

**City of Carson City
Agenda Report**

Date Submitted: August 28, 2012 **Agenda Date Requested:** September 6, 2012
Time Requested: 10 minutes

To: Mayor and Supervisors

From: Carson City Sheriff's Office

Subject Title: For possible action: To accept Grant Award 09-ARRA-45 from the Nevada Department of Public Safety, Office of Criminal Justice Assistance in the amount of \$28,169. (Ken Furlong)

Staff Summary: The law enforcement community coordinates drug and gang enforcement through two multi-jurisdictional units – Tri-Net Narcotics Task Force and Regional Gang Unit – and one specialized support unit in Carson City – Specialized Enforcement Team. While each unit operates independently of each other, the fundamental goal is for these units to overlap and support one another. As well, these units must coordinate and perform individual unique task assignments often in unison with regular patrol units assigned to separate geographical areas.

The Carson City Sheriff's Office has pursued the formation of specialized units as a proactive approach to gathering intelligence information, investigating individuals suspected of gang and drug activity, and eliminating the activity through enforcement efforts.

This award provides funding for Mobile Data Computers and hand-held citation devices which will be deployed to the Tri-Net Narcotics Task Force, Regional Gang Unit and Specialized Enforcement Team.

Type of Action Requested: (check one)

Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to accept Grant Award 09-ARRA-45 from the Nevada Department of Public Safety, Office of Criminal Justice Assistance in the amount of \$28,169.

Explanation for Recommended Board Action:

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

Fiscal Impact: No financial impact.

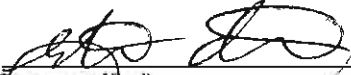
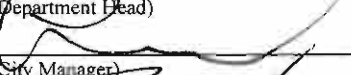
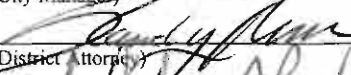

Explanation of Impact: See Above

Funding Source: The funds for this project have been obtained through a grant from the State of Nevada, Department of Public Safety, 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:  _____ Date: 8/28/12
(Department Head)
 _____ Date: 8/28/12
(City Manager)
 _____ Date: 8/28/12
(District Attorney)
 _____ Date: 8/28/12
(Finance Director)

Board Action Taken:

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

(Vote Recorded By)

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

American Recovery and Reinvestment Act (ARRA)

JUSTICE ASSISTANCE GRANT (JAG)

Grant Award

SUBGRANTEE:	Carson City Sheriff's Office	PROJECT NUMBER:	09-ARRA-45
ADDRESS:	911 E. Musser Street Carson City NV 89701		
		FEDERAL GRANT FUNDS:	\$28,169.00
PROJECT TITLE:	Mobile Data Computer/Citation Devices	MATCHING FUNDS:	\$0.00
GRANT PERIOD	08/01/12 – 12/31/12	TOTAL:	\$28,169.00

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	\$0.00
Consultant/Contractual Services	\$0.00
Travel/Training	\$0.00
Supplies/Operating	\$0.00
Equipment	\$28,169.00
Confidential Funds	\$0.00
Total	

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

SUB-GRANTEE ACCEPTANCE

Michelle Hamilton
Administrator

Ken Furlong
Sheriff

Signature of Approving Official

Date

Michelle Hamilton
7/25/12

Signature of Approving Official

Date

Ken Furlong
8/13/12



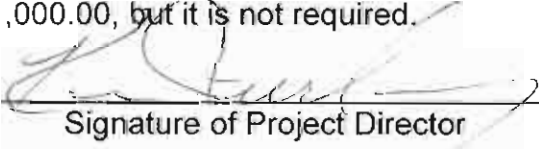
STATE OF NEVADA

DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

SPECIAL CONDITION
FOR THE
PURCHASE OF EQUIPMENT

AGENCY: CARSON CITY SHERIFF'S OFFICE
PROJECT TITLE: MOBILE DATA COMPUTER/CITATION
DEVICES
PROJECT NO: 09-ARRA-45

It is required that the applicant agency purchasing any equipment \$1,000.00, or more, funded through the Justice Assistance Grant, will contact the State Coordinator's for the 1033 and 1122 Programs administered by the Office of Criminal Justice Assistance to determine if the equipment can be obtained through one of these programs. Agencies will need to retain a copy of the 1122 quote for their records or retain a letter from the 1122 program authorizing agencies to purchase outside of the program within their grant file. All agencies have the option to contact these programs for any equipment purchases under \$1,000.00, but it is not required.



Signature of Project Director

Date

STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY

OFFICE OF CRIMINAL JUSTICE ASSISTANCE

Statement of Subgrant Audit Arrangements

Project Number:	09-ARRA-45	CFDA # 16.803
Name of Agency:	Carson City Sheriff's Office	
Address:	911 E. Musser Street Carson City NV 89701	
Telephone:	(775) 887-2500	Fax Number: (775) 887-2026
Financial Manager:	_____	
<i>Does your government entity expect to spend an aggregate total of \$500,000 in federal funds in this fiscal year? (Government entity is the entire city, county, state or tribal government)</i>		
YES _____ (continue with form) NO _____ (stop here & sign at bottom)		
Name of Auditor/Firm:	_____	
Auditor or Firm Address:	_____	
Contact Person	_____	Telephone: _____
<u>Indicate anticipated date audit reports will be sent to OCJA</u>		
Provide date for copy of audited financial statement:	___/___/___	
Signed by:	_____ (authorized official)	
Title:	_____	Date: _____

Form No. NCA-009 Revised 2/09

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



**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 20 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>. The electronic report for the Bureau of Justice Assistance Performance Measurement Tools (PMT) is also due the 20th day following the close of each quarter.
2. The final program report must be submitted to OCJA no later than 20 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**. Contact at OCJA for desired wording.
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.
6. The grantee/sub-grantee acknowledges and agrees to notify OCJA of the disposition of property or equipment purchased with grant funds within 60 days of disposition or loss.

Name: Kenn Furber Title: Sheriff
Signature: [Handwritten Signature] Date: 8/15/12

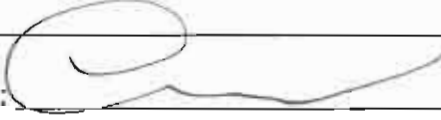
This document must be signed by the Sheriff/ Police Chief/ County Manager/Chief Financial Officer/Tribal Chairman or his/her designee or the state agency director as appropriate.

**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 25 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: _____ Title: _____
Signature:  _____ Date: 8/28/12

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.

Links to all OMB circulars referenced above are available on the OCJA web page at <http://www.ocj.nv.gov> -- under Grant and Federal Resources- OMB Circulars.

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
JUSTICE ASSISTANCE GRANT PROGRAM (JAG)

RECEIVED

JUL 05 2012

Criminal Justice Assist.
Dept of Public Safety

Title Page (4 points)

09-ARRA-45

- A. Applicant Agency: Carson City Sheriff's Office
- B. Address: 911 E. Musser St.
- C. Project Title: Gang and Drug Program Equipment
- D. Project Period: From: 08/01/12 To: 12/31/12
- E. Authorized Purpose Area: (one area only) 1 – Law Enforcement Programs
- F. If your County or City received a direct award, did you apply? Yes
- G. If yes, enter amount \$19,646

H. Project Director:

Name: Ray Saylo Title: Chief Deputy
Address: 911 E. Musser St City/Zip: Carson City 89701
Telephone: (775) 887-2500 Fax: (775) 887-2026
E-mail: RSaylo@carson.org

I. Fiscal Officer:

Name: Kathie Heath Title: Business Manager
Address: 911 E. Musser St. City/Zip: Carson City 89701
Telephone: (775) 283-7811 Fax: (775) 887-2026
E-mail: KHeath@carson.org

J. Project Contact Person :

Name: Ken Sandage Title: Captain
Address: 911 E. Musser St. City/Zip: Carson City 89701
Telephone: (775) 887-2500 Fax: (775) 887-2016
E-mail: KSandage@carson.org

K. Federal ID Number: 88-6000189

L. DUNS Number: 073787152

M. Has agency registered with the Central Contractor Registration (CCR) database?

Yes

No

Previous Byrne Funding :

Year	Grant Number	Federal \$ Amount
2011		
2010		
2009		
2008		

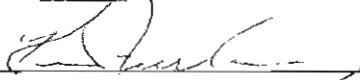
Budget Summary:

	Federal \$ Requested
Personnel	\$0
Consultant/Contract	\$0
Training	\$0
Supplies/Operating	\$0
Equipment	\$28,169
Confidential Funds	\$0
TOTAL FEDERAL \$ REQUESTED	\$28,169

Certification:

The signature of the authorized official of the agency making application hereby agrees that the project described in this application meets all the requirements of the applicable governing legislation as indicated by the Certifications sections attached; that all the information contained in the application is correct; that there has been appropriate coordination with affected agencies and agrees to comply with all provisions of the applicable grant program **including the enhanced reporting requirements**. The applicant further understands and agrees that any subgrant award received as a result of this application shall be subject additionally to the grant conditions set forth in the Statement of Grant Award, and the current applicable OCJA Project Director's Manual.

Name: Ken Furlong Telephone (775) 887-2500
 Title: Sheriff Fax (775) 887-2026

Signature  Date 7/3/12

Part 2.

GENERAL OVERVIEW

The law enforcement community coordinates drug and gang enforcement through two multi-jurisdictional units – Tri-Net Narcotics Task Force and Regional Gang Unit – and one specialized support unit in Carson City – Specialized Enforcement Team. While each unit operates independently of each other, the fundamental goal is for these units to overlap and support one another. As well, these units must coordinate and perform individual unique task assignments often in unison with regular patrol units assigned to separate geographical areas.

The Carson City Sheriff's Office has pursued the formation of specialized units as a proactive approach to gathering intelligence information, investigating individuals suspected of gang and drug activity, and eliminating the activity through enforcement efforts.

To accomplish mission tasks, specialized teams must be equipped similarly to patrol officers so as to overlap rapid efficient communications and have the tools available to effect actions at a variety of enforcement levels.

Part 3.**PROBLEM STATEMENT**

The Carson City Sheriff's Office provides Mobile Data Computer (MDC) platforms and citation devices for all patrol units to facilitate dispatch, records and jail systems. The agency has insufficient resources to allocate this same equipment to specialized enforcement unit activities, including Tri-Net Narcotic Task Force, Regional Gang Initiative and Specialized Enforcement Team. These equipment items are essential to operational efficiency.

Each specialized unit is contained within the greater umbrella of law enforcement's approach to reduce crime. The individual units must have available communications technology levels equal to other units for input and retrieval of law enforcement records and real-time activity. For example, the availability of photographs and all demographic and identifying information in the vehicle can lead investigators to quicker suspect identification and arrest. Further, real-time call-for-service information can result in expert identification of drug and gang activity not known to regular officers. Mobile Data Computers provide this information.

Management's philosophy of targeted enforcement is to take enforcement action at lower level offenses (misdemeanor, non-arrestable), thereby reducing the likelihood of major crime. Options available to officers are warnings, citations and arrest. These tools aid in addressing the problem (gangs and drugs) at all levels. By function, citations devices gather information often used with intelligence systems and the recording of activities performed. Frequently, traffic related stops result in higher level offense resolution (e.g. warrants). The citation approach often compliments the efficiency of enforcement activity by reducing jail activity when not warranted.

Part 4.

GOALS & OBJECTIVES

Goal One: Facilitate more efficient communications platforms for gang and drug units.

- **Objective 1.1:** Purchase Mobile Data Computers capable of direct access to Jail Management and Records Management systems in the field.

Goal Two: Enhance proactive enforcement activities by providing hand-held citation devices to gang and drug units.

- **Objective 2.1:** Purchase hand-held citation devices and issue to each member of the Tri-Net Narcotic Task Force, Regional Gang Unit and Special Enforcement Team.

Part 5.

METHODS OF ACCOMPLISHMENT

The equipment purchased will be deployed to the priority programs. Officers will be trained on the use and application of the equipment. The equipment will be used daily in support of the programs.

Part 6. EVALUATION OF PROJECT

The Administration has identified gang and drug enforcement as an essential high-priority. The goal of this project is to provide specialized officers with the tools and resources equal to other officers. The complete assignment of these tools will reach 100% of the project goals.

Part 7: SUSTAINMENT OF PROGRAM

On-going costs and any other associated equipment will be funded by the Carson City Sheriff's Office. Replacement of this equipment will be requested through the routine budget process of the Sheriff's Office.

Part 8: STATEMENT OF COORDINATION

Some items (citation devices) will be issued to personnel of Lyon and Douglas Counties. The items are for use within the regional court and dispatch systems based on the location of the offense.

BUDGET SUMMARY

TOTAL GRANT REQUEST (federal funds)	\$28,169
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Category	Request \$
Total Personnel Costs	\$0
Total Consultants/Contract Services	\$0
Total Travel/Training Costs	\$0
Total Supplies/Operating Costs	\$0
Total Equipment	\$28,169
Total Confidential Funds	\$0
Total Federal Funds Requested	\$28,169
Match (not required) *	\$5,070
Total of Project	\$33,239

*Although match is not required, you can show what will be contributed toward your program. This will not influence whether or not you receive a grant award.

BUDGET REQUEST AND JUSTIFICATION FORMS

PERSONNEL COSTS: Detail all salaries and wages required for program activities to be paid for by this request for funding. **Maximum OT is 32 hours/month/employee.**

SALARIES AND WAGES

Position Title	Annual Salary or \$/hour	% of time working on grant	# of OT Hours	Is position a New Hire? (Y/N)	Total FEDERAL \$ Requested
Sub-Total Personnel					\$0

PAYROLL TAXES AND FRINGE BENEFITS: (Rate x Amount = Request) Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the percentage of time devoted to the project. Complete subcategory total. Detail all payroll taxes and fringe benefits on the appropriate lines.

FRINGE BENEFITS

\$ Requested

FICA					
WORKERS' COMP					\$0
UNEMP. INS					
GROUP INS					\$0
PERS					\$0
MEDICARE					\$0
UNIFORM					\$0
EDUCATION					\$0
Sub-Total Fringe Benefits					\$0
TOTAL PERSONNEL					\$0

CONSULTANTS/CONTRACT SERVICES: (Time Needed x Rate = Requirements) List all consultant/contract personnel in order of priority need. (Consultant travel and expenses should be included in this section.) Remember to list the rate and times for each consultant.

CONTRACTS

Name	Hourly Fee	# of Hours	Sole Source Contract?	Amount Requested
Sub-Total Contracts				\$0

CONSULTANT EXPENSES: Must follow federal/state GSA travel policy and per diem rates.

Travel	Per Diem	Airfare	Ground Transportation	Amount Requested
Place:				
Purpose:				
Sub-Total Expenses				\$0
TOTAL CONSULTANT				\$0

CONSULTANT JUSTIFICATION:

TRAVEL COSTS: The location and purpose of travel should be provided. Per diem (meals & lodging) and mileage are included in travel. Per mile cost and per diem rates should not exceed the current state rates. Current state rates are: mileage \$.585/mile, per diem is set at the federal GSA rates. Go to <http://www.gsa.gov> for current rates in each city/county. Registration fees/ conference/ training costs should not be listed here. They belong under "Training." Show the basis of computation (i.e., cost per night for lodging x number of nights = total lodging expense).

In-State Travel

Position Title	Destination	Per Diem	Estimated Airfare	Mileage Allowance	Amount Requested
Sub-Total In-State Travel					\$0

IN-STATE TRAVEL JUSTIFICATION:

Out-of-State Travel

Position Title	Destination	Per Diem	Estimated Airfare	Mileage Allowance	Amount Requested
Sub-Total Out-of-State Travel					\$0

OUT-OF-STATE TRAVEL JUSTIFICATION:

TRAINING COSTS: Registration fees/conference/training costs should be included in this section.

Training Title	Location	# of Attendees	Titles of Positions	Reg Fee	Amount Requested
Sub-Total Training					\$0
TOTAL TRAVEL + TRAINING					\$0

No more than 3 people will be approved to attend the same training.

TRAINING JUSTIFICATION:

SUPPLIES / OPERATING COSTS: Include in this section requests to support all of the following: telephone, postage, printing and copying, publication, desktop and consumable office supplies, drug testing supplies, and other. For cell phone, include the cost of monthly service and charges by minutes/plan. For printing and copying, include the cost per page and number of pages per month. For desktop and consumable supplies, include the cost per person per month. For drug testing supplies use the average cost per month.

SUPPLIES:

Item	Quantity (per person per month)	Unit Price	Total for year	Amount Requested
				\$0
Sub-Total Supplies				\$0
OPERATING:				
Sub-Total Operating				\$0
TOTAL SUPPLIES + OPERATING				\$0

EQUIPMENT: Non-consumable items with a life of one year or more and an acquisition cost of \$500 or more per item (excluding printers) should be listed in this category. Like items or related components must be considered as a group and may not be separated to avoid complying with these standards. Provide a list of all items including number of items, manufacturer, location of item and price per item. Law Enforcement agencies must go through the 1033/1122 Program for equipment purchases but need not receive an estimate for purposes of this application.

Item	Quantity	Unit Price	Total	Amount Requested
CF-31GA2AA1M Panasonic Toughbook 31	4	\$3,540.12	\$14,160.48	\$14,160
CF-SVCLTNF5Y Panasonic Protection Plus	4	\$671.39	\$2,685.56	\$0
MC75A Motorola Handheld Device	9	\$1,556.60	\$14,009.40	\$14,009
Motorola No-Fault Warranty	9	\$265.00	\$2,385.00	\$0
TOTAL EQUIPMENT				\$28,169

EQUIPMENT JUSTIFICATION:

Mobile data computers will increase efficient communications and provide for real-time call-for service information as well as suspect demographic and all identifying information in the vehicle. Immediate access to this information can result in quick identification of drug and gang activity not known to regular officers.

Citation devices will allow for enforcement action at lower level offenses (misdemeanor, non-arrestable), thereby reducing the likelihood of major crime. Often, traffic related stops result in higher level offense resolution (warrant arrest).

CONFIDENTIAL FUNDS: Funds will be considered for State law enforcement agencies and law enforcement agencies serving units of local government. For continuation grants, balance expended during previous grant years will be considered.

Item	Rate per month	Total for Year	Estimate Portion to be used from forfeiture funds	Amount Requested
				\$0
TOTAL CONFIDENTIAL FUNDS				\$0