

Item # 4-1A

**City of Carson City  
Agenda Report**

**Date Submitted:** 07/10/07

**Agenda Date Requested:** 7/19/07

**Time Requested:** Consent Agenda

**To:** Mayor and Supervisors

**From:** Carson City Sheriff's Office

**Subject Title:** Action to approve the acceptance of the Office of Criminal Justice Assistance Grant 07-JAG-04, Gang Unit Outreach Project, in the amount of \$23,976.00

**Staff Summary:** The Office of Criminal Justice Assistance administers grant funds to state and local units of government for a wide variety of programs to improve the criminal justice system. Carson City is in the process of addressing an increase in gang activity including graffiti and vandalism. This grant provides funding to implement specific prevention education programs to educate professionals and parents. Funds will be used to pay overtime for officers for prevention/outreach activities, printing of materials and for the purchase of equipment including a laptop computer, screen and projector.

**Type of Action Requested:** (check one)

- Resolution
- Formal Action/Motion
- Ordinance
- Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve the acceptance of the Office of Criminal Justice Assistance Grant 07-JAG-04, Gang Unit Outreach Project, in the amount of \$23,976.00.

**Explanation for Recommended Board Action:** Prevention education is an investment directly into people and has proven to improve the quality of life by reducing at-risk behavior. Citizens - professional and parents - will be provided educational classes. Outreach activities will also be provided by members of the Gang Unit. The workload will be shared among deputies, a Sergeant and the Prevention Coordinator/DARE Officer. We anticipate an increase in citizen interaction with the Carson City Sheriff's Office which in turn will increase the amount of intelligence gathered, crimes solved or diverted because of the increase of our presence. The Carson City Sheriff's Office is working closely with the school district, the Chamber of Commerce and other organizations to implement classes and conduct outreach activities.

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

**Fiscal Impact:** There is no financial impact to the city as this is a no-match grant and includes the costs of all associated supplies and equipment.

**Explanation of Impact:** See above

**Funding Source:** The funds for this project have been obtained through the Office of Criminal Justice Assistance.

**Alternatives:** No participation in the grant

**Supporting Material:** Grant Award and application, which includes a full description of the project.

**Prepared By:** Kathie Heath, Business Manager

**Reviewed By:** [Signature]  
(Department Head)

Date: 7/9/07

[Signature]  
(City Manager)

Date: 7/10/07

[Signature]  
(District Attorney)

Date: 7/10/07

[Signature]  
(Finance Director)

Date: 7/10/07

**Board Action Taken:**

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

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

Aye/Nay

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

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

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

Jim Gibbons  
Governor



Phillip A. Galeoto  
Director

Office of Criminal Justice Assistance  
555 Wright Way  
Carson City, Nevada 89711-0900  
Telephone (775) 687-3700 • Fax (775) 687-4171  
[www.ocj.nv.gov](http://www.ocj.nv.gov)

June 18, 2007

Ken Furlong  
Carson City Sheriff's Office  
901 E. Musser Street  
Carson City, NV 89701

Dear Sheriff Furlong:

Re: Gang Outreach Project # 07-JAG-04

Congratulations! We are pleased to inform you that your application for JAG funding for the "Gang Outreach" project has been approved in the amount of \$ 23,976.00. This grant requires no cash match. The assigned grant number for your project is **07-JAG-04** and the CFDA number for the JAG is 16.738. Please refer to the grant number on all documents pertaining to this project including e-mail transmissions.

OCJA requires submission of Monthly Financial Claim Forms and Quarterly Reporting Forms which are available on our web site <http://www.ocj.nv.gov>. As your program manager, I will be happy to assist you with completion of these or other forms. The Project Director's Manual is also available on our web page.

Enclosed are the following documents:

- Two signed grant awards - please counter-sign & date both copies and return one to our office
- A statement of sub-grant audit arrangements
- Special Condition for Equipment Purchases – You are required to inquire equipment prices through the 1122 Program before purchasing.
- Program Assurances
- Financial Assurances
- Special Condition for Reimbursement of Grant Expenditures – Reimbursements may not be in effect until October 2007.

Please sign these documents and return them immediately to me so we can get your grant activated.

The breakdown for your budget is as follows:

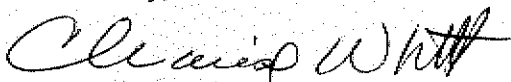
Overtime for deputies Overtime for Gang Unit Sgt. <b>Total Personnel</b>	<b>\$ 7,683.00</b>
Two gang unit personnel to attend So. NV. Gang Task Force meetings LV, Reno and Tahoe <b>Total Travel</b>	<b>\$ 761.00</b>
Printing – Parent Handbook Printing – black and white handouts Printing – materials in color <b>Total Operating</b>	\$ 10,476.00 \$ 1,000.00 \$ 1,500.00 <b>\$ 12,976.00</b>
Dell Latitude 620 Infocus IN34 projector Portable tripod projections screen <b>Total Equipment</b>	\$ 1,392.00 \$ 999.00 \$ 165.00 <b>\$ 2,556.00</b>
<b><u>TOTAL AWARD</u></b>	<b>\$ 23,976.00</b>

As described in the OCJA Project Director and Financial Manager's Guideline Manual (page 26,) all materials publicizing or resulting from award activities shall contain an acknowledgement of the awarding agency assistance. An acknowledgement of support shall be made through use of the following or comparable footnote: "This project was supported by the U.S. Department of Justice, Office of Justice Program and the Nevada Department of Public Safety, Office of Criminal Justice Assistance."

Your agency as a sub-grantee is required to comply with the Stevens Amendment which states: *When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all sub-grantees receiving federal funds, including but not limited to state and local governments, will clearly state (1) the percentage of the total cost of the program or project that will be financed with federal money, and (2) the dollar amount of federal funds for the projects or programs.*

If you have any questions regarding this award or any of the enclosures, please contact me at (775) 687-5282 or e-mail me at [cwhitt@dps.state.nv.us](mailto:cwhitt@dps.state.nv.us). I look forward to working with you during the upcoming grant year.

Sincerely,



Charise Whitt  
Grants and Projects Analyst

enc.

cc: Kathie Heath

STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY

**OFFICE OF CRIMINAL JUSTICE ASSISTANCE**

JUSTICE ASSISTANCE GRANT (JAG)

**Grant Award**

<b>SUBGRANTEE:</b>	Carson City Sheriff's Office	<b>PROJECT NUMBER:</b>	07-JAG-04
<b>ADDRESS:</b>	901 E. Musser Street NV 89701	<b>FEDERAL GRANT FUNDS:</b>	23,976.00
<b>PROJECT TITLE:</b>	Gang Outreach	<b>MATCHING FUNDS:</b>	\$00.00
<b>GRANT PERIOD</b>	July 1, 2007 - June 30, 2008	<b>TOTAL:</b>	23,976.00

**APPROVED BUDGET FOR PROJECT**

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$7,683.00
Consultant/Contractual Services	\$00.00
Travel/Training	\$761.00
Supplies/Operating	\$12,976.00
Equipment	\$2,556.00
Confidential Funds	\$00.00
<b>Total</b>	<b>23,976.00</b>

This award is subject to the requirements (General and Fiscal Conditions, including General Operating Policies) established by the Office of Criminal Justice Assistance, Nevada Department of Public Safety.

SPECIAL CONDITIONS: This project is subject to such conditions or limitations as set forth on the attached page(s).

**AGENCY APPROVAL**

Sandy Mazy, Administrator  
Office of Criminal Justice Assistance

**SUB-GRANTEE ACCEPTANCE**

Ken Furlong, Sheriff  
Carson City Sheriff's Office

*Sandy Mazy* 6/20/07  
Signature of Approving Official      Date

*Ken Furlong* 6/20/07  
Signature of Approving Official      Date

Part 2. GENERAL OVERVIEW

*This will be a "general" synopsis of your program. **No statistics.** Tell the reviewer who you are, what you have achieved and what you hope to accomplish. Begin typing below this box.*

Carson City is the state capital of Nevada. The municipality of Carson City came into being in 1969 when Ormsby County and the City of Carson were incorporated. Law Enforcement services are provided by Carson City Sheriff's Office. Our Mission Statement is, "The Carson City Sheriff's Office is committed to providing the highest level of law enforcement service to the citizens and visitors of our community, while continuously adhering to professional ethical law enforcement standards. The administration and staff are dedicated to building a partnership of trust and respect within the community and enhancing the quality of life in Carson City."

True to our Mission Statement, Carson City Sheriff's Office keeps abreast of latest trends in crime and substance abuse and implements strategies to address the issues. The Sheriff's Office is constantly striving to implement models that have proven effective statewide and nationally for example, National Night Out, D.A.R.E. (Drug Abuse Resistance Education), Neighborhood Watch. Many of our approaches are consistent with community policing. The Carson City Sheriff's Office has had a Gang Unit since 1989. Presently, it is of 6 deputies, 1 volunteer who is a gang expert with published work, and 1 coordinator/D.A.R.E. officer. The team provides gang awareness presentations and solve gang related crimes on a part-time basis.

Carson City is encountering growth problems and with it has come an increase of gang related incidents such as graffiti, property destruction, petit larceny, and violent fights and shooting incidents. In 2007, the Gang Unit was expanded to nine personnel and one volunteer in an effort to respond to the increase in gang activity – all of whom are working on gang issues in addition to our regularly assigned duties. The Gang Unit is in the beginning stages of implementing yet another national model based off of the O.J.J.D.P. Comprehensive Gang Model, which calls for the implementation of three primary components – intervention, suppression, and prevention (outreach).

The Carson City Sheriff's Office Gang Unit is a unified team that is utilizing a well coordinated, multi-faceted approach to addressing gang issues. Some of our strategies include:

- Law enforcement gang suppression
- Field interviews, interventions, and community referral
- Prevention Education and community outreach (i.e. Cops and Kids - Sheriff's Open House, National Night Out)
- Investigation of gang related crimes
- Graffiti reporting
- Developed and maintaining a data-base for gang-related intelligence
- Statewide law enforcement collaboration on gangs
- Neighborhood Watch Programs

Educating our citizens has taken on a new urgency with the increase of gang activity, thus the purpose of this application. Our team plans to provide several types of gang awareness presentations for school faculty members, parents, members of civic groups and students. We plan to promote prevention services including student presentations on gangs and graffiti, as well as empower citizens with the Neighborhood Watch Program.

In February, 2007, the Gang Unit hosted a training of trainers' class on a Parent's Handbook on Gangs. Instructors from the Southern Nevada Community Gang Task Force came from Las Vegas, Nevada to instruct law enforcement officers in the use of the handbook and methods of teaching parents. Every member of the Gang Unit completed the training-of-trainers course. The ultimate goal is to provide a standardized form of parental instruction that allows the flexibility for each area to customize the information to match the activity in their area.

At the present time, the Gang Unit has revised the Parent's Handbook on Gangs to match the information relevant to Carson City – about gangs and community resources. The Gang Unit is editing the final draft and preparing it for print. Once printed, community presentations will be provided with every adult participant receiving a handbook for completing the class.

This plan is gaining momentum by the day and at times it is almost staggering! We have developed an excellent partnership with a committee known as the "Quality of Life" group which consists of members from various faith-based groups and local leaders who meet through the Chamber of Commerce. They have sent out a letter inviting other faith-based organizations inviting them to partner with the efforts of bringing the training and handbooks to neighborhoods and congregations. It has been suggested that the school district require parents to complete the class. Schools are requesting the training for faculty members. The Chamber of Commerce has dedicated one of their community news publications dedicated to the gang issues from a preventative stance so as not to glorify the activities.

As so eloquently stated in our Mission Statement, building a partnership within our community which is based on mutual respect and trust is paramount to our Gang Unit. All members of the Gang Unit willingly work on this to protect and preserve the quality of life in Carson City.

### Part 3. PROBLEM STATEMENT

*Be very specific. Tell the reviewer exactly what you want to do. Explain why you believe there is a problem. Use recent statistics and references. You must include the statistics which will drive your objectives. Begin typing below this box.*

According to the 2007 Carson City Chamber of Commerce Annual Directory, Carson City encompasses approximately 146 square miles. At the time of the writing of the directory, the population was 57,104 with the ethnicity break down indicating that we have 68% White, 16% Hispanic, 2% Black, 2% Asian, and 12% Other.

According to the Uniform Crime Reporting System, the Carson City Sheriff's Office filed a total of 4,694 crime reports, resulting in 2,735 adult arrests and 464 juvenile arrests in 2006. The statistical data maintained by the Gang Unit indicates that slightly over 1,000 or 20% of the crime reports filed were gang related with the following breakdown:

- **449 gang related reports for various crimes (i.e.theft, harassment, etc.)**
- **425 graffiti incidents**
- **97 violent gang related crimes**

Our records indicate that Carson City currently has 640 of known gang members or associates. The Gang Unit has:

- **Investigated 105 of felony cases,**
- **Worked 344 of misdemeanor cases,**
- **Made 208 arrests of known gang members and associates,**
- **Completed 203 of field interviews.**

We see that tensions are building between rival gang members. Carson City is experiencing an increased amount of physical confrontations between gang members, including fights that start on school campus. Graffiti has increased significantly in the past month. Rival gangs are communicating their intent against and their disrespect towards each other. At the present time, we have had 8 known gang related incidents involving firearms. During 2006, there were 48 "shots fired" reports taken.

In June, 2006 there was a drive-by shooting. Retaliation was taken by a rival gang in October, 2006 during a drive-by shooting at a Halloween party that was supposed to be for middle school aged youth. One gang member was injured and an innocent person was killed. In March, 2007, more shots were fired with no injuries reported. Finally, in April, 2007 another retaliation drive-by occurred. Out of these four incidents, only one has been solved.

Additionally, substance abuse and dealing drugs are a particular concern – especially methamphetamine. As gang members use drugs, we see more crime taking place for acts



of residential and vehicle burglaries, petit thefts. Often, young people are initiated into a gang by completing a special assignment such as stealing beer for the gang.

Carson City Sheriff's Office Gang Unit is very committed to educating the community as to the types of actions citizens can take to protect themselves and their property, as well as to teach parents about their rights, responsibilities, and specific strategies to help their child stay out of gangs. Additionally, we will continue to build positive relationships with youth of all ages in order to reduce gang activity and recruitment.

The Gang Unit plans to implement prevention strategies to create awareness with parents and youth and develop partnerships with citizens. Our plan is comprehensive and involves working closely with Juvenile Probation, Carson City School District, faith-based organizations, the Chamber of Commerce, the Boys and Girls Club, the Mentor Center and other community agencies. **Prevention efforts** will be made to bring training on the Parent's Handbook on Gangs and other trainings to the community. **Interventions and referrals** to appropriate resources will be made for families requesting help. **Suppression efforts** will continue through arrests, surveillance and contact with hard core gang members.

We anticipate an increase in the number of reports being filed as awareness grows. We also anticipate more intelligence gathering which will in turn help solve gang related crimes and eventually reduce the number of incidents related to gang activity, especially violent incidents.

## Part 4. GOALS & OBJECTIVES

*This is a critical component of your application process. Read the Guidelines carefully before continuing with this section. Errors in this section can cause your entire application to be rejected.*

*Use the statistics collected for the Problem Statement.*

**Based on the OJJDP Comprehensive Gang Model, we are setting forth our goals, objectives and listing specific activities to be conducted for each objective. In the sample list of activities, we have included target dates for services to commence providing we are funded. Since the Parent's Handbook on Gangs has never been used in Carson City and very few lessons about gangs and bullying have been taught to youth, therefore the increase in activities will almost be 100%.**

### **Goal 1:**

To increase community prevention education and awareness services for parents, school faculty members, and students.

### **Objective A**

Parental participation and education utilizing the Parent's Handbook will increase from 0 to 150.

**Activities** include printing materials in July, 2007. Forms documenting activities will be developed to track the number of outreach activities are conducted and the number of people participating. Members of the Gang Unit will implement training in the use of the parent's handbook and other awareness presentations in August, 2007.

### **Objective B**

The Gang Unit community outreach efforts will increase by a minimum of 5% by participating in awareness events throughout Carson City.

**Activities** include printing materials in July, 2007. August, 2007, the Gang Unit will participate in National Night Out. This will be the first of many awareness events in which we will participate with an informational booth and displays to increase visibility.

### **Objective C**

The Gang Unit will increase the number of students receiving gang prevention education by 50% (from 100 students to a minimum of 200 students).

**Activities** include gang, bully and anger management lessons being provided through the Cops and Kids Prevention Program in schools and the Boys and Girls Club.

The primary curriculum will be D.A.R.E. with supplemental materials added as appropriate. D.A.R.E. classes begin in September, 2007 and will be provided throughout the school year.

**Goal 2:**

To reduce the gang activity in Carson City.

Objective A

To increase the number of field interviews and early interventions by 5%.

**Activities** include parent and school faculty training, and an increase in visibility and community interaction through participation in community events (Cops and Kids – Sheriff's Open House, National Night Out, Red Ribbon Campaign activities, etc.). It is our experience that prevention often stimulates conversations, questions, self-referral, and requests for assistance.

Objective B

To reduce gang related violence by 3% by providing a highly visible, interactive partnership with neighborhoods, schools, faith-based organizations, civic groups and community agencies.

**Activities** include simply being present at youth functions. Providing the aforementioned trainings will increase interaction with parents and community members. This will start in July, 2007. Information about graffiti will be provided to the officer coordinating the Neighborhood Watch Program after it is printed.

Part 5. METHODS OF ACCOMPLISHMENT

*How will you plan to achieve your goals and objectives. Be specific.*

The Carson City Sheriff's Office Gang Unit will be providing intervention, suppression and services. For the purposes of this grant, our primary focus is on outreach and prevention for the purposes of this grant. We have several avenues through which we plan to deliver prevention efforts including:

The **Parent's Handbook** is being amended to fit Carson City and to list local resources. Upon completion, the Chamber of Commerce, churches, and schools will be contacted and the *interactive parent trainings* will be provided by law enforcement officers. As part of the course curriculum, participants will receive handbooks. Trainings will either be interpreted or taught in English and Spanish.

**Additional community presentations** utilizing supplemental materials and hand-outs will also be provided.

**Gang and/or graffiti prevention education lessons** will be provided to elementary and middle school age students through the DARE program through the schools and the Boys and Girls Club.

**Neighborhood Watch Programs** will be implemented (one of the officers on the Gang Unit is in charge of the Neighborhood Watch program).

The Gang Unit will conduct **community outreach activities** by joining in some of the community awareness events held in Carson City throughout the year. Many of these activities will be coordinated through the Carson City Sheriff's Office Cops and Kids Prevention Program which is responsible for handling juvenile services and has developed a strong community oriented service.

The Gang Unit will participate with the Carson City Sheriff's Office hosted events including **Cops and Kids – Sheriff's Open House and National Night Out**.

The **Chamber of Commerce** is actively assisting our outreach efforts by connecting us with members of the clergy who are willing to help with reaching the people and even holding trainings in their facilities. As of the date of this writing, we have at least five Ministers ready to assist. They anticipate more after Easter. The Chamber of Commerce has also arranged to have an entire publication on gang prevention efforts and area resources to be published through the Nevada Appeal. The Chamber of Commerce is working in conjunction with other agencies to produce an area resource manual, a quick list of resources, and possibly a poster of agencies and telephone numbers. Additionally, the director is also contacting businesses for potential partnership.

The Carson City Events Planning Committee is designing various opportunities for the Cops and kids Prevention Program to participate in activities throughout the year. Since this is a new opportunity, it is impossible to list all of the events to which we will be attending. Documentation on all activities will be maintained.

Parent interviews and interventions will be conducted as requested.

We will continue to provide law enforcement efforts, utilizing our Uniform Crime Reporting System, and maintaining the gang intelligence system. An activities log will be kept to mark progress and provide documentation for reporting purposes.

Carson City is a very unique community in that when the citizens recognize there is a need or a problem; they rise up to meet the challenge! We know our community and we know what works with our citizens. The aforementioned strategies have proven to work for Carson City Sheriff's Office in the past and we trust that they will continue to be effective. We are already receiving inquiries regarding the Parent's Handbook! We also anticipate additional avenues for the delivery of our outreach services will open up as the word gets out.

Part 6. EVALUATION OF PROJECT

*You should consider either hiring an outside evaluator or having someone who is not affiliated with your program do an evaluation for you. The final evaluation of your program must be submitted within 90 days of the grant closing. Begin typing below this box.*

Carson City Sheriff's Office will continue to maintaining statistical data through our Uniform Crime Report. The Gang Unit will continue data entry on gang related crime, field interviews, and interventions, as well. Presentation evaluations will be developed.

The quarterly reporting system will be used to measure our progress and to make sure the Gang Unit is complying with our goals and objectives. An activities log will be used to record the number of presentations made, the number of parents and students receiving gang prevention education, and the locations of presentation.

All data will be provided to an independent contractor to evaluate our progress and to make recommendations for program improvement.

Part 7: Sustainment of Program

*Describe how your program will continue when federal funding is no longer available or is significantly reduced. Begin typing below this box.*

Carson City Sheriff's Office Gang Unit is exploring several avenues to provide sustain the services described herein. First, we are partnering with the Chamber of Commerce and will pursue business sponsorships or partnerships. Second, we are in the process of approaching churches within whose memberships often are found many valuable resources. Third, we will also continue to explore other grant possibilities. Fourth, if these funds are available in the future, we will reapply.

A particular strength in our plan is that Carson City Sheriff's Office pays for the basic salaries and benefits for all personnel involved in the Gang Unit so much of the training and power point presentations will be maintained

Part 8: Statement of Coordination

*Describe what other agencies/departments/resources will be involved in your program and how they will assist in your efforts to achieve your goals. Begin typing below this box.*

The success of this entire endeavor is contingent on collaboration with other law enforcement agencies, Carson City School District, churches and area resources. We believe we have developed a successful plan full of potential. It seems like our networking is growing daily.

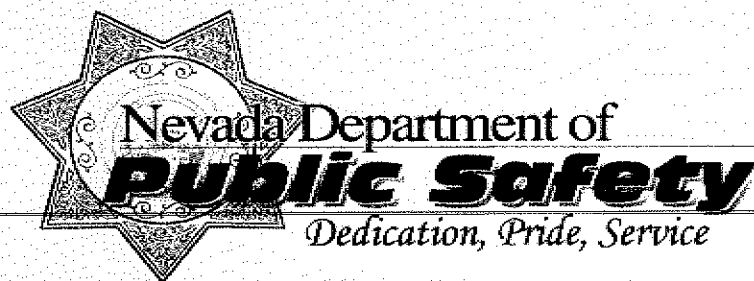
The Southern Nevada Community Gang Task Force has provided invaluable assistance by providing training and in arranging a donation for the first printing of the Parent's Handbook. The Gang Unit accesses the Rocky Mountain Information Network for assistance.

Carson City Sheriff's Office has a very strong partnership with the Carson City School District that will be instrumental in delivering parent training. One suggestion is to offer this training to be provided to every parent whose child is enrolled in school! Additionally, the Gang Unit will provide faculty training, specialized presentations, and lessons for students through the Cops and Kids Prevention Program (i.e. DARE, etc.). Community partnerships with the Boys and Girls Club and the Mentor Center are proving to be valuable partners.

The Chamber of Commerce is actively assisting Carson City Sheriff's Office by assisting with scheduling, connecting resources and partners to us, and in publicity. The Quality of Life Committee currently meeting through the Chamber of Commerce has started contacting faith-based organizations to partner on this endeavor.

The Gang Unit is amending the Parent's Handbook resources to list many local agencies and churches who are available to families in need which will be very useful for connecting families to the right services.





## STATE OF NEVADA

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF CRIMINAL JUSTICE

## SPECIAL CONDITION

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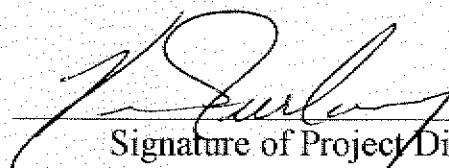
### ***SPECIAL CONDITION FOR PURCHASE OF EQUIPMENT***

AGENCY: Carson City Sheriff's Office

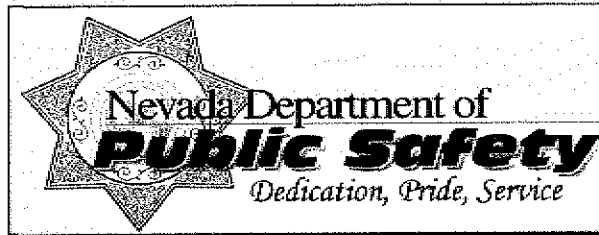
PROJECT TITLE: Gang Outreach

PROJECT NO: 07-JAG-04

The applicant agency prior to the purchase of any equipment funded through an OCJA Grant will contact the Office of Criminal Justice Assistance to determine if equipment can be obtained through the 1033 Department of Defense or the 1122 GSA procurement program.

  
\_\_\_\_\_  
Signature of Project Director

6/20/07  
\_\_\_\_\_  
Date



STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY  
*Office of Criminal Justice Assistance*

JUSTICE ASSISTANCE GRANT (JAG)  
SPECIAL CONDITION

***SPECIAL CONDITION FOR REIMBURSEMENT  
OF GRANT EXPENDITURES***

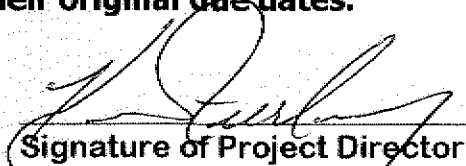
AGENCY: Carson City Sheriff's Office

PROJECT TITLE: Gang Outreach

PROJECT NO.: 07-JAG-04

**Due to the delay in receiving the JAG funds from the Bureau of Justice Assistance, expenses incurred for the above named project cannot be reimbursed to sub-grantees prior to receipt of funds by the Office of Criminal Justice Assistance (OCJA). This may be as late as October 2007. Please be aware that late charges are not reimbursable with federal grant funds.**

**In order for OCJA to be aware of the program's expenses and progress, the monthly financial reports and quarterly reports will continue to be submitted on their original due dates.**

  
Signature of Project Director

Date

6/20/07

**Office of Criminal Justice Assistance  
Program Assurances**

The applicant hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. ~~A quarterly program report shall be submitted to the Office of Criminal Justice Assistance (OCJA) on the approved form no later than 30 days following the close of each quarter of the grant period. Late reports, unless approved by OCJA, will delay reimbursement. Forms are available at <http://www.ocj.nv.gov/ocj/Forms.htm>.~~
2. The final program report must be submitted to OCJA no later than 30 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. OCJA retains the right to terminate this grant, for cause, at any time before completion of the grant period when it has determined the grantee has failed to comply with the conditions of the grant award.
4. Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the grantee/sub-grantee in the performance of its obligations under this grant **must identify the funding source**.
5. The grantee/sub-grantee agrees to indemnify, save and hold the state, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this agreement by grantee/sub-grantee or its agents or employees.

Name: LINDA Ritter Title: City Manager  
Signature: [Handwritten Signature] Date: 6/25/07

**This document must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.**

**Office of Criminal Justice Assistance  
Financial Assurances**

The sub-grantee hereby assures compliance with the following conditions as part of the Notice of Grant Award:

1. A monthly financial report shall be submitted to the Office of Criminal Justice Assistance (OCJA) no later than 30 days following the close of each month of the grant period. Financial reports (claims) must be submitted on the approved form available on the OCJA web page <http://www.ocj.nv.gov>.
2. The **final** financial claim form must be submitted to OCJA no later than 30 days following the end of the grant period. Late reports, unless approved by OCJA, will result in non-payment of final claim.
3. Grantee/Sub-grantee understands that, except for extraordinary circumstances handled on a case-by-case basis, requests to transfer funds between budget categories or requests to purchase items not previously authorized, will not be approved. Written approval must be obtained from the OCJA prior to the transfer of funds between budget categories or the expenditure of funds for newly identified items. Requests must be made on the Project Change Request form available on the OCJA web page.
4. During the last 60 days of the grant period, requests to purchase items not previously authorized in the grant award **will not be approved**. Emergency purchases will be considered on a case-by-case basis. Transfer of funds between budget categories during the last 60 days of the grant period expressly to purchase equipment items not previously authorized in the grant award **will not be approved**.
5. Grant revenue and expenditure records must be maintained and made available to OCJA for audit.
6. OCJA retains the right to terminate this grant for cause at any time before completion of the grant period when it has determined the grantee/subgrantee has failed to comply with the conditions of the grant award.
7. Financial management must comply with the requirements of OMB Circulars A-102 or A-110; whichever is applicable to your organization, and which are incorporated into this agreement by reference.
8. All grant expenditures are to be reasonable and allowable in accordance with OMB Circular A-21, A-87, or A-122, whichever is applicable to your organization and which are incorporated into this agreement by reference.

9. Grantee/sub-grantee shall comply with the audit requirements of the Single Audit Act Amendment of 1986 and OMB Circular A-133, which is incorporated into this agreement by reference to include the required submission of the most recent annual independent audit, as prescribed in sections 310 and 315 and section 320, paragraph f.

10. Required documentation for the performance of internal audits must be provided upon OCJA request within 30 days. Grant closeout is contingent upon OCJA audit and resolution of any discrepancies.

Name: LINDA RITZER Title: CITY MANAGER

Signature: [Handwritten Signature] Date: 6/25/07

*This document must be signed by the County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.*

*All OMB circulars referenced above are available on the OCJA web page at <http://www.ocj.nv.gov>*

STATE OF NEVADA  
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Statement of Subgrant Audit Arrangements

Project Number:	07-JAG-04	CFDA # 16.738
Name of Agency:	Carson City Sheriff's Office	
Address:	901 E. Musser Street Carson City NV 89701	
Telephone:	775-887-2500 ext 1100	Fax Number: 775-887-2026
Financial Manager:	Kathie Heath	
Does your government entity expect to spend an aggregate total of \$300,000 in federal funds in this fiscal year? (Government entity is the entire city, county, state or tribal government)		
YES	<input checked="" type="checkbox"/> (continue with form)	NO <input type="checkbox"/> (stop here & sign at bottom)
Name of Auditor/Firm:	Kavanaugh, Armstrong & Co.	
Auditor or Firm Address:	6140 Plumas St. Reno, NV 89509	
Contact Person	Felicia O'Carroll Telephone: 689-9100	
Indicate anticipated date audit reports will be sent to OCJA		
Provide date for copy of audited financial statement:	1/15/08	
Signed by:	Nancy Paulson (authorized official)	
Title:	Sr. Acct Mgr.	Date: 6/25/07

Form No. NCA-009 Revised 2/99

**RETURN THIS FORM TO**  
DPS Office of Criminal Justice Assistance  
1535 Old Hot Springs Road Ste 10  
Carson City, NV 89706