ARIZONA DEPARTMENT OF PUBLIC SAFETY

2102 WEST ENCANTO BLVD. P.O. BOX 6638 PHOENIX, ARIZONA 85005-6638 (602) 223-2000

"Courteous Vigilance"

DOUGLAS A. DUCEY
Governor

FRANK L. MILSTEAD
Director

November 14, 2016

Linda K. Melendez
City of Surprise Police Department
14250 W. Statler Plaza
Surprise, AZ 85374-7473

RE: Fiscal Year 2016/2017 DPS-VOCA Award

Dear Mrs. Melendez:

Congratulations! Your agency has been awarded $96,951 in DPS-VOCA funds for the 2016/2017 program year. Enclosed is the grant award agreement package for your DPS-VOCA grant. Please read and be familiar with the General and any applicable Special Conditions contained in the agreement.

Your agency has 60 days from the date of this letter to accept this offer by signing and returning the enclosed agreement and required certifications; however, reimbursement of VOCA grant funds will not be made until the entire agreement package has been returned to DPS and is fully negotiated. Please see the attached list of items associated with your Subgrant Award Agreement and further instructions for compliance with each item.

Please call me at (602) 223-2491 if you have any questions.

Sincerely,

Sheri Doll

Sheri Doll
Grant Coordinator

Subgrant Award Agreement Attachments

1. **Subgrant Award Agreement.** This agreement shall be signed by the authorized officials listed on the signature page. Return the ***entire*** agreement with original signatures to DPS. A copy will be mailed to you once it has been signed by the DPS Director.
2. **Certification Form (EEOP).** Complete and sign the Equal Employment Opportunity Plan (EEOP) Certification Form and return to DPS with the Award Agreement.
3. **Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters.** (These certifications have been combined into one form.) **Lobbying:** Any subgrantee that receives over $100,000 in federal funding in a fiscal year shall complete, sign and return this form certifying that it shall comply with "New Restrictions on Lobbying," 28 CFR Part 69. **Debarment, Suspension and Other Responsibility Matters:** This certification is required by the regulations implementing Executive Order 12549, "Debarment and Suspension," 2 CFR Part 2867. This certifies that your agency is eligible to receive a federal grant, and that neither your agency nor its employees have been debarred from doing business with the federal government. This completed certification shall be returned to DPS with the signed Award Agreement.
4. **Disclosure of Lobbying Activities.** Any subgrantee that receives more than $100,000 in federal funding in a fiscal year <u>and has engaged</u> in reportable federal lobbying activities shall complete and return this form to disclose those activities. Any subgrantee that receives more than $100,000 in federal funding in a fiscal year <u>and has not engaged</u> in reportable federal lobbying activities shall mark "Not Applicable," sign and return this form. If your agency receives less than $100,000 in federal funding in a fiscal year, mark "Not Applicable," sign and return this form.
5. **Federal Civil Rights Requirements.** In accordance with Federal regulations and as a condition of award, your organization shall comply with all applicable Federal Civil Rights requirements of nondiscrimination. This completed certification shall be returned to DPS with the signed Award Agreement.
6. **Proof of Nonprofit Status.** Nonprofit subgrantee agencies shall provide proof of nonprofit status by providing the relevant documentation as outlined in the attached document. This documentation shall be returned to DPS with the signed Award Agreement.
7. **Proof of Federally Negotiated Indirect Cost Rate** or **Certification regarding de minimis rate of 10% of Modified Total Direct Costs (MTDC) eligibility**. Any subgrantee awarded indirect costs based on a federally negotiated indirect cost rate shall provide a copy of the Indirect Cost Negotiated Agreement. This documentation shall be returned to DPS with the signed Award Agreement. Any subgrantee awarded indirect costs based on a de minimis rate of 10% of MTDC shall complete the attached certification regarding its eligibility.
8. **Certification Regarding Non-Supplanting.** State and local **governmental subgrantees** shall certify the agency's adherence to the prohibition against supplanting of State or local funds with Federal funds. This completed certification shall be returned to DPS with the signed Award Agreement.
9. **Financial Management and System of Internal Controls Questionnaire.** Adequate accounting systems shall meet criteria as outlined in the DOJ Grants Financial Guide. Subgrantees shall complete the Financial Management and System of Internal Controls Questionnaire and return it to DPS with the signed Award Agreement.
10. **Subgrant Award Report (SAR).** Complete the Subgrant Award Report as it pertains to this award and return to DPS with the signed Award Agreement.