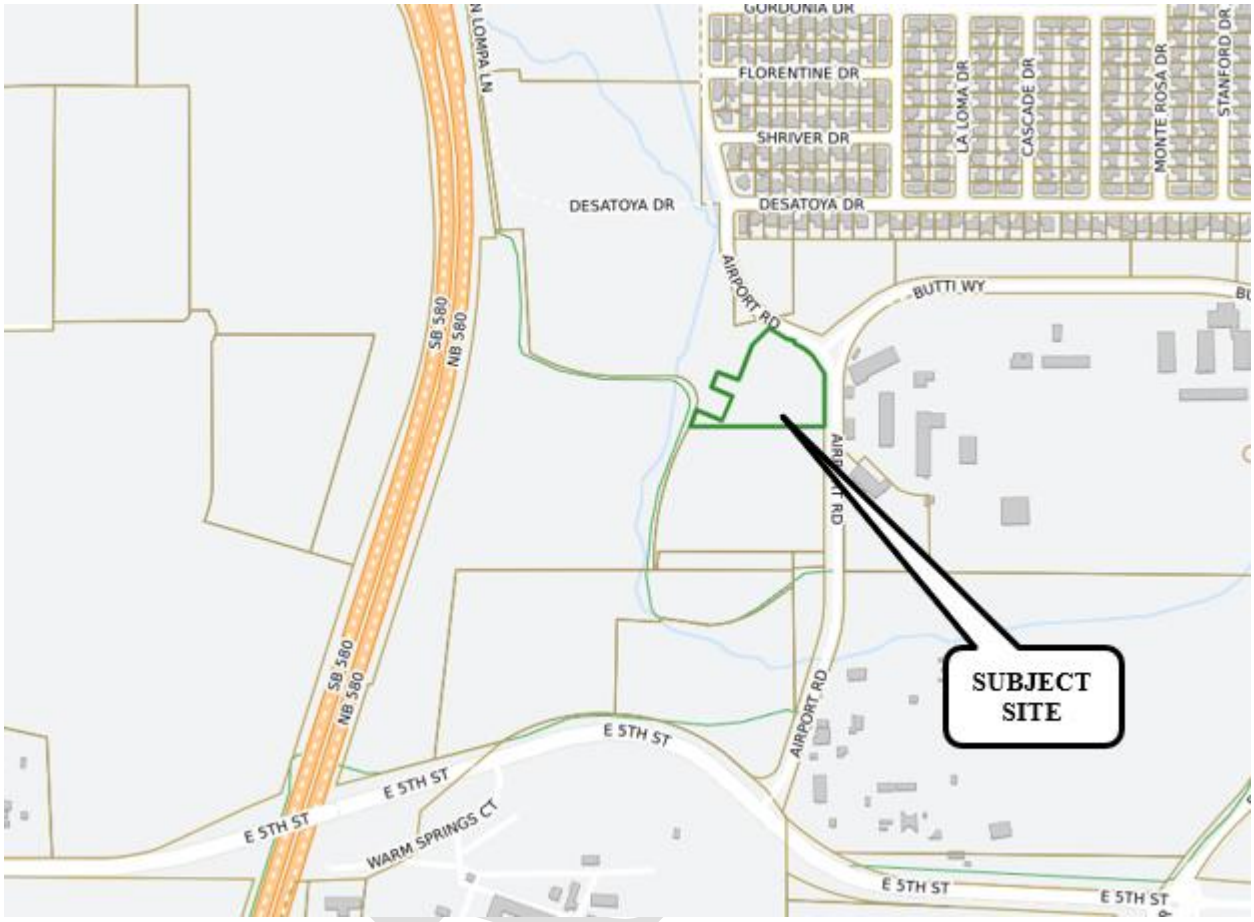
ATTEST:

_____
WILLIAM SCOTT HOEN, Clerk-Recorder

This ordinance shall be in force and effect from and after the ____ of _____, 2023.

DRAFT

Attachment A



SINGLE FAMILY 6,000 - SPECIFIC PLAN AREA ("SF6-SPA") AND PUBLIC REGIONAL ("PR")
TO
PUBLIC NEIGHBORHOOD-SPECIFIC PLAN AREA ("PN-SPA")

DRAFT

Agenda Item No: 15.d

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Hope Sullivan, Planning Manager

Agenda Title: For Possible Action: Discussion and possible action (1) regarding a proposed Order to Appear and Show Cause why Business License BL-005136-2020 issued to Remedys Bar LLC, dba Remedys, located at 306 East William Street, Carson City, Nevada should not be suspended, cancelled or revoked pursuant to Carson City Municipal Code ("CCMC") 4.04.210(1) for continued operation of the business in violation of the CCMC, (2) to fix the time and place for the show cause hearing, and (3) to direct staff to serve notice of the Order to Appear and Show Cause. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Remedys is a bar that serves alcoholic beverages. The business does not currently have a liquor manager as required by CCMC. CCMC 4.04.210 establishes the process for suspending, canceling or revoking a business license based on "good cause," which includes the "commission of, or permitting of any act in the operation of the business which act is made unlawful or is prohibited by any ordinance, rule or law of Carson City, or state or federal government."

Agenda Action: Formal Action / Motion **Time Requested:** 15 minutes

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Proposed Motion

I move to authorize the Mayor to sign the Order to Appear and Show Cause as presented which schedules the show cause hearing for October 19, 2023, at 9:00 a.m., and to direct staff to serve the Order and notice of the Order.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

On July 7, 2023, City staff with the Business License Division of the Community Development Department ("Department") spoke to Breonna Shaw, liquor manager for Remedys, to verify she was still occupying the position of liquor manager for the business. Ms. Shaw advised she no longer worked for the business and requested to be removed as a contact.

On July 26, 2023, Department staff sent a letter, via both certified mail and first-class mail, to business owner Michelle Rodriguez advising that because the approved liquor manager Breonna Shaw no longer worked for the business, an application for a new liquor manager should be submitted as soon as possible.

On August 3, 2023, a person who identified herself as the new business owner visited the counter at the Business License Division of the Department and obtained both a business license application and a liquor

license application. The person advised that she would complete the applications and return the next day. To date, this person has not submitted any paperwork.

According to records of the Secretary of State's Office, the managing member of Remedys Bar LLC is Michelle Rodriguez and the entity status is "default."

CCMC 4.13.060 addresses the application requirements for a liquor license. The application is required to include "the name and address of the person or persons to whom the liquor license will be issued and the name of any additional natural person who will serve as the liquor manager." Additionally, the application must "include a sworn affidavit signed by the person listed as the liquor manager which states that all employees serving and/or selling liquor will complete a server training course acceptable to the Sheriff's Office within one hundred twenty days of obtaining a license."

CCMC Chapter 4.04 (Business Licenses), Section 4.04.210 (Suspension, cancellation or revocation of licenses or permits) establishes the circumstances and process for suspending, canceling or revoking a business license. "Good cause" for such an action includes "any act in the operation of the business [that] is made unlawful or is prohibited by any ordinance, law or rule of Carson City." In accordance with CCMC 4.04.210, the procedure provides that the Board of Supervisors "may, on its own motion or initiative, . . . institute proceedings to suspend, cancel or revoke a license. . ." The required process is as follows:

1. The Board of Supervisors, by motion, directs staff to serve notice of an order to the business owner to appear before the Board for a show cause hearing set by the Board.

2. The Board of Supervisors conducts a "show-cause" hearing to provide the business the opportunity to show cause why the license should not be suspended, canceled or revoked.

Subject business information:
Business Name: Remedys Bar LLC
Business Address: 306 East Williams Street, Carson City, Nevada
Business License No: BL-005136-2020

Staff finds that Remedys Bar LLC is is operating in violation of CCMC 4.13: Liquor Board and Liquor Licensing and Sales Generally.

Applicable Statute, Code, Policy, Rule or Regulation
CCMC 4.04.210 and CCMC Chapter 4.13

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: General Fund Business Licenses/1011080-421100

Is it currently budgeted? Yes

Explanation of Fiscal Impact: $107.60 is budgeted to Business Licenses/1011080-421100. If the business license is revoked, the City will forgo this revenue. The City would also lose any sales taxes generated by the business.

Alternatives
1. Do not initiate show cause proceedings.
2. Initiate show cause proceedings but fix a different date and time for the hearing.

Attachments:

Remedy's Business License.pdf

Letter to Michelle Rodrigues dated July 26, 2023.pdf

Order_to_Appear_and_Show_Cause_clean (updated 9.11).docx

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay

2) _____ _____

_____

_____

_____

_____

_____

_____

(Vote Recorded By)

Carson City Business License Division

108 E. Proctor Street
Carson City, NV 89701
(775) 887-2105 - Hearing Impaired: 711
buslic@carson.org

BUSINESS LICENSE CERTIFICATE

Business Name:	REMEDYS BAR LLC DBA: REMEDYS	**Business Type(s):**	722410 Drinking Places (Alcoholic Beverages)
Business Location:	306 E WILLIAM ST CARSON CITY, NV 89706	**Mailing Address:**	306 E WILLIAM ST CARSON CITY, NV 89706
Owner:			
License Number:	BL-005136-2020	**License Type:**	Business License
Issued Date:	1/1/2023	**Classification:**	Commerical Location
Expiration Date:	12/31/2023	**Fees Paid:**	$228.25

Thank you for choosing to operate your business in Carson City.
Please provide any changes to the business information to the Business License Division. Licenses are not transferable.
If you have any questions concerning your business license, contact the Business License Division.

TO BE POSTED IN A CONSPICUOUS PLACE

CARSON CITY
BUSINESS LICENSE

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2105
Hearing Impaired: 711

July 26, 2023

CERTIFIED LETTER 7022 0410 0003 4112

7022 0410 0003 1567 4112

COPY

Michelle Rodriguez

Remedy's

306 E William Street

Caron City, NV 89706

RE: Liquor-005137-2020

Remedy's (306 E William St Carson City, NV 89706)

Dear Ms. Rodriguez:

I am writing in regard to Liquor-005137-2020, a liquor license for tavern/bar issued to Remedy's located at 306 E William St Carson City, NV 89706.

It has been brought to my attention that the approved liquor manager at the above referenced business is no longer the liquor manager.

Per Carson City Municipal Code (CCMC) 4.13.070, as a condition to receipt of a liquor license, each applicant for a license and each person added to an existing license shall submit to a background investigation to be conducted by the Sheriff.

Please submit an application for a new liquor manager to me at elewis@carson.org **as soon as possible.** The application can be found at carson.org under the Business License Division. A liquor manager on site is strongly preferred.

Failure to comply with this request will result in removal of liquor from the premises.

Thank you in advance for your cooperation.

Sincerely,

Erin Lewis

Office Specialist



Carson City Business License Division
108 E. Proctor St.
Carson City, Nevada 89701
(775) 887-2105

BOARD OF SUPERVISORS
ORDER TO APPEAR AND SHOW CAUSE HEARING

Date: September 21, 2023

Name and Address of Business:
Remedys Bar LLC
DBA Remedys
306 E. Williams Street
Carson City, NV 89706

Business License Number: BL-005136-2020

Business Owner: Michelle Rodriguez

YOU ARE ORDERED TO APPEAR AND SHOW CAUSE WHY YOUR BUSINESS LICENSE SHOULD NOT BE SUSPENDED, CANCELLED, OR REVOKED PURSUANT TO CCMC 4.04.210.

Show Cause Hearing Date, Time and Location:
The Board of Supervisors meeting **of Thursday, October 19, 2023**
beginning at 9:00 AM
Community Center, Robert "Bob" Crowell Board Room
851 William St., Carson City, NV

Summary: At its meeting of September 21, 2023, the Board was advised that you do have a liquor license (LIQUOR-005137-2020), but do not currently have a liquor manager as required by Carson City Municipal Code 4.13.060. Based on this, the Board voted to issue this Order to Appear and Show Cause and direct staff to serve you with a Notice of Order to Appear and Show Cause as to why the business license should not be revoked.

Lori Bagwell, Mayor

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding (1) the appointment of Sandra Doughty as the Public Guardian for a four-year term beginning on November 7, 2023, through November 6, 2027, and (2) the starting compensation for the position, proposed at $90,000 in the first year. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Nevada Revised Statutes ("NRS") 253.150 requires the Board of Supervisors ("Board") to establish the office of public guardian and to appoint a public guardian to serve at the pleasure of the Board for a term of four years. The City Manager recommends the appointment of Sandra Doughty for a four-year term beginning on November 7, 2023.

Agenda Action: Formal Action / Motion **Time Requested:** 10 Minutes

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Proposed Motion

I move to appoint Sandra Doughty as the Public Guardian for a four-year term beginning on November 7, 2023, through November 6, 2027, and to set the starting compensation at $90,000 in the first year.

Board's Strategic Goal

Efficient Government

Previous Action

November 7, 2019 (Item 15.A) - The Board appointed John Giomi as the Public Guardian for a four-year term ending November 6, 2023.

Background/Issues & Analysis

NRS 253.150 requires the Board to establish the office of public guardian and to appoint a public guardian to serve at the pleasure of the Board for a term of four years. On August 18, 2023, the current Public Guardian, John Giomi, submitted a resignation letter to the City Manager providing notice that he will end his employment with Carson City at the end of his term.

Sandra Doughty has worked in the Public Guardian's Office since August 10, 2020. She began as a Public Guardian Case Manager and was promoted to Deputy Public Guardian on July 1, 2022. Based on Ms. Doughty's experience with the Public Guardian's Office and her relevant education in the field, the City Manager recommends appointing Ms. Doughty as Public Guardian for a term beginning November 7, 2023, through November 6, 2027, and to set the starting compensation at $90,000.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 253.150

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund/Public Guardian Department 1010217-500101 to 1010217-500271

Is it currently budgeted? Yes

Explanation of Fiscal Impact: This position is included in the Fiscal Year 2024 budget in the amount of $145,358 for salary ($89,872) and benefits ($55,486).

Alternatives

In accordance with NRS 253.150, the Board is responsible for the appointment of the Public Guardian. The Board may appoint another qualified person, designate an elected or appointed county officer as the ex officio public guardian, designate another county officer to execute the powers and duties of the public guardian, contract with a private professional guardian to act as public guardian, or contract with a neighboring county in the same judicial district to provide the services to Carson City.

Attachments:

Giomi resignation.pdf

Doughty resume.pdf

Consolidated Municipality of Carson City - Class Specification Bulletin.pdf

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay

2) _____ _____

_____

_____

_____

_____

_____

_____
(Vote Recorded By)

John C. Giomi
Carson City
Public Guardian

201 N Carson Street, Suite 1
Carson City, NV 89701
Tele: 775.887-2295
Cell: 619 818-2345
Fax: 775.887.2585
jgiomi@carson.org

August 18, 2023

Nancy Paulson
Carson City Manager
201 N. Carson St. Ste 2
Carson City, NV 89701

Re: Term of Office

Hi Nancy,

Pursuant to our discussions, I will end my employment at the end of my term of office, which I understand to be November 6, 2023, at 500 pm. I will not ask for another term. However, if circumstances arise, I can stay as long as needed to secure the next Public Guardian.

It has been a great pleasure to serve my Protected Persons as well as the City of Carson. I will look back at these last four years and some of the greatest of my life.

I appreciate all the help given to this Office by all departments of the City including but not limited to the City Manager's Office, HR, IT, Fleet, and Finance.

Thank you very much for the honor of working as the Carson City Public Guardian.

Respectfully Submitted,

John C. Giomi

Sandra Doughty

EDUCATION

Lake Tahoe Community College | South Lake Tahoe, CA | Aug 1994 to Jun 1997
- Associate in Arts, Spanish

University of Phoenix | Reno, NV | Apr 2009 to Dec 2011
- Bachelor of Science, Human Services

University of Phoenix | Tempe, AZ | Aug 2017 to Aug 2019
- Master of Science, Psychology

RELEVENT COURSEWORK

Child, Adult and Family Development
Case Management
Dependency and Addictions
Cultural Diversity and Special Populations
Program Design and Proposal Writing
Mental Health and Crisis Intervention
Grant Writing
Psychopathology
Advocacy and Mediation
Ethics and Professional Issues
Research Methodology
Developmental, Cognitive and Physiological Psychology
Building Community in Organizations
Statistics and Psychometrics

WORK EXPERIEINCE

Deputy Public Guardian | Carson City Public Guardian's Office | Carson City, NV
Aug 2020 – Present
- Receive and monitor court ordered assignments from inception to final discharge by the Court
- Maintain accurate records and files
- Conduct research to locate and secure personal assets for protected persons
- Coordinate with service providers and organizations to ensure resources are appropriately utilized and that all clients receive services for which they are eligible including Social Security, Medicaid and Veterans Administration benefits
- Visit protected persons in facilities, homes, and hospitals and monitor their needs; manage medical decisions and financial decisions
- Interact with the courts and entities involved in the legal process, ensuring timely reporting of all accountings and inventories for protected persons

Health/Human Services Professional | Nevada Division of Public and Behavioral Health | Carson City, NV | Mar 2020 – Aug 2020
- Plan, develop, implement and evaluate health services provided by the Tobacco Control Program
- Conduct research and analyze health data and statistics to ensure best practices are applied
- Provide support to partnering organizations who are contracted with the State and are responsible for disseminating and implementing program goals. This includes developing outreach strategies for target and at-risk populations, evaluating program effectiveness and accomplishment of desired outcomes.
- Promote statewide wellness through public education, outreach and coordination of health care services

Accounting Technician | Carson City Public Works | Carson City, NV | Nov 2017 – Mar 2020
- Responsible for contract-related accounts payables, purchase orders, and payments for capital projects
- Process commercial landfill applications and monthly billings
- Reconcile procurement card transactions

- Generate and process billings for fire hydrant meters, fire flow, and septic services
- Process interlocal agreement billings for signals maintenance and utility
- Provide front office support for Utility Billing, customer assistance, supply orders, and notarization

Child Support Caseworker | Douglas County District Attorney's Office | Minden, NV | May 2016 – Jun 2017

- Process child support cases from Welfare and Supportive Services, interstate requests or private parties which includes determining the type of case; establishment, modification or enforcement.
- Locate non-custodial parents and wages by use of various Federal and State interfaces
- Periodic review of child support cases to confirm receipt of payments, insurance coverage of minor children and paternity determinations
- Determine proper enforcement actions; process income withholding orders, national medical support notices and employment verifications as required. Prepare necessary documents for enforcement actions such as license suspension and order to show cause.
- Court preparation; establish/modify existing orders, prepare written summaries, audits, financial statements and chronological exhibits of cases, calculate child support and medical cash payments, and assist legal counsel with the presentation of the case
- Administrative duties including customer service, scheduling client meetings and notarizing legal documents

Compliance Investigator, Admin III & Admin II | State of Nevada Manufactured Housing Division | Carson City, NV | Apr 2013 – May 2016

- Interview parties, ascertain jurisdiction, conduct investigations pursuant to Division policies and procedures and NRS 118B, NRS 489, NRS 461 and NRS 461A
- Generate, maintain, and update cases in database
- Ascertain violations and recommendations for compliance under applicable statutes and regulations
- Coordinate action with Deputy Attorney General as needed, develop case documentation and outlines for hearings, and represent Division at hearings
- Assist Park Owners with statue compliance and information relating to park closures, reconfigurations, rules and regulation changes, postings, owner and manager changes, titles, resale licenses, and the dismantling procedure
- Assist Program Officer with Annual Park Reporting process and Lot Rent Subsidy application process
- Prepare and maintain statistical reports on Park and Non-Park complaints
- Maintain and track budget for all Third Party Contracted Inspection services
- Train Front Office Staff

CERTIFICATIONS & TRAINING

- National Certified Guardian
- Supervisory Trainings with Human Resources and Pool/Pact

AWARDS & RECOGNITION

- *Graduated with Honors, Undergraduate Program*
- *Graduated with Honors, Master's Program*
- *Recipient of the Forever a Phoenix Scholarship, Master's Degree*

ADDITIONAL SKILLS

Languages: Spanish
Technical: Microsoft Office, Compass, NOMADS, FoxPro, Tyler/Munis, and SunGard

Public Guardian

Class Code: 00433

Bargaining Unit: N.A

CONSOLIDATED MUNICIPALITY OF CARSON CITY
Established Date: Feb 12, 2010
Revision Date: Aug 1, 2019

SALARY RANGE

$36.20 - $54.30 Hourly
$75,296.00 - $112,944.00 Annually

DESCRIPTION:

This is an FLSA exempt, Board of Supervisor appointed position. Under administrative direction, plans, organizes, administers, and directs the operation of the functions of the Office of the Public Guardian; manages and directs guardianship, representative payee, and support services.

EXAMPLE OF DUTIES:

This job posting lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Responsible for the development and implementation of goals, objectives, policies, procedures and work standards for the Office of the Public Guardian.
- Plans, organizes, and supervises the day-to-day activities of assigned support staff.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Receives referrals from government entities, law enforcement, medical institutions, and the general public for guardianship services for proposed protected persons; reviews information to determine whether proposed protected person meets requirements for appointment of Public Guardian; works with legal counsel to file appropriate documents to initiate guardianship proceedings.
- Assesses the financial and physical needs of clients to make eligibility determinations and coordinate available community resources and professional care, including medical, placement, legal needs and daily living skills, to meet client needs to maintain optimum quality of life and care within available resources.
- Upon court appointment, manages the estate of protected persons, including receipt of income, payment of expenses and claims, inventory of property, sale of property if necessary, investment of income as appropriate; and winds up affairs and administers estates when necessary.

- Upon court appointment, secures and maintains government and other benefits on behalf of the protected person as appropriate, including Medicaid, Medicare, Social Security Disability.
- Confers with and coordinates assigned activities with service providers in various public and private organizations to ensure that resources are appropriately utilized and that all clients receive the most effective provision of services.
- Interacts with the courts and all entities involved in the legal process.
- Receives and monitors court ordered assignments from inception to completion and final discharge by the court.
- Serves on task forces and committees promoting protective services and senior related issues.
- Maintains accurate records and files.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials, including necessary annual reports and accountings to the court.
- Monitors and interprets changes in laws and regulations related to assigned functions; evaluates their impact upon departmental activities and develops and implements policy and procedural changes as required.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a personal or City motor vehicle to attend off-site meetings, visit off-site locations and conduct other Public Guardian business.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, clients, public, and staff; acts in a manner that promotes a harmonious and effective workplace environment; develops and maintains collaborative relationships with community resource stakeholders.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
Bachelor's Degree in business or public administration, social science, behavioral science or a field related to the work; AND four (4) years of full-time professional experience in either asset management and distribution or social service delivery preferably involving public guardianship or similar functions, such as Medicaid or aging and disability services, one (1) year of which was in a supervisory role; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:
- Valid driver's license
- Certified Guardian with the Center for Guardianship Association at time of appointment, or within one year of appointment

Required Knowledge and Skills
Knowledge of:
- Principles and practices of public guardian case management, social work and social service provision.
- State and federal laws, regulations and guidelines related to guardianship.
- Crisis intervention and counseling techniques.
- Effects of mental and physical illnesses.
- Investigative techniques and practices.

- Principles and practices of estate property accounting and money management.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Applicable laws, codes and regulations; computer applications related to the work.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Interpreting, applying and explaining laws and regulations relating to assigned functions.
- Preparing clear and concise reports, correspondence and other written materials;.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under Administrative Direction - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far reaching work related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to exert up to 50 pounds of force occasionally and up to 20 pounds of force frequently to lift, carry, push, pull or move objects; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT:

Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

Employees may be required to complete Incident Command System training as a condition of continuing employment.

New employees are required to submit to a fingerprint based background investigation which cost the new employee $56.25 and a drug screen which costs $36.50. Employment is contingent upon passing the drug screen and the background investigation.

Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.

Per NRS 281.574 this position has been determined to fall under the category as "Public Officer". Public Officer is defined as those persons serving in a position designated by NRS 281A.160 or 281A.182. Individuals are required to complete the "Nevada Acknowledgement of Ethical Standards for Public Officers" form, as well as file a "Financial Disclosure Statement" with the Nevada Secretary of State office.

Agenda Item No: 16.b

STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 21, 2023

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed mural to be painted on an exterior wall of the Carson City Library ("Library") as part of the Carson City Murals and Music Festival ("Festival"), and authorization for the Mayor to execute a Muralist Agreement ("Agreement"), a three-year, no cost agreement between Hayley Meadows, the artist; the Brewery Arts Center ("BAC"), the promoter of the Festival; and the City, authorizing the artist to paint the mural on an exterior Library wall, committing the City to maintain the mural for three years and granting the City a license to use an image of the mural. (Nancy Paulson, npaulson@carson.org)

Staff Summary: The Festival will create an estimated 21 murals on walls throughout Carson City over the course of the weekend of September 28-30, 2023. Most of the murals will be painted on walls belonging to private owners; however, one mural is proposed for the eastern exterior wall of the Library. At the Carson City Cultural Commission ("Commission") meeting on September 11, 2023, the Commission recommended approval of the Library mural.

Agenda Action: Formal Action / Motion **Time Requested:** 10 Minutes

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Proposed Motion

I move to approve the mural as presented and authorize the Mayor to execute the Agreement.

Board's Strategic Goal

Quality of Life

Previous Action

September 11, 2023 (Item 5B) - The Commission voted 7-0 to recommend approval of the Library mural to the City Manager to move the project forward to the Board of Supervisors ("Board").

July 13, 2023 - The Library Board of Trustees voted 5-0 to allow the Library to participate in the Carson City Arts and Culture Program with the Brewery Arts Center for the Library mural.

Background/Issues & Analysis

The Festival is scheduled for September 28-30, 2023. The goal of the event is to have 21 artists paint 21 murals on Carson City walls over the course of the weekend of the event. Most of these murals will be on privately-owned walls and one mural is proposed for the Library. As this is a Carson City building, a public art panel was created to review the mural designs and provide recommendations to the Commission. Due to time constraints with this project, panelists were selected from both the art panel review and technical review as identified in the Public Art Policy. This included members of the Commission and the Parks and Recreation Commission; City staff from the Library, the Department of Parks, Recreation and Open Space and the Public Works Department; facility patrons; and local artists.

The design for the mural was presented to the panel for review along with survey questions designed to gauge the panelists' thoughts on the design, any concerns and whether they would recommend the mural to the Commission. On September 11, 2023, the Commission recommended approval of the Library mural to the City Manager, and the City Manager has moved this project forward to the Board for consideration.

The Agreement is a three-year, no cost agreement between the artist, the City and the BAC, authorizing the artist to paint the mural on an exterior Library wall and committing the City to maintain the mural for three years. The Agreement provides that the City will maintain the mural but the City may paint over the mural or destroy it if it is damaged by graffiti and cannot be repaired, or if it is necessary to demolish the wall on which the mural will be painted. The Agreement also grants the City a license to use the image of the mural in advertisements, promotional materials or other uses. The Agreement does not provide for the City's payment of the artist; the artist is being provided a stipend by the BAC. Through a separate agreement with funds previously allocated to arts and culture through the Redevelopment Authority, the City is sponsoring the Festival for $7,500. The Carson City Culture and Tourism Authority is also sponsoring the Festival and has contributed an additional $10,000.

Depictions of book titles included in the artist's mural example attached as Exhibit A to the Agreement are for illustrative and conceptual purposes only. Proposed book titles will be discussed at the Library Board of Trustees meeting on September 14, 2023, and presented to this Board for final approval.

Applicable Statute, Code, Policy, Rule or Regulation
Carson City Public Art Policy

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact: Carson City is one of the sponsors of the Festival and has allocated $7,500 to the event from Redevelopment Funds that have been designated for Arts and Culture Events. There are no additional fees for the proposed Library mural.

Alternatives
Do not approve the proposed Library mural, do not approve the Agreement and/or provide alternative direction to staff.

Attachments:
Mural Contract v4.docx

Library mural.pdf

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____
		_____
		_____
		_____
		_____

_____
(Vote Recorded By)

MURAL AGREEMENT

This Mural Agreement ("Agreement") is made by and between Carson City, a consolidated municipality ("Owner"), the Brewery Arts Center, a non-profit organization ("BAC") and Hayley Meadows, an individual ("Artist"), for the design, fabrication, installation, and post-installation maintenance of a mural. Owner, BAC and Artist may be individually referred to as a "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, BAC is promoting the Carson City Murals & Music Festival ("Festival"), during which artists will paint murals at different locations in Carson City on or about September 28, 2023 through September 30, 2023, and Artist is participating in the Festival;

WHEREAS, the East facing outdoor wall of the Carson City Library has been identified as a location for Artist to create a mural;

WHEREAS, Artist has designed a mural for the Carson City Library wall and the proposed design has been approved by the Carson City Board of Supervisors and the Carson City Cultural Commission have approved the design in accordance with the Carson City Public Arts Policy; and

WHEREAS, Artist is prepared to proceed with the creation of the mural on the East facing outdoor wall of the Carson City Library;

NOW, THEREFORE, for good and valuable consideration and subject to all terms and conditions of this Agreement, the Parties hereby agree as follows:

SECTION 1: SCOPE AND COMPLETION OF WORK, DESIGN, CONSIDERATION

1.1 Artist shall create an exterior mural on the East facing outdoor wall of the Carson City Library substantially in conformance with Artist's mural design (shown in Exhibit A) that has been approved by the Carson City Board of Supervisors (the "Work").

1.2 Payment to Artist will be accomplished through a separate stipend/contract between BAC and Artist. Owner's payment to the BAC for sponsorship of the Festival will also be made by separate contract. BAC's stipend to Artist shall be full compensation for work performed and services rendered, for all supervision, labor, supplies, materials, equipment or use thereof, taxes, including sales taxes, and for all other necessary incidentals.

1.3 Artist will begin the work at least by September 28, 2023. If Artist desires to begin the work before September 28, 2023, Artist must request an earlier start date from BAC. Owner will accommodate the earlier start date if commercially reasonable, in the sole discretion of Owner. The Work must be complete at or before the end of the Festival, on September 30, 2023.

1.4 Artist shall retain artistic control in the performance of services under this Agreement. However, the mural cannot contain gratuitous violence, racism, bigotry, inappropriate, indecent, obscene, hateful, tortuous, defamatory or libelous content.

1.5 Except as otherwise provided in this paragraph, Artist shall create a mural in substantial conformance with Artist's mural design (shown in Exhibit A), without significant changes. A significant change is any change which affects the installation, scheduling, appearance, site preparation or maintenance of the Work, or the concept of the Work as represented in the original approved design. Any significant changes must be specified in writing and approved by the Mayor of Cason City before the significant change is implemented. Artist shall promptly inform Owner of any proposed significant change in the Work.

SECTION 2: ARTIST'S RIGHTS AND RESPONSIBILITIES

2.1 Artist agrees that an essential element of this Agreement is the skill and creativity of Artist. Artist shall not assign the creative or artistic portions of the Work to another party. Failure to conform to this provision may be cause for termination of this Agreement, at the sole discretion of Owner.

2.2 Artist shall be responsible for providing the Work described in Exhibit A, including, but not limited to, the quality and timely completion of the Work. Artist shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in the Work.

2.3 Artist shall, if and when working on Owner's property, conduct such cleanup as may be reasonably requested by Owner. At the close out of Artist's work, Artist shall remove his or her equipment and excess materials, promptly and as requested by Owner.

2.4 Artist shall provide Owner opportunities to review the Work in progress, including final inspection of the Work.

2.5 Artist shall provide Owner with a maintenance program for the Work, including a list of suppliers from whom components may be purchased when necessary to allow Owner to maintain, repair or restore the Work.

2.6 Artist shall, at Artist's expense, observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including all provisions of the Occupational Safety and Health Act of 1979 and all amendments thereto, and all applicable Federal, State, municipal and local safety regulations. All services performed by Artist must be in accordance with these laws, ordinances, codes and regulations. Artist shall indemnify, defend and hold the other Parties harmless from any and all liability, fines, penalties, and consequences from any noncompliance or violations of such laws, ordinances, codes and regulations.

2.7 Artist may not claim, and does not have a right to a claim of, loss or damage in the event that the wall upon which the Work is located is removed and/or the Work is destroyed or painted over.

SECTION 3: BAC'S AND OWNER'S RIGHTS AND RESPONSIBILITES

3.1 BAC will provide prompt written notice to Artist whenever it observes or otherwise becomes aware of any developments that may affect the scope or timing of the Artist's services.

3.2 BAC and Owner will arrange appointments, meetings, consultations with others as needed to select the artistic design and for Artist to fulfill his obligations under this Agreement.

3.3 Owner will review materials and provide approval, as needed, in a timely manner.

3.4 BAC will promote the venue on social media, print and digital platforms before, during and after the Festival.

3.5 BAC will provide insurance for artists while on site.

3.6 BAC will provide artist supplies, including paint, scaffolding and or a scissor-lift.

3.7 Owner shall allow Artist access to 900 N. Roop St., Carson City, NV 89701 to fabricate and install the Work.

3.8 BAC and Owner shall attend meetings as needed, and take all other actions reasonably necessary, to accomplish the installation of the Work.

3.9 The final Work must be acceptable to Owner, in Owner's sole discretion. Upon final inspection, if Owner is not satisfied with the Work, Owner may ask Artist to make changes to the Work. In the event that Artist does not agree to and refuses to make the requested changes, Owner may, in its sole discretion, remove or paint over the Work.

3.10 Upon completion of the Work, Owner will use reasonable efforts to maintain the Work for three years. During that time, Owner, in its discretion, may remove and relocate the Work, if feasible, to another location or may demolish or paint over the Work for any reason. If the Work is to be demolished or painted over during the initial three years, Owner will first notify BAC, in writing, 90 days prior to the demolition or painting over of the Work. If the Work is on a wall that can be relocated, BAC and/or Artist may propose, at their expense, to move the Work. The determination of whether the wall can be relocated must be made by Owner, in its sole discretion. BAC and/or Artist must respond within 30 days of being notified with any proposal to move the Work. Any proposal to move the work must be approved by Owner, in its sole discretion.

3.11 If the Work is defaced or subject to graffiti within the first three years, Owner will assess whether the graffiti can be removed and, if not, notify BAC in writing of Owner's intent to paint over the Work. Within 10 days of the notice, BAC and/or Artist may notify Owner of BAC's or Artist's intent, at their expense, to remove the graffiti and/or restore the Work. If BAC and/or Artist do not notify Owner within 10 days, Owner may destroy or paint over the Work.

3.12 After the initial three years, Owner may, in its sole discretion, preserve, repair, maintain or destroy the Work.

SECTION 4: WARRANTIES / STANDARDS

4.1 Artist warrants that (a) the design or Work is the original product of Artist's own creative efforts; and (b) unless otherwise stipulated, the work is original and is an edition of one (1).

4.2 Artist shall guarantee the Work to be free from faults of material and workmanship for a period of thirty (30) days after final acceptance, and shall perform any and all repairs, at his or her sole cost, necessary to cure any such faults of material or workmanship during the warranty term.

4.3 Artist agrees that all work performed under this Agreement shall comply with all applicable patent, trademark and copyright laws, rules, regulations and codes of the United States. Artist further agrees that the Work will not utilize any protected patent, trademark or copyright unless Artist has obtained proper permission and all releases and other necessary documentation. If Artist uses any material, equipment, process or procedure which is protected, Artist shall disclose such patents, trademarks, and copyrights to Owner and BAC.

4.4 Artist agrees to release, indemnify and hold harmless, the other Parties and their officers and employees from any and all claims, damages, suits, costs, expenses, liabilities, actions or proceedings of any kind resulting from the performance of work under this Agreement which infringes upon any patent, trademark or copyright that is protected by law.

SECTION 5: COPYRIGHTS AND LICENSING

5.1 Artist shall retain the copyright in the Work.

5.2 Owner and BAC acknowledge that Artist is the sole and exclusive owner of the Work and of all associated federal registrations and pending registrations, and Owner and BAC shall do nothing inconsistent with such ownership. Owner and BAC will not claim ownership rights to the Work, or any derivative, compilation, sequel or series, or related Work owned by or used by Artist. Nothing in this Agreement shall give Owner or BAC any right, title, or interest in the Work other than as set forth in this Agreement.

5.3 Artist hereby grants to Owner and BAC a perpetual, non-exclusive, non-transferrable license to use the Work in the course of Owner's and BAC's respective businesses and to otherwise copy, make, use and sell the Work (collectively, "using" the Work). Owner and BAC may use the Work in general advertising materials and point of sale displays, and advertising and other promotional materials and purposes on Owner's or BAC's website, social media and with other partners and outlets. Owner may further use the Work for purposes of promoting Carson City and/or tourism to Carson City. The foregoing are examples of the use that may be made by Owner and BAC of the Work, and do not limit Owner's and BAC's use of the Work under this Agreement. The license granted to Owner includes the use of the Work by government entities affiliated with Carson City, including, but not limited to, the Carson City Culture and Tourism Authority and the Carson City Library.

5.4 Owner and BAC retain all rights to packaging designs and trade dress, for the promotion, marketing and sale of the Work which Owner or BAC may respectively develop, create, purchase or otherwise own.

5.5 Owner and BAC shall not grant sub-licenses without the prior written approval of Licensor.

5.6 When using the Work, Owner and BAC shall credit Artist with creation of the Work where feasible in (a) the display of the Work, and (b) any marketing, promotional or advertising materials featuring the Work.

SECTION 6: TERM AND TERMINATION

6.1 This Agreement will be in force and effect from the date of the last authorized signature on the signature page to September 30, 2026, unless earlier terminated in accordance with this Agreement.

6.2. Owner may terminate this agreement at any time, in its sole discretion, before the Artist has begun creation of the Work. If Owner terminates this Agreement under this clause, Owner shall reimburse BAC and/or Artist for any expenses incurred in reliance on this Agreement and shall reimburse BAC for the stipend paid to the Artist for the Work.

6.3 If the Work is destroyed under Section 3 of this Agreement, this Agreement shall terminate on the date of destruction.

6.4 Paragraphs 2.6, 2.7 and 3.10 and Sections 4, 5, 7 and 8 of this Agreement shall survive termination of this Agreement.

SECTION 7: INSURANCE, INDEMNIFICATION, LIABILITY LIMITATIONS

7.1 Artist's Indemnification. Artist agrees to release, discharge, and indemnify Owner and BAC, and their officers, directors, and agents from and against any claim, cause of action, damage and/or liability involving or arising out of: any injuries,

death, losses, costs, expenses or damages to person or property of any kind caused, in whole or in part, directly or indirectly, by participating in the Festival.

7.2 Artist Insurance. BAC will provide insurance to Artist while on site. Owner's policies of insurance or self-insurance will not cover Artist.

7.3. Other Insurance. Each Party must carry its own policies of insurance and pay all applicable taxes and fees, and shall have no liability for the acts of another Party except as specifically provided in this Contract. Owner's workers' compensation insurance does not cover Artist. Except as otherwise provided herein, the Parties each hereby waive their entire right of recovery against any other Party for any damages covered by insurance carried by the Party.

7.4 Indemnification. To the extent permitted by law, including, but not limited to, the provisions of NRS Chapter 41, each Party shall indemnify, hold harmless and defend, not excluding the other's right to participate, all other Parties from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying Party, its officers, employees, agents, and contractors.

7.5. Limited Liability. Owner does not waive and intends to assert any and all available NRS Chapter 41 immunity in all cases. The contract liability of the Parties under this Agreement does not include lost revenue or profits; liquidated, incidental, punitive, indirect, special, or consequential damages; or interruption or loss of use of service, whether under theory of contract, tort, or otherwise.

SECTION 8: MISCELLANEOUS

8.1 Entire Agreement; Modification. This Agreement, together with the Exhibits, constitutes the entire agreement of the Parties and is the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. The term "agreement" as used herein shall be deemed to include all Exhibits. All Exhibits attached hereto are hereby incorporated by reference and made a part of this Agreement. Where the terms of any Exhibits conflict with the provisions of this Agreement, this Agreement shall govern. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement is binding upon the Parties unless the same is in writing and signed by the Parties.

8.2 Time. All Parties recognize that time is of the essence in the performance of the provisions of this Agreement.

8.3 Waiver of Default. Waiver of any default shall not be deemed a waiver of any substantial default. Waiver of breach of any provision of this Agreement shall not be deemed a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless contained in a written

document executed with the same formality and equal dignity herewith and attached to the original Agreement.

8.4 Severability. In the event any of the provisions, or applications thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions, or applications thereof, shall not be affected.

8.5 Governing Law; Venue. The law of the State of Nevada applies in interpreting and construing this Agreement. The Parties consent to the jurisdiction of, and agree that disputes will be resolved by, the courts of the First Judicial District Court of the State of Nevada in Carson City.

8.6 Notices. All notices and other communications required or permitted to be provided under this Agreement shall be in writing and may be delivered by hand, facsimile transmission with verification of receipt, email with verification of receipt, or by United States mail, postage prepaid and return receipt requested, addressed to the respective parties as follows:

To BAC:
Eric Brooks
Gallery Curator
Brewery Arts Center
449 West King St.
Carson City, NV 89703
Email: brooks@breweryarts.org
Phone: (775) 883-1976

To Owner:
Nancy Paulson
City Manager
City Hall
201 N. Carson Street, Suite 2
Carson City, NV 89701
Email: cceo@carson.org
Phone: (775) 887-2100

To Artist:
Hayley Meadows
_____
_____
Email: _____
Phone: _____

Or to such other addresses as any party may designate by notice in accordance with this Section.

Notice shall be deemed given on the date of personal delivery by hand, or the date of receipt of email or facsimile transmission (with verification of receipt), on the date delivery is refused, if applicable, or on the date of mailing if by U.S. return receipt mail.

8.7 Public Records Requests. Pursuant to NRS 239.010, Owner information or documents may be open to public inspection and copying. Owner will have the duty to disclose particular information or documents, unless they are made confidential by law or a common law balancing of interest.

8.8 Remedies. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties are not exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages.

8.9 Ownership of Real Property. This Agreement does not contemplate a transfer of any real property or ownership interest between the Parties. Any and all real property presently owned by any Party will remain owned by that Party upon completion or termination of this Agreement.

8.10 No Third-Party Beneficiary. It is specifically agreed between the Parties that none of the provisions this Agreement create in the public or any member thereof a third-party beneficiary, or grant anyone not a Party to this Agreement any right to maintain a suit for personal injuries or property damage under the terms or provisions of this Agreement.

8.11 Separate Entities; Independent Contractor. The Parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Nothing contained in this Agreement may be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, to convey ownership of any asset, or to otherwise create any liability for one Party whatsoever with respect to the indebtedness, liabilities, and obligations of any other Party. Each Party is and continues to be separate and distinct from any other Party. Artist is an independent contractor that agrees to perform the Work for a fixed price according to his own methods and without subjection to the supervision or control of the other Parties, except as to the results of the Services, and not as to the means by which the Services are accomplished. Artist shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Agreement. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to the activities of Artist under this Agreement shall be those of Artist. No Party nor its employees, agents, or representatives shall be considered employees, agents, or representatives of any other Party.

8.12 Assignment. No Party may assign, transfer or delegate any rights, obligations, or duties under this Agreement without the prior written consent of all of the other Parties.

8.13 Authority to Sign. The Parties represent and warrant that the person executing this Agreement on behalf of each respective Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the services set forth herein.

8.14 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which, taken together, shall constitute one and the same Agreement.

8.15 Force Majeure. No Party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

(The remainder of this page is blank. The signature page follows.)

IN WITNESS WHEREOF, THE PARTIES HAVE ENTERED INTO THIS AGREEMENT AS OF THE DATE OF THE LAST REQUIRED SIGNATURE BELOW.

Carson City:

BY: _____ _____
Lori Bagwell, Mayor Date

Approved as to form:

_____
Deputy District Attorney

Attest:

_____
William Scott Hoen, Clerk-Recorder

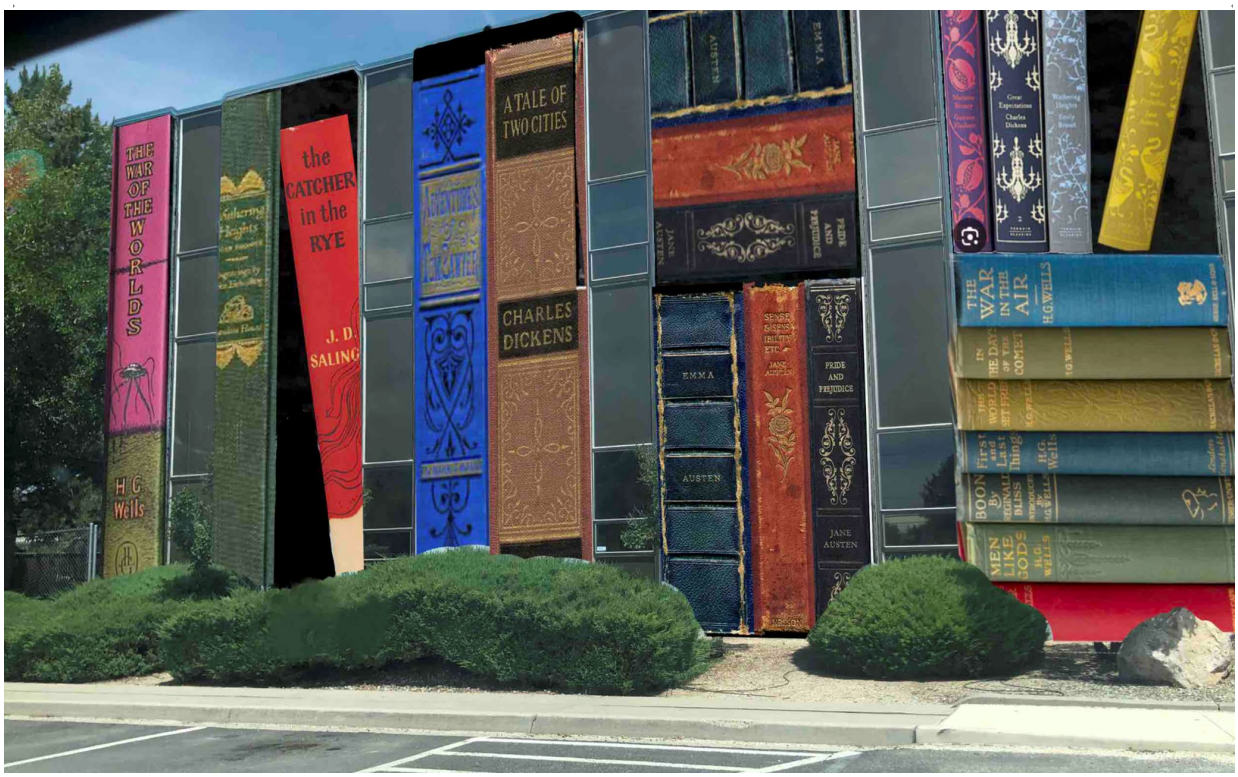
Brewery Arts Center:

BY: _____ _____
Eric Brooks, Gallery Curator Date

Artist:

BY: _____ _____
Hayley Meadows, Artist Date

Artist Bio - I have been a professional artist for the past 15 years and specialize in hand lettering and murals. Born in Anaheim CA and raised in Reno, NV, from the age of 10. I am the proud mother of three beautiful children. In between running a business and being a mom, I enjoy a great glass of wine and participating in Reno's ever-growing local art scene.



*The original “Community Bookshelf” was designed for a larger wall. The current proposal being presented is for the east-facing wall on Roop St. below the windows.

