

**City of Carson City
Agenda Report**

Date Submitted: July 9, 2013

Agenda Date Requested: July 18, 2013

Time Requested: 5 minutes

To: Mayor and Supervisors

From: Carson City Sheriff's Office

Subject Title: For Possible Action: to accept the Office of Criminal Justice Assistance Grant 13-JAG-05, D.A.R.E. Keeping It Real in the amount of \$10,000. (Sheriff Furlong)

Staff Summary: The purpose of this grant is to provide statewide training for DARE Officers in the form of one two week national certification training in the new Keepin' It Real DARE Curriculum and one state conference to help officers throughout the state maintain certification. Carson City Sheriff's Office has been recognized statewide for law enforcement substance abuse prevention efforts including programs such as DARE Plus and Keepin' It Real and are partnering with the Nevada DARE Officer's Association by serving as the fiscal agent for this grant. Grant period is 07/01/13-06/30/14.

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 the Office of Criminal Justice Assistance Grant 13-JAG-05, D.A.R.E. Keeping It Real in the amount of \$10,000.

Explanation for Recommended Board Action: Keepin' It Real is the latest evidence-based curriculum and will soon become the lead program with DARE Plus being used for supplemental lessons. Certification training of new officers and re-certification of current DARE officers is necessary to maintain the highest level of competency in the program.

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

Fiscal Impact: No fiscal impact.

Explanation of Impact: See above

Funding Source: The funds for this project have been obtained through the Nevada Department of Public Safety, Office of Criminal Justice Assistance.

Alternatives: No participation in the grant.

Supporting Material: Grant Application

Prepared By: Kathie Heath, Chief Financial Officer

Reviewed By: [Signature] Date: 27/9/13
(Department Head)
[Signature] Date: 7/9/13
(City Manager)
[Signature] Date: 7/2/13
(District Attorney)
[Signature] Date: 7/9/13
(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

Justice Assistance Grant (JAG)

Grant Award

SUBGRANTEE:	Carson City Sheriff's Office	PROJECT NUMBER:	13-JAG-05
ADDRESS:	911 E. Musser Street Carson City, NV 89701-3706		
		FEDERAL GRANT FUNDS:	10,000.00
PROJECT TITLE:	D.A.R.E. Keeping It Real		
GRANT PERIOD	July 1, 2013 – June 30, 2014	TOTAL:	10,000.00

APPROVED BUDGET FOR PROJECT

CATEGORY	TOTAL PROJECT COSTS
Personnel	0
Consultant/Contractual Services	0
Travel/Training	6,870.00
Supplies/Operating	2,630.00
Equipment	500.00
Confidential Funds	0
Total	10,000.00

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

Michelle Hamilton 6/25/13
Signature of Approving Official Date

Ken Furlong 7/2/13
Signature of Approving Official 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: Regional Gang Initiative
TriNet Task Force
D.A.R.E.

PROJECT NO.: 13-JAG-04
13-JAG-05
13-JAG-06

Due to the possible 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 November/December 2013. 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

7/2/13
Date

OFFICE OF CRIMINAL JUSTICE ASSISTANCE
GRANT APPLICATION

Title Page (4 points)

Grant name applying for (JAG, ARRA, RSAT): JAG

Applicant agency: Carson City Sheriff's Office

Address- include city and 9 digit zip: 911 E Musser Street
Carson City, NV 89701-3706

Project Title **Keepin' It Real**
D.A.R.E./School Resource Officer Training

Project Period Date From: 07/01/2013 To: 06/30/2014

Authorized Purpose Area- chose only one: 1 – Law Enforcement Programs

Did your city or county apply directly for DOJ funds? Yes
Were they awarded and if so, for how much?: \$19,646

Project Director:
Name: Lisa Davis Title: Juvenile Substance Abuse Training Coordinator

Address- include city and 9 digit zip: 911 E Musser Street
Carson City, NV 89701-3706

Telephone: 775.283.7809 Fax: 887.887.2026

E-mail: LDavis@carson.org

Fiscal Officer:
Name: Kathie Heath Title: Chief Financial Officer

Address- include city and 9 digit zip: 911 E Musser Street
Carson City, NV 89701-3706

Telephone: 775.283.7811 Fax: 775.887.2026

E-mail: KHeath@carson.org

Project Contact Person:
Name: Lisa Davis Title: Juvenile Substance Abuse Training Coordinator

Address- include city and 9 digit zip: 911 E Musser Street
Carson City, NV 89701-3706

Telephone: 775.283.7809 Fax: 887.2026

E-mail: LDavis@carson.org

Federal Number: 88-6000189 DUNS Number: 073787152

Has your agency registered with the System for Award Management (SAM) previously known as CCR data base? **Yes** No

Previous Funding From OCJA:

Year	Grant Number	Federal \$ Amount

Budget Summary:

	Federal \$ Requested
Personnel	\$0
Consultant/Contract	\$0
Training/Travel	\$6,870
Supplies/Operating	\$2,630
Equipment	\$500
Confidential Funds	\$0
TOTAL FEDERAL \$ REQUESTED	\$10,000

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 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. Signature indicates the items requested herein are not part of the requesting agencies' current budget, thus eliminating supplanting.

Name: Ken Furlong Telephone 775.283.7800

Title: Sheriff Fax 775.887.2026

Signature  Date 04/05/2013

ABSTRACT

PURPOSE AREA: 1 – Law Enforcement

PROJECT TITLE: Keepin' It Real D.A.R.E./School Resource Officer Training

PROJECT GOAL: Train Nevada D.A.R.E./School Resource Officers in the highest level of competency and knowledgeable about the latest research, community use and impact of alcohol and other drugs.

PROPOSED ACTIONS AND STRATEGIES: Certification training of new officers for the new evidenced based classroom curriculum Keepin' It Real. Maintain certification and re-certification training for current D.A.R.E. officers.

EVALUATION IDENTIFIERS:

- Number of new D.A.R.E. Officers successfully trained
- Number of Nevada law enforcement agencies implementing Keepin' It Real D.A.R.E.
- Number of schools receiving instruction and support D.A.R.E./School Resource Officer
- Training evaluations as required for Nevada P.O.S.T.

EXPECTED RESULTS: Increase statewide youth prevention services in schools and communities. Training for certification of new D.A.R.E. officers and for maintaining and/or re-certification of latest Keepin' It Real curriculum.

GENERAL OVERVIEW

It is often said that, "Youth are our future." In order to keep that future bright it is critical for law enforcement agencies and officers to engage youth in the fields of safety and prevention. It is for this reason that law enforcement agencies nationwide are stepping up to the plate, training, using, and mastering the best practices and programs to help reduce the risks of substance abuse and involvement in crime for young people as they find their way. Drug Abuse Resistance Education (D.A.R.E.) has two revised, evidence-based programs specifically designed for sworn, uniformed law enforcement officers to meet this challenge.

Carson City Sheriff's Office has made crime and substance abuse prevention education for youth a priority within the community, and has broadened that vision to encompass the State of Nevada by partnering with the Nevada D.A.R.E. Officer Association (N.D.O.A.) in the area of training for new and current D.A.R.E. officers, and to assist with helping current D.A.R.E. officers maintain certifications or re-certify for new programs and/or supplemental lessons. The goal is to provide training within the state thus training more officers. Funding for training more officers could be used to assist departments with in-state travel costs and result in training more Nevada officers to serve throughout the state.

The partnership that has been forged specifically involves training officers for the implementation of two primary evidence-based prevention curricula known as Keepin' It Real and Drug Abuse Resistance Education Play and Learn Under Supervision (D.A.R.E. PLUS) which are recognized as promising and/or effective programs by CrimeSolutions.gov. Both programs were developed by D.A.R.E. America and Penn State University and are the "new face" of D.A.R.E. and provide lesson plans for grades K-12, with emphasis on fifth and 7th grades.

Keepin' It Real is the latest curriculum that is being phased into the field and will become the lead program with D.A.R.E. PLUS being used for supplemental lessons. The process of phasing in the program is multi-faceted in that it involves developing new educational materials for purchase so that departments are stocked with updated educational materials, training new and current officers in the use of the new curriculum, and officer consultation as the program is implemented.

Classroom instruction is provided by a sworn, uniformed law enforcement officer certified to teach and facilitate revised D.A.R.E. lessons.

- Elementary Keepin' It Real covers subjects including decision making, basic substance abuse information, understanding risks and consequences, peer pressure, stress, verbal and non-verbal communication, bullying and resistance strategies. Students also learn to help others and to whom they should go to for help.
- Middle School Keepin' It Real is based on prevention theory and practice and utilizes a "from kids through kids to kids" approach for the facilitation of lessons that cover decision making, refusal skills using the model steps "Refuse, Explain, Avoid, and Leave." Options and choices, risks, communication, conflict, norms about substance abuse and peers, feelings, conflict resolution and bullying are examples of other lessons included in the curriculum.

Carson City Sheriff's Office and N.D.O.A. have devised a plan to train new D.A.R.E. officers for initial instruction certification and a second as to certify current officers in the use of 'Keepin' It Real'. The plan involves offering the following:

D.A.R.E. Officer Training – two week certification course for new, soon-to-be D.A.R.E. Officers. Training involves 80 hours of instruction, plus homework assignments and lesson plan preparation. Officers are instructed in the concepts of Learning and Education, use of elementary, middle, and high school curricula, facilitation skills, drug trends, chemical dependency, public speaking, 4 hours of School Resource Officer Training, bullying, media effects on children and prevention techniques. Officers are given instruction, then break out into groups with assigned mentors who provide assignments, grade, consult and guide officers in the use of materials and classroom management. This training is offered in Las Vegas, NV. Officers from Nevada and from places such as Idaho, California, Minnesota, Washington, and even Guam attend this class.

State D.A.R.E. Conference - for Nevada D.A.R.E. Officers to maintain instruction certifications and re-certify in new lessons. Subject matter includes latest substance abuse trends, drug updates, classroom facilitation, gangs, bullying, motivation, and etc. 16 hours minimum classroom hours of instruction. State Conference is offered in the northern part of the state – locations vary. The conference will be held in Carson City in 2013, and then moved to Winnemucca in 2014. Tonopah is another place that is being considered because of the central location.

Both courses offer an added benefit of meeting requirements for Nevada Peace Officers Standards and Training Commission (P.O.S.T.), thus helps with training hours required to maintain P.O.S.T. certifications.

PROBLEM STATEMENT

According to the U.S. Census Bureau, the state of Nevada encompasses 109,781 miles. The population of Nevada is approximately 2,758,931 people, with 24.4% of the total population being under the age of 18. The residents of Nevada are identified as 53.6% Caucasian, 27.1% Hispanic/Latino, 7.7% Asian, 1.6 % Native American, and 1.4% other ethnicity. Between 2007 and 2011, 28.5% people reported to speak a language other than English. In terms of education for residents 25 years or older, the same report indicated that 84.5% had graduated from high school and 22.2% were listed as having a Bachelor's degree or higher. The State Department of Education lists Nevada as having 425,080 students enrolled in public schools and charter school enrollment of 17,998.

D.A.R.E. Officers monitor several sources regarding youth risk behavior including the Monitoring the Future Survey. In 2012, this survey indicated that youth use of tobacco and alcohol have decreased, but has increased in the use of marijuana:

MONITORING THE FUTURE SURVEY OVERVIEW – 2012

SUBSTANCE	GRADE	2007	2012	NOTES
Tobacco Past month use	8th	7.1%	4.9%	2012 survey shows that 10.8 % of 10th graders and 17.1% of 12 th graders have used tobacco in last 30 days which is also a decrease.
Alcohol Use in a life time	8th	15.9%	11.0%	Use of alcohol in a lifetime decreases
	10th	33.4%	27.6%	
	12th	44.4%	41.5%	
Marijuana Past month use	10th	14.2%	17.0%	
	12th	18.8%	22.9%	

The Nevada State Department of Education participates in the national Youth Risk Behavior Survey (YRBS) reported similar substance abuse findings among students in grades 9-12. Additionally, the 2011 YRBS results showed that:

- 7.4% of the same students had been threatened or injured with a weapon on school property,
- 5.9% did not go to school because they felt unsafe, and
- 20.1% had been bullied at school.

Our youth are our future and yet, youth can also be one of our biggest concerns. Youth face enormous pressures today – substance abuse, gangs, bullying, stress, teen suicide, teen pregnancy, false media messages, and the list goes on. These statistics show why positive law enforcement presence is so vital. D.A.R.E. officers are often on the front line helping to save youth from themselves when they are thinking about taking risks. Just like patrol can deter crime in the community, the presence of a D.A.R.E. officer can also deter risky behaviors or lead to early intervention.

In 2011, there were approximately 80 certified D.A.R.E. officers throughout Nevada. Some of those officers are in the military and have been deployed. Department budgets have become strained. As a result N.D.O.A. currently has 44 certified to instruct D.A.R.E. PLUS and/or Keepin' It Real. The combination of circumstances has created a void in services at a time when many departments do not have funds to train new officers.

Carson City Sheriff's Office and N.D.O.A. are partnering to increase the number of officers certified to instruct Keepin' It Real and the school resource officer training thereby increasing the level of positive law enforcement presence in schools and in community policing efforts. This will be accomplished by offering the D.A.R.E. Officer certification class in Las Vegas (southern part of the state), and the re-certification training in the northern part of the state (i.e. in 2013 the conference will be in Carson City, and in 2014 it will be in Winnemucca). In a state the size of Nevada, travel is necessary. The plan is to decrease training and travel costs by providing the necessary courses in Nevada and helping departments with some travel expenses by covering the cost of hotel rooms, which will ultimately result in training more officers for less money.

GOALS & OBJECTIVES

GOAL: The goal of this proposal is to ensure our Nevada law enforcement on the front lines with children, teachers and parents, the Nevada D.A.R.E. Officers, have achieved the highest level of competency and is knowledgeable about the latest research and community use and impact of alcohol and other drugs.

Objective 1: 8 Nevada D.A.R.E. Officers will participate in a two week D.A.R.E. Officers Training and 90% will successfully complete, receiving their certification to instruct 'Keepin' It Real and D.A.R.E. PLUS' curricula.

Discussion: The N.D.O.A. Training Coordinator, assisted by members of the N.D.O.A. Board, will organize a two-week training course in Las Vegas Nevada to take place July 22-August 2, 2013. Participants will receive classroom instruction from 8-10 instructors, plus 3-4 D.A.R.E. Mentors who will guide them through curriculum familiarity and conduct specialized hands-on activities designed to assist each officer to transition from being a student to becoming the instructor with lesson plan preparation and practice instructional sessions.

Objective 2: 20 Nevada D.A.R.E. Officers will demonstrate a 50% increase in their knowledge of alcohol and other drugs at the conclusion of a two day Nevada DARE Conference as demonstrated by the post survey analysis as required by Nevada. P.O.S.T. and N.D.O.A.

Discussion: The Nevada D.A.R.E. Officers governing body will organize a two day National D.A.R.E. Conference in Winnemucca, NV during the Spring Semester, 2014. Agenda items will include sessions on problem indicators such as a spike in synthetic marijuana use, thereby demonstrating a need for DARE officers to be well educated on this topic.

METHODS OF ACCOMPLISHMENT

Objective 1: Keepin' It Real and D.A.R.E. PLUS two week initial 82 hour certification course.

Activities:

1.1.1: Train new DARE officers in the use of Keepin' It Real and D.A.R.E. PLUS using the most current curricula materials available. Officers will receive comprehensive instruction on latest trends in education, at risk behaviors among youth, school resource officer training, bullying, etc.

1.1.2: Context of Learning/Education Training – 15 instructional hours, NV. P.O.S.T. number 0207010.

1.1.3: Elementary School and Curriculum Orientation – 15 instructional hours, NV. P.O.S.T. number 03080804.

1.1.4: Middle School and Curriculum Orientation – 15 instructional hours, NV. P.O.S.T. number 03080805.

1.1.5: Facilitation Skills Training – 12 instructional hours, NV. P.O.S.T. number 02070105.

1.1.6: Drug Trends, Chemical Dependency – 6 instructional hours, NV. P.O.S.T. number 03061707.

1.1.7: D.A.R.E. Public Speaking – 10 instructional hours, NV. P.O.S.T. number 02070115.

1.1.8: School Resource Officer Training – 4 instructional hours, NV. P.O.S.T. number 03061706.

1.1.9: Bullying – 2 instructional hours, NV. P.O.S.T. number 03061703.

1.1.10: Prevention Techniques – 2 instructional hours, NV. P.O.S.T. number 03061708.

1.1.11: Media-Affecting Children – 2 instructional hours, NV. P.O.S.T. number 02070104.

1.1.12: Mentor lesson plan homework assignments, grading, and evaluation.

1.1.13: Classroom use of curriculum materials – Keepin It Real Student Planner, educational kits (i.e. pencils, erasers, stickers, poster board displays, power point, curriculum DVD's, etc.) and special projects.

1.1.14: Keepin' It Real, D.A.R.E. PLUS classroom presentations.

1.1.15: Participant course evaluation.

1.1.16: Reporting to local, State and Federal agencies will occur as required by Grant.

NOTE: P.O.S.T. course numbers are subject to change as they are revised and updated.

Objective 2: N.D.O.A. State Training Conference – existing and new D.A.R.E. officers will receive comprehensive instruction annually to remain current on crime, substance abuse, youth, gang trends, recent court decisions, and curriculum updates.

1.2.1: Drug Trends Update 4 hours of classroom instruction.

1.2.2: Classroom Facilitation Renewal – 2 hours of classroom instruction.

1.2.3: Latest At Risk Trends With Youth i.e. Internet Safety, Choking Game, Music, etc.) – 3 hours classroom instruction

1.2.4: Violence Prevention, Gangs, Bullying – 3 hours of classroom instruction

1.2.5: Keepin' It Real Curriculum Updates – 1 hour of classroom instruction

1.2.6: Keepin' It Real and D.A.R.E. PLUS Latest Lesson(s) Certification – 3 hours of classroom instruction

1.2.7: Participant evaluations as required for N.D.O.A. and P.O.S.T.

EVALUATION OF PROJECT

Program evaluation is very important as it helps identify latest crime trends, community needs, and other risks that can be used to determine law enforcement directions, effectiveness, and of course, funding. Data collected for this grant will be by the Carson City Sheriff's Office and N.D.O.A. will be from departments who are using either Keepin' It Real or D.A.R.E. PLUS. The following are some of the measures that will be used for evaluation:

- The number of Nevada D.A.R.E. officers that participate in, and successfully complete, the two week D.A.R.E. Officers training course.
- The number of Nevada law enforcement agencies who join the statewide prevention efforts by using Keepin' It Real D.A.R.E.
- The number of schools receiving D.A.R.E. Officer/School Resource Officer instruction and support services through their community law enforcement agency.
- Develop and implement a training evaluation and feed back form as required by Nevada P.O.S.T., N.D.O.A. and D.A.R.E. America to demonstrate a 50% increase in officer knowledge. Participant feedback will be used in the analysis review quality of training, direction, and field officer information needs.

SUSTAINMENT OF PROGRAM

This project begins with a certain level of sustainment built into it because individual law enforcement agencies are already paying the salary of every officer participating in the D.A.R.E. Officer trainings. This project is simply to help cover the costs of certification and re-certification training for sworn officers currently on the payroll who have been assigned to youth prevention services.

Partnerships with local coalitions to join community and statewide youth prevention efforts are also underway in order stretch funding and services. These doors are beginning to open up now that Keepin' It Real D.A.R.E. and D.A.R.E. Plus have been established as evidenced-based programs.

N.D.O.A. is in the process of developing a marketing plan in order to develop partnerships with corporations, other businesses, and mining industries. Once completed it is anticipated that the marketing plan will involve a DVD, literature, and public presentations that will outline the services available and the benefits of supporting the statewide and local youth prevention efforts. **In stating this, the reader must be aware that none of the funds requested in this proposal will be used in these fund raising efforts, this statement is to advise that N.D.O.A. has a plan for sustainment.**

N.D.O.A. also conducts raffles, uses funding donation cans, and has recently begun receiving donations through organizations such as United Way.

STATEMENT OF COORDINATION

The Nevada D.A.R.E. Officers Association Board and the Carson City Sheriff's Office comprise the core team coordinating statewide law enforcement based prevention education services. The Carson City Sheriff's Office will operate as the fiscal agent for this initiative and be responsible for all federal and state reporting.

Because the foundation program is based on D.A.R.E. Keepin' It Real and D.A.R.E. PLUS, the core team has established credibility nationwide and on some international levels. The core team will be responsible for creating strong connections across the continuum of statewide prevention efforts.

The Nevada D.A.R.E. Officers Association has established credibility with law enforcement agencies throughout the State of Nevada and across the nation. Nevada agencies include, but are not limited to, Humboldt County Sheriff's Office, Partnership Carson City, Education of Underage Drinking Laws (EUDL), Churchill County Sheriff's Office, Storey County Sheriff's Office, Las Vegas Metro Police Dept., Henderson Police Dept., Nye County Sheriff's Office, Douglas County Sheriff's Office, Boulder City Police Dept., Washoe Tribal Police Department, D.A.R.E. America, Nevada Peace Officers Standards and Training Commission, Nevada Sheriff's and Chief's Association, D.E.A., National Association of Town Watch, the Masons, the Elks and Emblem Clubs and the Eagles Lodge.

D.A.R.E. America established credibility with the United Nations having been awarded a consultation contract regarding world-wide prevention services. Nevada D.A.R.E. Officers Association is one of five D.A.R.E. officer certification training sights in the nation – selected by D.A.R.E. America.

The Nevada D.A.R.E. Officers Association and Carson City Sheriff's Office know that the statewide prevention initiatives are firmly established through the use of evidence-based programs.

EVIDENCE-BASED PROGRAM

Keepin' It Real and D.A.R.E. PLUS have been determined as evidence-based programs. They are listed on the following web sites:

www.crimesolutions.gov

www.nrepp.samhsa.gov

www.ojjdp.gov – Model Programs Guide under classroom curricula.

Keepin' It Real D.A.R.E. meets the **National Common Core Standards** required for providing core instruction in school classrooms nationwide which helps when discussing the programs with school superintendents and principals. In 2010 70% of the school districts in the nation reported using D.A.R.E. (actually D.A.R.E. PLUS). In 2011, this number increased to 75% in the midst of severe budget cuts and lay offs of teachers and law enforcement officers.

Finally, D.A.R.E. America was awarded a contract with the United Nations for consultation on youth and prevention services worldwide.

BUDGET SUMMARY

TOTAL GRANT REQUEST (federal funds)	\$10,000
-------------------------------------	----------

Category	Request \$
Total Personnel Costs	\$0
Total Consultants/Contract Services	\$0
Total Travel/Training Costs	\$6,870
Total Supplies/Operating Costs	\$2,630
Total Equipment	\$500
Total Confidential Funds	\$0
Total Federal Funds Requested	\$10,000
Match (not required) *	\$0
Total of Project	\$10,000

*Although match is not required, you may demonstrate what will be contributed toward your program. This will not influence whether or not you receive a grant award. Match supplied must be tracked and is susceptible to auditing.

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
Sub-Total Fringe Benefits	\$0

TOTAL PERSONNEL **\$0**

PERSONNEL 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 .56.5 cents/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 Operating. 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
D.A.R.E. Officers	Las Vegas	\$3,750 (hotel)	\$0	\$0	\$3,750
D.A.R.E. Officers	Winnemucca	\$3,120 (hotel)	\$0	\$0	\$3,120
Sub-Total In-State Travel					\$6,870

IN-STATE TRAVEL JUSTIFICATION:

Las Vegas - Hotel room scholarship for 8 Nevada law enforcement officers to attend the two week D.A.R.E. officer certification course. Special rate of \$450 per officer at a rate of \$29.00 per night week days and \$49.00 on Friday and Saturday nights.

Winnemucca – Hotel rooms for 20 Nevada law enforcement officers to attend State Conference for maintaining certifications and re-certification classes for 3 nights at a rate of \$52.00 per night.

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:

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. Conference and training registration expense should be listed here.

SUPPLIES:

Item	Quantity (per person per month)	Unit Price	Total for year	Amount Requested
Keepin' It Real Student Planners	12 boxes	\$129		\$1,548
D.A.R.E. Erasers	12 boxes	\$25		\$300
Keepin' It Real Pencils	12 boxes	\$25		\$264
Classroom Supplies				\$518
Sub-Total Supplies				\$2,630

OPERATING:

Sub-Total Operating				\$0

TOTAL SUPPLIES + OPERATING **\$2,630**

SUPPLIES/OPERATING JUSTIFICATION:

Classroom supplies materials for hands-on instructional activities for certification training including markers, POST IT Boards, pens, printer paper and ink.

12 boxes of Keepin' It Real Student Planners @ \$129 each

12 boxes D.A.R.E. erasers @ \$25 each

12 boxes Keepin' It Real Pencils @ \$22 each

Keepin' It Real curriculum supplies used in the classroom for D.A.R.E. Instructors to use for training.

Additionally, starter kits for 8 officers will be provided to help new officers with initial implementation of their first classes. Starter kits will contain 1 box of Keepin' It Real student planners, 1 box of pencils and 1 box of erasers.

EQUIPMENT: Non-consumable items with a life of one year or more and an acquisition cost of \$ 1,000 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 will be required to check with the OCJA 1033/1122 Programs for equipment purchases if awarded, but need not receive an estimate for purposes of this application.

Item	Quantity	Unit Price	Total	Amount Requested
Laptop Computer	1	\$500	\$500	\$500
TOTAL EQUIPMENT				\$500

EQUIPMENT JUSTIFICATION:

Laptop computer to be used for classroom instruction power point presentations and Keepin' It Real DVD for both the D.O.T. and State Conference. One time purchase only. N.D.O.A. will pay for maintenance and upgrades.

CERTIFICATIONS

GOVERNING LEGISLATION/POLICIES FOR THIS GRANT PROGRAM:

The United States Department of Justice, Bureau of Justice and the Nevada State Department of Public Safety (DPS), Office of Criminal Justice Assistance (OCJA)

The applicant certifies by signing the OCJA grant application title page, that the project described in this application meets all the requirements of the applicable governing legislation as indicated below; that all information contained in the application is correct; that there has been appropriate coordination with affected agencies; and, that the applicant will read, understand and comply with all provisions of the governing legislation and all other applicable federal and state laws, rules and regulations that have been or may hereafter be established. 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 in the current applicable OCJA Project Director's Manual.

STANDARD PROVISIONS

1. CHIEF'S APPROVAL

This subgrant award shall not be valid until it has been approved by the Chief of the Office of Criminal Justice Assistance or designee.

2. FUND AVAILABILITY.

Financial obligations of the State are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. FEDERAL FUNDING.

This subgrant is subject to and contingent upon the continuing availability of federal funds for the purposes hereof.

GRANT REQUIREMENTS

1. FINANCIAL & ADMINISTRATIVE MANAGEMENT

- a. The Subgrantee assures that fund accounting, auditing, monitoring, evaluation procedures and such records as necessary will be maintained to assure adequate internal fiscal controls, proper financial management, efficient disbursement of funds received, and maintenance of required source documentation for all costs incurred. These principles must be applied for all costs incurred whether charged on a direct or indirect basis.
- b. All expenditures must be supported by appropriate source documentation. Only actual, approved, allowable expenditures will be permitted.
- c. The Subgrantee assures that it will comply with the provisions of the current applicable OCJA Project Director's Manual. However, such a guide cannot cover every foreseeable contingency, and the Subgrantee is ultimately responsible for compliance with applicable state and federal laws, rules and regulations.

2. PAYMENT & REPORTING

- a. OCJA will reimburse the Subgrantee the reasonable and allowable costs of performance, in accordance with current OCJA Office Policies and Nevada State Fiscal Rules, not to exceed the amount specified herein as the Total Award Amount.
- b. The Subgrantee assures that it shall maintain data and information to provide accurate quarterly program and monthly financial reports to OCJA. Said reports shall be provided in such form, at such times, and containing such data and information as OCJA reasonably requires to administer the program.
- e. **The Subgrantee assures that quarterly financial reports, narrative reports and quarterly performance measure reports shall be submitted within 20 calendar days of the end of each calendar quarter and shall be current and actual. If 1512 ARRA reports are due they will be completed by the assigned due date (usually the 5th calendar day after the end of each quarter.)**
- f. The Subgrantee further assures that final financial and narrative reports shall be submitted on the forms provided by OCJA within 45 days of the end date of the subgrant.
- g. OCJA reserves the right to make and authorize modifications, adjustments, and/or revisions to the Grant Award for the purpose of making changes in budget categories, extensions of grant award dates, changes in goals and objectives.
- h. OCJA may withhold payment in the event the Subgrantee fails to comply with conditions and certifications contained in this grant award.

FEDERAL CERTIFIED ASSURANCES

I. FEDERAL PUBLIC POLICY ASSURANCES

- a. The Subgrantee hereby agrees that it will comply, and all of its contractors will comply with the applicable provisions of:
 - i. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended;
 - ii. The Juvenile Justice and Delinquency Prevention Act and/or the Victims of Crime Act, as appropriate;
 - iii. All other applicable Federal laws, orders, circulars, regulations or guidelines.
- b. The Subgrantee agency hereby agrees that it will comply, and all of its contractors will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including:
 - i. Part 18, Administrative Review Procedure;
 - ii. Part 22, Confidentiality of Identifiable Research and Statistical Information;
 - iii. Part 23, Criminal Intelligence Systems Operating Policies;
 - iv. Part 30, Intergovernmental Review of Department of Justice Programs and Activities;
 - v. Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services;
 - vi. Part, 38, Equal Treatment for Faith Based Organizations;
 - vii. Part 42 Nondiscrimination/Equal Employment Opportunity Policies and Procedure;
 - viii. Part 61 Procedures of Implementing the National Environmental Policy Act;
 - ix. Part 63 Floodplain Management and Wetland Protection Procedures; and,
 - x. Federal Laws or regulations applicable to Federal Assistance Programs.
- c. Grantee agrees to comply with the requirements of 28 C. F. R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- d. Grant agrees to comply with all confidentiality requirements of 42 U. S. C. section 3789g and C. F. R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C. F. R. Part 22 and, in particular, section 22.23.

2. FINANCIAL & ADMINISTRATIVE MANAGEMENT

a. Subgrantee assures that it will comply with appropriate federal cost principles and administrative requirements applicable to grants as follows:

i. For state, local or Indian tribal government entities;

a) OMB Circular A-87, *Cost Principles for State, Local & Indian Tribal Governments*

b) OMB Circular A-102, *Common Rule-Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

c) 28 CFR 66, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*

ii. For non-profit organizations;

a) OMB Circular A-122, *Cost Principles for Non-Profit Organizations*

b) OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations*

c) 28 CFR 70, *Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations*

iii. For colleges and universities;

a) OMB Circular A-21, *Cost Principles for Educational Institutions*

b) OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations*

c) 28 CFR 70, *Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations*

iv. For each agency spending more than \$500,000 per year in federal funds from all sources;

a) OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*
Special Provisions and Certified Assurances

3. NON-SUPPLANTING OF FUNDS

a. The Subgrantee certifies that any required matching funds used to pay the non-federal portion of the cost of this subgrant are in addition to funds that would have otherwise been made available for the purposes of this project.

b. The Subgrantee certifies that federal funds made available under this grant:

i. Will not be used to supplant state or local funds;

ii. Where there is a reduced or unchanged local investment, then the Subgrantee shall give a written explanation demonstrating that the Subgrantee's reduced or unchanged commitment would have been necessitated even if federal financial support under this federal grant program had not been made available.

4. ASSURANCES FORMS TO BE SIGNED AND SUBMITTED WITH APPLICATION:

- **STANDARD ASSURANCES – OMB –Must be signed by BOTH the Governmental Unit (i.e., Mayor, County Commissioner, City Supervisor etc.) AND the Applicant Agency (i.e., Police Chief, Sheriff, District Attorney, State Agency Director)**
- **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG_FREE WORKPLACE REQUIREMENTS**
- **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)**

You may visit the Office of Justice Programs, Office for Civil Rights website at:
<http://www.ojp.usdoj.gov/about/offices/ocr.htm> for more information.



STANDARD ASSURANCES


The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); *see* Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
 - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature of Governmental Unit
(County Commissioner, City Supervisor, Mayor, etc.)


Signature of Applicant Agency (Sheriff, Chief, DA)

Date


Date

*U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER*

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Consolidated Municipality of Carson City Nevada and surrounding areas

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

**Consolidated Municipality of Carson City Nevada
201 North Carson Street, Suite 2
Carson City, NV 89701**

2. Project Name: Keepin' It Real – D.A.R.E./School Resource Officer Training

3. Type/Print Name and Title of Authorized Representative

Lawrence A. Werner



Signature

Date

4/3/13

WHAT IS AN EEOP?

The purpose of an Equal Employment Opportunity Plan (EEOP) is to ensure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A recipient agency is defined as any state or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. Recipient agencies that meet all of the following criteria are required to maintain an EEOP on file for review by OJP, if requested (see 28 CFR §42.301 et seq.):

- i. Have 50 or more employees; and
- ii. Received a total of \$25,000 or more in grants or subgrants; and
- iii. Have 3 percent or more minorities in service population (however, if less than 3 percent minorities in service population, an EEOP must still be prepared, but must focus on employment practices affecting women only).

Grantees that meet criteria (i) and (iii), and who receive over \$500,000 (or \$1 million during an 18-month period) are required to submit an EEOP with their Application to the Office for Civil Rights, Office of Justice Programs for review.

An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that:

- provides a statistical profile of the internal workforce by race, sex and national origin
- identifies problems in employment practices and procedures.
- specifies corrective action
- forms the basis of ongoing evaluation.

See chart on following pages, "Civil Rights Requirements of Recipients" for types of entities that are exempt from these requirements and for a description of factors affecting requirements to either maintain an EEOP on file or submit an EEOP to OCR.

CIVIL RIGHTS REQUIREMENTS OF RECIPIENTS

Important: All recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by OCR, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with equal employment opportunity requirements. 28 CFR 42.207 and 42.301 et seq.

Regulatory Definition: Recipient means any state or local unit of government or agency thereof, and any private entity, institution or organization to which federal financial assistance is extended directly or through such government or agency . . . 28 CFR 42.202(n).

RECIPIENT MUST SUBMIT TO OCR

Type of Entity	Assurances	Court Findings of Discrimination	EEOP
I. Educational/Medical Nonprofit Institutions/Indian Tribes	Yes	Yes	No
II. All other recipients receiving more than \$25,000	Yes	Yes	No
III. State and Local Gov't recipients receiving \$500,000 or more*	Yes	Yes	Yes

Recipient Factors	EEOP Requirements
Less than 50 employees	Not required to maintain EEOP
Less than 3% minority population	Required to maintain EEOP as relates to women
Receives less than \$25,000	Not required to maintain EEOP
Receives more than \$25,000 (excluding Type I entity)	Must maintain an EEOP on file for possible OCR audits
Receives \$500,000 or more* (only type III entity)	Must submit EEOP to OCR for approval

*or over \$1 million in an 18-month period

CERTIFICATION

Grantee Name: Consolidated Municipality of Carson City Nevada Project Title: Keepin' It Real DARE/School Resource Officer Training
Address: 201 North Carson Street, Suite 4 Carson City, NV 89701
Contact Person: Melanie Bruketta, Human Resources Director Phone #: (775) 887-2103
Date and effective duration of EEOP: 09/26/2011

CERTIFICATION (EEOP ON FILE)

Certification Statement:

I, Melanie Bruketta [agency executive officer], certify that the Consolidated Municipality of Carson City Nevada [agency] has formulated an Equal Opportunity Plan in accordance with 28 CFR 42.391 in et seq, subpart E, that it has been signed into effect by the proper agency authority and disseminated to all employees, and that it is on file in the Office of

Name of Agency Carson City Human Resources Division

Address: 201 North Carson Street, Suite 4 Carson City, NV 89701

For review or audit by officials of the cognizant State planning agency or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

Melanie Bruketta HR Director 4-3-13
Signature Title Date

CERTIFICATION (NO EEOP REQUIRED)

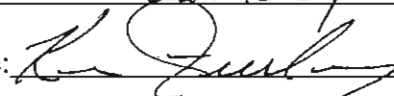
I HEREBY CERTIFY THAT THE FUNDED AGENCY HAS LESS THAN 50 EMPLOYEES AND, THEREFORE, IS NOT REQUIRED TO MAINTAIN AN EEOP, PURSUANT TO 28 CFR 42.301, ET SEQ.

Signature Title Date

**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: Kew Fuolong Title: Sheriff
Signature:  Date: 7/2/15

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: Nancy Paulson Title: Deputy Finance Director

Signature: Nancy Paulson Date: 7/9/13

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.