



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: April 7, 2016

Staff Contact: Janice Keillor, Grants Administrator

Agenda Title: For Possible Action: To authorize staff to submit an application to the State of Nevada Office of the Attorney General for the 2016 Violence Against Women Act grant program in the amount of \$40,000. (Janice Keillor, jkeillor@carson.org)

Staff Summary: The Office of the Attorney General is soliciting for grant applications for the Services, Training, Officers, Prosecutors (STOP) grant program for 2016-17, with applications due by April 15, 2016. The STOP program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat domestic violence, dating violence, sexual assault, and stalking. Staff would like to apply for funds to expand the Sexual Assault Exam Program Support project funded in 2015. There is a 25% match requirement, which Carson City will meet through the current funding of the sexual assault exam room Medical Director, Carson Tahoe Hospital's donation of the exam room, and exam room equipment provided by Advocates to End Domestic Violence.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to authorize staff to submit an application to the State of Nevada Office of the Attorney General for the 2016 Violence Against Women Act grant program in the amount of \$40,000.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Carson City received this grant in 2015 for the Sexual Assault Exam Program Support project in the amount of \$20,000. The program strives to provide immediate response, comprehensive follow-up supportive services, and effective criminal prosecution for victims of domestic violence, dating violence, sexual assault, and stalking. Staff would like to expand this program by increasing the training for the nurses, prosecutors, investigators, and client advocates to improve services to Nevada's victims and strengthen the partnerships between our Sheriff's Department, District Attorney's Office, Health and Human Services Department, Carson Tahoe Hospital and Advocates to End Domestic Violence.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Do not authorize staff to submit the application.
Provide staff with alternative direction.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

**STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL**

**FEDERAL FISCAL YEAR 2016
VIOLENCE AGAINST WOMEN ACT (VAWA)
GRANT PROGRAMS**

REQUEST FOR APPLICATIONS

INSTRUCTIONAL MATERIALS FOR FILING AN APPLICATION FOR THE
SERVICES ♦ TRAINING ♦ OFFICERS ♦ PROSECUTORS (STOP) AND
SEXUAL ASSAULT SERVICES PROGRAM (SASP)
FUNDS UNDER THE VIOLENCE AGAINST WOMEN ACT

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***FINAL DATE AND TIME FOR APPLICATION SUBMISSION
Friday, April 15, 2016 by 5pm***

GENERAL INFORMATION

This solicitation provides program and streamlined application guidelines to request the Federal Fiscal Year 2016 Services♦Training♦Officers♦Prosecutors Violence Against Women Formula Grant Program (STOP), and the Sexual Assault Services Provider Program (SASP) sub-grants. This year's application process is being revised to coordinate project periods between the Nevada Division of Child and Family Services (DCFS), state administering agency for the Victim of Crime Act (VOCA) formula grant, and the Nevada Office of the Attorney General (OAG), state administering agency for Violence Against Women Act (VAWA) STOP and SASP formula grants. The purpose of aligning VOCA and VAWA grant funds is to develop more coordinated program development and administrative oversight of both funding streams to ensure equitable funding for a broader coordinated community response to intimate partner violence, dating violence, sexual violence, stalking, and physical, emotional and sexual violence against children.

Applicants will apply for funding for a project period of July 1, 2016 – June 30, 2017. In jurisdictions with a population over 100,000, it is unlikely that individual project awards will exceed \$70,000 for this grant period. In jurisdictions with a population of less than 100,000, it is unlikely that project awards will exceed \$40,000 for this grant period.

Funding is contingent upon the amount of the Federal funding awarded to the OAG. The OAG reserves the right to coordinate VAWA funding for victim services with VOCA funding originating from substantial increase of VOCA formula funds and other sub-grantee funding sources.

The STOP Program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat the crimes of intimate partner violence, dating violence, sexual assault and stalking. This program further encourages partnerships among police, prosecutors, the judiciary, victim advocates and service providers, health care providers, faith leaders, and others to help provide Nevada's victims and their families with the protection and services they need to pursue safe and healthy lives within their communities and to hold their offenders accountable for the harm they've done. The SASP Program is limited to nonprofit, nongovernmental providers of direct services specific to all victims of sexual violence.

In this solicitation, VAWA sub-grants will be competitively distributed, within those preferential parameters, on a geographic basis. This includes urban and rural areas of various sizes and populations. The STOP and SASP Formula Grant Programs are authorized and funded under the federal Violence Against Women Act (VAWA) most recently reauthorized in 2013. Underserved and culturally specific populations, whether based on geography or other definable standards, do receive preferential funding under VAWA. States are also allowed to determine their funding preferences within the federal purpose areas.

STOP will provide funds to Indian Tribal governments, units of local government, and nonprofit, nongovernmental victim services programs, including those of faith-based and community organizations. As the agency designated to oversee the distribution of STOP Program funds, the OAG will accept applications for proposed grant-funded activities meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and responses, and advocacy programs designed to increase the effectiveness and efficiency for the delivery of services for VAWA-eligible crimes. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, STOP mandates that services to similarly situated male

victims in need must be provided under this program. STOP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation or gender identification. The STOP Program does limit response and services to "primary victims," aged 11 years and above, of intimate partner violence, sexual and dating violence, and stalking offenses. Children 10 years and under may only be treated as "secondary victims" with an inextricable link to a primary recipient of services.

SASP is authorized under the Violence Against Women Act, and is the primary funding stream dedicated to the provision of direct intervention and related assistance for victims of sexual assault. As outlined in VAWA, the purpose of the SASP Formula Program is to assist states and territories in providing "intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of such victims, and those collaterally affected by the victimization, except for the perpetrator of such victimization." SASP sub-grants will be competitively awarded to urban and rural areas of various sizes, populations and service availability to provide direct victim services,. As the agency designated to oversee the distribution of SASP program funds, the OAG will accept applications from service providers for proposed grant-funded activities. SASP funds will be awarded to programs meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and advocacy programs designed to increase the effectiveness and efficiency of the delivery of services to victims of sexual assault. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, SASP maintains that services to similarly situated male victims in need may be provided under this program. SASP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, marital status, sexual orientation or gender identification.

Please note: Applicants do not need to specify whether they are requesting STOP or SASP funding. This will be determined during the administrative review process to ensure efficient utilization of all available grant funds. A successful application is not a guarantee you will receive all or partial funding for the program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles.

FUNDING PERIOD

July 1, 2016–June 30, 2017

All funding remaining after the June 2017 Monthly Financial Report reimbursement claims will be swept back to OAG for reallocation.

APPLICATION DEADLINE

April 15, 2016 by 5PM – NO EXCEPTIONS

Email application packet and attachments to Debbie Tanaka at dtanaka@ag.nv.gov

TECHNICAL ASSISTANCE

Applicants may contact Debbie Tanaka at dtanaka@ag.nv.gov for technical assistance or if applicants would like a PowerPoint presentation for this solicitation.

This Request for Applications will be posted on the Nevada Office of the Attorney General's website, <http://ag.nv.gov> on or about March 16, 2016.

PRE-APPLICATION WORKSHOPS

Attendance and participation in pre-application workshops is strongly encouraged but is not mandatory.

Las Vegas

Thursday, March 17, 2016 at 1pm to 4pm
Las Vegas Metropolitan Police Department
400 S. Martin Luther King Blvd., Building A
Las Vegas, NV 89106

Reno

Thursday, March 24, 2016 at 2pm to 5pm
Washoe County Regional Public Safety Training Center
5190 Spectrum Blvd., Room 103
Reno, NV 89512

APPLICANT ELIGIBILITY

To be eligible for a sub-grant from these funds, an applicant must:

1. Provide services that fall within the federal purpose areas as described below. A 25 percent match requirement on the total award costs will be imposed on all sub-grantees, except for tribal or non-profit, community-based organizations funded under the SASP Program and/or the Victim Services or Discretionary funding categories of the STOP Program.
2. Ensure that any federal funds awarded through this program will be used to supplement, not supplant, any federal and nonfederal funds that would otherwise be available for activities funded through this program.
3. Be a public agency, tribal government or nonprofit organization incorporated and qualified to do business in Nevada.
4. Possess or obtain a DUNS Number (<http://www.dnb.com>) and current SAM registration (<http://www.sam.gov>) prior to receiving any funds.
5. Be governed in a manner which reflects awareness of the racial, ethnic, economic, and social composition of the county or counties to be served and includes individuals who are knowledgeable in the focus area of this project, including culturally-specific projects.
6. Require its employees and volunteers to maintain the confidentiality of any information that would identify persons receiving services; any release of identifying information must be with prior voluntary written consent of the victim.
7. Provide its services without any discrimination on the basis of a person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, marital status, sexual orientation or gender identification.
8. Comply with the provisions of the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity guidelines of the Office of Civil Rights.

NOTE: STOP funds may not be used to support services that focus exclusively on children (those age 10 and under) or to develop prevention curricula for schools. The term “dating violence” was added to the federal purposes areas in fiscal year 2000 and allows for some services to teen victims of dating violence. For example, this grant could support a project that would provide for distribution of *information* and *education* to university, high school and middle school students on the availability of community resources to assist victims facing a dating violence or sexual violence situation.

Additionally, services such as peer support groups and advocacy targeting teen victims of dating violence are allowable. **However, prevention programs will not be funded at this time.** Direct services provided to children supported with STOP funds must show an inextricable link - and be the direct result of - providing services for an adult victim. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children.

SASP has a broader victim service mission and can cover some services that fall out of the scope of STOP funding, such as services to all children victimized by sexual violence.

FEDERAL PROGRAM PURPOSE AREAS FOR STOP FUNDS

Funds under the STOP Program **must** be used for one or more of the following statutory purpose areas:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, **including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a))**;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, **as well as the appropriate treatment of victims**;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, **classifying**, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
5. Developing, enlarging, or strengthening victim services **and legal assistance** programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking;

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, or sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - A. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including **the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;**
 - B. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - C. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - D. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - A. The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim

- Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- B. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - C. The development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.
14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
 15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
 16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
 17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
 18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
 19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.

FEDERAL PROGRAM PURPOSE AREAS FOR SASP FUNDS

Funds under the SASP Program **must** be used for one or more of the following statutory purpose areas and Technical Assistance is mandatory for all recipients:

1. Initiatives and programs to support the establishment, maintenance, and expansion of community based (nonprofit and nongovernmental, including faith based, Tribal nonprofit, and other culturally specific nonprofit) rape crisis centers;
2. Programs and projects to assist primary victims of sexual assault, including children and adult victims of child sexual assault within community based organizations that are not specifically limited to providing sexual assault victim services, including dual service and culturally specific organizations:
 - A. Competitive preference will be given to dual programs currently screening for sexual assault and providing appropriate services in addition to meeting their core services;

3. Direct intervention and related assistance which may include:
 - A. 24-hour hotline services providing crisis intervention services and referral;
 - B. Accompaniment and advocacy thorough medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
 - C. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
 - D. Community-based, linguistically and culturally specific services and support mechanisms, including outreach activities for underserved communities; and
 - E. Development and distribution of materials on issues related to the services described in the previous bullets.

STATE PRIORITIES

In shaping their strategies, applicants are encouraged to develop and support projects that:

1. **Create, expand, or support local or regional collaborative responses to victims of intimate partner, dating and sexual violence, and stalking to more effectively utilize grant funding (i.e. developing SANE/SART teams, dual services, multi-disciplinary teams);**
2. Support and retain core services for victims of sexual and intimate partner violence, particularly support for rape crisis centers and shelters;
3. Increase support for sexual assault victims, including services, law enforcement response and prosecution.
4. Support advocacy for victims of VAWA-eligible crimes (community-based and/or system-based);
5. Serve areas showing the greatest need based on the availability of existing intimate partner violence and sexual assault programs in the population and geographic area to be served;
6. Address the needs of underserved populations, particularly communities of color, and including victims who may be elderly or disabled, as well as victims who are isolated for reasons such as homelessness, sexual orientation, gender identification, substance use, mental health issues, and human trafficking:

Trafficking for purposes of VAWA funding includes foreign and domestic victims of commercial sexual exploitation and forced marriage, but not general labor trafficking, unless qualifying VAWA crimes are committed against them.
7. Provide basic and advanced training to law enforcement and courts (governmental and Tribal), prosecutors, victim service providers (including cross-disciplinary training with system-based advocates and other criminal justice professionals, expert witness training);
8. Provide competent, culturally specific services beyond bilingual advocacy;

9. Developing data collection and analysis projects to better document criminal justice and victim services performance and statistics relating to intimate partner, dating and sexual violence, and stalking, to better gauge the effectiveness of and improve the local, regional and state response to these crimes; and

COLLABORATIVE PROJECTS

The OAG requires all applicants of this solicitation to develop collaborative projects with a focus on providing broad, non-duplicative and cost effective services across law enforcement, prosecution, court responses, and community based services. This does not limit the number of agencies providing such services as long as there is sufficient documented need; however, collaboration to enhance and expand upon existing services is strongly encouraged.

A current and project specific Memorandum of Understanding, including all partnering agencies, whether funded or not, is required to be developed and executed by December 31, 2016.

REPORTING AND DOCUMENTATION

Successful applicants will be required to supply information on their funded projects, most of which is mandated by the federal guidelines, including the following:

1. Annual Progress Report: All grantees will be required to gather statistical information pertaining to their funded project which must be provided to the grant administrator at the conclusion of each calendar year, using the mandated form provided by the Office on Violence Against Women. If VOCA funding becomes available and applicable, then grantees must be prepared to comply with quarterly reporting requirements as mandated by the Office for Victims of Crime.
2. Semi-Annual Status Report: All VAWA sub-grantees will be required to submit a semi-annual narrative report on their project progress to the grant administrator describing the status of their project as it relates to the goals outlined in their proposal and list training completed by grant funded staff.
3. Monthly Financial Reports: All grantees are required to complete monthly financial reports (provided upon approval of award) together with supporting backup documentation clearly identifying expenses for which reimbursement is requested as well as any expenses and/or in-kind services being provided as match for an award.
4. Site Visits: Grantees may be subject to site visits by the STOP/SASP Administrator or their designee. The grantees should be prepared to make any programmatic and/or financial information available during a site visit. Although efforts to meet with all sub-grantees will be made during the funded period, at least 25% of sub-grantees will definitely be selected during the funding period. Sub-grantees may request site visits to provide technical assistance or to highlight a promising program.

APPLICATION REVIEW PROCESS

All applications will be subject to an initial eligibility review by OAG Grants Unit staff, followed by an objective review consisting of independent, non-applicant, community reviewers. Applications will be scored according to the criteria set forth in this solicitation. If the application fails to meet the criteria listed below during the initial review by OAG staff, the application may not receive further consideration. Criteria for the initial review include:

- Whether the application is complete and uses appropriate formatting.
- Whether all statutory eligibility criteria are met.
- Whether the proposed budget is within the established limits.
- Whether the application proposes significant activities that may compromise victim safety. Activities that may compromise victim safety include:
 - Policies and/or Procedures that deny individuals access to services based on their existing or future relationship to the perpetrator;
 - Developing materials that are not tailored to the dynamics of intimate partner and dating violence, sexual assault, stalking, and/or the culturally specific population to be served as informed by the current federal interpretations of VAWA;
 - Sharing confidential victim information with outside organizations and/or individuals without the documented and time limited consent of the victim;
 - Policies and/or Procedures that would penalize victims of VAWA related crimes for failure to testify against their alleged perpetrator or impose other sanctions on them. ***Rather, policies and procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged;***
 - Policy, procedures and/or practices that require victims of sexual assault to cooperate with law enforcement and/or prosecutors in order to receive a forensic exam without direct cost to them;
 - Requiring victims to report sexual assault, stalking, or intimate partner and dating violence crimes to law enforcement or forcing victims to participate in criminal proceedings, counseling, drug treatment or other mandated activities in order to receive VAWA funded services;
 - Policy, procedures and/or practices that would encourage dual arrests and mutual restraining orders;
 - Policy, procedures and/or practices that fail to use accepted best practices in determining predominant aggressor;
 - Policy, procedures and/or practices that requires the victim to pay preparation and/or service delivery fees for orders of protection;
 - Policy, procedures and/or practices that would require a victim to participate in forensic lie detection or other truth telling device tests;
 - Requiring mediation or counseling for couples as a systemic response to intimate partner violence or sexual assault;
 - Offering perpetrators the option of entering pre-trial diversion programs;
 - Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
 - Placement of batterers in anger management or substance abuse programs in lieu of batterer intervention programs.

The OAG staff will follow up as necessary with the applicants recommended for funding to address any specific issues identified by the review panel. Adjustment of budgets and goals may be required at that time. Based on the panel recommendations and staff analysis of the applications, the Attorney General will make final funding decisions **with all award decisions being final – there is no appeals process.**

SELECTION CRITERIA

All applications for funding will be primarily rated on the basis of the criteria set forth below:

- The degree to which the proposed project falls within the federal purpose areas and addresses state priorities;
- The degree of community collaboration proposed to meet the needs of victims in the service area;
- How well the applicant identifies a clear need within the community and proposes a project to address that need;
- The extent to which the proposed project complements or enhances existing services while avoiding duplication of efforts;
- The degree to which the proposed budget clearly and concisely links the expenses to the planned program; and
- Whether the applicant has demonstrated an ability to meet the reporting guidelines of the Violence Against Women Act.

HOW TO APPLY

You must submit your complete application packet electronically no later than April 15, 2016 by 5pm to Debbie Tanaka at dtanaka@ag.nv.gov.

There are no exceptions to this requirement; however, if documented technical issues arise, please contact Liz Greb at 684-1148, Debbie Tanaka at 684-1110 or Lesley Volkov at 684-1119 no later Friday, April 15, 2016 by 5pm.